
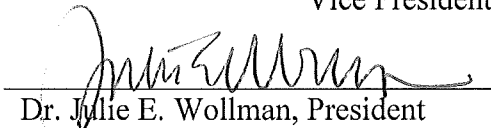


REPORTING AND MONITORING CRIMINAL ACTIONS AND OTHER EMERGENCIES (CLERY)

Recommended for Approval by: 
Guilbert Brown
Vice President for Finance and Administration

Approved by  on 10 | 15 | 14
Dr. Julie E. Wollman, President Effective Date

Review Date: As Required

I. INTENT

It is the intent of this policy to assist the campus community in understanding how to report criminal actions and emergencies, to identify campus security authorities and their role in reporting crimes, and to assist crime complainants who are often in a vulnerable position and may be unsure what actions to take.

II. POLICY

Edinboro University is committed to the safety of students, employees, and visitors to our campus. The University is also committed to assisting crime complainants and witnesses of criminal acts and other emergency situations, to describe the procedure by which annual crime statistics are compiled and disseminated.

The University shall comply with all requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”), 20 U.S.C. § 1092(f). The University must publish and distribute an annual security report, for each recognized campus, by October 1 of each year. The University is required to report crime statistics for Clery Act-designated 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 or property that your institution owns or controls.

The University Police Department takes reports on all criminal actions and emergency situations occurring on the main campus, The Porreco College in Erie, and other locations where classes or University recognized events are held. Students, employees, and visitors are encouraged to promptly report crimes, suspicious activities, and emergency situations to the University Police or local police.

III. DEFINITIONS

- A. Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution: (1) A campus police department, (2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department (e.g., an individual who is responsible for monitoring the entrance into institutional property), (3) Any individual specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses, and (4) 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 proceedings. As such, the CSAs at Edinboro University include sworn police in the University Police Department, the Vice President for Student Affairs, Director of Athletics, Team Coaches, Faculty and Staff Advisors to Student Groups, Director of Residence Life and Judicial Affairs, Resident Assistants, Residence Hall Coordinators, Director of Social Equity/University Title IX Coordinator, Director of Campus Life and Leadership Development, and members of the Emergency Response Team comprised of the President, Provost, Vice President of Finance and Administration, Vice President for Student Affairs, Vice President for University Advancement, Director of Communications, Director of Facilities, Environmental Health and Safety Manager, and the Chief of Police.
- B. On-campus, under the Clery Act, is (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to buildings or property identified in (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).
- C. Public property, under the Clery Act, is all public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.
- D. Non-campus buildings or property, under the Clery Act, is any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

IV. ACCURATE AND PROMPT REPORTING TO UNIVERSITY POLICE

- A. Students and employees, as well as all other individuals, are encouraged to report crimes and suspicious activities promptly to the University Police Department or local police

jurisdiction. Criminal actions or emergencies may be reported directly to the University Police Department.

- B. The University Police Department investigates and makes arrests as appropriate in criminal incidents that have been reported, and University Police Department will notify the Erie County 911 Dispatch when a fire truck or ambulance is needed. Non-emergencies may be reported by calling the University Police Department at 814-732-2921.
- C. On the University's main campus, extension 2911 has been established as an emergency number to report emergencies directly to University Police Department when using a University telephone. In addition, over 200 emergency telephones are located on campus on various sidewalks, walkways and in buildings which are connected directly with the University Police Department.

V. CLERY CRIMES

All individuals are required to report crimes to the University Police Department; however, those crimes that are also designated as Clery Act crimes must be reported to the University Police Department. Clery Act crimes are enumerated below.

