

1. Provide a statement of **current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus.** This statement *must include* the institution's policies concerning its response to these reports, and must specifically address the following areas:

- a. **Policies for making timely warning reports to members of the campus community regarding the occurrence of *Clery Act* crimes.**

**What does this mean?**

As discussed in the latter part of Chapter 6, your institution must have a policy regarding its timely warning report system. We suggest that your policy include the:

- Circumstances for which a warning will be issued;
- Individual or office responsible for issuing the warning; and
- Manner in which the warning will be disseminated.

**Figure 14. Sample Policy Statement Addressing Issuing Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of University Police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus’ student newspaper, *The Breeze*.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Public Safety may also post a notice on the campus-wide electronic bulletin board on the University Police web site at: <http://www.jmu.edu/pubsafety/IncidentListings.shtml>, providing the university community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus fraternity and sorority house, and in the Center for Off-Campus Living. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the University Police office, by phone (XXX-XXXX) or in person at the dispatch center within Public Safety, Shenandoah Hall, the southwest corner of Patterson and South Main Streets.