

Clery Act Campus Security Authority Training

About the Clery Act

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") (20 U.S.C. § 1092(f); 34 C.F.R. 668.46).
- The Act is named in honor of Jeanne Clery, who was raped and murdered in 1986 at age 19 during a burglary in her Lehigh University campus residence hall room.
- Ms. Clery's parents have stated they would not have enrolled her at Lehigh had they known about violent crimes on campus in the years immediately prior to her death.
- Following Ms. Clery's death, her parents pushed for legislation requiring transparency about crime and safety on campus. Their effort led to passage of the law we know today as the Clery Act.



***"The best education in the world is useless if a student
doesn't survive with a healthy mind and body."***

- Connie and Howard Clery

Key Clery Act Requirements

All Title IV (Federal Financial Aid) recipient institutions must:

- Publish annual statistics regarding certain crimes and fires reported to the Department of Public Safety (DPS) as having occurred in certain locations;
- Publish a daily log of all crimes reported to DPS;
- Publish emergency notifications and timely warnings regarding certain crimes and other hazards reported to DPS; and
- Publish disclosures regarding safety policies, procedures, and resources.

The Annual Security and Fire Safety Report (ASFSR)

What is it?

The ASFSR is a written safety information resource available to all current and prospective University of Michigan Flint students, staff, faculty, and visitors. The UM-Flint ASFSR can be found [here](#).

What information does it contain?

- Anonymous statistics of certain crimes reported to the University during each of the 3 years immediately preceding the year in which the ASFSR is published
- Campus safety policies and procedures
- Campus safety resources (e.g. safety features on campus, ways to report crimes and concerns, resources available to people impacted by crime)
- Information regarding laws concerning safety and crime prevention
- Procedures used to respond to crime and safety concerns
- Information regarding external law enforcement

When is it updated?

By definition, the ASFSR is an "annual" report, so it is published once each year, either on or shortly before October 1. On rare occasions, a change in policy or adjustment of data may require republication, depending upon when a change to the ASR should be made.

The Daily Crime Log

What is it?

The log contains specific information (not statistics) about all crimes incidents reported to DPS. Entries are made within two business days of DPS receiving a report of an alleged incident.

The most recent sixty (60) days of the Daily Crime Log are available to the public. A copy of the Daily Crime Log is available, upon request by contacting DPS. For more information on the Daily Crime Log, please see [\[here\]](#).

What information is included in the daily crime log?

The crime log provides: (1) the time and date an alleged incident was reported; (2) the time, date, and location of the alleged incident; (3) the nature of the alleged incident (e.g. type of crime, type of fire); and (4) the disposition of the report (i.e. the status of the matter following reporting to DPS).

Is the information entered on the daily crime log ever updated or changed?

If the disposition of a matter entered on the crime log changes within 60 days of when it was originally entered, then the log is updated consistent with Clery Act requirements.

Timely Warnings and Emergency Notifications

The Clery Act requires schools to issue "timely warnings" or "emergency notifications" in the event that certain crimes or other emergency circumstances pose an immediate and ongoing threat to the campus.

- "Emergency notification" and "timely warning" are defined terms under the Clery Act.
- UM-Flint emergency notifications about immediate threat to safety are called "**EMERGENCY ALERTS**".
- UM-Flint timely warnings about criminal activity are called "**CRIME ALERTS**".

EMERGENCY ALERTS (examples)	CRIME ALERTS (examples)
Tornado warnings	Home Invasion
Major hazardous material spill	Armed Robbery
Emergency reduction in operations (severe weather)	Aggravated Assault
Outbreak of serious illness	Sexual Assault

Emergency Alerts (Emergency Notifications)

An Emergency Alert will be:

- A message advising of an active emergency
- Sent by DPS
- Intended to help the public take action for their own safety
- Followed up with pertinent information, including an "all-clear" message, as appropriate (except for an expired weather warning)

Forms of Emergency Alerts:

- Text message (SMS) to registered cell phones
- Voice message to registered telephones
- Email
- Computer alerts

Crime Alerts (Timely Warnings)

A Crime Alert will be:

- A message from DPS
- Sent to advise of a crime report that indicates a likely continuing threat to the campus community
- Intended to help the community to take precautions to avoid harm to self or property

Forms of Crime Alerts:

- Email
- Social Media Outlets

CRIME ALERTS WILL NEVER CONTAIN THE NAMES OF VICTIMS, WITNESSES, OR REPORTING PARTIES

The Importance of "Campus Security Authorities"

How does the University know what crime information to publish in the ASFSR, the Daily Crime and Fire Log, and Crime Alerts/Emergency Alerts?

