

Christopher Newport University

Policy: Clery Act Compliance Policy

Policy Number: 1065

Executive Oversight: Vice President of Student Affairs
Contact Office: University Police
Frequency of Review: Biennially
Date of Last Review: February 2019

A. PURPOSE

Christopher Newport University is committed to the safety and well-being of all members of the university community and to providing accurate information and transparency about the safety of its campus. This policy establishes the University's responsibilities to publicly report crime on campus and ensure compliance with all aspects of *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) and the *Violence Against Women Act* (VAWA) Amendments to the Clery Act.

B. POLICY STATEMENT

In order to provide accurate and complete information to students, parents, faculty, staff, and the public and maintain compliance with the Clery Act the University shall:

- Disclose to the campus community an Annual Security and Fire Safety Report that includes crime data for reports of Clery Act identified crimes and conforms to the requirements of the Clery Act and related regulations;
- Collect reports of Clery identified crimes and incidents made to University Police and Campus Security Authorities (CSAs);
- Submit Clery Crime Statistics to the U.S. Department of Education (DOE) every year in a manner prescribed by the DOE;
- Maintain a daily Criminal and Fire Information Incident Log that is available to the public via the University website;
- Issue timely warnings to alert the campus community of Clery identified crimes that pose a serious or continuing threat to the campus and surrounding community;

- Issue emergency notifications to 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;
- Identify a Clery Act Compliance Coordinator who shall assume responsibilities for the oversight and management of compliance with the Clery Act and implementation of this policy;
- Establish a Clery Compliance Committee that shall meet regularly to assist the Clery Compliance Coordinator;
- Identify Campus Security Authorities (CSAs) and notify these individuals of their obligations under the Clery Act;
- Provide mandatory annual training for all CSAs; and
- Initiate an investigation and utilize the Clery Confidential Contact Information for Missing Students database in the event a student is reported missing to the University Police Department.

C. DEFINITIONS

Annual Security and Fire Safety Report (ASR): Reports required disclosures that include campus security policies, Clery Act crime statistics for the previous three years, campus fire safety policies, and fire statistics for on-campus student housing facilities for the previous three years. The report also provides information on reporting structures for Clery Act identified crimes, protocol for Emergency and Timely Warning notification, VAWA/Sexual Misconduct policies, emergency guidance, crime prevention, procedures for missing persons, and information regarding Drug-Free Schools and Communities Act of 1989.

Campus Security Authority (CSA): Individual at the University who has significant responsibility for student and campus activities. CSAs have a responsibility to report allegations of criminal activity to the reporting structure established by the institution; employees designated as CSA's shall have such designation included in their job descriptions. Examples of individuals who "have significant responsibility for student and campus activities"¹¹ include, but are not limited to, athletic staff and coaches, student affairs staff, study abroad professionals, and advisors to recognized student organizations.

Clery Act Identified Crimes: Crimes required by the Clery Act to be reported annually to the University community. These crimes are: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); 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

¹ Quoted material in this policy is from the Department of Education's Clery Compliance Handbook

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.

Clery Compliance Coordinator: A university designated administrator who is responsible for coordinating training, information gathering and dissemination, data collection, notification procedures, and authorship of the Annual Security and Fire Safety Report.

Emergency Notification: A notice provided to the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty, staff and guests.”

Timely Warning: A notice provided to the community about a “serious or continuing threat to students, faculty, staff and guests” related to or arising from crimes specified in the Clery Act.

D. PROCEDURES

1. The university shall designate a member of the University Policy Command Staff to serve as the Clery Compliance Coordinator.
2. **Campus Security Authorities** will be identified by their respective department head in consultation with the Clery Compliance Coordinator. It is the responsibility of the department head to share the names/positions of all CSA designated personnel with the Office of Human Resources. The Clery Compliance Coordinator shall make trainings available to all CSAs.
3. **Clery Compliance Committee** members consist of university personnel who advise and collaborate with the Clery Compliance Coordinator on campus initiatives related to university compliance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) and the *Violence Against Women Act* (VAWA) Amendments to the Clery Act. These initiatives may include training programs, data collection, information dissemination, and resource allocation. All members of the Clery Compliance Committee are CSAs who must participate in annual trainings related to Clery.

The Campus Security Authorities at Christopher Newport University who serve as members of the Clery Compliance Committee are responsible for collecting reports on alleged criminal activity from their units and reporting it directly to the Clery Compliance Coordinator for review and inclusion in the Annual Security and Fire Safety Report. These CSAs include, but are not limited to, the following positions and the designated departmental staff:

Director of Residence Life
Director of Athletics
Director of Human Resources
Director of CHECS

Senior Associate Vice President for Auxiliary Services
Vice President of Student Affairs/Dean of Students
Provost
Vice President of Enrollment and Student Success
Director of Title IX and EO
Dean of Admission
Associate Dean of Students for Campus Life
Associate Dean of Students for Leadership and Student Development
University Police Officers
Director of Student Activities
Director of Emergency Management
Director of Environmental Health and Safety
Executive Director of Health and Counseling Services (when functioning in a non-clinical role)
Director of Study Abroad

A current list of faculty and staff serving as advisors for student clubs and organizations shall be maintained by the Office of Student Activities and the Director of Student Activities shall be responsible for collecting and reporting any information from these advisors to the Clery Compliance Coordinator.

4. **Emergency notifications** shall include safety instructions and will be sent to all subscribers registered through the university's emergency alert system as soon as the dangerous situation has been identified.
5. **Timely warning notices** are provided to enable individuals to protect themselves and will be issued as soon as possible after pertinent information becomes available. Timely warnings shall be sent through the University's email system.
6. The **Clery Confidential Contact Information for Missing Students database** shall be maintained by the University's Information Technology Services staff and be accessed by the University Police Department in the event it is needed. Students may update their contact information at any time.

E. RESOURCES

University Police: 757-594-7777

Annual Security Report: <http://cnu.edu/police/securityreport/>

Crime and Fire Log: <http://cnu.edu/police/crimelog/>

Department of Education-Campus Safety and Security: <https://ope.ed.gov/campussafety/#/>

F. AUTHORITY

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

The Violence Against Women Act (VAWA) Amendments to the Clery Act

G. APPROVAL AND REVISIONS:

Approved By: Policy Committee, February 6, 2019

H. NEXT REVIEW DATE: Spring 2021