

Responsible Official (Title):	Director of Title IX and Clery Compliance
Responsible Office:	Office of the Vice President for Administration / CFO
Responsible Division:	Administration and Finance

PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

1. Policy Statement

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092) (“Clery Act”), the University is required to collect and report Clery crime statistics on an annual basis as part of its Annual Safety Report (ASR). This policy provides guidelines and procedures for collecting and reporting Clery crime statistics for the ASR.

This report is a collaborative and comprehensive effort that includes the cooperation of departments from all divisions within the University, and all employees designated as Campus Security Authorities (CSA’s) under the Clery Act. Each entity is asked to provide crime statistics and/or information on their educational efforts and programs to comply with the Act.

2. Authority

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092) and Executive Order 1107, Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”).

3. Scope/Applicability

This policy applies to all individuals who are designated to prepare the ASR on behalf of the University as well as all University employees who are solicited for information for the Annual Security Report as outlined in Executive Order 1107.

4. Exclusions – N/A

5. Supersedes – N/A

6. Definitions

- 6.1. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act: Part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.
- 6.2. Campus Security Authority: The law defines four categories of CSA. These include Fresno State Police, non-police security staff responsible for monitoring University property, people/offices designed under our policies as those to whom crimes should be reported, and officials with significant responsibility for students and campus activities

7. Policy Procedures

- 7.1. Crime statistics are also collected from law enforcement agencies with concurrent law enforcement jurisdiction or jurisdiction surrounding the University, and off-site properties or facilities owned or utilized by the University.
 - 7.1.1 These law enforcement agencies provide crime statistics they have collected for crimes occurring in the on-campus and non-campus properties, and public property surrounding on-campus property as defined in the Clery Act.
 - 7.1.2 Crime statistics are collected from local law enforcement agencies for any off-site University fraternity and/or sorority houses privately owned by those entities.
 - 7.1.3 In addition, annual statistics are provided to the University Police Department by both Housing and Student Organizations and Leadership.
- 7.2. California law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (e.g., Student Health and Counseling Center) when medical services are provided to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. A procedure is in place to anonymously capture crime statistics, for purposes of the ASR, disclosed confidentially to a provider.
- 7.3. A cross-departmental Clery Compliance Team (CCT), led by the Director of Title IX and Clery Compliance, assists with following:
 - 7.3.1 The collection of information and required crime statistics,
 - 7.3.2 Developing, writing, reviewing and ensuring the accuracy of the ASR and campus policies required to be included in the ASR,
 - 7.3.3 The proper identification of relevant Clery Act geography,
 - 7.3.4 Programming, developing, and providing training and outreach efforts on the campus for compliance, and
 - 7.3.5 The overall compliance with the Clery Act and state student safety laws.
- 7.4. All students and prospective students, as well as every paid part-time, full-time, and intermittent employee and prospective employee, receives an annual notice in University wide email that informs them of the annual Clery Act report, a brief description of the contents, information regarding the availability of the report on the Internet, the electronic address to access the report, and a statement on how to obtain a paper copy, if desired. Employees and students also receive this same information when inquiring about the application process for admission or employment via the Internet.

8. Related Policies, Procedures, Information, Forms

- 8.1. Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")- California State University Executive Order 1107
- 8.2. Executive Order 1107, Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")
- 8.3. Executive Order 1083, Mandatory Reporting of Child Abuse and Neglect

9. Contact Information

Fresno State Police Department at 559.278.8400
Director of Title IX and Clery Compliance at 559.278.2083

10. Key Search Words

Annual Security Report, Clery, Crime, Crime Report, Victim, Violence, Violent Crime, Disciplinary, Security, Statistics, Jean Clery, ASR, CSA

11. History/Revision Dates:

Approved: September 3, 2019

12. Next Evaluation Date or Sunset Date: August 2022

13. Consultative Review by the Academic Senate: Yes No

Purpose: This policy is established to be in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092) ("Clery Act").

The official version of this information is maintained only on the University Policies Manual (UPM) website. Please make certain to review the material on the website before placing reliance on any printed version or any other online source.
