

Policy on Crime Reporting and Disclosure

POLICY:

The University recognizes the safety and security of the campus community as one of its highest priorities. The reporting of crimes, accidents, injuries, and property losses are formalized as to form, timing, and responsibility to ensure a timely and effective response by the University and other lawful authorities. It is the policy of Holy Names University to encourage the reporting of all crimes, injuries, accidents and other emergencies to the appropriate authority.

PURPOSE:

The purpose of this policy is to provide guidelines for reporting of these incidents.

RESPONSIBILITIES:

The policies and procedures provided herein apply to all Holy Names University faculty, staff, and students and to all activities on Holy Names University property and authorized field trips.

A. REPORTING

1. All violations of Federal, State, or local law or ordinances or campus regulations should be immediately reported when they are observed, discovered or suspected to a lawful authority and the Holy Names University Department of Public Safety. Reports of other emergencies, including fires, explosions, chemical spills, bomb threats, injuries, automobile accidents, and the like, must also be made to a lawful authority and the Department of Public Safety at the time they occur or as soon as possible thereafter. Investigation of these reported incidents shall be completed as soon as practicable after the incident. The investigating authority in these matters is to take immediate action to determine the facts and to complete all reports, claims, and cases, including those regarding insurance issues, as soon as the facts are determined.

Who must be involved?

All postsecondary institutions, both public and private, that participate in federal Title IV student aid programs are required to comply with the *Clery Act* regulations. Although *Clery Act* compliance is an *institutional* responsibility, full compliance is a campus-wide effort, and concerns all members of the campus community. The *Clery Act* mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to campus security authorities.

The *Clery Act* regulations define a **campus security authority** as:

- A member of a campus police department or a campus security department of an institution i.e., HNU Campus Safety Staff.
- Any individual or organization specified in an institution's statement of campus safety policy as an individual or organization to which students and employees should report criminal offenses i.e., Girls Inc, Upward Bound, Raskob, Student Activity Directors, Coaches, Club mentors, etc.

- 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. **An official is defined as any person** who has the authority and the duty to take action or respond to particular issues on behalf of the institution i.e., The Dean of Students, Faculty Advisors to Student Groups, Student Affairs Professionals, Resident Assistants, Judicial Affairs Officers, Athletic Directors, EOP Directors, Ombudspersons, etc.

When crimes or suspected crimes are reported to one of these security authorities; their key responsibility is to encourage victims and witnesses to report crimes immediately to a lawful authority and the Department of Campus Safety.

What crimes are listed in the *Clery Act*?

- Murder
- Manslaughter
- Sex Offenses (forcible and non-forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Drug law violations
- Illegal weapons possession
- Liquor law violations

2. The following types of specific incidents shall be reported to a lawful authority and the Department of Campus Safety immediately, this list should not be considered exhaustive, other incidents may also apply:
 - Crimes or suspected crimes
 - Missing persons
 - Incidents involving injury, illness or death
 - Fire, Fire alarms, Explosions and Bomb threats
 - Automobile accidents involving University vehicles (on or off campus)
 - Damage, theft or loss of University property

B. Responsibilities

1. University officers, Deans, Department heads and supervisors shall ensure the proper and expeditious reporting of all incidents. Further, it is the responsibility of all employees of the University to report incidents to which they are witnesses.
2. The Director of Campus Safety shall:
 - Maintain control and be the primary investigative and reporting authority for reported incidents

- Notify and assist as necessary the police, fire department and/or emergency medical services when appropriate
 - Render such assistance as required
 - Notify other affected campus departments when necessary, e.g., Resident Life, Human Resources, etc.
 - Direct the campus investigations of incidents reported and maintain appropriate records and reports of such investigations.
 - Make proper notifications to other outside regulatory agencies, if applicable, e.g., State Department of Health, CA/OSHA, Department of Education, etc.
 - Make timely warnings to the campus community whenever there is a crime that could be considered a threat to students and employees.
3. The Office of Student Life shall provide coordination with crisis management professionals and assist in the continuation of a student's academic program, if necessary.
 4. The Director of Human Resources shall process Workers Compensation Claims and coordinate if necessary, a Return to Work program with department supervisors.
 5. The Assistant Vice President of Facilities and Events shall respond and provide the necessary coordination for required repairs, improvement or maintenance of University property.