



## Campus Security and Fire Safety Report

Effective Date: December 17, 2015

Approval: December 17, 2015

Maintenance of Policy:  
Department of Public Safety

**PURPOSE:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act of 2008 require annual preparation and submission of the Campus Security and Fire Safety Report to the U. S. Department of Education. This policy establishes responsibility for report compilation, preparation, submission, and record keeping.

**SCOPE:** Public Safety and University of Dayton functional areas tasked with submission of statistics for inclusion in the report.

**POLICY:** The Campus Security and Fire Safety Report is an institutional report which includes information regarding campus crime and fire statistics, campus policies related to safety and security, and resources available for campus community members. The report is commonly referred to as the CLERY Report.

The Department of Public Safety is charged with maintenance of statistics relative to the Campus Security and Fire Safety Report, annual report development and distribution of the report to the community, and submission of crime and fire statistics to the Department of Education.

The Department of Public Safety will coordinate the collection of required data with internal functional areas and external agencies in order to develop accurate statistics for submission of the report in accordance with the provisions of the U.S. Department of Education Handbook for Campus Safety and Security Report.

### REFERENCE DOCUMENTS:

1. U.S. Department of Education Handbook for Campus Safety and Security Reporting
2. Appendix A: Security and Fire Safety Report Data Collection
3. Appendix B: Campus Security and Fire Safety Report Dissemination, Reporting, and Record Keeping

### POLICY HISTORY:

Approved in its original form  
December 17, 2015

## Appendix A: Campus Security and Fire Safety Report Data Collection

Accurate submission of the Campus Security and Fire Safety Report requires the collection and refinement of statistics from numerous functional areas of the University. This includes, but is not limited to, information regarding the following:

- Campus law enforcement authority and relationships with local law enforcement agencies.
- Crimes occurring at University of Dayton owned or controlled facilities
  - Main campus
  - Branch campuses
  - Non-campus properties (locations separate from the main campus)
- Community notification of crimes and incidents impacting community safety and security (emergency notification and timely warning).
- How community members should report crimes.
- Crime prevention education and awareness programs.
- Sexual assault prevention and awareness programs.
- Compliance with various laws, including Title IX and the Violence Against Women Act (VAWA).
- Missing student protocols.
- Security of campus facilities.
- Fire prevention measures and fires occurring at University of Dayton owned or controlled residential facilities.

Public Safety will coordinate the collection of all data required for the collection, refinement, reporting, and dissemination of the report. University functional areas will cooperate with information requests and submit required data accurately and in a timely manner.

### **Appendix B: Campus Security and Fire Safety Report Dissemination, Reporting, and Record Keeping**

The Campus Security and Fire Safety Report will be published on the Department of Public Safety web site not later than October 1 of each year. A notice will be sent to all members of the University of Dayton community via e-mail using the “announce” and “student announce” e-mail addresses. This announcement will include the title of the report, web location including a direct link to the report, and title and contact information for additional information.

Additional printed copies will be prepared for distribution and be readily available at the Office of Admissions (for prospective students), the Office of Human Resources (for prospective employees) and at the Department of Public Safety, located at Fitz Hall 195 (for the university community).

The Department of Public Safety will complete the U. S. Department of Education on-line data submission by October 15 of each year.

The Department of Public Safety will maintain all required records outlined in the U. S. Department of Education Handbook for Campus Safety and Security Reporting.