

Table of Contents

CLERY ACT OVERVIEW

Introduction	1
Background	1
Clery Act Requirements	2
1. Publication of Annual Security Report.....	2
2. Disclosure of Campus Safety Policies.....	3
3. Compilation and Disclosure of Campus Crime Statistics.....	3
4. Timely Warning Requirement	4
5. Disclosure of Crime Log Information	4

ANNUAL SECURITY REPORT

Part I: Campus Security Policies	6
1. Policies for Reporting Crimes and Emergencies	6
2. Security of and Access to Campus Facilities.....	7
3. Policies Concerning Law Enforcement	7
4. Programs About Security Practices	8
5. Programs to Inform About Crime Prevention	8
6. Policies on Monitoring Crimes by Students at Off-Campus Sites.....	8
7. Policies on Alcoholic Beverages	8
8. Policies on Illegal Drugs	8
9. Drug or Alcohol Abuse Programs	9
10. Campus Sexual Assault Programs.....	9
11. Location of Registered Sex Offender Information	10
Part II: Crime Statistics	12
A. Crimes.....	12
1. Criminal Homicide.....	12
a. Murder & Non-negligent Manslaughter	
b. Negligent Manslaughter	
2. Sex Offenses.....	12
a. Forcible	
b. Nonforcible	
3. Robbery	13
4. Aggravated Assault	13
5. Burglary.....	13
6. Motor Vehicle Theft.....	13
7. Arson	14

8. Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession	14
a. Arrests	
b. Disciplinary Referrals	
9. Hate Crimes.....	16
B. Reporting Standards.....	16
1. Police Determination.....	16
2. Different Reporting Standard for Liquor, Drug, and Weapons Offenses.....	16
3. “Head Count” for Alcohol, Drug, and Weapons Offenses.....	17
4. Practical Guidance Concerning Hate Crimes	17
C. Geographic Locations	17
1. Campus.....	18
a. Definition	
b. Separate Campus	
c. Reasonably Contiguous Area	
2. On Campus “Dormitories or Other Residential Facilities for Students”.....	20
3. Non-Campus Property.....	20
a. Definition	
b. Owned or Controlled by University	
c. Frequently Used by Students	
d. Examples of Non-Campus Property	
4. Public Property.....	23
a. Definition	
b. Property Adjacent to Campus	
5. Map of Locations	24
Part III: Sources of Crime Statistics Data	25
A. Security Authorities.....	25
1. Local Police Agencies.....	25
2. Campus Security Authorities.....	27
a. Campus Police Department	
b. Individuals with Campus Security Responsibility	
c. Individuals Designated by the Campus	
d. Officials with Significant Responsibility for Student and Campus Activities	
B. Collection and Confirmation of Crime Reports from Campus Security Authorities.....	31
1. Canvassing of Campus Security Authorities.....	31
2. Collection of Information from CSAs.....	32
3. Incident Report Forms.....	32
4. CSA Instruction.....	32
5. Quality of Crime Information.....	33
C. Calendar Year Reporting	33
D. No Personally Identifiable Information	33
E. Report Format	33
F. Records Retention	34
Part IV: Notice and Distribution.....	35
1. Enrolled Students and Current Employees.....	35
a. Annual Notice	
b. Notice Required When Information Provided on the Web	
c. Content of the Notice	
d. Distribution of the Notice	
2. Prospective Students and Employees	36

a. Notice Requirements	
b. Content	
c. Distribution	
3. Report to Department of Education.....	38

ONGOING REQUIREMENTS

A. Timely Warnings	39
1. Legal Requirements.....	39
2. Definition of “Timely Reports”	40
3. Confidentiality Issues	40
4. Timely Warning Procedure	41
B. Crime Logs	42
1. Scope	42
2. Data Entry.....	42
3. Disclosure Exceptions	42
4. Public Inspection	42
5. Department of Education Explanation	43
6. Related State Law.....	43

APPENDICES

Appendix A – Legal Standards	45
1. Definitions	46
2. State Law Correlation Table.....	50
3. Part I and Part II Crimes from Uniform Crime Reporting Handbook.....	51
4. Police Supplement	52
a. Hierarchy Rule	
b. Arson Exception	
c. Summary and Examples	
Appendix B – UC Requirements	55
1. Notice to Campus Security Authorities	56
2. Crime Incident Report Form.....	57
3. Request for Statistics from Local Police	59
4. Campus Crime Statistics Form	60
5. Campus Hate Crime Statistics Form	61
6. Notice to Enrolled Students.....	62
7. Annual Notice to Current Employees.....	64
8. Notice to Prospective Students	65
9. Notice to Prospective Employees	69
10. Crime Alert Publication Determination Form	70
Appendix C - Sample Policy Statements	73
1. Sample Policy on Where to Report Crimes.....	74
2. Sample Policy for Timely Warning.....	75
3. Sample Policy for Preparing Annual Report	76
4. Sample List of Officials with Significant Responsibility for Student and Campus Activities	78
5. Sample Policy on Campus Security Measures	80
6. Sample Policy on Law Enforcement	82

7. Sample Policy on Safety Information.....	83
8. Sample Policy on Crime Prevention Information.....	84
9. Sample Policy on Off-Campus Criminal Activity.....	85
10. Sample Policy on Alcoholic Beverages.....	86
11. Sample Policy on Illegal Drugs	87
12. Sample Policy on Substance Abuse Programs	88
13. Sample Policy on Sexual Assault Programs.....	89
14. Sample Policy on Registered Sex Offender Information	92
15. Sample Campus Crime Alert.....	93
16. Sample Crime Log.....	94

INDEX.....	95
-------------------	-----------