

**WILLIAM RAINEY HARPER COLLEGE
BOARD of TRUSTEES**

Subject: Second Reading of New Policy: Clery Campus Security Act (09.02.00)

Recommended By:

John R. Lawson
Chief of Police

Description

A recommendation is being made for approval of the second reading of a policy on Clery Campus Security Act (09.02.00)

Information

It is important to ensure the Board Policy Manual remains current and compliant with statutory requirements.

The Clery Act is a federal consumer protection law passed in 1990 following the tireless efforts of Connie and Howard Clery after the death of their daughter, Jeanne, at Lehigh University. The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety. The act also mandates designated staff as Campus Security Authorities (CSA) if their position functions in a relationship with students. They will be responsible for reporting any information about crime they receive.

The Department of Education enforces the Jeanne Clery Act. Failure to do so will result in the institution assessing penalty fines per violation.

Rationale

The Board of Trustees is required to approve new and revised policies.

Funding Source

Not applicable to this exhibit.

09.02.00

POLICY: It is the policy of Harper College to comply with the Clery Act which requires:

- Policy, Procedure and Program Development. The Department of Education requires the following:
 - A. Submission of the Annual Security Report (ASR)
 - B. Maintenance of a Daily Crime Log
 - C. Development and use of Emergency Response and Evacuation Procedures
- Crime Statistics. The Clery Act requires Harper College to include three years of crime statistics on any Harper campus or immediately adjacent to and accessible from the campus.
- Clery Geography. The Clery Act includes buildings or properties that are:
 - A. On Harper College campus (Palatine, Prospect Heights, Schaumburg) or any Harper College satellite campuses and/or any leased location.
 - B. Public property within or immediately adjacent to the campus.
 - C. In or on non-campus buildings or property owned or controlled by Harper College.
- Off Campus Trip Procedures. The Clery Act requires a Harper College Campus Security Authority (CSA) to accompany students during an off-campus field trip. The designated CSA must submit a Field Trip packet to the Harper College Police Department. This packet includes pertinent information about the field trip and participants.
- Campus Security Authority. Under the Clery Act, a crime is “reported” when it is brought to the attention of a Campus Security Authority, the institution’s police department or campus safety office, or local law enforcement personnel. CSAs identified by Human Resources must participate in annual training.