


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> Clery Act Compliance	<u>SOP Number</u> 16.3.500
Approval Signature 	
Eliot K Isaac	
Reviewed/Revised by	Pages 3
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Clery Act Compliance

- I. **Purpose:** The purpose of this policy is to provide direction to the University of Cincinnati Police Division (UCPD) in its efforts to comply with the Clery Act.
- II. **Policy:** It is the policy of UCPD to comply with applicable provisions of the Clery Act.
- III. **Information:** As an institute of post-secondary education participating in federal student aid programs, the University of Cincinnati is required to maintain compliance with all terms of the Higher Education Act § 20 United States Code §1092 (f)(3), otherwise known as the Clery Act.
- IV. **Procedure:**
 - A. The Clery Act Compliance Coordinator shall serve to help ensure UCPD's compliance with the Clery Act. This will be accomplished through the following:
 1. Annual Security and Fire Safety Report
 - a. An Annual Security and Fire Safety Report will be prepared by the Clery Act Compliance Coordinator and disseminated by the UCPD no later than October 1 of each year. See UCPD Policy 16.3.100 Annual Campus Security and Fire Safety Report.
 - 1) In preparation for the Annual Security and Fire Safety Report, the Clery Act Compliance Coordinator will gather the crime statistics for the previous calendar year from UCPD reports, Campus Security Authorities, and appropriate outside agencies. The crime statistics will be entered into the Clery Audit Access database.
 - 2) To verify the accuracy, the backup to the Clery Act Compliance Coordinator review and compare twenty (20) randomly selected reports to the information in the Clery Audit Access database.
 - 3) In the notes section of the Clery Audit Access database, the backup Clery Act Compliance Coordinator will document which reports were checked and verified for accuracy and will initial and date each of the printed reports.
 - 4) These printed reports will be retained following the University of Cincinnati's retention schedule.
 2. Timely Warnings and Public Safety Advisories
 - a. The Clery Act Compliance Coordinator will assist as required with Timely Warnings and Public Safety Advisories. See UCPD Policy 16.3.200 Timely Warnings.
 3. Daily Crime Log
 - a. Every twenty-four (24) hours the Clery Compliance Coordinator or designee will produce a Daily Crime Log that will be available to the public at designated campus security posts. The log will include the incident number, date/time of occurrence, nature of the incident, general location, date/time reported, and disposition if known. The Daily Crime Log will be updated every two (2) business days, when available. See UCPD Policy 12.3.4 Public Information and Records Policy.
 4. Campus Security Authority (CSA)

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- a. The Clery Act Compliance Coordinator will annually request a list of CSAs from the Senior Staff and Deans, provided by the Provost office.
 - 1) The Senior Staff and Deans will be provided a document that will list the most current CSAs and it will request each of them to verify that those listed are still CSAs and it will ask them to add any new CSAs to the list.
 - 2) If the Clery Act Compliance Coordinator does not receive a response within 60 days, a follow-up email will be sent from the Director of Public Safety or designee for a response.
- b. The Clery Act Compliance Coordinator will annually provide training to the listed CSAs.
 - 1) Training will be in-person or virtually through SuccessFactors or other appropriate mediums.
 - 2) Once a CSA is enrolled in the virtual training they have thirty (30) days to complete the training, if they fail to complete the training a follow-up email will be sent to their supervisor from the Director of Public Safety or designee.

References

UCPD Policy 12.3.4 Public Information and Records Policy
UCPD Policy 16.3.100 Annual Campus Security and Fire Safety Report
UCPD Policy 16.3.200 Timely Warnings