JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

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REVISION/REVIEW DATE: July 2013, Aug 2015, Sept 2019, August 2020, August 2026

SUBJECT: Clery Compliance

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

It is the policy of Jacksonville State University for all employees to abide by the Clery Act. This act, also known as The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to current and prospective employees and students every October 1st. This ASR must include statistics of campus crime and fire statistics for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

POLICY

In accordance with the requirements of the Clery Act, the University shall:

1. Issue emergency notifications or timely warnings of crimes that represent a threat to the safety of students or employees that will be sent out to the community and will provide information that will allow the community to take precautions to protect themselves and prevent similar crimes from occurring. The emergency notification and timely warning communications are sent to faculty, staff, and students registered in the system by phone calls, emails, social media, and text messages. Instructions for registering to receive emergency notifications and timely warnings can be found at this link, https://www.jsu.edu/police/emergencymgt/campusalertsystems.html
2. Faculty, staff, students, family members, or other individuals believing that an individual is missing (from campus, residential housing, or off campus) should immediately report the missing person to UPD or to the local law enforcement agency that has jurisdiction. Although many law enforcement agencies may have a 24-hour missing person policy, you may contact UPD immediately if you believe a person is missing.

If a person affiliated with JSU is missing off campus, UPD will provide notification and assistance to the appropriate law enforcement agency having jurisdiction. University Housing requires all tenants to list an emergency contact and a missing person contact in their file when residing in campus housing. After advising the Chief of Police of a missing person, the investigating officer will contact as soon as feasible, to determine if a person is missing. If persons are under the age of 18 and are not emancipated, UPD will notify a parent or guardian.

3. Maintain a daily crime log of all crimes reported. This log will be available on the Department of Public Safety website.
4. Maintain a daily fire log of all fire-related incidents reported. This log will be available On the Department of Public Safety website.
5. Compile and disclose statistics of reports on the types of Clery Crimes reported for the University's campus, the immediately adjacent public areas and public areas running through the campus, separate campuses, and non-campus buildings and properties.
6. Collect reports made to UPD, local law enforcement, University officials and other campus security authorities on crimes that are committed away from the main campus and be include those crimes in the annual report, if they occur on JSU owned property, locations dedicated to JSU instruction, or in locations that involve official student activities and sporting events.
7. It is important for students and employees to remember to preserve evidence (e.g., videos, photographs, text messages, e-mails, social media posts). There is a limited window of time to obtain and properly preserve evidence. The exact amount of time depends on the type of evidence needing to be preserved; however, the general rule is that this be done as soon as possible after any incident. Taking the step to gather evidence immediately does not commit an individual to any course of action. However, the decision to gather and properly maintain evidence will preserve the full range of options to seek resolution under this policy and/or through the pursuit of criminal prosecution and/or a protection from abuse order.
8. Publish an annual security report to the Department of Education disclosing statistics of Clery Crimes and fires reported over the past three years, as well as University policies and procedures addressing campus security and safety, information on the handling of threats, emergencies and dangerous situations, law enforcement authority, incidence of alcohol and drug use, housing facility fire safety systems, fire drills held each year, hazing reports, and the prevention of/response to sexual assault, domestic or dating violence, and

stalking.

The University shall comply with all federal hazing reporting and disclosure requirements applicable under the Stop Campus Hazing Act and shall include required hazing statistics and policy disclosures in the Annual Security Report.

9. Conduct at least one announced test of emergency response and evacuation procedures annually. JSU will document a description of the test/drill/exercise, the date held, the time started and ended, whether the test/drill/exercise was announced or unannounced, and includes any follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

RESPONSIBILITY

Jacksonville State University employees who have significant responsibilities for students and student activities will be designated as campus security authorities as defined under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Individuals designated as Campus Security Authorities based upon their job responsibilities and significant responsibility for student and campus activities are required to report Clery-reportable incidents.

