



TIMELY WARNING NOTIFICATIONS

Campus Security, Safety and Emergency Response

Policy Number: 5010

1.0 PURPOSE

The purpose of this Timely Warning Notification Policy is to ensure the issuance of Timely Warning Notifications regarding crimes posing a serious or ongoing threat to the Columbia Basin College (“CBC” or the “College”) Community. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act by establishing procedures for the College regarding the circumstances and delivery of a timely warning of serious or on-going threats. Generally, a warning should be issued as soon as pertinent information is available because a Timely Warning Notification is intended to warn the College Community of continuing threats to safety; thus, allowing the College Community members to take appropriate steps to protect themselves.

2.0 AUTHORITY & SCOPE

2.1 Authority: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”).

2.2 Scope: All Campus.

3.0 DEFINITIONS

3.1 Bias for the purpose of this Policy means the negative opinion or attitude toward a group of persons based on their race, gender or gender identity, religion, sexual orientation, ethnicity/national origin, or disability.

3.2 Clery Act Crimes mean crimes including, but not limited to:

1. murder and non-negligent manslaughter;
2. sexual violence and other sex offenses, forcible or non-forcible, but not including sexual harassment or indecent exposure (sexual violence must be reported to the Title IX Coordinator or the Deputy Title IX Coordinator) domestic violence and dating violence (if the alleged, suspected, or reported victim is a student, the incident likely also needs to be reported to the Title IX Coordinator or the Deputy Title IX Coordinator);
3. stalking (if the alleged, suspected, or reported victim is a student, the stalking incident likely also needs to be reported to the Title IX Coordinator);
4. robbery and burglary;
5. aggravated assault;
6. motor vehicle theft—including theft of motorized scooters, golf carts, motorized wheelchairs and the like;

7. arson; and
8. hate crimes.

3.3 College Community means all College faculty, staff, volunteers, and/or students enrolled in courses.

3.4 Hate Crimes means any crime involving bodily injury, or larceny, theft, simple assault, intimidation, and destruction/damage/vandalism of property, when motivated by the perpetrator's bias.

4.0 TIMELY NOTIFICATIONS

4.1 What are Timely Warning Notifications?

A Timely Warning Notification is intended to notify the College Community of certain crimes that may represent a serious or ongoing threat to the College Community and to heighten safety awareness. A Timely Warning Notification also seeks information that may lead to the arrest and conviction of the subject when violent crimes against persons or substantial crimes against property have been reported.

4.2 Timing of Timely Warning Notifications

The College will issue a Timely Warning Notification as soon as a serious or ongoing threat to the College Community is reported to a campus security authority or local police. The determination will be made based on information available to Campus Security.

4.3 Division Responsible for Issuing Timely Warning Notification

The Director of Emergency Management & Campus Security, the Director's designee, or the Campus Security Lieutenant will initiate the steps for the Timely Warning Notification by:

1. Drafting the initial message;
2. Forwarding the proposed message to at least one Cabinet Member; and
3. Upon approval by the cabinet member, issuing the Timely Warning Notification via email, Emergency Notification System, and/or public announcement to the College Community.

However, where an extreme emergency exists, the Director of Emergency Management & Campus Security, the Director's designee, or the Campus Security Lieutenant may issue a Timely Warning Notification at the Director's sole discretion.

4.4 Contents of Timely Warning Notification

A Timely Warning Notification shall include information about the crime that triggered the warning, but does not include personally identifiable information about the crime's victim(s). Other available information that the College determines will help College Community members protect themselves, ranging from descriptive information about suspects to tips on deterring theft. Thus, the amount and type of information presented in the warning will vary depending on the circumstances of the crime.

If there is certain information that could compromise law enforcement efforts, it may be withheld from the Timely Warning Notification. An effort will always be made to distribute a warning as soon as pertinent information is available so that the warning is a preventive tool, not solely the description of the incident. A Timely Warning Notification shall include the following, unless issuing any of this information would risk compromising law enforcement efforts:

1. Date and time or timeframe of the incident;
2. A brief description of the incident;
3. Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
4. Suspect description(s) when deemed appropriate and if there is sufficient detail*;
5. Campus Security contact information; and
6. Other information as deemed appropriate by the Director or the Director's designee.

*The description of subjects in a case will only be included in the warning if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the warning.

Timely Warning Notifications are made in response to the occurrence of crimes specified in the Clery Act.

4.5 Crimes Requiring Timely Notice

This policy requires Timely Warning Notifications for all Clery Act Crimes, as defined by Section 3.2. However, Campus Security will not issue a Timely Warning Notification for Clery Act Crimes if:

1. Campus Security or any other local law enforcement agency apprehends the subject(s) and the threat of imminent danger for members of the community have been mitigated by the apprehension; or
2. Campus Security was not initially notified of the crime and issuing a Timely Warning Notification would not be timely. Generally, where a report is filed six (6) days or more after the incident occurs, issuing a Timely Warning Notification would not be timely.

The College reserves the right to issue Timely Warning Notifications for crimes, other than Clery Act Crimes, or other ongoing safety concerns when the crimes or safety concerns pose a serious or continuing threat to the College Community.

4.6 Issuing Timely Warning Notifications

Campus Security will transmit the Timely Warning Notification to the College Community via email, Emergency Notification System, public announcements, or

other methods necessary to communicate the Timely Warning Notification. The College may also post the Timely Warning Notification on the Campus Security Webpage. Notifications may also be posted in campus buildings, when deemed necessary. When a Timely Warning Notification is posted in campus buildings, it shall be posted in the lobby/entrance area(s) of the affected building(s), such as on windows, doors, and/or bulletin boards.

Campus Security maintains a daily crime log which is normally updated each business day and contains all crimes reported to Campus Security.

5.0 FORMS & OTHER RESOURCES

[\[Clery Incident Report Form\]](#).

6.0 HISTORY & POLICY CONTACT

6.1 Proposal Date: 09/03/2019

6.2 Promulgation Date: 10/01/2019

6.3 Responsible Administrator: Director of Emergency Management & Campus Security.