- A person informs a "campus security authority" (CSA) that a crime was allegedly committed.
- The "campus security authority" **reports** to DPS that they have received information about an alleged crime and provides a summary of the incident.
- If the alleged crime is one that is required to be disclosed under the Clery Act, DPS adds relevant information to its daily crime log and annual statistics.
- If the alleged crime poses an ongoing threat to the campus community, DPS may issue an emergency notice (Crime Alert or Emergency Alert) to help keep people safe.

CSA Reporting Obligations

CSA reporting is the key to the University's ability to timely and accurately comply with the Clery Act's data and emergency disclosure requirements.

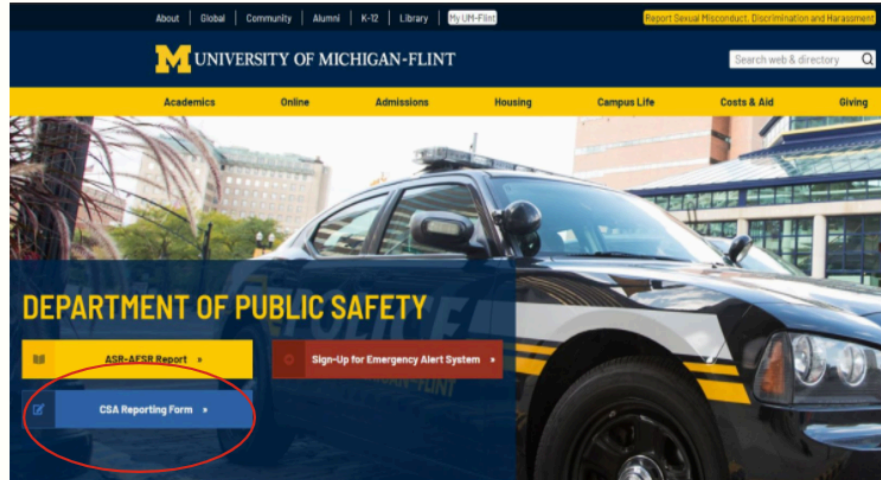
- CSAs, because of their job functions (paid or in some cases volunteer), have an obligation to notify the University of alleged Clery Crimes reported to them, including second-hand reports and crimes they have personally witnessed.
- Generally, the following units or positions are CSAs:
 - Athletics coaches and coaching assistants
 - Student Conduct and Conflict Resolution staff
 - Equity, Civil Rights and Title IX Office (ECRT)
 - University deans, directors, and department heads
 - Human Resources staff with employee relations responsibilities
 - Advisors to Sponsored Student Organizations
 - Department of Public Safety (DPS) employees

This list is illustrative and is not meant to be exhaustive.

I'm a CSA, where do I report?

Completing a CSA report is easy and can be done online. Just go to:

<https://www.umflint.edu/safety/>



For emergencies, call 911

CSA Report Content

What information am I required to document in a CSA report?

- Date and time of report to CSA
- CSA name, department, and contact information
- Incident date, time, and location
- Incident description
- Reporting party information

What happens with my CSA report after I submit it?

The DPS leadership reviews the report to determine whether emergency notifications or crime alerts are required, and whether the incident must be included in the ASR or the daily crime log.

Should I keep a copy of my CSA report?

No. Once a report is submitted online, there is no need to retain a copy of the report. CSA reports are subject to University records retention and data security policies.

But, what if a person doesn't provide all information?

