



College of The Albemarle Procedure

Procedure Number: 2.1.8.1

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Title: Timely Warnings

Related Policy and Procedure: Policy 5.4.2 Campus Security Reporting – Clery Act; Policy 2.1.8 Campus Security Reporting - Clery Act; Procedure 5.4.2.1 Timely Warnings

Division of Responsibility: Student Success and Enrollment Management; Business and Administration

In accordance with the Clery Act, timely warnings will be considered on a case-by-case basis when Clery Act Crimes occur on or near College property and represent a serious or ongoing threat to the safety of the College community. Warnings are issued without delay, unless doing so would compromise efforts to assist a victim or contain, respond to, or mitigate the emergency.

Timely warnings will be communicated using one or more of the following methods:

- The College’s alert notification system
- College-wide email
- The College website

Additional communication methods, such as posted notices on bulletin boards or building entrances, may also be used as appropriate.

Each warning will provide information intended to help individuals protect themselves (such as type of crime, date, time, location, description, safety precautions, and contact information). Victim or witness identities will not be disclosed.

The decision to issue a timely warning may be made by designated officials, including the Vice President of Student Success and Enrollment Management (or their designee), the Chief Operations Officer (or their designee), the Director of Human Resources (or their designee), or the Director of Safety and Security (or their designee). Once a decision has been made, the Director of Communications and Marketing, or designee, is responsible for communicating the timely warning to the College community.

September 3, 2025

September 3, 2025

N/A

Date Approved by President’s Leadership Team

Date of Last Review

Date of Last Revision