

Clery Act (Primer)

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Reportable Crimes/Incidents

- Criminal Homicide
 - Murder and non-negligent homicide
 - Negligent manslaughter
- Sex offenses (forcible and non-forcible)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Reportables (continued)

- Hate crimes [motivated by bias against race, gender, religion, disability, sexual orientation, ethnicity/national origin]
 - 8 major reportable crimes
 - Larceny/theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
- Arrests and referrals for disciplinary action for:
 - Weapons (carrying, possessing, etc.)
 - Drug abuse violations
 - Liquor law violations (not DIP, DUI)

Reportables (cont.)

- VAWA
 - Domestic Violence
 - Dating Violence
 - Stalking

Campus Security Authorities (CSAs)

- Mission: Collect Clery Act (CA) crime information
 - Receives reports of crimes and other violations
 - Provides documentation
 - Does not determine validity of crime. Must report.
- Who are CSAs?
 - Police
 - Non-sworn security personnel
 - People designated by the college to be CSAs
 - People with responsibility for student activities, student discipline, and campus judicial proceedings

CSAs (continued)

- Examples of CSAs
 - Dean of Students
 - Faculty Advisor
 - Provosts
 - Janitor
 - Parking officer
- People who are not CSAs (but still have responsibility to report crimes)
 - Clerical staff
 - Cafeteria staff
 - Instructors with no responsibilities beyond classroom

Emergency Notification and Timely Warning

Emergency Notification [plan]

- Wide focus on any significant emergency or dangerous situation
- Current or imminent threat to campus health/safety
- On campus
- Issue immediately upon confirmation that threat or dangerous situation exists
- Egs. Pandemic, gas leak, civil unrest, extreme wx (not snow)

Timely Warning

- Narrow focus on CA crimes
- Crimes constituting a serious/on-going threat
- Anywhere on CA geography
- Issue as soon as pertinent info is available
- Egs. Active shooter, series of sexual assaults using date rape drugs, series of burglaries

Guidance

- Copy of Clery manual at each campus
- Guidance to be prominently posted
- Timeline (pending)
- Standardized request letter
- Standardized crime log (no personal identifiers for CA); to be retained 7 years
- Officers notify sergeants of CA crimes

Guidance (continued)

- Sergeants' responsibilities
 - Brief key campus personnel
 - Review all CA offenses to ensure proper charge and appropriate UCR
 - Conduct roll call training for officers
 - Ensure all dispositions updated every 60 days
 - Copy files onto disk quarterly and provide to Dispatch
 - Record keeping (next page)

Guidance (continued)

- Record maintenance (Sergeants will create a file for *each reported CA* offense containing):
 - Officer's original shift report
 - Crime log entry (highlighted)
 - IBR
 - Summons
 - Criminal complaint
 - Arrest warrant
 - Final court disposition
 - Non-judicial hearing schedule/results
 - Any timely warning disseminated
 - Request letters to college officials and local LE
- Create/maintain a file of all timely notifications.
- Copy files quarterly and provide to CA POC