



Clery Act Collecting, Classifying & Counting Crime Statistics Procedure

I. DEFINITIONS

- A. Campus Security Authority (CSA): A Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution. A campus police or security department of an institution, any individual(s) who have responsibility for campus security but who do not constitute a campus police or security department, any individual or organization 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 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.
- B. Clery Geography
 - 1. On Campus: (1) Any building or property the institution owns or controls; (2) any building or property that is reasonably contiguous to one another; or (3) any building or property that directly supports or relates to the institution's educational purposes.
 - 2. Non Campus buildings and properties: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by the 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.
 - 3. Public Property: All public property that is within the campus, or immediately adjacent to and accessible from the campus.
 - 4. Police/Security Patrol Zones (crime log only)
- C. Clery Crimes: Crimes required by the Clery Act to be reported annually in the Annual Security Report (ASR) including criminal homicide (murder and negligent/non-negligent manslaughter), sex offenses (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, hazing, hate

crimes (including larceny theft, simple assault, intimidation, or destruction / vandalism of property that are motivated by bias), dating violence, domestic violence, stalking, arrest and referrals or disciplinary action for any of the following; liquor law violations, drug law violations, weapon: carrying, possessing, etc.

- D. Daily Crime Log: A public log that records, by date reported, all crimes reported to the GSW Office of Public Safety.

II. PROCEDURES

- A. All reported crimes must be recorded.

1. Any incident that is reported to a CSA must be included in the quarterly classification review meetings for classifying and counting purposes.
 - a. The Clery Compliance Officer will gather all cases with the Clery tag, from both CrimeStar and Maxient, for review in the quarterly Classification Review Work Group meeting.
 - b. Incidents can be reported through the CSA Incident Reporting Form, the See Something / Say Something Incident Reporting Form, the Title IX Office, or the GSW Office of Public Safety.
2. After discussions in the classification review meeting, if an incident is determined to not be Clery reportable it will not be counted in the reporting statistics in the ASR, but a record of the decision will be maintained by the Clery Coordinator.
3. If a crime is not Clery reportable it still needs to be recorded and have documentation showing that it was discussed and classified properly.
4. If an incident is determined to be a Clery crime, it will be categorized as Clery Reportable in the Clery Coordinator's records and included in the ASR.

- B. Crimes must be recorded by the calendar year.

1. Crimes must be recorded by the reported date and location of the incident.
2. The ASR will report the three most current calendar years unless requested otherwise by the U.S Department of Education.

- C. Retain records for 7 years.

1. Retain all records pertaining to the Clery Act for a minimum of seven years in a centralized location ensuring no personal identifiable information is accessible to anyone other than the appropriate personnel.

2. Once a calendar year is completed and all cases have been classified, the Clery Coordinator will archive and save those electronic files in a centralized location.
3. These files will be password protected to prevent them from being edited.

D. Classification Review Work Group

1. The Classification Review Work Group meets on a quarterly basis to review cases from the previous months. This group can meet on an as needed basis as well.
2. During the meeting, individuals from different departments, including, but not limited to, Title IX, Public Safety, Academic Affairs, Athletics, HR, will discuss the incidents that have been deemed to be Clery reportable, and the group will discuss to make a classification determination. The incidents to be reviewed during the Classification Review Work Group meeting will be sent to the group at least a week prior to the meeting by the Clery Coordinator. The incident reports will not contain any personal identifying information.

E. Database

1. Information from CrimeStar and Maxient can be gathered by running a report in each of the respective systems and using that data for inclusion in the Classification Review Work Group meeting. Those Clery reported incidents entered on the CSA Incident Reporting Form and/or the See Something / Say Something Incident Reporting Form will be noted for discussion as well.
2. Additionally, any information regarding Clery reportable crimes that has been received from local law enforcement agencies and/or any other external reports will be noted for discussion in the Classification Review Work Group meeting.
3. The Director of Public Safety will serve as a backup for the Clery Coordinator and have access to the Clery Coordinator's files.

F. Unfounded

1. For an incident to be unfounded, it must be investigated by sworn law enforcement and determined to be false or baseless.
2. When an incident is unfounded it is excluded from statistics published in the ASR, except for recording it simply as unfounded by campus location.
3. After an incident is unfounded there must be a corrected entry to daily crime log within 48 hours.

G. Clery Geography

1. Identify each building or property, owned or controlled.
 - a. Maintain an updated list by communicating with Plant Operations, VP of Business and Finance, Auxiliary Services and/or any other departments involved in the process.
 - b. If changes occur to Clery Geography, update maps on website.
 - When determined that a property is added/removed from Clery geography, the Clery Coordinator will update the maps on the website.
2. Retain records of any information related to Clery geography updates for a minimum of seven years.

III. POLICY REFERENCE

The procedures above are part of the operational implementation of the Georgia Southwestern State University's Jeanne Clery Act Compliance Policy and are in compliance with that policy.