

Timely Warning Procedure	Procedure Number	9.4P
	Effective Date	March 20, 2012

1.0 PURPOSE

In consultation with the President, Director of Campus Safety, Vice Presidents of Administration and Finance Services, Academic Affairs, and Student Services or his/her designees, Laramie County Community College (LCCC) is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. Sec 1092(f) et seq. Jeanne Clery Act, 20 U.S.C. Section 1092. The Clery Act requires the campus community to be alerted to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident is to enable people to protect themselves. This means a warning will be issued as soon as the pertinent information is available. The LCCC Safety and Security Department will continuously and diligently work and coordinate with local, state, and federal law enforcement agencies to address exigent public safety concerns.

Anyone with information warranting a timely warning should report the circumstances to the LCCC Safety and Security Department or local police agencies. As soon as possible after the incident is reported to LCCC Safety and Security, designated Campus Safety Authorities and LCCC Administrators collaborate regarding if and when a timely warning should be issued. Such discussion may occur either in-person, teleconference, or per email discussions.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act and will consider all available facts. The timing of the notification shall be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

2.0 REVISION HISTORY

Adopted on: 03/20/12

3.0 PERSONS AFFECTED

All Students, Faculty, Administrators and Visitors on Campus

4.0 DEFINITIONS

- A. Crimes include:
 - 1) Murder
 - 2) Sexual Assault
 - 3) Robbery
 - 4) Aggravated Assault
 - 5) Burglary
 - 6) Motor Vehicle Theft
 - 7) Arson
 - 8) Hate Crime

- 9) Crimes that are considered by the college to represent a serious or continuing threat to members of the campus community.
- 10) Threats to property

5.0 RESPONSIBILITY

President or designee, Director of Campus Safety and Security, Vice Presidents of Administration and Finance Services, Instruction or Student Services.

6.0 PROCEDURES


Anyone with information warranting a timely warning should report the circumstances immediately to the Safety and Security Department by phone at 630-0645 or in person at the LCCC Safety and Security Department.

When a determination has been made that a timely warning should be issued, the LCCC Safety and Security Department and Public Relations will work collaboratively to inform the campus community of the incident by taking one or more appropriate steps to ensure timely notification. The manner in which timely warnings will be made may include but are not limited to:

- A. Campus Cruiser
- B. E-mail
- C. VOIP Phones
- D. Post the warning on the Campus Safety and Security website <http://www.lccc.wy.edu/>
- E. Press releases

Such warning(s) may include but are not limited to, the following information:

- A. Type of crime/incident
- B. Any connection to previous incidents or crimes
- C. Date, time, and location of the incident
- D. Suspect description, if appropriate
- E. Date and time the warning was released
- F. Other relevant and important information.
- G. Public safety reminder(s)

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Carol Hoglund, Administration and Finance Vice President	12/13/11
Approval by President’s Cabinet		3/20/12
Approval by President (Signature)		3/20/12