1. INTRODUCTION

Federal regulations associated with the Jeanne Clery Act require every college and university to provide timely warnings (Timely Warning) of certain crimes or circumstances giving rise to a safety or security concern to the College community. The purpose of a Timely Warning is to alert the Westminster College (College) community to the occurrence of a crime and to provide information that may enable community members to better protect themselves against the occurrence of similar crimes.¹

2. REPORTING INFORMATION RAISING A SAFETY OR SECURITY CONCERN

A. Reporting of Crimes

The College strongly encourages accurate and prompt reporting of information that may raise a safety or security concern, including crimes, threats, emergencies, and public safety related

¹ These procedures should be read in conjunction with the Clery Act Compliance Policy. Capitalized terms used and not otherwise defined in these procedures are defined in the policy.
incidents, to Campus Patrol at 801-832-2525, or to any CSA. Students, faculty, staff, and guests are encouraged to report all incidents occurring on campus property, off campus involving members of the College community that could have an impact on the College, and any off campus incident involving College property to Campus Patrol in a timely manner. Campus Patrol can be reached anytime of the day or night.

- To report a crime or request assistance (801) 832-2525
- When using a campus phone Dial 2525
- For emergencies Dial 911

Employees of the Campus Counseling Center or the Student Health Center are deemed “confidential employees” and are not generally required to forward reports of crimes to Campus Patrol.

B. Emergency Reporting of Crimes

The College provides emergency blue light phones, which ring directly to Campus Patrol cell phones, throughout the campus.

1. Athletic Field Parking North East Corner
2. Athletic Field South East Corner
3. Athletic Field South West Corner
4. Parking Structure Lower Level East Wall
5. Parking Structure Main Level East Wall
6. Parking Structure Top Level South East corner
7. Shaw South West Corner of Building
8. East Side of Nunemaker
9. Women’s Locker Room Payne Gym (regular telephone that rings directly to Campus Patrol)

C. Anonymous Reporting of Crimes

The College offers several ways to report criminal activity while preserving privacy. If you are a victim of a crime and do not want to pursue action within the College system, you may still want to consider making a confidential report. With your permission, the Director of Campus Security can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students or the College community, determine where there is a pattern of crime with regards to a particular location, method, or assailant, and alert the College community to potential danger. Reports filed in this manner are counted and disclosed in the annual
crimes statistics for the institution. Crimes may be reported anonymously using the general Campus Patrol e-mail at campus patrolanonymous@westminstercollege.edu.

3. CRITERIA FOR ISSUING A TIMELY WARNING

The College issues a Timely Warning to the College community after a CSA receives a report of certain types of criminal activity occurring on the College property, or incidents occurring off campus involving members of the College community that appear to pose a serious or continuous threat to students and/or employees.

The Director of Campus Security makes the decision to issue a Timely Warning on a case-by-case basis, after considering all available facts surrounding the College community, whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts. Timely warnings are usually issued for the following classifications when they become a threat to the College community:

- aggravated assault
- arson
- burglary
- criminal homicide
- hate crimes
- motor vehicle theft
- persons with weapons with intent to use
- robbery
- sex offenses
- other crimes as deemed necessary

A Timely Warning may also be initiated for unusual crime reports occurring off-campus after consultation among Campus Patrol and the investigating law enforcement agency, depending on the nature and location of each incident, the status of the investigation, and other factors.

4. TIMELY WARNING CONTENT

The Director of Campus Security is responsible for preparing Timely Warning notices. A Timely Warning shall be prepared according to the following guidelines:

A. The Timely Warning must include specific information about the crime that triggered the warning. A warning that simply cautions the College community to be careful or to avoid certain practices or places is not sufficient. In certain cases, the Director of Campus Security may need to keep some facts confidential and withhold them from a Timely Warning to avoid compromising an investigation. In addition, the Director of Campus Security may withhold
confidential and identifying information of victims. The Director of Campus Security is authorized to make this determination on a case-by-case basis.

B. The College will consider the well-being of crime victim/survivors, and seek to maintain a balanced approach to timely warning situations, ensuring compliance with applicable law while considering the needs and concerns of both the College community and the victim/survivor. When reasonably practicable, the victim/survivor of a crime against person(s) will be notified in advance that a Timely Warning will be issued to the College community, and the content of the Timely Warning described and explained to the victim/survivor. However, each Timely Warning must comply with federal regulations and College policy.

C. The content of a Timely Warning should include as much of the following information as is available under the circumstances:
   1. Description of the incident (type of crime, time, date, and approximate location)
   2. Statement of the incident (nature and severity of the threat, and the persons or locations that might be affected)
   3. Physical description of the offender (if known)
   4. Composite drawing or photograph of the offender (if available)
   5. Connection to previous reported incidents (if applicable)
   6. Description of injuries or use of force (if relevant)
   7. Information that may promote safety and/or aid in the prevention of similar crimes
   8. Emergency contact information (phone numbers and web sites)
   9. Date the campus Timely Warning was issued

5. DISTRIBUTION OF TIMELY WARNING

The Director of Campus Security will distribute a Timely Warning using the most appropriate means of communication, which may include the College’s Emergency Notification System that includes a campus e-mail, voicemail, and text messaging to faculty, staff, and student cell phones. Information may also be broadcasted over a campus loudspeaker system to deliver emergency messages and instructions to the campus-at-large. This system provides information on crisis or time sensitive events, pertinent information, breaking developments, instructions, and appropriate response measures.

6. RESPONSIBLE ADMINISTRATOR

The Director of Campus Security is responsible for making the decision of whether to issue a Timely Warning, and for coordinating the College’s Timely Warning responsibilities under these procedures. If the circumstances reasonably allow it, the Director of Campus Security should consult with the Dean of Students prior to issuing the Timely Warning.
7. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
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<tbody>
<tr>
<td>September 23, 2019</td>
<td>Clarification on communication methods for Timely Warnings</td>
<td>Policy Governance Committee</td>
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<tr>
<td>April 17, 2017</td>
<td>Procedures for Timely Warning (4/17/17) APPROVED</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>March 10, 2017</td>
<td>Interim Procedures for Timely Warning (3/10/17) APPROVED</td>
<td>Policy Governance Committee</td>
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8. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/________________________________________
Bethami A. Dobkin, President