

**SPST Policy: CCP 4**  
**Timely Warning Policy**  
Adopted: 6/29/2015  
Updated:

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Issue a timely warning for any Clery crime committed on Saint Paul's Clery geography that is reported to campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees.

1. A timely warning will be issued for any Clery Act crime that occurs at Saint Paul School of Theology on campus, public, or non-campus locations in the following circumstances:

- a. The crime is reported to campus security authorities or local police agencies; and
- b. The crime is considered by the institution to represent a serious or continuing threat to students and employees.

Timely warnings may also be issued for non-Clery Act crimes that are deemed to pose a serious or continuing threat to the campus community.

2. Campus Security Officers – or in some instances, other employees, students, visitors, or local law enforcement – may provide information about crimes that require a timely warning to the community. This information will be reported to the President or a Vice President of Saint Paul in order to determine the need for a timely warning message and the portion of the community to which the message should be sent. In the event that a situation arises, either on or off campus, that, in the judgment of the President or a Vice President, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

3. The President or Vice President will then instruct the Director of Communications or Executive Assistant to issue a timely warning by e2Campus and email that indicates the nature of the crime, the continuing danger to the campus community, and other such information that will ensure the safety and security of the campus community (such as warnings to lock vehicles or not to travel alone across a campus at night).