

**Clery Campus Security Act Procedures**

**DISTRIBUTION:** All Personnel **DATE OF ISSUE:** August 22, 2024

**PURPOSE:** The purpose of this procedure is to establish guidelines to ensure that Harper College fulfills its obligation to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

**PROCEDURE:** Harper College encourages accurate and prompt reporting of all crimes and takes all such reports seriously. Reports will be accepted anonymously, by phone or via email or on the institution’s website.

 It is the policy of Harper College to comply with the Clery Act. Compliance with the Clery Act requires an effort from administration, CSAs, and the Harper College Police Department.

**SECTIONS:** I. Policy, Procedure and Program Development

 II. Crime Statistics

 III. Clery Geography

 IV. Trips Off Campus Procedures

 V. Campus Security Authorities

1. **POLICY, PROCEDURE AND PROGRAM DEVELOPMENT**
	1. The Department of Education is committed to enforcing the Jeanne Clery Act. Failure to do so will result in the institution assessing penalty fines per violation.
2. Annual Security Report (ASR)
3. An Annual Report must be published and made available for public review by the specified deadline of October 1 each year.
4. Must contain policy statements.
5. Disclosure of procedures, practices and programs utilized to keep student and employees safe and its facilities secure.
6. Disclosure of Prevention and Awareness programs.
7. Ongoing Prevention and Awareness programs.
8. Disclosure of procedures for victims to follow.
9. Disclosures for procedures for institutional disciplinary action.
10. Present statistics on hate crimes and unfounded crimes for the last three years. These include:
11. Criminal Offenses
12. VAWA (Violence Against Women Act) Offenses
13. Dating Violence
14. Domestic Violence
15. Sexual Assault
16. Stalking Incidents
17. Arrests and Referrals for disciplinary action for Weapons, Drug Abuse and Liquor Law Violations.
18. Maintain a Daily Crime Log
19. Record all criminal incidents.
20. Record alleged criminal incidents.
21. Log is either hard copy or electronic and must be accessible on-site.
22. Emergency Response and Evacuation Procedures
23. Must have an emergency plan, test it, evaluate it and publicize it.
24. Emergency notifications of any “immediate” threat (imminent or impending). Some examples include:
* Serious Illness
* Weather Conditions
* Earthquake
* Gas Leak
* Terrorist Incident
* Armed Intruder
* Bomb Threat
* Civil Unrest or Rioting
* Explosion
* Nearby Chemical or Hazardous Waste Spill

c. Timely warnings must be issued for any Clery Act crime that represents an ongoing threat to the safety of students or employees.

1. **CRIME STATISTICS**
	1. The Clery Act requires Harper College to include categories of crime statistics on any Harper campus or immediately adjacent to and accessible from the campus:
2. Murder
3. Include death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.
4. Do not include suicide, fetal death, traffic fatalities, accidental deaths, assaults with intent to murder and attempts to murder, situation where a victim dies because of the crime, and justifiable homicide.
	* 1. Sex offenses, forcible or non-forcible

(Statistics for sex offenses include rape, fondling, incest, and statutory rape).

1. Robbery

Committed in the presence of a victim, confronted by a perpetrator, threatened with force or put in fear of force, involves theft or larceny.

1. Aggravated assault

Including assaults or attempts to kill or murder, poisoning (date rape drugs), assault with a deadly weapon, maiming, mayhem, assault with explosives or assault with disease.

1. Burglary, including

Unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, and safecracking.

1. An incident must meet three conditions to be classified a burglary:
* Evidence of unlawful entry (trespass)
* Must occur within a structure, which is defined as having our walls, a roof, and a door.
* The structure was unlawfully entered to commit a crime or a theft.
1. Motor vehicle theft.
2. Manslaughter
3. Arson
4. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.
5. Hate Crimes based on bias in one of the following categories:
6. Race
7. Religion
8. Sexual Orientation
9. Gender
10. Gender Identity
11. Ethnicity
12. National Origin
13. Disability
14. Violence Against Women Act (VAWA) Crimes.
	1. Dating Violence
	2. Domestic Violence
	3. Stalking
	4. Sexual Assault
15. The number of arrests and the number of persons referred for disciplinary action for the following law violations:
	1. Weapons: Carrying, Possessing, Etc.
	2. Drug Abuse Violations
	3. Liquor Law Violations
	4. Statistics reported for Clery crimes that occur per Harper’s geography.
	5. Statistics will include the three most recent calendar years.
	6. The statistics shall not identify victims of crimes or persons accused of crimes.
	7. Statistics reported to campus police department, local law enforcement personnel by a victim, witness, third party or offender or brought to the attention by a CSA.
16. **CLERY GEOGRAPHY** in accordance with the Clery Act includes buildings or properties that are:
	1. On a Harper College campus (Palatine, Prospect Heights, Schaumburg) or any Harper College satellite campuses and/or any leased location.
	2. Public Property within or immediately adjacent to the campus.
	3. In or on non-campus buildings or property that the institution owns or controls
17. Locations must be Reported
18. Repeated use of a location for school-sponsored travel event trips must be reported if the overnight travel event trips is every year and the students stay in the same hotel each year.
19. Short stay “away “travel events trips of more than one night for its students used to support educational purposes.
20. Study abroad programs.
21. **OFF-CAMPUS TRAVEL EVENT TRIP PROCEDURES**
	1. Harper College Representative accompanying students during an off-campus travel event must be designated as a CSA with mandatory training.
	2. Travel Eventpacket (attachment A) completed and forwarded electronically to Clery Compliance Officer including within TWO WEEKS of the travel event:
		1. Day Off Campus Event Trips require the following documents:
			1. MANDATORY: Travel Waivers for each Harper College enrolled student participating in an Event Trip
		2. Overnight Off Campus Event Trips require the following documents:
			1. Pre Travel Event Trip Checklist Signed and Dated
			2. Sponsored Student Overnight Event Travel
			3. MANDATORY: Event Travel information, release, and waiver of liability per student
				1. In the case of groups with numerous off campus event travel, event trips indicate in the Title of Trip/Event list something like *“all away games” or “all clinical externships* and Date(s) of Event *“multiple dates”*
* Prior to trip departure notify Clery Compliance Officer of final student participants that are going if using the aforementioned format for numerous trips.
	1. Extended Parking if applicable