- 1. Murder
- 2. Sex offenses, forcible or non-forcible
- 3. Robbery
- 4. Aggravated assault.
- 5. Burglary
- 6. Theft of a motor vehicle
- 7. Manslaughter
- 8. Arson
- 9. Hate crimes: above listed crimes 1-8, plus larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property; and other crimes involving bodily injury to any person, in which the complainant is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the complainant
- 10. Arrests (or persons referred for campus disciplinary action) for liquor law violations, drug-related violations, and weapons possession
- 11. Domestic violence, dating violence, and stalking incidents

VI. IDENTIFICATION OF CAMPUS SECURITY AUTHORITIES

Campus security authorities (CSA) have a heightened responsibility of reporting Clery Act-identified crimes to the University Police Department. As such, EU has identified certain positions and the individuals in these positions as also having CSA responsibility based on position responsibilities for campus security and/or the position's significant responsibility for student and campus activities. These positions are notified by the Chief of Police, annually and in writing, of their designation as a CSA.

Individuals identified as campus security authorities follow:

- Sworn police in the University Police Department
- Vice President for Student Affairs/Dean of Students,
- Director of Athletics
- Team Coaches
- Faculty and Staff Advisors to a student group
- Director of Residence Life and Judicial Affairs
- Resident Advisors and Residence Hall Coordinators
- Director of Social Equity/ Title IX Coordinator
- Director of Campus Life and Leadership Development
- Emergency Response Team comprised of President, Provost, Vice President of Finance and Administration, Vice President for Student Affairs/Dean of Students, Vice President for University Advancement, Director of Communications, Director of Facilities, Environmental Health and Safety Manager, and the Chief of Police.

All individuals identified by the University as CSAs will be required to attend training on Clery Act reporting responsibilities conducted by the University Police Department.

VII. ANNUAL FIRE SAFETY AND SECURITY REPORT and NOTIFICATION

Any postsecondary institution that receives Title IV funding, such as student financial aid, must publish an annual security report. As such, by October 1 of each year, the University publishes and distributes the Annual Security and Fire Safety Report for each recognized campus location.

The Annual Security and Fire Safety Report is prepared in cooperation with the local law enforcement agencies surrounding the campus, the Division of Residence Life including Housing and Judicial Affairs, the Office of Human Resources and Faculty Relations, and the Health and Wellness Center. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act.

The Annual Security and Fire Safety Report contains all crimes reported in or on geographic areas controlled by the University, as required by the U.S. Department of Education. The annual disclosure includes three years' worth of all crimes reported to the appropriate authorities on all University campuses as required by the U.S. Department of Education. A single document covering the main campus and The Porreco College in Erie is published, but each location reports crime statistics that the Clery Act requires. Beginning with the 2014 Annual Security and Fire Safety Report, the crimes of domestic violence, dating violence, and stalking incidents shall be recorded and published.

Each year, an e-mail notification that provides the web site link to access this report is sent to all enrolled students and all current employees. Copies of the Annual Security and Fire Safety Report may also be obtained at the University Police Department located at 911 Scotland Road or by calling (814) 732-2921. The report also may be found at <http://www.edinboro.edu/departments/police/SecurityInformation.pdf>

VIII. GEOGRAPHIC AREAS

The University is responsible for keeping track of the buildings and properties the University owns and controls and the usage of its buildings and properties. For specific geographic areas, see Appendix A of the Annual Security and Fire Safety Report.

IX. PROCEDURE

A. Reporting Crimes

Reporting crimes is a University-wide responsibility and is not just the responsibility of University Police Department. As such, all crimes should be reported to the University Police Department.

Reporting is encouraged when the complainant of such crimes desires to report the crime or is unable to make such a report. Additionally, individuals in positions that are identified also as having CSA responsibilities are required to report Clery Act crimes to the University Police Department. Required reporting is non-negotiable and CSAs who fail to do so could be subject to disciplinary action.

Counseling and Psychological Services staff informs students who use their services on how to report a crime on a voluntary or confidential basis to the University Police Department, should they feel it is in the best interest of that student. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. The complainant's name is not mentioned in the Annual Security and Fire Safety Report.

