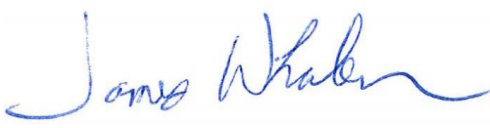


**Department of Public Safety**  
**Police Division**  
**Policies and Procedures**

<u><b>Title</b></u>	<u><b>SOP Number</b></u>
Annual Campus Security and Fire Safety Report	16.3.100
<b>Approval Signature</b>	
	
<b>James L Whalen</b>	
<b>Reviewed/Revised by</b>	<b>Pages</b>
	2
<b>Last Revision Date</b>	<b>Effective Date</b>
May 18, 2021	October 17, 2017

## ***Policy Name***

- I. **Purpose:** The purpose of this policy is to outline the process for completing the University of Cincinnati's Annual Security and Fire Safety Report. The Annual Security and Fire Safety Report is written to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA) passed by Congress.
- II. **Policy:** It is the policy of the University of Cincinnati Police Division to annually complete and distribute the University of Cincinnati's Annual Security and Fire Safety Report.
- III. **Procedure:**
  - A. An Annual Security and Fire Safety Report will be prepared and disseminated by the University of Cincinnati Police Division no later than October 1<sup>st</sup> of each year.
  - B. The preparation of the Annual Security and Fire Safety Report will be the responsibility of the Clery Compliance Coordinator.
    1. Statistical information for the report will be gathered from the Division's Report Management System (RMS) to include crime instances and crime classifications from the previous year to be included in the report. These figures will be presented for a calendar year in tables for crimes that occur for the reporting year and two previous years. The charts will be presented based on the recommendation from the current Clery Handbook.
    2. Statistics regarding crimes will be requested from other agencies and jurisdictions where University of Cincinnati property resides (City of Cincinnati, Hamilton County, and Clermont County, etc.).
    3. Referral information will be collected from the Student Code of Conduct Office.
    4. Fire data will be collected from the University of Cincinnati Public Safety Fire Prevention to be included in the Annual Security and Fire Safety Report.
  - C. The report will be posted on the University of Cincinnati's website. An e-mail will be sent to all students, faculty and staff announcing the publication of the report and where it may be found on the web site.
  - D. A copy of the crime report will be printed at the request of persons who does not have web access. This request must be made by going to the University of Cincinnati Police Division.
  - E. As the program frequently changes the most current guidelines posted at the U.S. Department of Education web site: [www.ed.gov/admins/lead/safety/campus.html](http://www.ed.gov/admins/lead/safety/campus.html) will be followed in the preparation of the Annual Security and Fire Safety Report.