**These documents must accompany the Harper representative on the Travel Event Trip**

* 1. All documents need to be maintained and housed with the Harper College Police Department for a minimum of 7 years.
	2. Records will be maintained for all Off Campus Travel Events Trips to justify requesting crime statistics from additional local law enforcement agencies by the Harper College Police Department.
1. **CAMPUS SECURITY AUTHORITIES**
	1. 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 by a victim, witness, other third party or even the offender.
	2. Identifying Campus Security Authorities (CSA) as designated by their position:
2. Campus Police Department
3. Individuals in security roles (e.g., someone who monitors access to a campus property)
4. Recreation and Facilities
5. Individuals that direct the campus community to report crime incidents to anyone or any organization in addition to police or security-related personnel.
6. An official that has significant responsibility for student and campus activities, including:
* Athletics
* Student Conduct
* Student Engagement
* Title IX Coordinators
	1. Examples of individuals (outside of police) that meet the criteria for being a campus security authorities include:
1. Dean and Assistant Dean of Students that oversee student extracurricular activities.
2. Student Conduct Officers
3. Director and Assistant Director of Athletics and all athletic coaches including part time employees.
4. Athletic Trainers
5. Administrators who oversee separate campuses
6. Title IX Coordinator
7. Study abroad coordinators and off-site travel event trip coordinators
8. Faculty or staff advisors to student organizations
9. Human Resources
10. Campus health or counseling center
11. Victim advocates
12. Sexual Assault response Team
13. Counselors, including peer counselors.
14. Health Educators
15. Directors-Access and Disability Services
16. Harper Staff that accompanies any day or overnight off campus travel event trip
17. Harper Professional Center
18. Harper Learning & Career Center Supervisors
19. Student Involvement
20. Academic Advisors
21. Coaches
	1. CSA Exemptions
22. Pastoral Counselors
23. Professional Counselors that provide mental health counseling.
	1. Designation of CSA Status
24. Human Resources will provide a detailed list to the Harper College Police Department of staff that need to be notified of CSA status at the start of each new semester.
25. CSA Name
26. CSA Position Title
27. CSA Supervisor
28. Human Resources will provide a detailed list of staff to the Harper College Police Department that were designated CSA’s that are no longer employed in a position that warrants this designation or are no longer employed with Harper College.
	1. Notification of CSA Status
29. A letter will be electronically emailed by the Clery Compliance Officer to each CSA and their supervisor instructing them of their status and guidelines for training provided by Human Resources.
30. Notification sent at the beginning of each fall semester.
31. As new CSAs are hired, a semi-annual report can be provided by the Human Resources office to the Police Department for notification.
	1. Report will be maintained by the Clery Compliance Officer of the date of their notification and tracked for completion of training date that will be provided by Human Resources.
	2. Annual training is required if assigned a CSA title.
	3. CSA training will be provided by a third party vendor as approved by the Human Resources Office.
	4. Function of CSA
32. Report crime information for allegations of Clery Act crimes to college office designated to collect crime information and Title IX crimes to nondiscriminatory officer.
33. Not responsible for:
* Investigating or reporting incidents that they overhear in hallway conversations.
* Anything a classmate or student mentions during an in-class discussion.
* Information that a victim mentions during a speech, workshop or any other form of group presentation.
* Anything learned in an indirect manner.
1. CSA’s do not determine if a crime has taken place.
2. CSA’s should not try to apprehend an alleged perpetrator.
3. CSA’s are not responsible to try and convince a victim to contact law enforcement.
	1. CSA Crime Reports
		1. A CSA crime report will be available on the Harper College Police web page.
4. Completed documents will automatically be forwarded to the Harper College Police Department.
5. Submissions will be monitored and acted upon accordingly.
	* 1. CSA’s will be required to complete a “Reportable Crimes Campus Security Authorities Crime Reporting Form” at the end of a calendar year if they have not had any crimes reported to them.

**ATTACHMENTS:**

Pre-Travel Event Checklist

Overnight Student Travel Event Registration Form

Travel Event Waiver of Liability

Campus Security Authority (CSA) Reporting Form

No Reportable Crimes Campus Security Authorities (CSA) Crime Reporting Form

**DOCUMENT DATES:**

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