

## Clery Act Compliance

### 1. PURPOSE

The purpose of this Policy is to provide guidance and establish parameters for compliance with The Clery Act, as defined below, at Northern Pennsylvania Regional College (“NPRC” or the “College”).

### 2. SCOPE AND APPLICABILITY

This policy is applicable to all College employees and students.

### 3. REFERENCES (Heading 2 formatting)

- 3.1 CLDR-1110: Policy Review Schedule
- 3.2 NPRC-2101: Drug and Alcohol Use; Substance Abuse
- 3.3 NPRC-2110: Employee Code of Conduct
- 3.4 NPRC-2501: Workplace Safety & Violence Protection and Response
- 3.5 NPRC-5020: Concealed Carry and Facility Firearm Policy
- 3.6 NPRC-5050: Security of Facilities
- 3.7 The Clery Act: 20 U.S.C. § 1092(f), *et al.*, as amended

### 4. DEFINITIONS

- 4.1 The Clery Act shall mean the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1902(f) *et al.*, as amended.
- 4.2 Campus Security Authority or “CSA” shall mean individuals at the College who, because of their function for the College, have an obligation under The Clery Act to notify the College 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. The individuals typically fall under one of the following categories:
  - 4.2.1 A member of a police/security department
  - 4.2.2 Individuals having responsibility for security in some capacity, but are not members of a police/security department (e.g., an individual who is responsible for monitoring the entrance to College property)

- 4.2.3 People or office that are not members of a police/security department, but where policy directs individuals to report criminal offenses to them or their office
- 4.2.4 Officials having significant responsibility for student and College activities, including but not limited to, student discipline and College judicial proceedings
- 4.2.5 Common examples of CSAs include, without limitation
  - 4.2.5.1 police and security personnel
  - 4.2.5.2 an administrator of students
  - 4.2.5.3 Faculty advisors to student organizations
  - 4.2.5.4 Student Advisors and coordinators of student events
  - 4.2.5.5 Title IX Coordinators
- 4.3 Clery Act Crimes, or “Clery Crimes”, are crimes required by The Clery Act to be reported annually to the College community, including: 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 by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following:
  - 4.3.1 liquor law violations
  - 4.3.2 drug law violations
  - 4.3.3 carrying and possessing illegal weapons
- 4.4 College Campus – The college does not own, operate, or control a typical or traditional college campus, but instead leases and Administrative Center along with one or more offices to provide administrative support (collectively the Administrative Centers), and delivers its educational offerings at Remote Classroom Facilities, as defined below. For purposes of this Policy and compliance with The Clery Act, the College will treat its Administrative Centers and Remote Classroom Facilities as its College Campus.
- 4.5 Emergency Notification means an announcement to inform the College community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the College ‘Campus’”. An emergency response expands upon the definition of “timely warning” (see below), as it includes both Clery Act Crimes and other types of emergencies (examples: fire, infectious disease outbreak, terrorist attack, natural disaster, weather emergency).
- 4.6 Missing Student Notification-For purposes of this Policy and Clery Act compliance, the requirements of The Clery Act requiring a Missing Student Notification plan shall

not be applicable until or unless the College acquires, owns, or manages on-campus student housing.

- 4.7 Pastoral Counselors means 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 CSAs.
- 4.8 Public Safety Compliance Officer shall mean a person identified by the College who shall work collaboratively with various College offices to develop, implement, and oversee programs that ensure the College's overall compliance with The Clery Act and an associated laws or regulations.
- 4.9 Remote Classroom Facilities means the College's satellite educational delivery sites that are not within or contiguous with the College's Administration Center.
- 4.10 Timely Warning means an announcement made to alert the College community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the College 'Campus' and surrounding community.

