

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: TIMELY WARNING AND EMERGENCY NOTIFICATION	Number: BP 2.13
Legal Authority: Jeanne Clery Act, 20 U.S.C. 1092(f)	Page: 1 of 1

The District's Public Safety Department is responsible for issuing timely warning and emergency notifications in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to specific reported crimes as noted below committed either on campus or, in some cases, off campus that, in the judgment of the District, constitute an ongoing or continuing threat to students and employees.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the CCSF Police by phone, email or in person at the dispatch center. The Police Department will consult, as appropriate and necessary, with other college officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger of risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson or other crimes or incidents that are added by the Clery Act. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to provide ongoing public safety.

When a determination is made that a timely warning should be issued, the Police Department will take appropriate steps to ensure timely notification of the campus community. Options for the notification include, but are not necessarily limited to, the District's mass notification system (phone, text and email), outdoor notification system, campus-wide e-mails, physical postings on doors and bulletin boards, or the Police Department website. The warnings will include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety tips.

Emergency notices shall be issued in response to non-criminal incidents such as but not limited to: earthquakes, fires, chemical hazard leaks, electrical malfunctions and severe weather notifications. Emergency notices shall be forwarded to the campus community as outlined for timely warnings.

Approved by Special Trustee	Authenticated	
	By Chancellor:	Date: 10/25/2013
Date: 10/25/2013	Revision Number:	Date: