

## **Timely Warning Policy**

### **I. PURPOSE**

To ensure compliance with the Timely Warning requirements of the Jeanne Clery Act and to provide Niagara County Community College Community, including faculty, staff, and students with timely information about crimes. Niagara County Community College Timely Warning Policy is intended to aid in the prevention of crimes posing a serious or continued threat to the community.

### **POLICY**

In accordance with the Clery Act, NCCC will keep the campus community informed by providing timely warning of crimes occurring on or near campus that represent a serious or continued threat to students and employees, once reported to NCCC Security Department, as specified in the Clery Act – 20 USC 1092.

### **II. ACCOUNTABILITY**

Under the direction of the President, the Vice President of Operations shall ensure compliance with this policy. The Director of Security or a designee shall implement the policy.

### **III. DEFINITIONS**

A. For the purposes of this policy, crimes means offenses enumerated in the Clery Act and associated regulations, which have been reported to Niagara County Community College or a local police agency, and which occur either on-campus or off-campus (as defined below).

B. For the purposes of this policy, on-campus means within the Niagara County Community College Clery Act reporting area.

C. For the purposes of this policy, off-campus means outside the Niagara County Community College Clery Act reporting area, but close enough to the College that crimes or other hazards may impact the safety of Niagara County Community College Campuses.

D. Clery Act: A federal law with associated regulations administered by the U. S. Department of Education which requires that institutions of higher education provide students, employees, and requesting applicants with an Annual Security Report, which must contain crime statistics concerning specified reportable offenses and other security related information, imposes crime reporting and records keeping requirements on the institutions, and provides for penalties for non-compliance.

E. Clery Act reportable crimes: murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations, illegal weapons possession, and hate crimes to include larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property if the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

F. Emergency notification: if there is an immediate threat to life, health, or safety of students or employees occurring on-campus, whether related to a crime or other hazard, the College will issue an emergency notification using one or more of the following means: NCCC Emergency Text Alert, email, flyers, social media, electronic monitors, or the NCCC website.

#### **IV. REFERENCES**

- A. Annual Security Report
- B. Clery Act
- C. Clery Act Regulations 34 CFR § 668.46
- D. Emergency Response and Evacuation Procedures

#### **V. POLICY**

A. Requirement: Under the requirements of the Jeanne Clery Act, NCCC must provide faculty, staff, and students with timely warnings about reported crimes, occurring on or off-campus which in the professional judgment of the Director of Security or a designee, constitute a serious, ongoing, or continuous threat. All members of the College community are encouraged to report any crime or hazard to the Niagara County Community College Security department as soon as possible after the incident. Timely warnings may be made about any serious crimes, whether reportable under the provisions of the Clery Act or not.

B. Responsibilities: The Director of Security or designee is responsible for:

1. Determining whether or not the situation actually poses a threat to the College Community, and making the decision to issue timely warnings on a case-by-case basis, considering factors such as the nature of the threat, the continuing hazard to the NCCC College community, and the possible risk of compromising law enforcement efforts.

2. Issuing timely warnings to campus community on the involved campus (es) as soon as possible after pertinent information about the threat becomes available.

3. As appropriate, notifying the Vice President of Operations, and/or other College administrators about crimes and timely warnings.

4. Summoning the necessary resources to mitigate, investigate, and document any serious crime occurring on-campus.

5. Interacting with other local law enforcement agencies to obtain information about crimes occurring off-campus and to help ensure that such crimes are mitigated, investigated, and documented by the local law enforcement agency.

## **VI. PROCEDURE**

### **A. Methods of Distribution**

Timely warnings will be distributed via some or all of the mechanisms listed below, or any other appropriate means. The list is not prioritized or ranked, the Director of Security or designee will determine the most appropriate means to distribute the message based on the information being disseminated, segment(s) of the College Community being notified and other related factors.

1. Text messaging to cell phones or e-mail. Registration required  
<http://www.niagaracc.suny.edu/ems/public.php>  
<http://www.niagaracc.suny.edu/ems/faculty.php>  
<http://www.niagaracc.suny.edu/ems/students.php>  
<http://www.niagaracc.suny.edu/ems/rave-faqs.php>
2. T-Wolves E-mail
3. Postings using flyers around campus buildings
4. NCCC College Web site (intranet and internet): <http://www.niagaracc.suny.edu>
5. Media releases/press conferences

### **B. Information included in Timely Emergency Notifications**

Timely Emergency Notifications will include at minimum:

1. A short description of the incident or type of crime, including date, location, and time of occurrence.
2. A physical description of the suspect, if available, including gender and race.
3. A composite drawing or photograph of the suspect, if possible.
4. Gender of the victim(s), if appropriate.
5. Injury sustained by the victim(s), if appropriate.
6. Date and time the notice was released.
7. A warning to the campus community to exercise caution.

