



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: I-38 APPROVED: \_\_\_\_\_  
Gregory D. King, Chief of Police

EFFECTIVE: March 1, 2008

SUPERSEDES: Reviewed/Revised: May 1, 2010

SUBJECT: **Campus Public Safety Reporting & Clery Requirements**

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I. PURPOSE.

To establish a policy to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

II. POLICY.

A. It shall be the policy of the Department of Public Safety to disclose both timely specific information and annual summary information about campus crimes and security policies.

III. DEFINITIONS.

- A. Clery Act Compliance. Required by 20 USC § 1092(f).
- B. CSA. Campus Security Authority.
- C. DOE. Department of Education—Charged with the administration of the requirements of the Clery Act and has jurisdiction over compliance.
- D. Locations of Crimes as Reported in Clery Statistics. On-Campus, Residence Halls, Public Property and Non-Campus Property.
- E. Records Administrator. The employee of the department who is given the authority and responsibility to enforce record security regulations.
- F. Records Supervisor. The employee of the department who is given the responsibility of supervising the records administrator and enforcing record security regulations.
- G. UCR Handbook. In 1930 the FBI was tasked with the Uniform Crime Reporting (UCR) Program to meet the need for reliable, uniform crime statistics for the nation. They are responsible for the collecting, publishing, and archiving of these statistics.

IV. PROCEDURES.

- A. Clery Act: Annual Campus Security Report

1. The annual Clery (Crime Awareness and Campus Security) Report must be prepared, documented, and distributed as mandated in The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965. Publication and distribution of the report must occur annually prior to October 1<sup>st</sup>.
2. The annual security report will be updated by the Administration Manager, who will include information from the records supervisor.
3. Upon completion of the update, the Administration Manager will review the report using the Annual Security Report Checklist Chart.
4. The updated report and the checklist will be forwarded for review and approval to the Chief of Police annually by April 30<sup>th</sup>.
5. The approved report will be updated and prepared as a hard copy print version and an electronic PDF format to be posted online on the Department's website.
6. The Administration Manager is responsible for the processing of the report as well as:
  - a. Making available the print version of the report at the Department of Public Safety's front desk, including Student Affairs, Health Center, Student Housing, Associated Students, Inc., Center for Student Involvement, and Human Resource Management;
  - b. Having the electronic PDF version of the annual report posted on the Department's website;
  - c. Sending an email in the fall to all current students, faculty and staff listed in the university's global directory, notifying them of the availability of the Clery Act report; and,
  - d. Ensuring that the compliance notice appears on the pay warrant stubs in the fall and on Cal State L.A. employment applications.
7. The records supervisor is responsible for entering statistical data in the Department of Education (DOE) Campus Crime and Security Survey website:
  - a. DOE will mail a registration certificate to the Chief of Police which contains the department's user ID and password.
  - b. During the data collection period (normally the last week of August through the second week of October), data entered may be updated and changed.
  - c. Only the current and previous year's data may be changed during the access period. Data may not be changed during any other time of the year.
  - d. All data must be entered and locked by the records supervisor prior to the October 15<sup>th</sup> deadline.
  - e. As the stipulated operational and reporting requirements of the United States Department of Education change, the agency (department) will review new conditions and make to written

guidelines. The goal of the department shall always be that of compliance with regulatory mandates.

8. The Administration Manager is responsible for the monitoring of the annual notification and training of the Campus Security Authorities (CSA) of their responsibilities under the Clery Act:
  - a. A Campus Security Authority is defined as “An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures.”
  - b. Campus Security Authorities are:
    - Housing Staff including Residential Advisors
    - Student Health Center Staff
    - Athletic Coaches
    - Student Affairs Directors
    - Faculty Advisors
    - Dean of Students
    - Student Involvement Directors
  - c. Although members of the campus community are encouraged to report campus criminal activity directly to the Cal State L.A. University Police Department, in some instances they may choose to report the crime and/or incident to one of the Campus Security Authorities.
  - d. Campus Security Authorities are responsible for reporting the crime/incident to the Chief of University Police, using the Crime & Incident Report form (Appendix A).
  - e. When the Chief receives a report from a CSA, a determination will be made as to the course of action, i.e., further investigation, disciplinary referrals, etc.
9. The Administration Manager is responsible for the collection of:
  - a. Statistics from Student Affairs and from the Office of Residential Life on disciplinary actions related to alcohol, drug and weapon violations;
  - b. Statistics from Crime & Incident Report forms submitted by a CSA and received by the Chief; and,
  - c. Statistics and applicable police reports from the following agencies: Alhambra, Los Angeles and Monterey Park Police Departments; and, L.A. County Sheriff’s Department
10. The law requires that any person must **be provided** a written copy of the Clery Report upon request:
  - a. Copies of the report will be kept in the Department’s front desk area for distribution.
  - b. If a Department of Public Safety employee receives a telephone request for a copy of the report, he/she should complete the Clery Report Mail Request card (Appendix B) and route it to the Administration Manager.

