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**LAKE-SUMTER STATE COLLEGE**
**ADMINISTRATIVE PROCEDURE**

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TITLE: TIMELY WARNING                                        NUMBER: PRO 7-14

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REFERENCE: 20 U.S.C. 1092                                        PAGE 1OF 2
             34 C.F.R. 668.46

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## I.   PURPOSE

To establish a clear framework for the delivery of timely warning as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## II.   RESPONSIBILITY

Timely warnings should be released in most instances by the Executive Director, Campus Safety (Clery Compliance Officer, who is designated as the individual responsible for community safety notices, or Assistant) after consultation with the Vice President for Facilities Planning and Operations.

Members of the Emergency Management Group, including, but not limited to, the Vice President of Facilities Planning and Operations, Vice President of Enrollment and Student Affairs, Vice President of Academic Affairs, Vice President of Technology Innovation/CIO, Executive Director of Campus Safety, Dean of Students, and Executive Director of Strategic Communications may meet to determine the content and issuance of a timely warning. Due to the nature of timely warning content, the complete Emergency Management Group is not required to meet, however, the content of the warning may require certain member's participation in the decision to issue the timely warning.

## III.   OBJECTIVES

Lake-Sumter State College is committed to providing a safe and secure educational environment for students, faculty, staff and visitors. As required by the Clery Act, timely warnings will be issued to alert students, employees, and visitors to potentially dangerous situations on and around LSSC campuses; timely warnings will be issued to alert students, employees, and visitors to Clery Act crimes that have occurred on an LSSC  campus that represent a serious or continuing, on-going threat to health or safety.

a.   Emergency Notification: to alert students, faculty and staff to any significant emergency or dangerous situation occurring on the campus involving an immediate threat to health or safety.

b.   Timely Warning: to alert students to Clery Act crime* that represents a serious or continuing threat to students, faculty or staff.

*Clery Act crimes- murder, non-negligent homicide, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, weapons violations, drug violations, liquor law violations, hate crimes.

IV.    **TIMELY WARNING**

    a. A timely warning is triggered by crime that has already occurred but represents an on-going threat. A timely warning should be issued for any Clery Act crime reported to campus security or a local law enforcement agency if it occurred within the Clery Act geography of any Lake-Sumter State College location.

    b. A timely warning should be made as soon as all pertinent information is available.

    c. The Executive Director of Strategic Communications, the Executive Director of Campus Safety, the Campus Safety Manager, or the Campus Safety Staff Assistant are designated to issue a timely warning notice via LSSC Alert.

        1. Once the College becomes aware of a Clery Act crime violation occurring within its Clery Act geography the Emergency Management group may convene to discuss the incident and determine the content of the timely warning. The entire group may convene, or only some portion of the group depending upon the nature of the incident, the continuing danger to the college community, and the risk of compromising law enforcement efforts.

        2. The timely warning should contain information that would promote safety and aid in the prevention of similar crimes.

        3. Once the content of the timely warning has been decided, and an LSSC Alert should be sent out by the designated individual.

        4. The timely warning may be updated if additional information becomes available.

NEW: 4/2019
UPDATED: 1/8/2024