There may be times when a person reports an incident to a CSA, but does not want to, or is unable to, provide information sufficient to fill in all fields on the CSA Reporting Form. If that happens, don't worry because:

- CSAs are not required or expected to be investigators. They only need to report what is told to them in response to a few basic questions.
- If a reporting party does not remember; they do not remember. CSAs should not push a person to try to remember. The potential trauma resulting from an incident can inhibit memory accuracy. The University has trained investigators to assist with developing recall where appropriate.
- If a person refuses to provide information, that is their choice, and it must be respected. The law specifically acknowledges the right of a person not to provide information.
- The Reporting Form provides space for CSAs to document why some fields may be left blank or may contain only partial responses.

Test Your Knowledge

I am a CSA. A student told me they were sexually assaulted at a party. They didn't tell me where or the extent of the assault. Do I still need to report the incident?

☒ Yes

☐ No

Test Your Knowledge

I am a CSA. A student came to me about an incident that they were involved with. The student told me they have also told their advisor, who is also a CSA, about the incident. I believe they may have been assaulted, but I am not really certain. Should I still report the incident?

☒ Yes

☐ No

Test Your Knowledge

I am a CSA. A student came to me and reported an incident about being sexually assaulted. I know the student has an advisor who is also a CSA and should have reported the incident. I don't want to double report something. Do I still need to report the incident?

☒ Yes

☐ No

Test Your Knowledge

I am a CSA. A student came to me and reported that they were late for class because their car was stolen from the student parking area. Do I still need to report the incident?

☒ Yes

☐ No

Test Your Knowledge

I am new to the university. I have only been here two days and I think I am a CSA, but I'm not sure. A student told me they were a victim of an assault. Can I still report the incident even though I may not be a CSA?

☒ Yes

☐ No

Why is Reporting and Compliance Important?

Reporting incidences that are reported to CSAs is important for several reasons such as:

- Victims of crimes need resources and support.
- It is a requirement under the Clery Act and the U.S. Department of Education to report and publish incidences that occur on and near our property.
- Current and prospective students and employee have a right to know the crime statistics that occur on our campus.
- As of February 2021, the fines for noncompliance start at \$59,017 for each violation under the Clery Act.

How to Report an Emergency or Crime

On the UM-Flint campus, it is easy to report an emergency or a crime.

For emergencies, call 911

Non-emergency options to contact DPS Communications Center

- Phone: 810-762-3333

Emergency Blue Light Phones

Anyone on campus can directly contact DPS by using the Emergency Blue Light Phones located throughout campus. Red box emergency phones or buttons, located in campus parking structures and building elevators, also directly connect to DPS Dispatch.

In Closing...

Regulatory requirements aside, reporting crime is important in ensuring we are able to provide resources for those negatively impacted by crime and to prevent future similar incidents. Additional resource and support options:

- UM-Flint Dean of Students
- Equity, Civil Rights, and Title IX Office (ECRT)
- Faculty and Staff Counseling and Consultation Office (FASCCO)
- Counseling and Psychological Services (CAPS)
- Human Resources
- YWCA of Greater Flint (Counseling, SAFE Center, SART Center, and more)
- Center for Gender and Sexuality, Sexual Violence/Assault Advocate
- Department of Public Safety (DPS)

FOR ALL EMERGENCIES, CALL 911

In Closing...

If you have questions about the Clery Act, please contact your Clery compliance personnel:

Flint Campus

Sgt. Heather Bromley, Clery Act Compliance Coordinator
phone: 810-237-6512
email: mcdonalh@umich.edu

Dearborn Campus

Celia Robinson, Clery Act Compliance Coordinator
phone: 313-593-5676
email: cmbrobin@umich.edu

Ann Arbor Campus

Erik J. Mattila, Clery Act Compliance Manager
phone: 734-763-3063
email: emattila@umich.edu



Thank you for taking the time to complete this important training.

Resources:

UM-Flint DPS: <https://www.umflint.edu/safety/>

UM-Flint CSA Report Form: https://cm.maxient.com/reportingform.php?UMFlint&layout_id=12

UM-Flint ASR-AFSR Report: <https://go.umflint.edu/ASR-AFSR>

CSA Reporting, Resources and Training:

<https://www.umflint.edu/safety/crime-safety-data/csa-reporting-resources-training/>