

Hudson County Community College
Safety & Security Department
Timely Warning Procedure



The HCCC Safety & Security Executive Director or designee is responsible for informing the President, Vice President for External Affairs and Senior Counsel to the President, as appropriate and necessary, to make the decision to issue a timely warning in compliance with the Jeanne Clery Act. Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the College, constitute an ongoing or continuing threat to students, staff and faculty.

Timely warnings will be made on a case-by-case basis after obtaining and evaluating the pertinent information, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Safety & Security Department by phone for JSQ (201)360-4080/4089 or for NHC (201)360-4777 or in person at the Security Desk in the lobby of all buildings.

Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes and VAWA related offenses. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and all in an effort to prevent similar crimes from occurring.

PROCEDURE

When a determination is made that a timely warning should be issued, the Safety & Security Executive Director or designee will contact the Director of Communications Dept. or designee to ensure timely notification to the campus community.

Options for notification include, but are not necessarily limited to:

- The College's mass notification system Connect-ED (phone, text and emails).
- Campus-wide phone notifications,

The warnings will include some or all of the following information:

- Date, time and location of the reported crime,
- Summary of the incident,
- Description of the suspect and/or vehicle, if available,
- Any other special instructions or incident specific safety tips.