At times, organizations officially recognized by the University meet at off-campus locations, with some organizations meeting off campus on a regular basis. Crimes occurring at these off-campus locations may not be reported to the University Police Department because the crimes occurred in the jurisdiction of a nearby municipality or other area. The University Police Department works closely with municipal police agencies where such crimes may occur. The University Police Department sends an annual request to appropriate police agencies for any information regarding such crimes that have occurred within the previous year. It is the intention of the University Police Department to receive notification as soon as possible after such incident(s) may occur.

B. Reporting Campus Crime Statistics

Campus crime, arrest, and referral statistics comprise reports made directly to the University Police Department by the crime complainant, as well as reports from other sources such as CSAs, other individuals on and off campus, and local law enforcement agencies.

The Pennsylvania State Police, as well as the Borough of Edinboro, Millcreek, and Meadville Police Departments may submit reports of criminal activity and arrests of University students in their jurisdictions as well. These reports may be reviewed by the President, Vice President for

Finance and Administration, and/or the Vice President for Student Affairs/Dean of Students and may be referred to the Office of Student Judicial Affairs for action, if appropriate.

The University Police Department works closely with off-campus police agencies that have jurisdiction in locations where the University offers classes or where officially recognized student organizations hold University recognized events. Annually, the University Police Department sends a letter to off-campus police agencies in these areas requesting them to provide information of criminal activity in these areas. In the event of criminal activity at these off-campus locations, the off-campus police agencies have been requested to notify either the University Police Department or Student Affairs or both. Off-campus police agencies include, but are not limited to, the Pennsylvania State Police, Millcreek Township Police Department, City of Erie Police Department, Corry Police Department, as well as other off-campus police agencies.

X. TRAINING AND EDUCATION

The University Police Department is required to provide training to students and employees on security procedures and practices. All new students and employees are required to attend group orientation sessions. Students residing on campus are also required to attend floor meetings for their various dormitory floors.

Training and education on security procedures and practices is ongoing. Training and education shall cover security procedures and practices, safety concerns, including the numerous University Emergency Phones, surveillance cameras, information about the University Police Department and how to contact the police; individual responsibility for his/her own safety and the safety of others. Students are also trained in methods to prevent crimes (example: not leaving valuable electronics, ID, cash, or backpacks lying unattended and locking dorm doors).

New employee training is continuous and ongoing as new employees are hired. All new employees are required to attend new employee orientation coordinated through the Office of Human Resources and Faculty Relations. Additionally, new employees are required to attend a session at the University Police Department. Police personnel discuss security procedures and practices. Safety concerns are discussed, including the numerous University Emergency Phones, surveillance cameras, descriptions of the Police Department and how to contact the police; individual employee responsibility for his/her own safety and the safety of others.

In an effort to help prevent crimes on campus, all employees are further encouraged to be aware of their belongings, their surroundings as they work, and the equipment they use in the course of their duties.

XI. RELATED UNIVERSITY POLICIES AND DOCUMENTS

- A001 Alcoholic Beverages and Illegal or Controlled Drugs (Clery)
- A005 University Procedures for Responding to Off-Campus Student Behavior (Clery)
- D005 Security and Access to Campus Buildings and Facilities (Clery)

- D006 University Police Authority and Working Relationship with Other Law Enforcement Agencies (Clery)
 - D007 Fire Emergency Planning and Preparedness (Clery)
 - D050 Timely Warning and Emergency Notification (Clery)
 - D051 Missing Person (Clery)
 - D053 University Protection of Minors on Campus Policy Handbook
 - G004 University Sex Discrimination and Sexual Misconduct Policy Handbook (*available also on the Social Equity webpage*)
- Edinboro University Annual Security and Fire Safety Report (*Available also on the Edinboro Home Page*)
- Student Code of Conduct and Judicial Procedures

XII. CONTACT INFORMATION

| Contact | Office Address | Telephone |
|---------------------------|---|--------------|
| Chief of Police | University Police Department 911 Scotland Road | 814-732-2921 |
| Administrative Lieutenant | University Police Department 911 Scotland Road | 814-732-2921 |