

**Clery Policy, 7.10**  
**Chapter 7: General Administrative**

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**Responsible Office:** Safety & Security  
**Applies to:** Faculty and Staff  
**Approved:** 04/17/2018

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**Policy:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (Clery Act) is a federal law requiring institutions of higher education that receive federal funding to collect and publish statistics about reports of certain crimes that occur on or adjacent to campus, or in other areas owned or controlled by the institution and frequently used by students. In addition, colleges and universities are required to adopt and publish policies related to campus safety and security. The purpose of this policy is to ensure Rhodes State College's compliance with the requirements of the Clery Act. Any changes to the Clery Act requirements will supersede the relevant provisions of this policy. Rhodes State College is committed to maintaining a safe and secure environment for its students, faculty, staff and visitors. Rhodes State College will comply with Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (Clery Act). Annually, in accordance with federal law, Rhodes State College will publish an Annual Security Report and submit the campus crime statistics to the U.S. Department of Education.

**Guidelines:** In order to comply with the requirements of the Clery Act, Rhodes State College:

**I. Annual Security Report (ASR):**

By October 1<sup>st</sup> of each calendar year, the Director of Safety and Security must coordinate publishing and distribution of the ASR, documenting the last three years of reportable Clery crime statistics (see below), policy statements regarding campus security policies and procedures, ASR locations, campus crime collection and reporting, sexual assault policies and Title IX policies and procedures and other information on the handling of threats, emergencies and dangerous situations on campus. Compiling statistics of reported Clery Act crimes (see below) includes crimes that occur on Rhodes State College's campus, the immediately adjacent streets and sidewalks surrounding campus, and in remote classroom and other facilities some distance away from the campus that are owned or controlled by Rhodes State College and frequently used by students for educational purposes. These areas constitute the "Clery geography."

The Clery Act permits institutions to distribute the ASR by posting it online and sending out individual notifications to each student and employee announcing the availability of the report, briefly describing the information contained and the exact URL address where the complete ASR is posted. This will be completed no later than October 1<sup>st</sup> of each calendar year. The Director of Safety and Security is responsible for posting the annual ASR on the Rhodes State College website. The ASR will be provided to prospective students and employees upon

request. Online and written materials for prospective students and employees should include the exact URL address where the ASR is posted.

## II. Identify Campus Security Authorities (CSAs):

CSAs are individuals whose role on campus requires them to report any crimes they become aware of on campus. **Rhodes State College has mandated that all employees of Rhodes State College are mandatory reporters and must report any crimes that they witness, or are reported to them, to the Security Department.** A Rhodes State College counselor and the Crime Victim Services Survivor Advocate are the two exceptions to the mandatory reporting requirement. Rhodes State College will provide mandatory training for all CSAs during the first year of service.

Rhodes State College's compliance with the Clery Act depends on the cooperation of CSAs. A CSA who fails to fulfill his or her responsibilities in that role is violating this policy and may be subject to disciplinary action.

## III. Disclosure of Crime Statistics

Crime statistics for Rhodes State College will be collected on an annual basis from the following sources: Safety and Security Department, Ohio State University Police Division, Lima Police Department, Allen County Sheriff's Office and any other law enforcement agency where applicable. Crime statistics will be submitted electronically to the U.S. Department of Education annually.

The crimes identified by the Clery Act to be reported annually to the Rhodes State College community include: murder/non-negligent manslaughter; manslaughter by negligence; sex offenses: rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; arson; dating violence; domestic violence and stalking.

If any of the above offenses were reportedly committed as "hate crimes," that must be separately indicated in the ASR statistics. A hate crime occurs when the offender is motivated by bias against the victim. Under the Clery Act, "bias" is a preformed negative attitude or opinion towards a group of persons based on their race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability. In addition to the above crimes, if any of the following offenses were motivated by the offender's bias against the victim, these offenses must be included in the annual Clery Act statistics: larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property.

Reports of attempts of any of these types of crimes are also considered to be Clery Act crimes; for example an attempted sexual assault must be included in the appropriate statistics for sex offenses.

The final elements of the Clery Act that must be reported in the ASR are arrest and referrals for Rhodes State College disciplinary action for any of the following: liquor law violations, drug law violations and weapons law violations.

For more information and definitions of Clery Act crimes, see pages 34-72 of the U.S. Department of Education's "the Handbook for Campus Safety and Security Reporting."

#### **IV. Emergency Notification**

Under the direction of the President of Rhodes State College, the Vice President for Finance and Business, or a designee, Rhodes State College must notify the campus community of significant emergency or dangerous situations involving and immediate threat to the health or safety of the campus community. Rhodes State College, upon determining that a significant emergency or dangerous situation exists, will immediately disseminate emergency information to the affected parts of the campus community through the following methods or notification which may include, but are not limited to: outdoor speakers (bullhorns), local radio stations, building coordinators, campus email system for students, staff and faculty, campus website, electronic signage and/or the mass email, text and the phone emergency notification system; Rhodes Alert. The testing of the Rhodes Alert System is completed annually.

#### **V. Timely Warnings**

Rhodes State College must provide timely warnings about Clery Act reportable crimes in the Clery geography which pose a serious immediate or continuing threat to the campus community. Timely warnings will be disseminated through the campus community as soon as pertinent information is available and will provide information that will allow members of the campus community to protect themselves and prevent similar crimes from occurring. Procedures to the issuance of these timely warnings are included in the ASR.

Timely warnings will be issued for the following Clery Act reportable crimes: murder, sex offenses, arson, aggravated assault, robbery, burglary, motor vehicle theft, arson, dating violence, domestic violence and stalking. Timely warnings will be disseminated in one or a combination of the following: individual email, posting on Rhodes State College website, bulletin boards throughout campus buildings or the Rhodes Alert Emergency Notification System. Timely warnings will be issued immediately unless the notification, in the judgment of the President of Rhodes State College, the Vice President for Finance and Business, the Director of Safety and Security or other first responders, compromises the efforts to assist victims, contain, respond to or otherwise mitigate the threat or emergency.

Timely warning will include the following information:

- a. Type of Criminal Activity
- b. Date and Time of Incident

- c. Location of the Incident
- d. A Brief Description of the Incident
- e. Suspect(s) – if any
- f. Specific Safety Response

## **VI. Daily Crime Log**

The Safety and Security Department must maintain a daily crime log documenting the type, date, time and location of all reported criminal incidents and alleged criminal incidents on campus. The daily crime log must be made accessible to the general public upon request.

## **VII. Records Retention**

All supporting records must be kept for three years following the publication of the last ASR to which they apply. Thus the records retention period is seven years after the date an incident was reported because each ASR includes data from the past three years. Records to be maintained include, but are not limited to, copies of crime reports; the daily crime logs; records for arrest and referrals for disciplinary action; timely warning and emergency notification reports; documentation such as letters to and from local police having to do with Clery Act compliance; letters to and from CSAs; correspondence with the U.S. Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the ASR. The Clery records are retained in the Rhodes State College Safety and Security Department.

Rhodes State College has no Residence Halls therefore, are exempt from the following Clery Act policies and procedures: Annual Fire Safety Report, Missing Student Policy and Daily Fire Log.

## **VIII. Compliance**

Clery Act: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998)

## **IX. References:**

- a. Rhodes State College Website: <http://www.RhodesState.edu/security-safety>
- b. Clery Center for Security on Campus Website: <http://www.clerycenter.org>

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	04/17/ 2018	New Policy
<b>Revised:</b>		
<b>Revised:</b>		

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*