

DIN: 1080-1-01

Title of Policy: Timely Warning

Policy

In the event that a situation arises on campus that, in the judgment of the President or designee and/or Director of Public Safety, constitutes a reason for issuing a college-wide warning, the warning will be issued through the college e-mail system and any other means deemed appropriate to students, faculty, and staff.

Depending on the circumstances of the situation, especially in situations that could pose an immediate threat to the college community and individuals, the President or designee and/or Director of Public Safety may also post a notice on the NTC website home page at <http://www.ntcmn.edu>.

Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety at Bemidji State University at 755-3888 or the Northwest Technical College Vice President for Academic Affairs at 333-6611.

Purpose

The purpose of this policy is to help assure the safety of the college community by providing timely warning in case of security situations that could pose a threat.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
President, Director of Public Safety, Vice President for Academic Affairs	Receive information and determine whether a situation warrants the issuance of a “timely warning” to the college community.
Information Technology Services	Post warning on the college website at the direction of the President, Director of Public Safety, or Vice President for Academic Affairs
College community members	Contact the Department of Public Safety, or the Vice President for Academic Affairs with any information on situations that are believed to pose a potential or imminent threat.

Supporting References

Listed below are college document(s) that support this policy: N/A
(List any college documents that support this policy.)

Compliance References:

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 06/01/18 8:28 AM
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