

Office of Public Safety
Protocol for Determining Whether to Issue a
Timely Warning–Crime Alert to the College Community

A Timely Warning-Crime Alert is meant to inform the campus community about the occurrence of a crime that poses an ongoing or serious threat and to heighten student and employee safety awareness in a manner that will aid in the prevention of similar crimes. A Timely Warning–Crime Alert does not include information that identifies the victim. Determinations about whether and when to issue warnings will be made by the Chief of Public Safety, Clery Act Coordinator, or designee, on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, the availability of accurate information, and the possible risk of compromising law enforcement efforts.

In accordance with the Jeanne Clery Act, whenever crimes are reported to the Office of Public Safety from any source, including local police, the following protocol will be followed to assess whether a Timely Warning will occur:

1. Is the reported crime classified as a “Clery Act” crime?¹
2. Did the Clery Act crime occur within the Clery geography?²
3. Based on the information available, is there an ongoing or serious threat to students and employees?

If all three (3) above criteria are met, community members will receive a Timely Warning–Crime Alert.

The Timely Warning–Crime Alert will contain relevant information available at that time: type of crime; location and time; physical description of suspect(s); any other pertinent information. Depending on the circumstances of the crime, the Office of Public Safety may provide expanded notice in accordance with the College’s emergency notification policies and procedures. Further, depending on the circumstances and as more information becomes available, community members may receive an update to the initial Timely Warning.

If all three (3) above criteria are not met, Public Safety will assess whether a safety advisory or notification is warranted.

¹ List of reportable crimes under the Jeanne Clery Act, as amended by the Higher Education Act and Campus SaVE provisions (Sect. 304 of VAWA): Aggravated Assault; Arson; Burglary; Dating Violence; Domestic Violence; Stalking; Motor Vehicle Theft; Murder & Non-Negligent Manslaughter; Negligent Manslaughter; Robbery; Sex Offenses–Rape, Fondling, Incest, Statutory Rape; and, Hate Crime based on race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability; and, Larceny-Theft (except motor vehicle theft), Simple Assault, Intimidation, or Destruction, Damage, Vandalism of Property if the victim of one of these four crimes was intentionally selected because of the perpetrator’s bias against the victim; and, Arrests and Disciplinary Referrals for Liquor, Drug, Weapon Law Violations.

² Crimes that occur in any of the following four locations: on campus; on campus in a residential facility; non-campus property that we own or control; or, on public property within or immediately adjacent to campus.