
Revision Responsibility: AVP of Facility and Safety Services
Responsible Executive Officer: Vice President for Finance & Administration

Source / Reference: [34 CFR §668.46 Institutional security policies and crime statistics](#)

PURPOSE

Columbia State Community College has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes.

POLICY

- I. Implementing a Timely Warning
 - A. A warning must be issued when all three of the following conditions are met:
 1. It occurs on Columbia State Clery Geography as defined in section V. B. of this policy.
 2. One of the following Clery Crimes are committed:
 - a. Arson
 - b. Aggravated Assault
 - c. Burglary
 - d. Murder
 - e. Manslaughter
 - f. Motor Vehicle Theft
 - g. Robbery
 - h. Sex Offenses
 - i. Arrests for Weapons Violation
 - j. Arrests for Liquor Law Violations
 - k. Arrests for Drug Violations
 - l. Hate Crimes involving
 - i. Larceny – theft
 - ii. Intimidation
 - iii. Simple Assault
 - iv. Destruction, damage, or vandalism of property
 3. The crime is considered by the Campus Authorities to represent a continuing threat to students or employees.
 - B. A warning may be issued regarding other crimes (e.g., burglaries where force may have been used to gain entry, illegal weapons possession) as deemed necessary by Campus Authorities.

- C. The timely warning issuance decision is documented on an Incident Report Form.
 - D. The chief of public safety and the guard on duty will review each incident and make a recommendation to the director of facilities services and safety as to the requirement to issue a timely warning.
 - E. Based upon this recommendation, the director of facilities services and safety, or his/her designee, is responsible for making the decision whether a timely warning will be issued.
- II. Determining Whether a Continued Threat Exists
- A. Whether a reported crime constitutes a continuing threat must be decided 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 and the possible risk of compromising law enforcement efforts.
 - B. Examples of crimes that could constitute a continuing threat include, but are not limited to:
 - 1. A serial crime that targets certain campus populations such as sex crimes, or race-based crimes in which the perpetrator has not been apprehended.
 - 2. A crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.
 - C. Examples of crimes that would not constitute a continuing threat include, but are not limited to:
 - 1. Crimes in which the perpetrator has been apprehended, thereby neutralizing the threat.
 - 2. Crimes in which the perpetrator targets specific individuals to the exclusion of others, such as domestic violence.
- III. Timely Warning Notice Content
- A. The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect themselves.
 - 1. A synopsis of the incident;
 - 2. Possible connection to previous incidents, if applicable;
 - 3. Physical description of the suspect;

4. Photo evidence of the suspect, if available;
 5. Date and time the warning was released; and
 6. Other relevant and important information.
- B. In some cases, Law Enforcement may need to keep some facts confidential to avoid compromising an investigation.
- IV. Timing of the Warning
- If a crime is considered by the College to represent a serious or continuing threat, e.g., an armed intruder on campus, a warning shall be issued immediately with few facts and then be continually updated until the threat is contained or neutralized.
- V. Location
- A. Timely warnings are issued for crimes representing a serious or continuing threat that are committed within Columbia State’s “Clery Geography” or at any location that would cause a threat to the safety of the Columbia State community.
- B. Clery Geography is defined as:
1. On Campus.
 2. On public property within or immediately adjacent to the campus. Public property includes thoroughfares, streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus.
 3. In or on non-campus buildings or property owned or controlled by the College. Non-campus refers to any building or property owned or controlled by a student organization officially recognized by the College, or owned or controlled by the College that is in direct support of, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the College.
- VI. Distribution
- A. The warning must be distributed in a manner reasonably likely to reach the entire campus community.

- B. Depending on the circumstances, any of the following methods, or combinations thereof, may be used:
1. Text message through [*Charger Alerts*](#).
 2. Campus-wide e-mail.
 3. Posting to the College's home page.
 4. Posting of notices.
 5. Public address and paging system.
 6. Press release.
 7. College App Alert.

Revised February 2019, reviewed/accepted by the Cabinet, approved and signed by the President August 2023.