## 5. POLICY

5.1 In accordance with the requirement of The Clery Act, the College shall:

- 5.1.1 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
- 5.1.2 Maintain a daily crime log of all crimes reported. This log will be available for public inspection, upon request
- 5.1.3 Maintain a daily fire log of all fire-related incidents reported. This log will be available for public inspection, upon request
- 5.1.4 Compile and disclose statistics of reports on the types of Clery Crimes reported for the College's 'Campuses', remote classroom facilities and certain non-campus facilities
- 5.1.5 Collect reports of Clery Crimes made to public safety, local law enforcement, College officials and others associated with the College who have significant responsibility for student and campus activities
- 5.1.6 Create and publish an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three (3) years, as well as College policies and procedures addressing College security and safety

- 5.1.7 Annually disclose/provide access to the campus community and the public, the Annual Security Report, which provides:
  - 5.1.7.1 Crime data (by type)
  - 5.1.7.2 Fire incident data
  - 5.1.7.3 Security policies and procedures in place to protect the community
  - 5.1.7.4 Information on the handling of threats, emergencies, and dangerous situations
- 5.1.8 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 a reported to them.
- 5.1.9 Provide regular, mandatory training for all CSA's.
- 5.1.10 Work with the public safety and other appropriate departments to create, establish and conduct programs at all College 'Campus' locations 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 College locations.
- 5.1.11 In the event that a person is reported as missing, contact the appropriate College offices, notify local law enforcement that has jurisdiction in the geographical area around the specific location, and utilize the emergency contact information available for the missing person to notify those listed as emergency contacts for the alleged missing person
- 5.1.12 Questions regarding the foregoing or about Clear Act Compliance may be directed to College Public Safety Compliance Officer, Raymond R. Pring, Jr. (814) 230-9010.

## **6. RESPONSIBILITIES AND TIMELINES**

- 6.1 All College faculty, employees and students or visitors on College facilities or property:
  - 6.1.1 Promptly report any activity that is perceived as criminal, potentially dangerous or suspicious to a CSA
  - 6.1.2 In accordance with College policies, make good faith reports of suspected wrongful conduct. No reporter making a report "in good faith" will be retaliated against, and all reports will be taken seriously
- 6.2 College Public Safety Coordinator:
  - 6.2.1 Compile and disclose statistics of reports of the types of Clery Crimes reported for the College 'Campus', the immediately adjacent public areas and public areas running through the College 'Campus'

- 6.2.2 Collect reports of Clery Crimes made to public safety, local law enforcement, College officials and others associated with the College who have significant responsibility for student and College 'Campus' activities
  - 6.2.3 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 College policies and procedures addressing security and safety
  - 6.2.4 Annually disclose/report, to the campus community and the public:
    - 6.2.4.1 Crime data (by type)
    - 6.2.4.2 Fire incident data
    - 6.2.4.3 Security policies and procedures in place to protect the community
    - 6.2.4.4 Information on the handling of threats, emergencies, and dangerous situations
  - 6.2.5 Provide regular, mandatory training for all CSAs
  - 6.2.6 Work with College departments to establish Clery Act related educational programs and promotion of safety awareness programs
  - 6.2.7 Provide for the issuance of Timely Warnings and Emergency Notifications to the College 'Campus' and surrounding community when deemed necessary and appropriate
  - 6.2.8 Create and maintain a crime log and fire log of all reported incidents
  - 6.2.9 Compile and provide statistics of reports on the types of Clery7 Crimes reported for the College 'Campus', the immediately adjacent public areas and public areas running through the College 'Campus', including Remote Classroom Facilities
- 6.3 Campus Security Authorities (CSAs):
- 6.3.1 Here/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 does not matter whether the individuals involved in the crime, or reporting the crime, are associated with the College
  - 6.3.2 Record information about crimes reported to them. To record information about a crime reported, the CSA must use the form proscribed by the College and/or follow relevant College policies and procedures
- 6.4 Office of Student Affairs:
- 6.4.1 Work with Students to promote adherence to the Student Code of Conduct in minimizing behavior that is inconsistent with the essential values of the College community

- 6.4.2 Promptly report any Clery Act related crimes to the College Public Safety Coordinator and law enforcement as appropriate
- 6.4.3 Annually, provide all conduct referral data to the Public Safety Compliance Coordinator for inclusion in the Annual Security Report
- 6.5 Exemptions: Pastoral Counselors and Professional Counselors, when acting within the scope of their official responsibilities, are not CSAs, and as such are exempt from the mandates of this policy.

## 7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

## 8. SIGNATURES

*Signature on file*

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Chairperson, Board of Trustees      Date

*Signature on file*

\_\_\_\_\_  
President      Date

Revision Notes: Final Approved Policy (Created in Word document form using new template due to original Word document not being available.)