

POLICY

Ocean County College will ensure that all members of the College community are informed of all incidents that may impact their safety and security. In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), any incident that "represents a serious or continuing threat to the students and employees" shall require a timely warning to be issued. Additionally, incidents of general interest to the College community shall be made public in a reasonable period of time.

The College has several campuses, including the main campus in Toms River and the Southern Education Center (SEC) located in Stafford Township. Incidents that occur at or near an off-campus facility, even if on public property, may require a timely notice to the College community if the incident represents a continuing threat to the community, according to the Clery Act.

ADOPTED: August 24, 2017

PROCEDURE

1. Crime Log:

The Security Department will maintain a crime log that will be available upon request for viewing by the College community and the general public. The department reserves the right to exclude from public dissemination information that may involve a criminal investigation or confidential matter. Any incident involving an active criminal investigation may require approval by the Ocean County Prosecutor's Office and/or the Toms River Police Department prior to the release of any information.

2. When to Release a Timely Warning:

A timely warning will be released to the campus community for any incident "that represents a serious or continuing threat to the students and employees" of the College. The incidents that require a timely warning according to the Clery Act are murder, non-negligent burglary, motor vehicle theft, arson, and negligent manslaughter if the crime represents a serious or continuing threat to the College. Additionally, hate crimes involving bodily injury or any of the previously listed crimes, if they represent a continuing threat to the College community, require a timely warning. Any other incidents that represent a serious or continuing threat to the College community should also have a timely warning issued for them. Timely warnings do not necessarily need to be issued immediately but will be released as soon as reasonably possible when the facts of the incident have been established and correct information is being disseminated.

Only in rare exigent circumstances would a timely warning be released immediately. A release might cause additional problems that could compound the initial event; therefore, careful examination of the timing of a release is critical. If an active criminal investigation is being undertaken, the Ocean County Prosecutor's Office and/or the Toms River Police Department must be consulted before any release is disseminated.

3. Method for Collecting Timely Warning Information:

Information for a timely warning may be received from several different sources, including College Security, local Police, the Ocean County Prosecutor's Office, or any other law enforcement agency. Additionally, crimes or incidents may be reported to College officials as enumerated under College Policy #2430, Sexual Assault. A timely warning may be required despite a victim requesting that a crime or incident not be investigated.

4. Individuals Authorized to Issue a Timely Warning:

The Executive Director of College Relations is responsible to release timely warnings after consultation with the Director of College Safety and Security, the President, the Executive Vice President of Finance and Administration, the Vice President of Academic Affairs, and the Vice President of Student Affairs. Only in exigent circumstances should a release come from any other individual on campus. If the Officer in Charge (OIC) of Security believes that a timely warning should be issued, he/she will contact the Director of College Safety and Security before doing so.

5. Ways in Which a Timely Warning is Released:

A timely warning may be issued in many ways, including, but not limited to:

- College Home Page Posting
- Electronic Signs Entering Campus
- Public Address System
- Viking Alert
- On- and Off-Campus Media
- Email
- Security PA System/Bullhorn
- Person to Person

Depending on the nature of the release, all or several of the communication systems may be employed as determined by the Executive Director of College Relations in consultation with other relevant officials. The intention of a timely warning is to aid in the prevention of similar incidents.

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