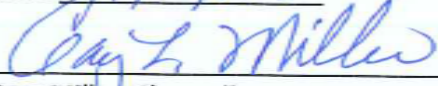




UNIVERSITY of WISCONSIN-GREEN BAY

Approved by: Chancellors Cabinet
Date: <u>9/12/2017</u>

Gary Miller, Chancellor

Clery Compliance Policy

GB-15-17-1

INSTITUTIONAL STATEMENT:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, that requires colleges and universities across the United record and report Clery Act crimes, to disclose crime and fire statistics, to provide campus safety and security policy statements, and to notify the campus community regarding Clery Act crimes and serious incidents.

The Clery Act requires the reporting of crimes on public property not owned or controlled by the University.

Schools are required to publish a yearly report that contains crime statistics from the three years prior to the report and certain security-policy statements, including sexual-assault policies that ensure basic victims' rights, assert the law-enforcement authority of campus police and describe where/how students should go to report crimes. It is the responsibility of the Office of Public Safety and the Dean of Students to collect crime reports and distribute the annual crime statistics and report by Oct. 1 of each calendar year.

The University of Wisconsin-Green Bay's [Annual Security Report and Annual Fire Report](#) is available to all current students faculty and staff; and to all prospective students and employees. The report shall be made available in paper form upon request to the Office of Public Safety.

The University of Wisconsin-Green Bay acknowledges the importance of campus safety and investigating crime. By means of this statement, the University adheres to formal plans that provide for the reporting, notification and investigation of missing students and listed offenses committed on campus and on campus controlled areas.

DEFINITIONS:

Campus Clery Compliance Officer (CCCU) Designated by the Chancellor, this person works collaboratively with various offices at the University to develop, implement and oversee programs that ensure the University's overall compliance with the Clery Act and associated regulations.

Campus Security Authority (CSA) Individuals at the University who, because of their function for the University, have an obligation under the Clery Act to notify the University of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are required by federal law to "report" crime when it has been observed by, or reported to them by another individual. These individuals typically fall under one of the following categories:

1. A member of the UWGB Public Safety department.
2. Individuals having responsibility for campus security in some capacity, but are not members of a campus police/security department (e.g., an individual who is responsible for monitoring an entrance such as the Kress Center or Library main desks).

3. People or offices that are not members of the Public Safety department, but where policy directs individuals to report criminal offenses to Public Safety.
4. Officials having significant responsibility for student and campus activities, including but not limited to, the Office of Residence Life, Dean of Students Office or Student Life.

The following individuals, when acting within the scope of the official responsibilities are not Campus Security Authorities, and as such, are exempt from the mandates of this policy:

- Pastoral Counselors
- Professional Counselors
- Persons *uncertified*, but acting under the supervision of an exempt counselor

Clery Act Crimes ("Clery Crimes") Crimes required by the Clery Act to be reported annually to the University community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, incest, statutory rape); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying and possessing illegal weapons.

Emergency Notification: An announcement to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” “Immediate threat” is defined as an imminent or impending threat which could include a significant fire, outbreak of a serious illness, extreme weather conditions, gas leak, armed suspect, terrorist incident, bomb threat, civil unrest, explosion, chemical spill, or other dangerous situation. More information can be found on the Public Safety website.

Missing Student Notification The university has defined a protocol for how to respond if a student is reported missing for over 24 hours. Anyone believing that a student is missing, can contact the Dean of Students office at 920-465-2152, UWGB Public Safety at 920-465-2300 or 911. If the student lives off campus, contact the police who have jurisdiction for the student’s home or apartment.

Pastoral Counselors Individuals who are associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. Pastoral Counselors, when acting within the scope of the official responsibilities are not Campus Security Authorities.

Professional Counselors Individuals whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. Professional Counselors, when acting within the scope of the official responsibilities are not Campus Security Authorities.

"Reasonably Contiguous" (as pertaining to a college campus) Buildings or property owned or controlled by the institution, located in an area that is considered and treated as an integral part of campus and covered by the same security policies as the main campus.

