



**CITATION REFERENCE**

**Official Title:** Timely Warning

**Abbreviated Title:** Timely Warning Notice

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**Responsible Office:** Public Safety

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**Revised:** 06/19/2023

## **Policy: Timely Warning**

### **Policy Statement**

The College of Coastal Georgia (“Coastal Georgia”) is committed to maintaining a safe and secure environment for its faculty, staff, students, and visitors by complying with the Clery Act. Coastal Georgia will alert the campus community about Clery crimes that occur in the Clery geography, either on or near the Brunswick campus or Camden Center, in which a situation arises that the institution considers an ongoing or serious threat to the safety of students or employees. For this policy, “timely” means as soon as reasonably practicable after a reported incident. Coastal Georgia may, in certain instances, issue a Timely Warning when there is a series or pattern of criminal behaviors against persons or property that may threaten the campus community.

### **Reason for Policy**

This policy aims to ensure the issuance of timely warnings regarding crimes posing a serious or ongoing threat to the campus community and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092[f]), commonly referred to as the Clery Act.

Additionally, this policy aligns with the Federal Department of Education *Handbook for Campus Safety and Security Reporting*: <https://www2.ed.gov/admins/lead/safety/campus.html>

### **Entities Affected by This Policy**

The scope of this policy applies to the Brunswick campus, the Camden Center, and the Coastal Teaching Kitchen in downtown Brunswick. Offices and individuals with significant responsibility for student and campus activities (outside of the Department of Public Safety) affected by this policy include, but are not limited to, the Dean of Students, the Director of Athletics, Athletic coaches, faculty and staff advisors to student organizations, the Director of Residence Life & Housing, Resident Assistants, and the Title IX Coordinator.

### **Who Should Read This Policy**

All College staff, faculty, and students on the Brunswick campus, Camden Center, and, particularly, employees designated as Campus Security Authorities (CSAs) who promptly report Clery Act crimes to the Department of Public Safety.

## Contacts

Contact	Phone	Email
Daniel Floyd, Chief of Police	912.279.5990	dfloyd@ccga.edu
Jim Lynch, Clery Compliance Coordinator	912.279.5713	jlynch@ccga.edu

## Website Address for This Policy

- <https://www.ccgga.edu/clerycompliance>
- Administrative Policies and Procedures on Intranet

## Related Documents/Resources

- Clery Compliance Policy

## Definitions

**Campus Security Authority:** Certain individual employees who, by virtue of their responsibilities at the College and under the Clery Act, are designated to receive/report criminal incidents so that they may be included and published in the Annual Security and Fire Safety Report (ASFSR).

**Clery Act Crimes<sup>1</sup>:** A Clery Act Crime is a serious or continuing threat to the person and well-being of the campus community. Examples include but are not limited to:

- Arson
- Aggravated Assault
- Burglary
- Murder
- Manslaughter
- Motor Vehicle Theft
- Robbery
- Sex Offenses
- Arrests for Weapons Violation
- Arrests for Liquor Law Violations
- Arrests for Drug Violations
- Hate Crimes involving
  - Larceny – theft
  - Intimidation
  - Simple Assault
  - Destruction, damage, or vandalism of property

**Clery Geography:** Reported Clery crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that Coastal Georgia owns or controls.

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<sup>1</sup> Coastal Georgia reserves the right to issue Timely Warnings for crimes, other than Clery Act Crimes, or other ongoing safety concerns when the crimes or safety concerns pose a serious threat to the campus community.

**Clery Arrests/Referrals for Disciplinary Action:** Arrests and referrals for disciplinary action for Weapons violations, Drug abuse violations, and Liquor law violations.

**Public Safety Team:** Consists of the President, Provost & Vice President for Academic Affairs, Vice President for Student Affairs & Enrollment Management, Vice President for Business Affairs, Vice President for Advancement, Chief of Police, and Clery Compliance Coordinator.

### **Overview**

Each reported incident is reviewed and evaluated on a case-by-case basis immediately after the Department of Public Safety is notified. Issuing an alert is contingent on accurate facts concerning the incident. Once the initial crime report has been received, the Chief of Police or the on-duty Lieutenant will be contacted to share information about the crime and any potential safety threats associated with it. Criteria to be evaluated include the nature of the crime, continuing danger to the campus community, and the risk of compromising law enforcement efforts. The Chief of Police or the on-duty Lieutenant will determine when a Timely Warning should be issued and the content of the warning. This decision may involve consultation with senior leadership, but is made independently to ensure rapid notification.

### ***Timely Warning Types***

#### *Blanket Warnings*

Timely warnings to alert the campus of a crime that affects the **entire campus**, resulting in an “All Faculty, Staff & Students” email notification and Nixle alert; posting to the Coastal Georgia website, on one or more of the institution’s social media sites; and by posting notices in residence halls and other common spaces on campus.

#### *Targeted Warnings*

Timely warnings are shared with **specific employees and/or students** who may be affected by a crime and used when it is determined that a Blanket Warning is not necessary or appropriate. Depending on what portion of the campus community receives a Targeted Alert, a designated member of the Public Safety Team will issue a Nixle notification.

### ***Notice Contents***

A Timely Warning includes information deemed appropriate based on the specific facts and circumstances in each situation and usually contains the following information:

- The type or classification of the reported incident;
- A concise statement of the incident;
- The date, time, and location of the incident, if available;
- Possible connection to previous incidents, if applicable;
- Detailed physical description of the suspect, if available;
- Other relevant and important information about the crime or incident;
- Date and time the Public Safety Notice was released; and
- As appropriate, information on crime prevention, personal safety, or other safety resources.
- Status updates on the crime/incident resolution will be similarly disseminated and updated as soon as possible if deemed appropriate.

## **Responsibilities**

The decision to issue a Timely Warning is made by the Chief of Police or the on-duty Lieutenant, in consultation with the Public Safety Team as appropriate, based on the facts surrounding the incident. The Team is aided by the Timely Warning/Emergency Notification Decision Matrix published by the University System of Georgia (USG) Board of Regents Police Department to determine Timely Warnings.

## **Forms**

- USG Timely Warning/Emergency Notification Decision Matrix
- Clery Compliance Policy

## **Appendices**

None