

Model Timely Warning Policy

Title: Timely Warning Policy

Revision Date: _____

Responsible Office: _____

I. Scope

This policy applies to the _____.

II. Purpose

The purpose of this policy is to ensure the issuance of timely warnings regarding crimes posing a serious or ongoing threat to the campus community. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for the university regarding the circumstances and delivery of warnings of serious or ongoing threats (see 20 USCA section 1092; 34 CFR 668.46(e)).

III. Policy and Procedure

What are timely warnings? Timely warnings are provided to notify students, faculty, and staff of certain crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A timely warning also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

Timely warnings include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. Timely warnings also include other available information that the university determines will help members of the campus community to protect themselves, ranging from descriptive information about suspects to tips on deterring theft. The content and amount of information varies depending on the nature of the threat, the amount of information available to _____, the risk of compromising law enforcement efforts, and other factors.

When are timely warnings made – what type of situations do they warn of? Timely warnings are made only in response to the occurrence of crimes specified in the Clery Act. Other dangers to the campus community are addressed through emergency communications, as described in _____'s Emergency Response Plan. [1]

Under the Crime Reporting Policy, university employees designated as Campus Security Authorities promptly report Clery Act crimes to _____ Police. Decisions to issue a warning are made on a case-by-case basis considering the nature and circumstances of the crime and the danger posed to the community. A warning is only required when the reported crime occurred on campus, public property bordering campus, or property

controlled by _____, as described in the Crime Reporting Policy.
[2]

Who makes them and how? Timely warnings typically are made by the _____ Police Department. [Warnings may also be issued by _____.]

Timely warnings typically are made through campus wide e-mails sent to students and employees.

IV. Authority and Amendment

This policy is approved by _____.

[V. Related Policies, Procedures and Documents]

[1] The Clery Act requires institutions to make two types of alerts: timely warnings, described in this policy, and emergency notifications. Emergency notifications are made for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. If an emergency notification is made, _____ does not need to issue a timely warning about the same situation. The procedures for making emergency notifications are part of _____'s Emergency Response Plan.

[2] For Clery Act crimes occurring on property at a distance from the campus, controlled by the institution and frequented by students, a timely warning needs to be made only if the crime occurred at a time and in a part of the property where _____ had control.