

SEATTLE UNIVERSITY
TIMELY WARNING REPORT POLICY

In compliance with the

C. What department or individual is responsible for issuing the timely warning?

The Executive Director of Campus Public Safety or his designee is responsible for preparing and distributing timely warning reports. Campus Public Safety may be reached at (206) 296- 5990. (<http://www.seattleu.edu/safety/>)

D. How are timely warnings distributed?

In most instances, the timely warning will be issued through the University's email system to students, faculty and staff. Depending on the particular circumstances of the crime or threat, Campus Public Safety may also post a notice through text messages, flyers posted at residence halls, academic buildings, and the student center, announcements posted on the Campus Public Safety website at: (<http://www.seattleu.edu/safety/>), and statements in The Spectator.

E. What is included in a timely warning?

The intent of a 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:

- x A brief statement of the incident
- x Possible connection to other incidents, if applicable
- x Physical description of the suspect, if available
- x Composite drawing of the suspect, if available
- x Date and time of the incident
- x Other relevant information

F. How should a crime be reported?

Anyone with information about a Clery Act crime or other serious incident should report the circumstances to Campus Public Safety, by phone (x5911) or (206) 296-5911 or in person at Campus Public Safety in the University Services Building. To report a crime or an emergency off campus, dial 911. You may also use the emergency "blue light" phones or alert systems stationed around campus.

G. Are there confidential reporting procedures?

If you are the victim of or witness to a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution and may result in a timely warning report.