NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

Reporting

Reporting Clery Act crimes involves collecting crime reports from Campus Security Authorities (CSAs) and crime statistics from local law enforcement agencies.

A CSA is defined as:

+ Any individual in the campus police or campus security department.
+ Any individual or individuals who have responsibility for campus security.
+ Any individual or organization to which students and employees are directed to report criminal offenses.
+ An official of an institution who has significant responsibility for student and campus activities.

QuickNote

The **Clery Act** clearly defines who falls into the category of CSA. The institution must abide by the definitions in the regulations but can designate other CSAs as well.



Written Notification

Under the Clery Act, when a student or employee reports they have been a victim of dating/domestic violence, sexual assault, or stalking (whether on or off campus), the institution must provide a written explanation of the individual's rights and options.

The written notification includes:

+ The importance of preserving evidence.
+ How and to whom the offense should be reported.
+ Options about involving law enforcement and campus authorities.
+ The rights of victims and the institution's responsibilities.
+ Information about how the institution protects the confidentiality of victims and other parties.
+ Options and assistance for requesting changes to academic, living, transportation, and working situations, and other protective measures.
+ An explanation of procedures for institutional disciplinary action.

Resources

Clery Center

Find information, resources, and technical assistance on compliance with the Clery Act.

www.clerycenter.org

Campus Safety and Security Data Analysis Cutting Tool

The Data Analysis Cutting Tool is designed to provide customized reports for public inquiry relating to campus crime. Generate reports on a single institution or an aggregate of a group of institutions.

https://ope.ed.gov/campussafety

The Clery Act Appendix for the Federal Student Aid (FSA) Handbook

Developed by the U.S. Department of Education, this handbook presents step-by-step guidance, examples, and procedures for postsecondary educational institutions to follow to meet the safety and security requirements of the Clery Act. Download the handbook at:

www2.ed.gov/admins/lead/safety/campus.html

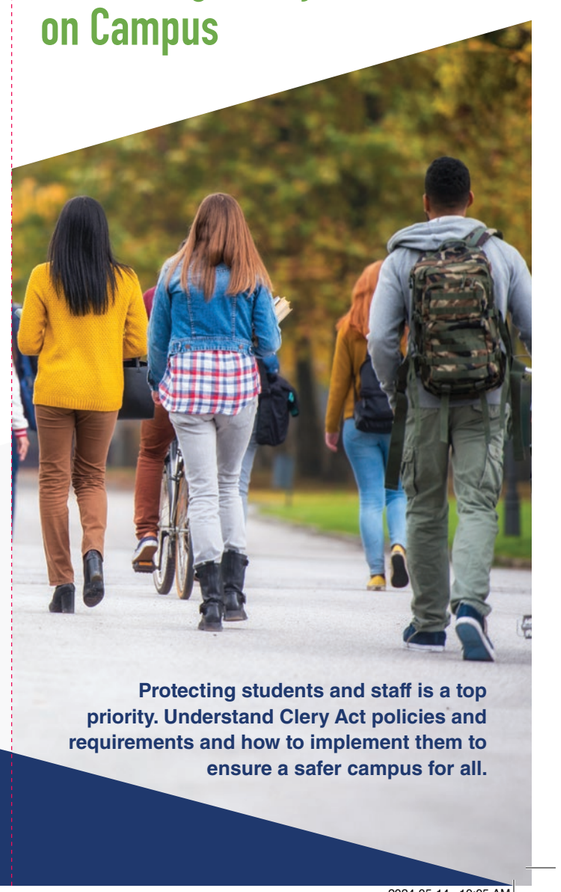
QUICK SERIES

© 2024 QuickSeries Publishing
1-800-361-4653 | www.quickseries.com

08-0202-000-01 | 08-0202-001 | Printed in Canada

The CLERY ACT

Enhancing Safety on Campus



Protecting students and staff is a top priority. Understand Clery Act policies and requirements and how to implement them to ensure a safer campus for all.

08-0202-001 QS Clery Act Quadfold.indd 1 2024-05-14 10:05 AM

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

What Is the Clery Act?

When choosing a postsecondary institution, the issue of campus safety is a vital concern.

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (amending the Higher Education Act of 1965 [HEA]) to ensure campus crimes are reported.

The Act requires public and private postsecondary institutions participating in Federal student financial assistance programs to disclose campus crime statistics and security information to the public. The Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act) in memory of Jeanne Clery in 1998.

In 1986, 19-year-old Jeanne Clery was raped and murdered in her college residence by another student. Following Jeanne's death, her parents, Connie and Howard Clery, founded Clery Center, a nonprofit organization dedicated to creating safer campuses for college and university students.

Clery Center offers trainings and workshops to college and university officials interested in learning about the Clery Act and how to comply with it.

www.clerycenter.org

Informing the Public

The following is a partial list of what is required to comply with the Clery Act:

1. **Collect crime reports** from multiple sources and publish and distribute an Annual Security Report (ASR) containing crime statistics for the three most recent years, as well as safety-related procedures.
2. **Maintain two types of alert systems:**
   a. A **timely warning** is sent when a reported Clery Act crime poses a serious or ongoing threat to the campus community.
   b. An **emergency notification** is sent when there is confirmation of an immediate threat to the campus community's health and safety.
3. **Disclose policies** related to fire safety, alcohol and other drugs, and missing student notification, among other things.

Daily Crime Logs

If your institution has its own campus police or security, a daily crime log must be maintained and made available to the public.

Required Elements

+ Date the crime was reported
+ Date and time the crime occurred (or a range if unknown)
+ Nature of the crime and general location
+ Status of the complaint, if known (e.g., "pending" or "criminal arrest")

Clery Act Crimes

Your institution must disclose four general categories of crime statistics in the ASR:

1 Criminal Offenses

1. Criminal Homicide
   a. Murder and Nonnegligent Manslaughter
   b. Manslaughter by Negligence
2. Sexual Assault
   a. Rape
   b. Incest
   c. Fondling
   d. Statutory Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson

2 Hate Crimes

+ Any of the above-mentioned criminal offenses

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

A **hate crime** is a criminal offence that shows evidence that the victim was intentionally chosen because of the perpetrator's bias against the victim. Only the following categories are to be reported in the ASR: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

3 Arrests and Referrals for Disciplinary Action for:

1. Weapons (carrying, possessing, etc.)
2. Drug Abuse Violations
3. Liquor Law Violations

4 VAWA Crimes (Violence Against Women Act Crimes)

1. Domestic Violence
2. Dating Violence
3. Stalking

QuickTerm

Referred for disciplinary action means the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.



COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.