Timely Warning UWGB is required to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. This includes crimes where the circumstances indicate that there may be a serious or continuing threat to students or employees. The decision to issue a timely warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including such factors as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

POLICY:

In accordance with the requirements of the Clery Act, the University shall:

1. Via issuance of timely warnings, alert the campus community of Clery Crimes that pose a serious or continuing threat to the campus and surrounding community. Timely warnings will be disseminated throughout the community as soon as pertinent information is available and will provide information that will allow the community to take precautions to protect themselves and prevent similar crimes from occurring.
2. Via issuance of emergency notifications, alert and inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus."
3. Maintain a daily crime log of all crimes reported. This log will be available for public inspection, upon request or via the [Public Safety website](#).
4. Maintain a daily fire log of all fire-related incidents reported. This log will be available for public inspection, upon request and on the [Public Safety website](#).
5. Compile and disclose statistics of reports on the types of Clery Crimes reported for the University campus, the immediately adjacent public areas and remote classroom properties and certain non-campus property.
6. Collect reports of Clery Crimes made to UWGB Public Safety, local law enforcement, University officials and others associated with the University who have significant responsibility for student and campus activities.
7. Create and publish an annual report to the U. S. Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as required university policies and procedures addressing campus security and safety.
8. Annually disclose/provide access to the campus community and the public, the [Annual Security Report and Annual Fire Report](#), which provides:
 - o Crime data (by type);
 - o Fire incident data;
 - o Security policies and procedures in place to protect the community; and
 - o Information on the handling of threats, emergencies and dangerous situations.
9. Identify CSAs on a regular, ongoing basis, and notify these individuals of their obligations under the Clery Act to report any and all Clery Crimes that they witness, or are reported to them.
10. Provide regular, mandatory training for all CSAs.
11. Work with the Public Safety and other appropriate departments to create, establish and conduct programs to educate the campus and surrounding community about the Clery Act and Clery Act obligations, and to promote general awareness of all crime and safety-related issues at all University locations.
12. In the event that a person is reported as missing, contact the appropriate University offices, notify local law enforcement that has jurisdiction in the geographical area around the specific campus location, and utilize the emergency contact information available for the missing person to notify those listed as emergency contacts for the alleged missing person.

RESPONSIBILITIES:

All University Faculty, Staff, and Students on University Facilities or Property:

- Promptly report any activity that is perceived as criminal, potentially dangerous or suspicious to a Campus Security Authority (CSA).

All University Visitors on University Facilities or Property:

- Promptly report any activity that is perceived as criminal, potentially dangerous or suspicious to a Campus Security Authority (CSA).

Public Safety, and Campus Clery Compliance Officer:

- Compile and disclose statistics of reports on the types of Clery Crimes reported on university lands, and the immediately adjacent public areas.
- Collect reports of Clery Crimes made to Public Safety, local law enforcement, University officials and other associated with the University who have significant responsibility for student and campus activities.
- Create and publish an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as University policies and procedures addressing campus security and safety.
- Annually disclose/report, to the campus community and the public:
 - Crime data (by type);
 - Fire incident data;
 - Security policies and procedures in place to protect the community; and
 - Information on the handling of threats, emergencies and dangerous situations.
- Provide regular, mandatory training for all CSAs.
- Work with University departments to establish Clery Act-related educational programs and promotion of safety awareness programs

Public Safety:

- Issue "timely warnings" alerts to the campus and surrounding community about Clery Crimes.
- Issue "emergency notifications" to the campus and surrounding community when deemed necessary and appropriate.
- Maintain a daily crime log of all crimes reported.
- Maintain a daily fire log of all fire-related incidents reported.
- Compile and provide to Public Safety and the Campus Clery Compliance Officer, statistics of reports on the types of Clery Crimes reported on university lands, and the immediately adjacent public areas.
- Collect and provide to the Campus Clery Compliance Officer, reports of Clery Crimes at that location.
- Work with the Dean of Students Office and the Campus Clery Compliance Officer to establish Clery Act-related educational programs and promotion of safety awareness programs.

Campus Security Authorities (CSAs):

- Hear/receive information of alleged crimes that are reported to them in good faith by others, or report alleged crimes that they may personally witness. Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the University.
- Record information about crimes reported to them. To record information about a crime reported, the Campus Security Authority is encouraged to complete a [Campus Security Authority Incident Report](#)

Form. Other options for reporting include filing a report with the Dean of Students Office, Public Safety, or the Campus Clery Compliance Officer. (For further information, visit the [Public Safety website](#)).

