

11.11.00 CLERY ACT COMPLIANCE

Division: **Campus Police**
Adopted: **09/2016**
Revised: **12/2022**
Reviewed: **08/2019**

The Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) was amended in 1998 and renamed the Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the “Clery Act”. The Clery Act is a consumer protection law requiring all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is required to be made publicly accessible through the institution’s annual security report (ASR).

In addition, on March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. L. 113-4), which, among other provisions, amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

Joliet Junior College (JJC) is committed to the safety and security of all students, employees and guests visiting or working at the College and to complying with the requirements of the Clery Act. This includes providing information to current and prospective students and employees that will allow them to make informed decisions regarding their safety while at the College. This information includes but is not limited to the timely posting of the ASR as defined in the Clery Act, which mandates that statistics for certain Clery Act defined crimes be posted for the most recent three years along with statements of policy on a number of security related issues.

The entire ASR shall be posted as a single document along with required policy statements, and information regarding the availability of the document in electronic and paper format shall be posted on all employment and student applications. Additionally, the newly updated ASR shall be filed electronically with the Department of Education (DOE) annually prior to October 1st, and information regarding the posting shall be sent to all current students and employees prior to October 1st of each calendar year.

The College Campus Police Department is tasked with the following:

- collection of crime data for the previous year on a per campus basis, as required by the Clery Act;
- electronic submission of the required crime data by campus, to the DOE annually, prior to October

1st;

- posting of the updated ASR on the Police Department website annually prior to October 1st;
- issuance of the annual notice to all current students and employees regarding the updated posting of the ASR annually prior to October 1st (to be issued via all student and all employee e-mails, and notices to Workforce Development and Adult Education & Literacy Departments;
- printing and distribution upon request, of paper copies of the ASR; and
- maintaining copies of all data collection, distribution notices and ASR submission receipts for a period of at least seven years.

The Office of Student Rights and Responsibilities is tasked with the following:

- adjudicating conduct complaints in along with compliance with VAWA which include appeals, processes, and rights for the accuser/accused;
- ensuring the training of conduct officers and hearing panels prior to handling or hearing cases;
- maintaining statistics regarding Student Code Referrals for all Clery related offenses; and
- cooperating with Campus Police in gathering those statistics each year prior to October 1st;

The Human Resources Department is tasked with the following:

- assuring that the proper Clery ASR availability notice is continually maintained on all employment applications;
- defining which employees are designated as Campus Security Authorities (CSAs) or mandated reporters as defined in the Clery Act;
- training of CSAs regarding reporting of Clery related crimes;
- creating a reporting process and maintaining records regarding Clery related crimes reported to HR; and
- cooperating with Campus Police in gathering those statistics each year prior to October 1st.

The Admissions Department is tasked with the following:

- assuring that the proper Clery ASR availability notice is continually maintained on all student applications.

The director of work force development and the director of adult education and literacy is tasked with the following:

- distributing the Clery ASR availability notice to all incoming students; and
- distributing the Annual Clery ASR Availability Notice to all current students prior to October 1st annually (notice will be obtained from Campus Police).

The Student Activities Department is tasked with the following:

- preparing and implementing an Alcohol and Drug Awareness Program as required by the Clery Act; and prepare a report along with the coordinator of student conduct on the institution's programs to address drug or alcohol abuse, bystander intervention, prevent sexual assault, awareness of rape, acquaintance rape, and other sexual forcible and non-forcible offenses.

Other College Departments are tasked with the following:

- cooperating with the reporting of Clery mandated crimes as required by the Clery Act, Board policy and College procedures;
- gathering of statistical information and

- assisting students who are victims of Clery/VAWA crimes – including Domestic Violence, Dating Violence, Stalking and Sexual Assault; with accommodations as required by Clery and VAWA.

The position/job descriptions for the above identified designated individuals will indicate Clery Act Compliance Responsibilities as a required position function.

The Chief of Police or designee, the chief human resources officer or designee, and the dean of students or designee shall meet at least once annually prior to August 31st, to review and amend as needed the existing statements of policy, to add newly mandated statements of policy and to generally assure that any new Clery mandates are addressed and complied with.

Related Institutional Procedures:

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