

Policies: UWEC Clery Act Compliance

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1. INTRODUCTION & PURPOSE

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The purpose of this policy is to ensure the University of Wisconsin – Eau Claire is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, as amended (the “Clery Act”). The Clery Act requires colleges and universities receiving federal financial assistance to gather and make public information about certain crimes on or near their campuses and publish policy statements concerning campus safety and security. This policy sets forth guidelines and procedures intended to ensure the University’s ongoing compliance with the Clery Act’s obligations.

2. PREPARATION, PUBLISHING AND DISTRIBUTION OF ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT*

The Clery Act requires the University to annually publish to the Department of Education and distribute an Annual Security Report and Annual Fire Safety Report by October 1st of each year. These reports include statistics of Clery Crimes, fire incident data reported over the past three years, security policies and procedures in place to protect the community, information on the handling of threats, emergencies and dangerous situations, as well as University policies and procedures addressing campus security and safety.

The ASR is distributed to all currently enrolled students and all employees via email and by posting the Annual Security and Fire Safety Report on the University Police website. The email includes a statement of the report’s availability, a brief description of its content, the URL of the direct link to the ASR, and a statement that free paper copy of the ASR is available.

The ASR is also publicized and made available to prospective students and prospective employees via website presence and other recruitment documents. University Police provides copies of the ASR to Human Resources, Student Affairs, and Admissions offices for distribution to current and prospective employees and students.

3. SUBMISSION OF STATISTICS TO DEPARTMENT OF EDUCATION OFFICE OF POST-

SECONDARY EDUCATION

The University Police complete the Campus Safety and Security Survey in October each year. The data is posted on the DOE public website for use by higher education consumers. The site is located at <https://ope.ed.gov/campussafety/#/institution/search>

4. CAMPUS SECURITY AND AUTHORITY DESIGNATION & TRAINING

CSAs are persons at the University who, as a result of their functions at the University, have an obligation to notify the institution of alleged Clery incidents that are reported to them, which they conclude have been made in good faith.

To determine which individuals' job descriptions make them campus security authorities, UW-Eau Claire considers the function of that individual or office. Staff whose functions involve relationships with students and who have significant responsibility for student and campus activities are campus security authorities.

CSAs at UW-Eau Claire are: members of the University Police department; individuals other than University Police who have responsibility for campus security (e.g. an individual who is responsible for monitoring an entrance into institutional property); individuals or organization to whom campus policy directs students and employees to report criminal offenses; officials with significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings ("official" is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution).

Examples of individuals who meet the criteria for being campus security authorities include: The Dean of Students, the Athletics Director, team coaches, faculty advisors to student groups, Hall Directors and Resident Advisors. Individuals who do not meet the criteria for being campus security authorities include faculty members who do not have any responsibility for student and campus activity beyond the classroom, and certain employees whose duties are administrative and facilities-related.

CSAs are required to notify University Police in writing (e.g. online form, email, campus mail) of all reports of Clery Act Crimes. CSAs who are unsure whether an incident is a Clery Act crime should report it. CSAs are not responsible for determining authoritatively whether a crime took place.

CSAs are notified upon hire and annually that they are designated as CSAs and are trained in their responsibilities as CSAs.

5. COLLECTION AND CLASSIFICATION OF STATISTICS FOR ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT

The University Police, Dean of Students, and Housing and Residence Life

- Compile statistics of reports on the types of Clery Crimes reported for the University's property, the immediately adjacent public areas and public areas running through the campuses, remote classroom facilities and non-campus facilities;
- Collect reports of Clery Crimes made to University Police, local law enforcement, University officials and others associated with the University who have significant responsibility for student and campus activities; and
- Review the reports to ensure that Clery reportable incidents are included in the ASR and AFSR.

6. TIMELY WARNINGS & EMERGENCY NOTIFICATIONS*

UW-Eau Claire provides timely warnings of Clery Crimes that may be an ongoing threat to the campus, so that individuals may take steps to protect themselves and to aid in the prevention of similar crimes. Warnings are issued as soon as pertinent information is available, to enable individuals to protect themselves and to prevent similar crimes from occurring.

The Clery Act requires notification of emergency events and dangerous conditions then occurring on campus or that present an imminent threat to the campus.

University Police, in consultation with Dean of Students, University Communications, and other personnel as needed, will determine whether a timely warning or other type of communications regarding an incident is warranted.

7. DAILY CRIME & FIRE LOG

University Police maintains for public inspection a Daily crime & Fire Log. Crime log entries will show all reported crimes – not just Clery reportable crimes – for crimes reported within UW-Eau Claire Police Department's patrol jurisdiction. Fire log entries are made for all actual fires within on-campus student housing, and for arson or attempted arson anywhere within UW-Eau Claire Police Department's patrol jurisdiction. Log entries will show the case number, officer assigned, nature of event, locations, date/time received, and date/time of occurrence. Fire log entries will include the cause of the fire. When a request is received to view a 60-day Crime & Fire Log during regular business hours, the log will be immediately presented to the requestor. Requests for log information older than 60 days will be provided to the requestor within two business days.

8. CAMPUS GEOGRAPHY

The Clery Act requires the University to disclose statistics for reported Clery Act crimes that occur (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings that the University owns or controls.

University Police maintains a map that outlines the University's entire Clery Act geography; also

indicative of the University Police patrol jurisdiction. The University Police will update the map as necessary and review it in its entirety on an annual basis. The map is linked to the University Police website.

*Additional procedural information on the ASR/ASFR and Timely Warnings are included in the UW-Eau Claire University Police Clery Act Compliance Procedures.
