



CLERY TIMELY WARNING POLICY

INTRODUCTION

It is the intent of Heartland Community College to remain compliant with the Clery Act including the issuance of a timely notice in appropriate circumstances. All Title IV institutions receiving federal financial aid funding are subject to the timely warning regulation under the Clery Act. A timely warning must be issued for any crime identified in the Clery Act as a crime or other circumstance which is:

- Reported to campus security authorities or local police agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees.

Crimes with a Timely Notice required under the Clery Act:

- Murder/Non-negligent Manslaughter
- Negligent Manslaughter
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Weapon Law violations

Timely warnings are not limited to violent crimes or crimes against persons. Timely warnings can be issued for threats to persons or to property when posing a continuing threat to students and employees of the College.

DEFINITION

Clery Act – For purposes of this policy, the Clery Act is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act codified at 20 U.S.C. § 1092(f)

POLICY

Whenever Heartland Community College administration becomes aware of pertinent facts related to a crime or situation which in the opinion of College officials poses a serious or continuing threat to students and employees, the College will immediately issue a Crime Advisory.

A Timely Warning Crime Advisory will be issued for all criminal acts identified under the Clery Act and for situations which pose a continuing or ongoing threat to the College community. Those incidents which are not crimes listed under the Clery Act but which could be subject to a Timely Warning message, will be determined on a case-by-case basis.

The Vice President of Business Services, or designee, will authorize the Crime Advisory issuance, the content of the E-mail and the mass distribution of the message. Those responsible for the message development may include, but not be limited to, local law enforcement, the Executive Director of Facilities, the Safety and Emergency Services Analyst, and the Marketing and Public Information Department.

The Crime Advisory will be sent by E-mail to current students, faculty and staff. Additional notification methods (ENS, public display monitors, College website, posters, etc...) may be utilized when in the opinion of the Vice President of Business Services the additional methods will be effective in communicating the advisory to select portions of the College community.

The contents of the Crime Advisory will include, but not be limited to, the information that would promote safety and that would aid in the prevention of similar crimes. Information on the crime which triggered the Crime Advisory as well as personal actions members of the College community can take to minimize their risk of falling victim to the same crime would be included.

The Safety and Emergency Services Analyst, in conjunction with the College Information Technology Division, and other areas as deemed appropriate, will facilitate the transmission of the message via the campus E-mail system.

The Safety and Emergency Services Analyst will maintain a record of all Crime Alerts or Timely Notifications.