

**CLERY ACT DECISION MATRICES**

This training bulletin is intended for Department supervisors and discusses the *Clery Act* requirements for documenting the decision-making process for issuing Timely Warnings and Emergency Notifications.

BACKGROUND INFORMATION

When a *Clery Act* crime occurs, institutions are required to determine whether students or employees are at risk of becoming victims of a similar crime, and if so, must issue a Timely Warning. The *Clery Act* further requires institutions to issue Emergency Notifications whenever an incident occurs that would have an immediate threat to the health or safety of on-campus community members (20 USC § 1092 & 34 CFR § 668.46).

Incidents that may warrant a Timely Warning or an Emergency Notification must be evaluated on an individual basis. Whenever a *Clery Act* crime is reported to a Campus Security Authority (CSA; includes all VCCCD Police Department employees), or a hazardous event occurs, a District official must make a determination if a Timely Warning or Emergency Notification is warranted. The VCCCD Timely Warning Decision Matrix and the VCCCD Emergency Notification Decision Matrix aim to assist officials in gathering all available information to take into consideration when determining if a serious or continuing threat exists.

PROCEDURES FOR TIMELY WARNINGS

Whenever one (or more) of the following *Clery Act* crimes are reported, a VCCCD Police Department supervisor (or other District official) must complete a VCCCD Timely Warning Decision Matrix form and submit the completed form to Police Services.

***Clery Act* Crimes:**

- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses
 - Rape, Sodomy, Penetration by a Foreign Object
 - Fondling / Sexual Battery
 - Incest
 - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft



- Arson (fires investigation by law enforcement and deemed to be arson)
- Hazing

Hate Crimes, Including the Category of Bias (*i.e., Race, Religion, Sexual orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin*):

- Any of the above crimes, plus:
 - Simple Assault
 - Larceny/Theft
 - Intimidation
 - Damage, Destruction, or Vandalism of Property (motivated by bias)

Violence Against Women Act:

- Stalking
- Dating Violence
- Domestic Violence
- Sexual Assault

Arrests:

- Liquor Law Violations (not including under the influence)
- Drug Law Violations (not including under the influence)
- Weapon Law Violations

See Attachment A for an example of a Timely Warning Decision Matrix.



PROCEDURES FOR EMERGENCY NOTIFICATIONS

Whenever one (or more) of the following immediate threats are reported, a VCCCD Police Department supervisor (or other District official) must complete a VCCCD Emergency Notification Decision Matrix form and submit the completed form to Police Services.

Immediate Threats include (but are not limited to):

- Terrorist Attack
- Active Shooter
- Natural Disaster (e.g., earthquake, tsunami)
- Environmental (e.g., smokey air, extreme weather, gas leak)
- Other – Any immediate threat deemed hazardous to the health or safety of the community

See Attachment B for an example an Emergency Notification Decision Matrix.

Training Bulletin composed by:
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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT

TRAINING BULLETIN

#25-007

ATTACHMENT A – TIMELY WARNING DECISION MATRIX



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
761 E. DAILY DRIVE, SUITE 200
CAMARILLO, CA 93010
805.652.5500

TIMELY WARNING DECISION MATRIX

00-0000 00/00/0000 00:00hrs. 00/00/0000 00:00hrs.
Incident Case Number Date & Time Incident Occurred Date & Time Reported to CSA

Campus / Location:
☒ DAC ☐ Moorpark College ☐ Oxnard College ☐ Ventura College ☐ Other: _____

How was the report received?
☒ District Police ☐ Local Law Enforcement ☐ Other CSA ☐ Other: _____

1. Clery Crime Classification

If one of these crimes, check and move on to the next question:

- ☒ Homicide
- ☒ Robbery
- ☒ Aggravated Assault
- ☒ Sex Offense (rape, fondling, incest, statutory rape)
- ☒ Burglary
- ☒ Motor Vehicle Theft
- ☒ Arson
- ☒ Domestic Violence / Dating Violence
- ☒ Stalking
- ☒ Hazing
- ☒ Hate Crime
- ☒ Arrest/Referral for Drug/Liquor/Weapon Law Violation

2. Clery Crime Geography

If one of these crimes, check and move on to the next question:

- ☒ On-Campus
- ☐ On-Campus Residence Facilities
- ☐ Public Property
- ☐ Non-Campus Property

3. Description of Incident:

Provide a brief description of the incident here. A complete narrative does not need to be submitted, only the simple facts (who, what, when, where, etc.).



