

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-10-90
POLICY TITLE: Timely Warning	EFFECTIVE DATE: September 3, 2009
RESPONSIBLE DEPARTMENT: Public Safety & Security	

(A) PURPOSE

The purpose of this Policy is to codify the University’s Policy concerning Timely Warnings/Crime Alerts issued by the University.

(B) DEFINITIONS

- (1) “Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 U.S.C. §1092(f), and its implementation regulations, 34 C.F.R. 688.46.
- (2) “Office of Public Safety & Security” or the “office” refers to the associate for public safety & security and the contract security officers under the direction of the associate.
- (3) “Security” is the physical space reserved for security officers and their respective functions. It is located outside the only door accessible to non-keycard holders after hours.
- (4) “Supervisor” means the supervisor for public safety & security who is a full-time university employee and who heads the office of public safety & security.
- (5) “Timely Warning” is for the purposes of this policy, “timely manner” generally means the warning should be issued as soon as the pertinent information is available, unless notification will compromise the efforts of law enforcement to contain the emergency.
- (6) “911” is the telephone number used to call for local community police, fire or ambulance emergency services.

(C) BODY OF THE POLICY

- (1) The University will issue Timely Warnings/Crime Alerts in effort to notify community members about certain crimes in and around our community in compliance with the Clery Act.

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- (2) The Supervisor for Public Safety and Security, or his/her designee is responsible for consulting with University administration, local police department(s), and with other authorities in making the determination on a case-by-case basis of when “timely warning” information in the form of a Crime Alert is to be disseminated.
 - (a) Pursuant to the Clery Act, a two-prong test shall be applied to determine if a Crime Alert will be issued. The two-prong test requires the Associate to determine if the incident is:
 - (i) identified as a Clery Act crime; and/or
 - (ii) represents a serious or continuing threat to students, faculty, staff, or visitors
- (3) Whether to issue a Crime Alert for non-Clery Act crimes shall be evaluated on a case-by-case basis, taking into account both the frequency of offense and likelihood for additional occurrence.
- (4) When Timely Warnings/Crime Alerts are issued, a corresponding Timely Warning Action Report shall be completed and filed in the Clery Annual Retention file with attached copies of the Crime Alert.
- (5) When it is decided that a Timely Warning/Crime Alert will not be issued, the Timely Warning Action Report will be completed documenting the rationale supporting the decision not to issue such a warning.
- (6) Timely Warnings/Crime Alerts will contain in the subject line the phrase “Timely Warning” or “Crime Alert” depending on the severity of the threat. The body of the warning will include the following information, if known: a short description of the crime or incident giving the time and date, location, reported offense; a suspect description; weapon used; suspect vehicle; and method of operation used to facilitate the crime. The warning will also include personal safety information to aid members of the NEOMED community in protecting

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themselves from becoming victims of a similar crime and promote overall safety for our educational community.

- (7) Methods of dissemination may include, but are not limited to, electronic distribution through e-mail, posting of hard copies in public areas, posting on D.O.C.S and the NEOMED web site, and dissemination via local media outlets.
- (8) Following issuance, Timely Warnings/Crime Alerts will be posted for at least 60 days in a conspicuous location at the Security Office for public review.
- (9) Status updates as to the resolution or outcome will be disseminated and updated as soon as possible.
- (10) Members of the community who know of a crime or other serious incident should report that incident as soon as possible to Public Safety and Security so the decision can be made as to whether or not an alert is needed.