

Washington County Career Center Clery Act Administrative Guidelines

The following three sections pertain to compliance requirements of the Clery Act:

1. Publishing an annual security report/disclosing crime statistics: Every institution of higher education (IHE) must publish an annual security report that also contains safety- and security-related policy statements and crime statistics, and distribute it to all current students and employees. IHEs also must inform prospective students and employees about the availability of the report.
 - a. Reported crime statistics required by the Clery Act will be posted annually on the website for Washington County Adult Tech: <http://mycareerschool.com>. The report can be accessed from the homepage under “Policy.” The report is titled “Clery Act Annual Security Report.” Adult students will be informed of the existence of the report during orientation each quarter.

Crimes Reported Under the Clery Act

Criminal Offenses	Hate Crimes (any of the crimes listed under Criminal Offenses in addition to the ones below)	Arrests and Referrals for Disciplinary Action
Murder and Non-Negligent Manslaughter	Larceny-Theft	Weapons Law Violations
Negligent Manslaughter	Simple Assault	Liquor Law Violations
Sex Offenses <ul style="list-style-type: none"> • Forcible • Non-forcible (i.e., incest and statutory rape) 	Intimidation	Drug Law Violations
Robbery	Destruction, Damage, or Vandalism of Property	
Aggravated Assault		
Burglary		
Motor Vehicle Theft		
Arson		

- b. A statement of policy regarding emergency response and evacuation procedures is also available on the school website, accompanying the annual security report. It is titled “STATEMENT OF POLICY FOR EMERGENCY RESPONSE AND EVACUATION PROCEDURES.”

Campus Alert: under certain circumstances an IHE must issue a campus alert to provide members of the campus community with information necessary to make informed decisions about their health and safety. When a reportable event occurs, the Adult Tech Director/designee will be responsible to initiate the warning. The warning will be sent out to both students and staff via the Synervoice calling system. A text message and phone call will be sent out.

As part of the emergency planning process, it is critical that IHEs take the time to review and understand all the Clery Act requirements. We focus on two of those requirements: timely warnings and emergency notifications. The U.S. Department of Education’s Handbook for Campus Safety and Security Reporting details all of the Clery Act requirements in depth and provides sample policy statements, diagrams, and other helpful aids for IHEs in complying with this statute.

Timely Warnings

The Clery Act requires IHEs to alert the campus community to certain crimes that are reported to campus security authorities or local police agencies, and **are considered by the IHE to represent a threat to students and employees.** These alerts must be done in a manner that is timely and that will aid in the prevention of such crimes. The Clery Act does not include a specific definition of “timely”. However, the intent of a timely warning is to enable people to protect themselves; therefore, warnings should be issued as soon as pertinent information is available. **The decision to issue a timely warning should be made on a case-by-case basis, taking into account the nature of the crime, the danger to the campus community, and the possible risk of compromising law enforcement efforts.**

An IHE must include in the annual security report a policy statement that accurately reflects the institution’s timely warning policy and practice. The policy should specify the circumstances under which the IHE will issue a timely warning, how those timely warnings will be distributed, and the individual or office responsible for issuing a timely warning. IHEs must take appropriate steps to ensure that timely warnings are communicated to individuals with disabilities, including those who have hearing or vision disabilities, as effectively as they are to others.

Emergency Notification

IHEs must also develop and disclose emergency response and evacuation procedures, including emergency notification procedures that describe their response to significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on the campus. This requirement is intended to ensure that an IHE has sufficiently prepared for an emergency situation on campus, has tested those procedures to identify and improve on weaknesses, and has considered how it will inform the campus community and other individuals, such as parents and guardians.

Emergency Notification and Timely Warning: Sorting Out the Differences

Emergency Notification	Timely Warning
<p>Scope: Wide focus on any significant emergency or dangerous situation (e.g., crime, severe storm, chemical spill, disease outbreak)</p>	<p>Scope: Required for certain crimes</p>
<p>Why: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.</p>	<p>Why: Timely warnings are triggered by crimes that have already occurred (but may be continuing) but which represent an ongoing threat. An IHE must issue a timely warning for certain crimes that are reported to its campus security authorities⁴ or a local law enforcement agency, and is considered by the institution to represent a serious or continuing threat to students and employees.</p>
<p>Where: Applies to situations that occur on campus</p>	<p>Where: Applies to crimes that occur on campus, in or on non-campus buildings or property, and on public property¹⁰</p>
<p>When: Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.</p>	<p>When: Issue a warning as soon as the pertinent information is available.</p>
<p>An IHE that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.</p>	

STATEMENT OF POLICY FOR EMERGENCY RESPONSE AND EVACUATION PROCEDURES.

- The following represents the procedures the Washington County Career Center will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency:
 - When a reportable event occurs, the Adult Tech Director/designee will be responsible to initiate the warning. The warning will be sent out to both students and staff via the Synervoice calling system. A text message and phone call will be sent out.
- To confirm a significant emergency or dangerous situation has occurred appropriate for a timely warning or emergency notification, the following procedures and decisions will be engaged:
 - Timely Warnings: considered by the Director or designee to represent a threat to students and employees. The decision to issue a timely warning will be made on a case-by-case basis, taking into account the nature of the crime, the danger to the campus community, and the possible risk of compromising law enforcement efforts.
 - Emergency Notification: significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on the campus.
- A statement that the Washington County Career Center will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency;
 - The Career Center Adult Director (or designee) will carefully craft the content of timely warnings or emergency notifications to provide pertinent information to those receiving the message to protect the health and safety of employees and students. The notification system (Synervoice calling system) will be initiated as soon as possible.
- A list of the titles of the person(s) or organization(s) responsible for carrying out the actions described above:
 - Director, Adult Technical Training
 - Chief Information Officer

- Superintendent
 - The Career Center's procedures for disseminating emergency information to the larger community; and
 - Career Center Adult Technical Training Director will work in conjunction with the Washington County Sheriff's office to disseminate emergency information to the larger community, as described in the district's safety plan, which includes the use of the Washington County Emergency Management Agency.
 - The Career Center's procedures to test the emergency response and evacuation procedures on at least an annual basis.
 - Career Center administrators will conduct at least three safety drills annually at which time students and staff either lockdown or evacuate, using the A.L.I.C.E. response to serious threats. Students and staff will be trained on this response at least annually.
2. Testing a higher education EOP is critical to the successful implementation of the appropriate course of action during an emergency situation. The Clery Act provides flexibility to IHEs in designing their tests and does not prescribe a particular type that must be used. These tests may be announced or unannounced, but IHEs must publicize their emergency response and evacuation procedures in conjunction with at least one test per calendar year. They must also document, for each test, a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.
3. Staff and student training
- a. Annually, students and staff will be trained on Clery Act requirements.