Examples of campus security authorities include but are not limited to: Members of the University Cabinet, vice presidents, deans, directors, assistant directors, coordinators, Housing employees, Dean of Students Office employees, Student Health Center employees, police officers, and security officers.

It is the policy of Jacksonville State University that all employees, including campus security authorities, report crimes that are reported to them by victims or subordinates, but not reported to the University Police, to the Office of Community Standards and/or the Title IX Coordinator within 24 hours after receiving a crime report.

Campus pastoral counselors and professional counselors, as defined by the Clery Act and when acting as such, are not considered to be Campus Security Authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics.

UPD encourages all parties to inform potential victims, when appropriate, of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Reports that meet applicable Clery reporting criteria will be evaluated for inclusion in Clery statistics regardless of whether criminal charges are filed or disciplinary action is pursued.

The University Police Department and designated Clery Compliance Officials shall maintain the necessary records for Clery Act compliance. Community Standards, Human Resources, Title IX, Housing, and other offices shall cooperate in providing information necessary for Clery reporting.

Some alleged victims may not want to report to the University Police, but instead request hearings and disciplinary actions under Community Standards, as well as services provided by the Title IX Coordinator. Crime victims should be encouraged, but not forced, to report crimes to the police and be notified of services provided by University Counseling. Upon written request, JSU will disclose to the complainant/victim of a crime of violence or non-forcible sex offense, the results of the disciplinary proceeding conducted by the university against a respondent (student or employee) of that crime or offense. If the victim/complainant is deceased because of such crime or offense, the next of kin of this victim shall be treated as the alleged victim for purposes of this paragraph. Specifically, the university must disclose the results upon request of the victim/complainant's next of kin in cases where the crime resulted in the victim/complainant's death.

The Chief of Police and/or designee is responsible for this policy, for compiling crime statistics reported to UPD , and to ensure the ASR will be posted on the Department of Public Safety website by October 1st of each calendar year. Statistics will be requested from appropriate agencies and entities where the University owns or leases property. The information shall be made available to current and potential students, employees, and the United States Department of Education. Also, upon request and without fee, JSU will provide a paper copy of the ASR to anyone who requests it.

Counseling Services, Title IX, University Housing and Residence Life, Human Resources, Student Health Center, University Police Department, and The Office of Community Standards, and the Dean of Students Office are charged with collaborating, facilitating, presenting, and documenting educational programming to aid in the prevention of alcohol and other drug use as well as interpersonal violence on campus. This programming includes:

- Freshman students are provided with programming regarding the Title IX office and policy, procedures, resource awareness, and prevention. Returning students receive periodic programming throughout the year. Programs focus on domestic violence, dating violence, stalking, and sexual assault, including an overview of the university's resources, policies

and procedures, and relevant definitions, including prohibited conduct, discussion of the impact of alcohol and illegal drug use, and effective consent.

- Freshman students are provided with programming regarding alcohol and other drug policies and the JSU hazing policy. Returning students receive periodic programming throughout the year. Programs consist of evidence-based prevention and education.
- New employees receive primary prevention and awareness programming as part of their orientation, which focuses on domestic violence, dating violence, stalking and sexual assault, including an overview of the university's policies, prohibited conduct, a discussion on reporting, and resources. Returning employees complete general ongoing training online on an annual basis.
- The university provides information regarding safe and positive bystander intervention options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, stalking, and other interpersonal violence. This includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- The university provides information on risk-reduction options designed to decrease perpetration and bystander inaction and increase empowerment for community members to promote safety and help individuals and communities address conditions that facilitate violence.
- Individuals reporting sexual assault, dating violence, domestic violence, stalking, or other sex-based misconduct may be offered supportive measures regardless of whether a formal complaint is filed.

Separate campuses owned or operated by Jacksonville State University are required to comply with all Clery mandates. The Administrator for separate campuses or other University owned property is responsible for Clery compliance.

RESPONSIBILITY

The University Police Chief is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.