

# Clery Act Compliance Procedure

## Scope

These procedures apply to all members of the University community at the University of North Alabama.

## Clery Statement

1. The University of North Alabama will comply with all obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act, and related procedures established by the US Department of Education.
2. References to UPD will refer to the University of North Alabama Police Department.

## Reason for Procedures

To help ensure the safety of students, prospective students, employees, prospective employees, visitors, and guests by making available notices and information about campus safety and security

## Clery Coordinator

The University has designated the Chief of Police at UPD to serve as the Clery Coordinator for the University. Questions related to these procedures or any obligation under the Clery Act should be directed to the Clery Coordinator.

The University's Clery Coordinator is:

Les Jackson  
Chief of Police  
University of North Alabama Police Department  
256-765-4357  
aljackson@una.edu

## Procedure

1. General Expectations on Reporting
  - a. All members of the University community, including students, faculty, staff, visitors, and guests, are encouraged to accurately and promptly report all criminal or suspicious actions and any potential emergencies to UPD, a Campus Security Authority (CSA), or to an appropriate law enforcement agency.
  - b. All witnesses to a crime and crime victims, including crime victims who elect not to or are unable to make a formal complaint or who do not want to pursue action within the University system or the criminal justice system, are encouraged to report crimes on a voluntary, confidential basis to UPD. A UPD officer can file a confidential report detailing the incident without revealing the identity of a victim or witness, to the extent allowed by state and federal laws. Confidential reports filed pursuant to this paragraph must be counted and included in the university's Annual Security and Fire Safety Report ("Annual Report") and included in the Daily Crime Log, and will be used for the assessment of whether a Crime Notice should be issued without using any personally identifiable information.
2. Reporting Related to Student Travel:
  - a. All faculty and staff who make arrangements for student travel that is either funded or sponsored by the University must report the location(s) where University students have stayed for more than one night or where there is repeated use of the same location funded or sponsored by the University. Instructions for reporting are available on UPD's website.
3. Campus Security Authorities (CSAs):

- a. The University's Clery Coordinator identifies the University's CSAs on an annual basis.
- b. CSAs will complete annual mandatory training.
- c. CSAs shall report to UPD specific information regarding any crimes of which they are made aware, regardless of the University affiliation of the parties involved, by completing and submitting the electronic [CSA Crime Reporting Form](#) as soon as practicable after they are made aware of any crime. CSAs are not responsible for investigating crimes, unless that is otherwise within the scope of a particular CSA's duties.
- d. The Clery Coordinator will provide a form annually that request each CSA to verify that all known crimes have been reported as required in accordance with Paragraph C.2. above or that the CSA has no incidents to report for that reporting period.
- e. CSAs who deliberately fail to report crimes they are aware of or who fail to complete the verification form referenced above may be subject to appropriate discipline, including being barred from holding any CSA position at UNA.

#### 4. Clery Geography:

- a. The Clery Coordinator shall annually obtain a list of all buildings or property owned or controlled by the University, including specific address information and a notation of those properties that fall within a university campus. The Office of the Vice President for Business and Financial Affairs, or designee, shall provide the information.
- b. The Clery Coordinator shall annually obtain a list of all active properties leased from third parties on behalf of each campus, including the specific address information, a contract number for referral, and contact information. The Office of the Vice President for Business and Financial Affairs, or designee, shall provide the information.
- c. The Vice President for Business and Financial Affairs, or designee, will notify the Clery Coordinator when buildings or property owned or controlled by the university are bought or sold, or if the use of such property changes, to allow updates to the Clery Geography Map and building list.
- d. The Clery Coordinator shall annually review all Clery Geography Maps and building lists and make any necessary updates to the University's Clery Geography.

#### 5. Reports:

- a. UPD will publish reports of crimes that have been reported to it in the Daily Crime Log.
- b. UPD will collect reports of Clery Act Crimes made to UPD, to local law enforcement, and to CSAs.
- c. UPD will maintain a Fire Log for each campus and will make the Fire Log available, upon request, for public inspection.
- d. The Clery Coordinator shall prepare annually the Annual Fire Safety Report for inclusion in the Annual Security and Fire Safety Report.
- e. The Clery Coordinator shall obtain annual fire statistics for the Department of Education survey.
- f. UPD will, by October 1st of each year, publish an Annual Security and Fire Safety Report, which is available to the University community and the public and which includes:
  - i. Clery Act Crimes data by type;
  - ii. Security policies and procedures in place to protect the university community; and
  - iii. Information on the handling of threats, emergencies and dangerous situations.
- g. The Vice President of Student Affairs will notify via e-mail all currently enrolled students and all university employees of the availability of the Annual Security and Fire Safety Report, providing:
  - i. a statement of the report's availability;
  - ii. a list and brief description of the information contained in the report;
  - iii. the exact URL (a direct link) for the website at which the report is available; and
  - iv. a statement that a paper copy of the Annual and Fire Safety Security Report is available

without fee upon request. Requests may be made in writing (including email), by phone, or in person.

- h. UPD will complete the Department of Education Annual Campus Safety and Security Survey on behalf of the University of North Alabama. Any University department or office that receives the survey directly from DOE should forward it to UPD for completion.

require individuals seeking entry to use their assigned key or key cards.

3. UPD officers conduct security patrols in and around common areas of the residence halls and university apartments on a regular basis. UPD officers conduct security patrols in the vicinity of residence halls and university apartments on a regular basis.

- f. UPD will patrol campus buildings and grounds regularly and, if UPD officers notice any conditions during their regular patrols that may pose a safety or security issue, they will report such conditions to the appropriate campus administrators for correction. UPD will coordinate with campus Facilities Administration and Planning to address security considerations in the maintenance of campus facilities, including but not limited to the following:
- Lighting, particularly exterior lighting
  - Locks, particularly exterior doors and locking hardware
  - Security equipment
  - Emergency telephones
  - Vegetative landscaping features that may pose a security concern
- g. Facilities Administration and Planning will conduct safety inspections of facilities including, but not limited to: laboratories, clinical areas, high hazard maintenance areas construction sites, food service areas, swimming areas, AEDs, fall protection areas, etc.
- h. UPD will work with campus departments and offices to establish educational programs related to the Clery Act and to promote safety awareness programs.

7. Housing and Residence Life (HRL):

- a. HRL will notify all residents in the university's residence halls and apartments of how to file a Missing Student Notification on campus.

8. International Affairs:

- a. The Clery Coordinator shall annually obtain a list from the Senior Vice Provost for International Affairs of all student travel to foreign countries for the preceding calendar year.
- b. The Clery Coordinator will request the Senior Vice Provost for International Affairs send out Request for Crime Statistics letters on behalf of UPD to law enforcement agencies in foreign countries.

9. Human Resources:

- a. The Clery Coordinator shall request that the Office of Human Resources provide electronic notice of availability of the Annual Report to all prospective employees on the "jobs" website.

10. Admissions Office:

- a. The Clery Coordinator shall request that the Office of Admissions on each campus will provide electronic notice of availability of the Annual Security Report

## Definitions

Annual Security and Fire Safety Report (“Annual Report”) : Annual report required by 34 CFR 668.41(e) setting forth statistics on a rolling three-year basis for Clery Act Crimes and disciplinary referrals for drug, alcohol, and weapon offenses by type, location, and year; campus security and safety policy statements. Also included are procedures for issuing to the campus community Crime Notices (Timely Warnings) and Emergency Alerts (Emergency Notifications); Title IX information, drug and alcohol abuse programs, as well as fire safety policies and procedures for on-campus student housing, and statistics for fires in on-campus student housing.

Campus Security Authority (“CSA”): Identified individuals and groups of individuals and organizations specified in the Clery Act and associated with a university campus, including: (1) the North Alabama University Police Department (UPD); (2) individual(s) who have responsibility for campus security, but who are not affiliated with UPD; (3) any individual or organization specified in the security and safety policy statements as an individual or

**On-Campus Property** : Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the university in direct support of, or in a manner related to, its educational purposes; and any building or property that is within or reasonably contiguous to the area that is owned by the University but controlled by another person or entity, is frequently used by students, and supports the university's institutional purposes (such as a food or other retail vendor). On-Campus Property includes, for example, university buildings; university residential facilities; university-owned land/ property; university streets, sidewalks, and parking lots; property leased by the university; properties owned by the university but controlled by a third-party bookstore or coffee shop.

**Non-Campus Property** : (1) any building or property owned or controlled by a student organization that is officially recognized by the campus; or (2) any building or property owned or controlled by the campus that is used in direct support of, or in relation to, the campus' educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus. Non-campus property also includes all locations used by students during school-sponsored trips (see below) that are controlled by the university during the trip and used to support the university's educational purposes.

**Pastoral Counselor** : An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. As of the initial publication of these procedures, the University of North Alabama does not employ pastoral counselors.

**Professional Counselor** : A campus employee whose official responsibilities include providing psychological counseling to]TJ 23.6(ttH AI(cpr)6(s3eu stomm )5proplngw)7.5(ho is)2239340.6339 0 TD -.0002 TD [(fuponsibuponsiger