



PROCEDURE FOR INSTITUTIONAL POLICY GA-15: TIMELY WARNING PROCEDURE

1. PURPOSE

The purpose of this procedure is to outline WVSOM's responsibility and process for issuing timely warnings in accordance with the Clery Act to notify the campus community of certain crimes that pose a serious or continuing threat to students and employees, thereby enabling them to take protective actions.

2. APPLICABILITY

- 2.1 This procedure applies to all members of the WVSOM community.
- 2.2 WVSOM reserves the right to amend this procedure at any time, as necessary or appropriate.

3. DEFINITIONS

For purposes of these procedures, the defined terms used herein have the definitions assigned to them in Institutional Policy GA-15: Safety and Security.

4. AUTHORITY AND RESPONSIBILITY

- 4.1 The responsibility for evaluating the need for and issuing of timely warnings lies with WVSOM's:
 - 4.1.1 WVSOM President or designee
 - 4.1.2 Director of Campus Security and Clery Compliance Officer

5. WHEN A TIMELY WARNING IS ISSUED

- 5.1 A timely warning will be issued when:

- 5.1.1 A Clery Act crime has been reported to:
 - a. Campus security
 - b. Campus Security Authority (as defined in Institutional Policy GA-15: Safety and Security)
 - c. Local law enforcement
- 5.1.2 The crime occurred:
 - a. On campus
 - b. On public property adjacent to campus
 - c. In non-campus buildings or property WVSOM owns or controls
- 5.1.3 The crime poses a serious or continuing threat to the campus community.

- 5.2 Clery Act Crimes Requiring Consideration:

5.2.1 Criminal homicide (murder, non-negligent manslaughter)

5.2.2 Sex offenses (rape, fondling, incest, statutory rape)

5.2.3 Robbery

5.2.4 Aggravated assault

5.2.5 Burglary

5.2.6 Motor vehicle theft

5.2.7 Arson

5.2.8 Domestic violence

5.2.9 Dating violence

5.2.10 Stalking

5.2.11 Hate crimes

6. FACTORS CONSIDERED BEFORE ISSUING

6.1 Before issuing a timely warning, WVSOM will assess:

6.1.1 The nature of the crime

6.1.2 The continuing danger to the campus community

6.1.3 The possible risk of compromising law enforcement efforts

6.1.4 The time and location of the incident

6.1.5 Whether the perpetrator has been apprehended

7. CONTENT OF TIMELY WARNING

7.1 A timely warning may include:

7.1.1 A description of the incident (nature, time, and location)

7.1.2 Available suspect description (if any)

7.1.3 Recommended precautionary measures

7.1.4 Institutional support resources

7.1.5 A statement encouraging community members to report similar incidents

7.2 Personally identifiable information of victims will never be included in a timely warning.

8. DISSEMINATION METHODS

8.1 Timely warnings may be issued via one or more of the following channels:

8.1.1 WVSOM Emergency Notification system (i.e. Omnilert)

8.1.2 Text alert system (SMS)

8.1.3 Campus-wide public address system (if available)

8.1.4 Emergency notification platforms

8.1.5 Institutional website and social media

8.1.6 Physical postings on campus bulletin boards or entrances

9. TIMELINESS OF WARNINGS

Warnings should be issued as soon as pertinent information is available, without delay, unless issuing the warning would compromise law enforcement efforts.

10. DOCUMENTATION AND RECORDKEEPING

10.1 All issued Timely Warnings will be documented and retained, including:

10.1.1 Date and time of the crime

10.1.2 Date and time of the warning issuance

10.1.3 Method of dissemination

10.1.4 Content of the warning

10.1.5 Rationale for decision to issue (or not issue)

10.2 Records are maintained in compliance with Clery Act documentation requirements.

11. ANNUAL SECURITY REPORT INCLUSION

Timely warning procedures and summaries of crimes for which timely warnings were issued will be included in WVSOM's ASR, published annually by October 1.

12. REVIEW AND EVALUATION

This procedure will be reviewed annually by WVSOM's Clery Compliance Committee or Safety and Security Office to ensure continued compliance with the Clery Act and alignment with best practices.

13. CONTACT INFORMATION

Questions about this procedure or the issuance of a specific Timely Warning may be directed to:

WVSOM Campus Security
Phone: 304-647-8911
Email: wvsomsecurity@osteo.wvsom.edu

Procedure Title: Procedure for Institutional Policy GA-15: Timely Warnings

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APPROVED BY:

Approving Administrator – President:

JAMES W NEMITZ Date: 1/29/2026 | 9:16 PM EST
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General Counsel/Chief Legal Officer:

Brian Lutz Date: 2/2/2026 | 11:22 AM EST
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