

## POLICY ON ISSUING TIMELY WARNINGS

Date: 02/26/2013

Supersedes: *None*

### I. PURPOSE

The purpose of this policy is to provide guidelines for the issuing of timely warnings in compliance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act "Clery Act"*.

### II. POLICY

It is the policy of New York Medical College to issue timely warnings, also known as security notices, for any *Clery Act* crime (as defined below) or a similar type of situation that is reported to campus security or is brought to the attention of campus security by law enforcement and is considered to present a serious or continuing threat to faculty, staff or students.

### III. SCOPE

This policy applies to all faculty, staff and students on the Valhalla campus.

### IV. DEFINITIONS

A *Clery Act* crime is defined as follows:

1. Criminal Homicide
  - a. murder and non-negligent manslaughter
  - b. negligent manslaughter
2. Sex Offenses
  - a. forcible
  - b. non-forcible
3. Robbery
4. Aggravated Assault
5. Burglary
  - a. There is evidence of unlawful entry (trespass), which may be forcible or not involve force
  - b. Unlawful entry must be of a structure – having four (4) walls, a roof and a door
  - c. There is evidence that the entry was made in order to commit a felony or theft
6. Motor Vehicle Theft
7. Arson

## V. PROCEDURES

- A. The NYMC Security Director or his designee shall make the decision whether to issue a timely warning on a case-by-case basis. The decision making process may involve consultation with members of the NYMC senior leadership. Timely warnings shall be issued as soon as possible after the Security Department is notified; however, the release is subject to the availability of accurate facts concerning the incident. Criteria to be evaluated include:
1. Nature of the crime;
  2. The continuing danger to the campus community
  3. The potential risk of compromising law enforcement efforts.
- B. Timely warnings shall include all information that would promote safety and would aid in the prevention of similar crimes, including, but not limited to:
1. Succinct statement of the incident
  2. Possible connection to previous incidents if applicable
  3. Date and time the warning is released
  4. Descriptions, photographs or composite drawings of a suspect at large
  5. Descriptions of any vehicles involved
  6. Recommended actions if suspect is seen
  7. Contact information if you have knowledge about the incident/investigation
  8. Precautions for the campus community to protect itself
  9. Crime prevention suggestions to prevent similar incidents
- C. Timely warnings shall be issued to the campus community *via* email. In addition, the Security Director may elect to post fliers in various areas on the Valhalla campus.
- D. Timely warnings shall be updated as new or more accurate information becomes available.
- E. Timely warnings shall be numbered sequentially beginning January 1 of each year and can be viewed at  
<http://www.nymc.edu/depthome/security/CrimeAlertsAndWarnings.asp>

## V. EFFECTIVE DATE

This policy shall be effective as of the date signed below.

## VI. POLICY RESPONSIBILITIES

Security Director – responsible for working in conjunction with NYMC senior leadership and local law enforcement to issue timely warnings to the campus community.

**VII. POLICY MANAGEMENT**

Responsible Executive: Senior Vice President for Finance and Chief Financial Officer  
Responsible Officer: Director of Security; Director of Student Affairs; Registrar  
Responsible Office: Campus Security Department

Any questions regarding the interpretation or application of this policy should be referred to the Office of the General Counsel.

**Approved:**



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Edward C. Halperin, M.D., M.A.  
Chancellor for Health Affairs and  
Chief Executive Officer



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Date: