UNIVERSITY of NORTH DAKOTA
FINANCE & OPERATIONS POLICY LIBRARY

PREPARATION and DISCLOSURE of CRIME STATISTICS

Section 6, Public Safety
Policy 6.10, Preparation and Disclosure of Crime Statistics
Responsible Executive: VP Finance & Operations
Responsible Office: Department of Public Safety
Issued: February 7, 2012
Latest Review / Revision: July 20, 2015

POLICY STATEMENT

The associate vice president for public safety and chief of police at the University of North Dakota is responsible for collecting and reporting the annual crime statistics from the local police agencies and campus security authorities. This information is included in UND’s Annual Security and Fire Safety Report (ASFSR). By October 1 of each year, notification of the new ASFSR is emailed to current students and employees. A hard copy of the report is available upon request at the University Police Department, Office of the Vice President for Finance and Operations, and the Office of Admissions. The crime statistics are also submitted to the U.S. Department of Education on an annual basis.

REASON FOR POLICY

UND is responsible for preparing and disclosing crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Section 1092. This federal mandate requires the disclosure of certain crime statistics so current and potential families, students, and employees can be knowledgeable about the safety of college campuses.

SCOPE OF POLICY

This policy applies to:

✓ President
✓ Vice Presidents
✓ Deans, Directors & Department Heads
✓ Area Managers & Supervisors
✓ Faculty
✓ Staff
✓ Students
✓ Others Parents and Guardians

WEB SITE REFERENCES

This policy: http://UND.edu/finance-operations/_files/docs/6-10-preparation-disclosure-crime-statistics.pdf
Policy Office: http://UND.edu/finance-operations/policy-office.cfm
Vice President for Finance & Operations: http://UND.edu/finance-operations/
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RELATED INFORMATION

<table>
<thead>
<tr>
<th>Related Information</th>
<th>URL</th>
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<tbody>
<tr>
<td>Clery Act</td>
<td><a href="http://clerycenter.org/summary-jeanne-clery-act">http://clerycenter.org/summary-jeanne-clery-act</a></td>
</tr>
</tbody>
</table>

CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Office or Department E-Mail / Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>UPD</td>
<td>(701) 777-3491</td>
<td><a href="http://UND.edu/finance-operations/university-police/index.cfm">http://UND.edu/finance-operations/university-police/index.cfm</a></td>
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DEFINITIONS

<table>
<thead>
<tr>
<th>ASR</th>
<th>Annual Security Report</th>
</tr>
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<tbody>
<tr>
<td>Clery Act</td>
<td>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act</td>
</tr>
<tr>
<td>CSA</td>
<td>Campus security authority – A Clery-specific term that encompasses four groups of individuals and organizations associated with an institution: a campus police department or a campus security department of an institution; any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department; any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings, and a faculty advisor to a student organization. A CSA’s primary responsibility is to report allegations made in good faith to the reporting structure established by the institution.</td>
</tr>
<tr>
<td>DOS</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>UPD</td>
<td>University Policy Department</td>
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PRINCIPLES

OVERVIEW – The associate vice president for public safety and chief of police at the University of North Dakota is responsible for collecting and reporting the annual crime statistics from the local police agencies and campus security authorities. This information is included in UND’s Annual Security and Fire Safety Report (ASFSR). By October 1 of each year, notification of the new ASFSR is emailed to current students and employees. A hard copy of the report is available upon request at the University Police Department, Office of the Vice President for Finance and Operations, and the Office of Admissions. The crime statistics are also submitted to the U.S. Department of Education on an annual basis.

UND is responsible for preparing and disclosing crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Section 1092. This federal mandate requires the disclosure of certain crime statistics so current and potential families, students, and employees, and families can be knowledgeable about the safety of college campuses.
PROCEDURES

UPD collects its own statistics, and accepts supplemental numbers from recognized student conduct administrators and other campus security authorities (CSA) in their subordinate reporting roles. Housing and the DOS Office provide statistics to UPD. A working relationship between UPD and specific departments that routinely provide services at non-campus locations has been established. Additionally, UPD sends an annual notice to these departments and the University community to solicit additional on-campus location information. UPD then annually requests statistical information from the appropriate law enforcement agencies for non-campus operations. Clery reporting covers the preceding calendar year, January 1 to December 31.

UND protocols specify that aggravated assault, arson, negligent manslaughter, burglary, motor vehicle theft, murder/non-negligent manslaughter, robbery, and any case classified as a hate crime under the Clery Act are reported to UPD, either by having a CSA or the student contact UPD. In cases of sexual assault, domestic violence, dating violence, and stalking, the victim or witness may report to UPD, the Title IX coordinator, or file an anonymous report (a statistical notation absent any names). Anonymous reports are reviewed at the end of the year for reporting purposes.

All relevant crime data are compiled by the associate vice president for public safety/chief of police and are included in UND’s submission to the Department of Education annually by October 15.

The associate vice president for public safety/chief of police, assisted by the Clery Working Group, produces the Annual Security and Fire Safety Report which contains policies, procedures and crime data as required by the Clery Act.

RESPONSIBILITIES

| CSA | • Provide UPD appropriate crime statistics. |
| DOS | • Provide UPD appropriate crime statistics.  
• Produce the numbers of actual legal alcohol drug and weapons violations that were not reported to the DOS or Housing by UPD. |
| Housing | • Provide UPD appropriate crime statistics.  
• Produce the numbers of actual legal alcohol drug and weapons violations that were not reported to the DOS or Housing by UPD. |
| UPD | • Collect crime statistics.  
• Send annual notice to campus soliciting off-campus location information.  
• Request statistical information from law enforcement agencies for non-campus operations annually. |

REVISION RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>11/04/2011</td>
<td>– Interim Approval</td>
</tr>
<tr>
<td></td>
<td>President Robert O. Kelley</td>
</tr>
<tr>
<td>02/07/2012</td>
<td>– Policy Implementation</td>
</tr>
<tr>
<td></td>
<td>President Robert O. Kelley</td>
</tr>
<tr>
<td>05/29/2013</td>
<td>– Revision</td>
</tr>
<tr>
<td></td>
<td>Clarified the responsibility for collecting, reporting and disseminating annual crime statistics in Policy Statement, Principles: Overview and Procedures</td>
</tr>
<tr>
<td>07/01/2013</td>
<td>– Revision Approved</td>
</tr>
<tr>
<td></td>
<td>President Robert O. Kelley</td>
</tr>
<tr>
<td>08/08/2014</td>
<td>– Revision</td>
</tr>
</tbody>
</table>
|            | • Changed director of public safety to associate vice president for public safety throughout document  
• Changed blind report to anonymous report in Procedures |
<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
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</thead>
</table>
| 08/14/2014 – Revision Approved | Updated website links throughout document  
Removed redundant sentence on how crime information is collected in Procedures  
Updated list of crimes that are required to be reported  
Added Title IX coordinator to list of individuals able to receive reports of sexual assault, domestic violence, dating violence and stalking |
| 07/01/2015 – Revision | Added faculty advisors to student organizations as CSAs and identified the primary responsibility for CSAs in Definitions  
Specifically identified the requirement to report any case classified as a hate crime to UPD in Procedures  
Updated website links throughout document |
| 07/20/2015 – Revision Approved | President Robert O. Kelley                                                                   |