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TIMELY WARNING DECISION MATRIX

4. Factors to consider in determining if serious or on-going threat may exist:

Check all that apply.

- ☐ Incident occurred less than 3 days prior to report.
- ☐ Suspect unknown to victim / no relationship between the suspect and victim.
- ☐ Suspect not in custody.
- ☐ Suspect has prior arrests/history of violent behavior.
- ☐ No-contact order in place.
- ☐ Suspect has history of non-compliance with police or college directives.
- ☒ Incident involved physical violence.
- ☒ Suspect threatened to commit physical violence.
- ☒ Multiple victims
- ☐ Does not appear to be an isolated incident / no specifically-targeted victim(s).
- ☒ Pattern of behavior around particular group / recurring event / pattern of reported crimes.
- ☐ Suspect used date rape drugs / other similar intoxicants.
- ☐ Victim under 18 years of age.
- ☐ Other aggravated circumstances or signs of predatory behavior that may constitute a serious or ongoing threat.
- ☐ Lack of available facts to determine threat / no threat (explain: _____).
- ☐ Other: _____.

5. Is this considered to represent a serious or on-going threat to students and/or employees?

☒ **YES:** Issue a Timely Warning and indicate the date and time of issuance:

00/00/0000 00/00/0000
DATE TIME

☐ **NO:** Why not? Check relevant factors:

- ☐ Suspect in custody.
- ☐ Isolated incident with no pattern.
- ☐ Incident targeting specific individual(s).
- ☐ No violence or threat of violence.
- ☐ Report generalized / lacks pertinent information to determine if threat exists or continues.
- ☐ Significant delay between incident and report date.
- ☐ Other: _____.

6. Could a Timely Warning present a risk of compromising law enforcement efforts?

☐ YES ☒ NO

Explain: Explain the reason for either a YES or NO response here.

First & Last Name _____
COMPLETED BY

00/00/0000 00:00hrs. _____
DATE & TIME

Completed forms shall be maintained by the VCCCD Police Department for Clery Act documentation purposes.



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ATTACHMENT B – EMERGENCY NOTIFICATION DECISION MATRIX



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CAMARILLO, CA 93010
805.652.5500

EMERGENCY NOTIFICATION DECISION MATRIX

00/00/0000 00:00hrs.

Date & Time Incident Occurred

Who was consulted to determine the extent of the danger to the campus community?

☒ District Police ☐ Local Law Enforcement ☐ Local HAZMAT Team ☐ Local Fire Officials:
☐ Maintenance & Operations ☐ Department of Public Health ☐ Other: _____

1. Type of Emergency

If one of these emergencies, check and move on to the next question:

- ☒ Building Fire
☐ Approaching Wildfire
☒ Earthquake
☐ Approaching Extreme Weather
☐ Armed Intruder
☐ Bomb Threat
☐ Outbreak of Serious Illness
☐ Gas Leak
☐ Terrorist Incident
☐ Explosion
☐ Civil Unrest or Rioting
☐ Nearby Chemical / Hazardous Waste Spill
☐ Other: _____

2. Is there an immediate threat to the health or safety of students and/or employees?

☒ **YES:** Issue an Emergency Notification and indicate the date and time of issuance:

00/00/0000

DATE

00:00hrs.

TIME

☐ **NO:** Why not? Check relevant factors:

- ☐ Not currently occurring.
☐ Not an imminent threat.
☐ Not on or near campus.
☐ Lack of available facts to determine threat.

3. Could an Emergency Notification compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency?

☒ YES ☐ NO

Explain: _____

4. Describe Incident:

Provide a brief description of the incident here. A complete narrative does not need to be submitted, only the simple facts (who, what, when, where, etc.).

First & Last Name

COMPLETED BY

00/00/0000 00:00hrs.

DATE & TIME

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