## VII. EXHIBIT

Emergency Notification Registration Procedure (text/email messaging):

Go to Web page:

1. **Public registration** : <http://www.niagaracc.suny.edu/ems/public.php>

**To sign up for this service go to:**

<https://www.getrave.com/login/niagaracc> and click on Register to setup their credentials.

**To create an account the following information is needed:**

- First Name
- Last Name
- Registration Email (will serve as the individual's username)
- Password (password must contain an uppercase letter and a number or non-alpha numeric character)
- Mobile Number (required for the registration process)

After completing the registration information the individual will be required to read the Terms of Use and accept the terms before the moving onto the next step in the process.

*Note: Terms of Use can be found below.*

After accepting the Terms of Use, the individual must select their cell carrier. After selecting the appropriate carrier a text and email is sent to the individual. The individual must open the email and click on the link found in the email. The link will take the individual to a web page where they are instructed to enter a code that is sent in a text to the phone number provided in the previous step.

After entering in the code the user is successfully registered with Rave. The individual can now edit their information (opt in/out).

To opt out of receiving text messages the individual can either log into their account and remove their cell phone or send STOP to 67283 or 226787.

The individual must access the portal to be able to remove their account in its entirety.

2. **Faculty**: <http://www.niagaracc.suny.edu/ems/faculty.php>

Niagara County Community College (NCCC) has partnered with [Rave Mobile Safety](#), the leader in mobile safety, to offer an emergency notification system, [Rave Alert](#), capable of sending users text and email messages. These options will only be used in the event of an on-campus emergency, an unscheduled College closing, or a delay of or cancellation of classes due to, for example, severe inclement weather. All College employees have automatically been enrolled in to the emergency management system. Any information you have provided to the College will be used as a means of communicating with you. At any time College employees can opt out from this service and assure that their information is current and up-to-date.

To opt in or opt out of services you can do so by accessing Banner Web through the College's main website.

**Under Banner Web go to:**

- Personal Information
- NCCC Emergency Alert Registration

*\*If you opt out of this service, you will still receive alerts through your College provided email address.*

If this is your first visit to Banner web and you do not have a PIN, you must either visit the Registration & Records with ID or call 716-614-6254 to request it to be mailed to your address on file.

The information you provided to the College will be displayed on the alert registration page. By default the information shown is set to opt in. You can change this by choosing the radio buttons and then click submit.

If you do not have a personal email address on file, you can do so by following the on page click here instructions to add a personal email address to your record and click submit.

**Add additional email addresses**

*(up to two personal email addresses can receive alerts)*

**To do so, follow the steps below:**

- Personal Information
- Update E-mail Addresses
- Select type of email to insert from dropdown
- Click submit
- Enter email address information
- Click submit

**Add additional phone numbers:**

*(up to three phone numbers can receive alerts)*

**To do so, follow the steps below:**

- Personal Information
- Address Update Request
- Fill out address and phone information
- Click submit

*\*please note that this may take up to 24 - 48 hours to take effect.*

3. **STUDENTS:** <http://www.niagaracc.suny.edu/ems/students.php>

Niagara County Community College (NCCC) has partnered with [Rave Mobile Safety](#), the leader in mobile safety, to offer an emergency notification system, [Rave Alert](#), capable of sending users text and email messages. These options will only be used in the event of an on-campus emergency, an unscheduled College closing, or a delay of or cancellation of classes due to, for example, severe inclement weather. Students have automatically been enrolled in to the emergency management system. Any information you have provided to the College will be used as a means of communicating with you. At any time students can opt out from this service and assure that their information is current and up-to-date.

To opt in or opt out of services you can do so by accessing Banner Web through the College's main website.

**Under Banner Web go to:**

- Personal Information
- NCCC Emergency Alert Registration

*\*If you opt out of this service, you will still receive alerts through your College provided email address.*

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- Update E-mail Addresses
- Select type of email to insert from dropdown
- Click submit
- Enter email address information
- Click submit

**Add additional phone numbers:**

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**DEFINITIONS**

**Campus Security Authority** - Campus Security Authorities include anyone with security responsibility, significant responsibility for student and campus activities, or those with a duty to take action or respond to particular issues on behalf of the institution including, but not limited to, the following:

- President
- Vice Presidents
- Security officers
- Housing area directors
- Athletics director
- Coaches
- Wellness Center employees
- Counseling Center employee

**Clery Act Crimes:** Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Forcible and Non-forcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson and Hate Crimes as defined by the Federal Bureau of Investigation's Uniform Crime Reporting Handbook.