



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject			Policy Number
Disclosure of Campus Security Policies and Campus Crime Statistics			108
Effective Date	Revision Date	Reevaluation Date	Number of Pages
September 12, 2012	January 30, 2019	Annually	5
Reference Standards		Rescinds or Amends Policy Number	
TPCA: CALEA: 82.3.2 IACLEA: 16.2.2, 16.3			

I. PURPOSE

The purpose of this policy is to standardize the efforts of all University of Texas System Police Departments to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“the Act”). This policy shall apply to each UT System police department (“department”) serving an institution of higher education that participates in federal Title IV student financial assistance programs.

II. DEFINITIONS

- A. Annual Fire Safety Report – An annual report required for institutions that maintain any on-campus student housing facilities. The report, which must be published by October 1, must disclose current fire safety policies and procedures related to on-campus student housing, as well as disclose statistics for fires that occurred in those facilities.
- B. Annual Security Report (ASR) – An annual report required for institutions that participate in any Title IV federal student financial assistance program. The report, which must be submitted to the U.S. Department of Education and distributed to the campus community by October 1, must disclose the procedures, practices and programs an institution uses to keep students and employees safe and its facilities secure. The report must also disclose Clery crime statistics for the three most recent calendar years.
- C. Campus Security Authority (CSA) – in the UT System, this term includes: 1) campus police officers and Public Safety Officers, 2) the campus police department, 3) persons not affiliated with the police department who are responsible for campus security, such as persons who monitor access into parking lots and other campus facilities, act as event security or escort students around campus after dark, 4) persons designated in campus security policies as persons to whom crimes should be reported and 5) university officials with significant responsibility for students and campus activities.
- D. Daily Crime Log – A record of all criminal incidents and alleged criminal incidents reported to the campus police department as having occurred at locations covered by the Clery Act. The record must be made available to the public and must contain: 1) the date the crime was reported, 2) the date and time the crime occurred, 3) the nature of the crime, 4) the general location of the crime and 5) the disposition of the complaint.

III. POLICY

A. Annual Requirements

1. Each department must work in concert with the other offices at its respective institution that are responsible for contributing the data, policy statements or training necessary to comply with the Act and produce the Annual Security Report (ASR).
2. If applicable, each department must complete its assigned portion of the ASR in time for the institution to meet the October 1 deadline for filing the ASR with the U.S. Department of Education.
3. If applicable, each department must work in concert with the other offices at its respective institution to ensure that the ASR is distributed to all current and prospective students and current employees by the October 1 deadline, and to all job applicants upon their request.

B. Standard Operating Procedure

1. Each institution's police department has a unique role in its institution's overall compliance with the Act, so all departments to which this policy applies must develop a standard operating procedure for assisting their institutions with the compilation and dissemination of Clery statistics and the ASR.
2. The SOP should identify the positions within the department responsible for compliance with the Act.
3. The SOP should address the department's role, if any, with regard to:
 - a) The collection, classification and counting of crime reports and statistics, and the submission of those statistics to the Department of Education.
 - (1) This should include the collection of anonymous reports through non-police Campus Security Authorities (CSAs), hotlines, and online submissions, etc.
 - (2) Statistics should include (see the Uniform Crime Report and National Incident-Based Reporting System for definitions):
 - (a) Murder/Non-Negligent Manslaughter
 - (b) Negligent Manslaughter
 - (c) Forcible/Non-forcible sex offenses
 - (d) Robbery
 - (e) Aggravated Assault
 - (f) Burglary
 - (g) Motor Vehicle Theft
 - (h) Arson
 - (i) Hate crimes related to:
 - (i) The crimes listed in (a) – (h) immediately above
 - (ii) Larceny-theft
 - (iii) Simple Assault

- (iv) Intimidation
 - (v) Destruction/damage or vandalism of property
 - (j) Arrests and referrals for disciplinary action related to:
 - (i) Liquor law violations
 - (ii) Drug law violations
 - (iii) Illegal weapon possession
- b) The production and maintenance of a Daily Crime Log
- c) The dissemination of alerts or disclosures, including:
 - (1) Timely warnings
 - (2) Emergency notifications
 - (3) Missing student notifications
- d) The production of the ASR, including policy or procedure statements for:
 - (1) Timely warnings
 - (2) Emergency notifications
 - (3) Missing student notification (for institutions with on-campus student housing)
 - (4) Security of and access to campus facilities
 - (5) Security considerations used in the maintenance of campus facilities
 - (6) The law enforcement authority of campus police and security personnel
 - (7) The prompt and accurate reporting of crime (including voluntary, confidential reporting) by:
 - (a) Students, staff, faculty and visitors
 - (b) CSAs
 - (c) Pastoral and professional counselors, when appropriate
 - (8) Security awareness and crime prevention programs
 - (9) Monitoring and recording of crimes by students at certain off-campus locations
 - (10) Drug and alcohol
 - (a) possession
 - (b) use
 - (c) sale
 - (d) enforcement
 - (e) education

- (11) Sexual Offenses
 - (a) Education
 - (b) Notification
 - (c) Campus disciplinary action
 - (d) Sanctions
 - (e) Registered sex offenders
- (12) Disclosing student disciplinary hearing results
- (13) Emergency response and evacuation procedures
- e) The production of the annual fire safety report (for institutions with on-campus student housing)

C. Additional Requirements

- 1. Property
 - a) Annually, and more frequently as needed, each department must work with other offices of its institution to update the status of property on and around the campus for which Clery Act statistics and information must be compiled.
 - b) Property shall be identified as:
 - (1) On-campus
 - (2) On-campus student housing facility
 - (3) Non campus
 - (4) Public
- 2. Liaison with local law enforcement
 - a) Annually, and more frequently as needed, the department must correspond with the law enforcement agencies that have jurisdiction over its institution's Clery geography. The department must correspond in order to:
 - (1) Request the appropriate Clery statistics
 - (2) Update other law enforcement agencies on changes to the status of on campus property
- 3. Campus Security Authority training
 - a) Annually, and more frequently as needed, the department shall offer assistance to other offices within its institution regarding the training of CSAs. The training should focus on:
 - (1) identification of CSAs
 - (2) information CSAs should gather on crimes reported to them
 - (3) how a CSA should report crimes and crime statistics to police

4. Drills

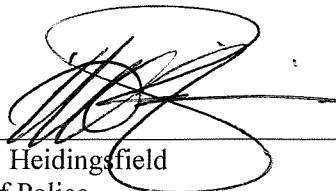
- a) Annually, and more frequently as needed, the department shall offer assistance to other offices within its institution regarding the scheduling, planning and completion of tests designed to assess and evaluate emergency plans and capabilities.

D. Records Retention

- 1. As required by its institution's approved records retention schedule or for seven years, whichever is greater, the department must retain the following records if it possesses them:
 - a) copies of crime reports
 - b) Daily Crime Logs
 - c) Records of or arrests and referrals for disciplinary action
 - d) Timely warning and emergency notification reports
 - e) Correspondence with CSAs that pertains to the Clery Act
 - f) Correspondence with law enforcement that pertains to the Clery Act
 - g) Correspondence with the U.S. Department of Education that pertains to the Clery Act
 - h) ASR availability notices to students and employees
- 2. These records must be maintained by each police department in a location where they can be accessed if necessary. The department may be required to produce the records during a Department of Education audit.

E. Oversight

Adherence to this policy shall be evaluated, at a minimum, by the Office of the Director of Police during the regularly scheduled inspection of the respective institution police department.



Michael J. Heidingsfield
Director of Police