



## 916.7 - Timely Warning

### Purpose:

The purpose of this procedure is to operationalize Bismarck State College Policy 916.7 - Timely Warning.

### Procedure:

#### Implementing a Timely Warning

Timely warnings are issued on a case-by-case basis when there appears to be “serious or on-going threats” to students and employees on campus for the following crimes:

- Aggravated assault Arson
- Burglary
- Negligent manslaughter
- Motor vehicle theft
- Murder/Non-negligent manslaughter
- Robbery
- Sexual offenses
- Violations of liquor law, drug law, or weapons possession law
- Any other crime in which the victim was chosen on the basis of race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

#### Responsibility for Issuing Timely Warnings

The Campus Police Chief or designee is responsible for initiating timely warnings. The Campus Police Department may, within its discretion, consult with appropriate individuals or offices to determine whether an incident represents a serious or continuing threat or to determine the appropriate content of a timely warning notice.

In deciding whether to issue a timely warning, the following criteria will be considered:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

#### Content of a Timely Warning Notice

The intent of timely warning 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 connections to other incidents, if applicable
- Date, time, and location of the incident
- Physical description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant information

#### Distribution of Timely Warnings

The college in conjunction with various campus offices will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus. While every attempt will be made to distribute the timely warning as soon as possible after the incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and employees and is subject to the availability to accurate facts concerning the incident(s).

Timely Warnings will be distributed in a manner reasonably likely to reach the campus community. Depending on the circumstances, any of the following methods, or combination thereof, may be used:

- Emergency Notification System
- Campus Public Address System
- Phone
- Text Message
- Email
- Official BSC website
- BSC Intranet/CORE Portal
- Press Release
- Targeted communication-poster, letters, group meetings, etc.

#### **References:**

[Title 34 Subtitle B Chapter VI Part 668 Subpart D § 668.46](#)  
[Bismarck State College Policy 916.7 Timely Warning](#)

#### **History of This Procedure:**

First procedure: Month day<sup>th</sup>, year.

Approved by \_\_\_\_\_ (EC member responsible for the procedure) on Month day<sup>th</sup>, year.