- c. The Crime Prevention Coordinator is responsible for mailing a copy of the report, as requested.

B. Timely Warning: Crime Alert Campus Policy

1. When circumstances warrant, a campus-wide “timely warning” or Crime Alert bulletin (as referred to at Cal State L.A.) shall be initiated by the Department of Public Safety with authorization by the Chief of Police or designee in his/her absence, to warn the University community of imminent or potential danger.
  - a. The purpose of a timely warning advisory is to alert the campus community to the occurrence of a crime that poses an ongoing threat and to heighten safety awareness among students, faculty, staff, and any visitors to the campus, in a manner that will aid in the prevention of similar crimes.
  - b. The circumstances of any particular situation, coupled with the police department’s evaluation of the situation/threat potential, will dictate the need and manner for the issuance of a Campus Crime Alert bulletin. However, in general, whenever there has been a report of a violent crime, a major property crime, or other significant criminal event on or adjacent to campus and the Chief of Police or her/his designee is of the opinion that the safety of the campus community is at risk, a Campus Crime Alert bulletin will be issued.
  - c. In these situations, the Chief of Police (or designee, in her/his absence) will make a decision, in consultation with other administrative personnel as appropriate, whether or not to disclose the incident through a public notice to the community via print and electronic media.
2. It shall be the responsibility of the Administrative Manager in coordination with a representative of the University’s Public Affairs Office, to prepare the Campus Crime Alert bulletin for the Chief’s or his/her designee’s approval. The Crime Alert will normally include the following information, if available:
  - a. Description of the incident (type of crime, time, date and location);
  - b. Physical description of the offender;
  - c. Composite drawing or photograph of the offender, if available;
  - d. Connection to previous reported incidents;
  - e. Description of injuries or use of force, if relevant;
  - f. Crime prevention tips;
  - g. Emergency contact information (phone numbers and web sites);
  - h. Date the Campus Crime Alert bulletin was issued.
3. Distribution of Campus Crime Alert Bulletins
  - a. There is no single best method to distribute a Campus Crime Alert bulletin. Depending upon the circumstances of the particular case, Crime Alert bulletins may be limited to a clearly defined segment of the campus community, e.g., crimes targeting

campus resident students. In other situations, the entire campus community may be at risk. This decision shall be made by the Chief of Police, or his/her designee, and the Administrative Manager, in coordination with a representative of the University's Public Affairs Office.

- b. Posting of Crime Alerts may be in electronic form. Some situations, however, may necessitate the physical posting of bulletins in designated campus areas.
- c. Every effort will be made to complete and post the Campus Crime Alert bulletin by the end of the business day, if all pertinent facts are available.
- d. In all cases, however, postings will be completed no later than 24 - 48 hours after all the facts are available.
- e. If the event necessitates physical posting of the bulletin, it will be posted on all exterior doors of relevant campus buildings.
- f. The Administration Manager is responsible for ensuring that a copy of the Campus Crime Alert bulletin is placed in the Clery files.

C. Daily Crime Log

1. It shall be the responsibility of the records supervisor to update and maintain the Daily Crime Log and to ensure that the most recent sixty (60) days of crime logs are available at all times.
2. The crime log must contain at a minimum the nature, date, time, and general location of each crime, as well as the disposition of the complaint, if known:
  - a. Requests for logs older than sixty (60) days shall be facilitated by the records supervisor.
  - b. All special requests shall be released within two (2) business days of the request.
3. It shall be the responsibility of the Investigations Sergeant to submit changes in the disposition of the Daily Crime Log to the records supervisor. Updates must occur within two (2) business days of the change in disposition of the crime. Exceptions to updates will be approved if the release will:
  - a. Jeopardize the confidentiality of the victim;
  - b. Jeopardize the safety of an individual;
  - c. Cause a suspect to flee or evade detection;
  - d. Result in the destruction of evidence; and/or,
  - e. Jeopardize an ongoing investigation.

- D. The records supervisor will prepare the Clery statistics for review by the Chief of Police by March 1<sup>st</sup> of each year, based on annual year UCR data.
- E. Clery-related statistical documentation will be maintained for a period of seven (7) calendar years.
- F. All procedures listed in the Uniform Crime Reporting Handbook will be followed in the reporting of crime statistics.

V. APPENDICES:

- A. Crime & Incident Report for Campus Security Authorities.
- B. Clery Report Mail Request card.