SEATTLE UNIVERSITY
TIMELY WARNING NOTIFICATION POLICY

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), 20 U.S.C. 1092 (f), Seattle University issues timely warning notifications to alert the campus community to Clery Act crimes that the University determines represent a serious and ongoing threat to the campus. The University may distribute timely warning notifications using a variety of means, including emails, text messages, fliers, and website announcements posted on the Campus Public Safety website (http://www.seattleu.edu/safety/).

To report an incident that may warrant the issuing of a timely warning notification, immediately contact Campus Public Safety at **(206) 296-5911**.

A. What circumstances require issuing a timely warning?

Timely warning notifications are issued on a case-by-case basis for Clery Act crimes reported to Campus Public Safety, Campus Security Authorities, or local police agencies that pose a "serious and ongoing threat" to students and employees on campus or in the immediate campus area. In deciding whether to issue a timely warning notification, the University considers all of the facts surrounding the incident such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning notification include the following Clery Act crimes:

- Criminal Homicide
  - Murder and Non-negligent manslaughter
  - Manslaughter by Negligence
- Sexual Assault
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

B. When will timely warning notifications be issued?

The University will issue a timely warning notification as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus area. The determination will be made based on the information that Campus Public Safety has available to it at the time.

C. What department or individual is responsible for issuing the timely warning?

The Executive Director of Campus Public Safety or their designee is responsible for preparing and distributing timely warning reports. Campus Public Safety may be reached at (206) 296-5990 (http://www.seattleu.edu/safety/).

D. How are timely warning notifications distributed?

In most instances, the timely warning will be issued through the University's email system to students, faculty and staff. Depending on the particular circumstances of the crime or threat, Campus Public Safety may also notify the campus community through text messages, fliers posted at residence halls, academic buildings, and/or the Student Center, announcements posted on the Campus Public Safety website at: (http://www.seattleu.edu/safety/), and/or statements in *The Spectator* student newspaper.

E. What is included in a timely warning notification?

The intent of a timely warning notification is to enable members of the campus community to protect themselves. A timely warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of any suspect(s), if available
- Photo or composite drawing of any suspect(s), if available
- Date and time of the incident
- Other relevant information

F. How should a crime be reported?

Anyone with information about a Clery Act crime or other serious incident should report the circumstances to Campus Public Safety, by phone at (206) 296-5911 or in person at Campus Public Safety in the Columbia Building (1313 E. Columbia St., Seattle, WA 98122). To report a crime or an emergency off-campus, dial 911. You may also use the emergency "blue light" phones stationed around campus.

G. Are there confidential reporting procedures?

If you are the victim of or witness to a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the University's annual crime statistics and may result in a timely warning notification.