**Clery Act Timely Warning Worksheet***When a Report is received, this worksheet can be used to assess if a Timely Warning is necessary.*

*\*\*use as a tool to assess information and to aid in your decision-making process for determining if a timely warning is necessary*

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| --- | --- |
| Incident case number or brief descriptive. |  |

Given the information and known facts, please answer the following questions:

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| --- | --- |
| 1. Is the nature of the crime a Clery Act crime?   If no refer to question 2, if yes please list the classification and move to question 3 |  |
| 1. Is it a non-Clery Act crime that meets the standard of continuing danger to the campus community? |  |
| 1. Did the crime occur on or pose potential danger to Clery Geography? |  |
| 1. Assess & describe the level of or presence of continuing danger to the campus community. |  |
| 1. Assess the possible risk of compromising law enforcement efforts? If applicable, describe |  |

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| --- | --- |
| Please provide justification for the final decision. |  |
| Date/Time the Timely Warning was issued.  *Please attach a copy* |  |

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Signature: |  |

**\*Regardless of the outcome please forward a copy to the College’s Compliance Officer**