**Annual Campus Crime Procedure Policy**

**I. PURPOSE**

To ensure compliance with the requirements of the Jeanne Clery Act and to provide the University Community, including faculty, staff, and students with information about crimes.

**II. ACCOUNTABILITY**

Under the direction of the President, the Vice President of Student Affairs shall ensure compliance with this policy. The Chief of Police shall implement the policy.

**III. DEFINITIONS**

A.

For the purposes of this policy, crimes means offenses enumerated in the Clery Act and associated regulations, which have been reported to Millersville University or a local police agency, and which occur either on-campus or off-campus (as defined below).

B.

For the purposes of this policy, on-campus means within the Millersville University Clery Act reporting area.

C.

For the purposes of this policy, off-campus means outside the Millersville University Clery Act reporting area, but close enough to the University that crimes or other hazards may impact the safety of Millersville University Campuses.

D.

Clery Act: A federal law with associated regulations administered by the U. S. Department of Education which requires that institutions of higher education provide students, employees, and requesting applicants with an Annual Security Report, which must contain crime statistics concerning specified reportable offenses and other security related information, imposes crime reporting and records keeping requirements on the institutions, and provides for penalties for non-compliance.

E.

Clery Act reportable crimes: murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft,

arson, arrests for liquor law violations, drug law violations, illegal weapons possession, and hate crimes to include larceny-theft, simple assault, intimidation, and

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destruction/damage/vandalism of property if the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

F.

Emergency notification: if there is an immediate threat to life, health, or safety of students or employees occurring on-campus, whether related to a crime or other hazard, the University will issue an emergency notification, the procedures and protocols for which are found in the University’s Emergency Communication Procedure.

IV

**Requirement:**

Under the requirements of the Jeanne Clery Act, the University must provide faculty, staff, and students information on the Annual Campus Crime reporting.

V

**Responsibilities:**

The Chief of Police or designee is responsible for:

a.

The Annual Crime report which includes but is not limited to, Crime Statistics, policies on Clery information, information on what to do in an emergency, emergency communication telephones, campus wide emergency notifications, campus security authorities, safety information, victim service information and telephone numbers, student code of conduct, Drug and Alcohol policies, sexual assault information and fire safety information.

b*.*

The collection of data for the crime statistics

c.

Keeping all information up-dated such as phone numbers and contacts within the report.

d.

Reviewing and or editing any information that may not be actuate for correction.

e.

Distributing or giving access of the Campus Crime Act to the university campus and community.

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f.

Submit and or enter the Campus Crime Information into the Department Of Education’s web portal

g.

Creating policy or guidelines for the Campus Crime Act

h.

Obtain or attempt to obtain crime statistics or other information from other internal or external departments or agencies.

i.

Maintain current training or certification on the Campus Crime, Jeanne Clery Act.

**VI. PROCEDURE**

1. Millersville University Office of the President will receive the Department of Education’s Campus Safety Survey Administrator letter (normally within the month of July).
* The letter will contain the following information: the start date that the collection site will open, the internet web page and web address of the submission site, the logon information for the user ID and password, the date the submission data should be enter by and the date of closing.
1. The Office for the Vice President of Student Affairs which is responsible to ensure the compliance of the Act will next receive the letter. Under the direction of the Vice President, the Chief of Police or his/her designee will open (log on) the submission site
2. Under the guidance of the Chief of Police, all the data or information will be collected which may include:

\* Gathering on and off campus information

\*contacting other outside agencies for statical information

\*creating polices and or directives

\*review of current information

\* using the assistance of auditors

\* contacting/using other Millersville University Departments

 d. Before submission, the data and information is to be reviewed by the Chief of Police and Vice

 President of Student Affairs

 E . If all information is current and correct, it is to be entered into the submission site no later than

 the date it is suppose to be submitted (normally October 1st).

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