Division of Student Affairs:

- Work with students to promote adherence to the [Student Code of Conduct](#) in minimizing behavior that is inconsistent with the essential values of the University community.
- Promptly report any Clery Act- related crimes to the Public Safety. If you are unsure whether or not the incident meets the criteria, it is still recommended that you contact the Public Safety.
- Annually work with Public Safety to ensure all data is appropriately and accurately reported in the Annual Security Report.

Annual Reporting Procedure:

Duties:

Primary Reporter: Office of Public Safety; Police Service Associate
Secondary: Dean of Students Office; Assistant Dean of Students
Counseling & Health Center: Director of Counseling

Record Repository:

- Police Records (UW-Green Bay Police/Public Safety Pro-Phoenix Record Management System, Other Law Enforcement Agencies Records Management System)
- UWGB Dean of Students/Counseling & Health/Residence Life: Maxient Software System

Records Reporting Timeline:

Daily/Weekly Incident Reports: Police Services Associate and Supervisors review officer incident reports to ensure information recorded accurately including: Call for Service (CFS) fields, clearance codes, arrest information, property information, name entries, and incident elements. Reports with missing items are sent back to reporting officer for correction and resubmission. Supervisors approve reports. Incident Reports involving alcohol, drugs, violence, or serious incidents are emailed to DOS/Counseling/or other campus Student Review Team (SRT) members as appropriate for incident.

Bi-Weekly Incident Review: Campus Student Review Team (SRT) meets to discuss serious incidents or students in crisis to collect information and discuss appropriate response to incident.

Monthly: Police Services Associate compiles a monthly worksheet of reportable incidents using Pro-Phoenix RMS and prints a copy of the face sheet for Clery reportable incidents. Arrested entries are closely screened to verify correct entry. Search functions from Records Tab, Case Search:

- a. Date/time Range for example: (01/01/16 0001 hours to 12/31/16 2359 hours)
- b. Call for Service (CFS) Range Search
- c. Location Search
- d. Computer Aided Dispatch (CAD) Search (CAD tab, Call Search)
- e. Name Search (Names tab, Name Search Tab)
- f. Incident Report Case Numbers

Annually:

1. Contact relevant Law Enforcement Agencies regarding incidents reports from reasonably contiguous areas and University controlled areas under the jurisdiction of non-University agencies. Specifically;
 - a. City of Green Bay Police Department
 - b. Door County Sheriff

- c. Manitowoc County Sheriff
- d. Other LEA's based on established MOU's or annual use which requires Clery Reporting
2. Distribute campus wide email to CSAs seeking any unreported incidents
3. Use Pro-Phoenix to verify monthly totals match annual totals of reportable activity
4. Consultation with Assistant Dean of Students, Office of Public Safety and Campus Clery Compliance Officer to compare/audit totals from each office, reconcile any missed reports, compile annual totals
5. Final report is retained by the Office of Public Safety, integrated into the Annual Security and Fire Safety Report, and maintained in hard copy in the annual Clery Report

Report to Office of Post-Secondary Education & Campus Distribution:

After final approval of the report by the Office of Public Safety, Dean of Students and Campus Clery Compliance Officer, the report is integrated into the Annual Security and Fire Safety Report and the Police Service Associate shall submit the online reporting form to report totals for Annual Security Report to U.S. Department of Education-Office of Post-Secondary Education.

Prior to October 1 of each year:

1. The updated Annual Security and Fire Report is will be linked on the University of Wisconsin-Green Bay Homepage as "Campus Security Report" and available by electronic link through the Office of Public Safety's homepage;
2. A link to the Report shall be provided via email to all faculty, staff and students via campus email distribution, advising that a copy of the report can be printed online or printed by the Public Safety Office upon request;
3. All admission materials shall include an updated link and information about the Report.

FURTHER INFORMATION:

For further information on the Clery Act:

[Clery Act Reports](#)

[Clery Center](#)

[Handbook for Campus Safety and Security Reporting](#)

Questions regarding application at the University of Wisconsin-Green Bay may be directed to:

Campus Clery Compliance Officer

920-465-2210

[Title IX & Clery Act](#)

Public Safety

920-465-2300

[University Police and Public Safety website.](#)

Dean of Students Office

920-465-2152

[Dean of Students](#)