

	<h1>Temple University Department of Public Safety</h1>	
	<h2>POLICIES AND PROCEDURES</h2>	
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### PURPOSE

This policy establishes procedures to ensure Temple University’s compliance with the Clery Act. It outlines responsibilities for collecting, reporting, and disseminating crime and fire safety data, issuing timely warnings, and maintaining records to foster a safe campus environment. The policy provides a framework for responding to emergencies and ensures that all members of the campus community are informed about safety procedures and crime statistics. It also ensures compliance with the Clery Act’s operational and reporting requirements, including the annual publication of security reports, submission of crime statistics to the U.S. Department of Education, and establishing protections and rights for victims of sexual assaults.

### POLICY

The Temple University Department of Public Safety is committed to promoting a safe and secure environment for all students, faculty, staff, and visitors in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Department will ensure timely and accurate reporting of campus crime statistics, emergency notifications, and the availability of crime prevention and security programs. This policy reflects our commitment to transparency, accountability, and fostering a culture of safety and awareness on campus.

### DEFINITIONS

**Annual Security Report (ASR):** The ASR is an annual publication containing crime statistics, fire safety data, and policy statements related to crime reporting, crime prevention, and campus safety. The report also includes information on registered sex offenders, drug and alcohol violations, and procedures for handling emergencies such as evacuation protocols and timely warnings.

**Arrest:** The processing of individuals by arrest, citation, or summons. If an individual is both arrested and referred for disciplinary action, only the arrest is disclosed.

**Referral for Disciplinary Action:** When individuals are referred for disciplinary action related to weapons, drugs, or alcohol offenses, the institution must compile statistics on these referrals. If both an arrest and a referral are made, only the arrest will be disclosed.

**Campus Security Authority (CSA):** Defined by the Clery Act, CSAs include:

1. Campus police or campus security department personnel;
2. Individuals responsible for monitoring access to campus facilities;
3. Officials designated in the university's security policies to receive crime reports; and/or
4. University officials with significant responsibility for student and campus activities, such as housing, student discipline, or campus judicial proceedings.

**Clery Crimes:** Includes criminal offenses such as criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, and Violence Against Women Act (VAWA) offenses including sexual assault, domestic violence, dating violence, and stalking.

**Daily Crime Log:** A public record of all criminal incidents reported to the Department of Public Safety, including the date and time the crime was reported, the date and time the crime occurred, the nature of the crime, and its general location.

**Emergency Notification:** Notifications issued to the campus community when an ongoing emergency poses a threat to health and safety. This includes natural disasters, active shooters, or other significant threats.

**Timely Warning:** Alerts issued to the campus community to inform them of Clery Crimes that pose a serious or continuing threat to safety. These warnings are designed to enable individuals to protect themselves and prevent similar crimes.

**Fire Log:** A log maintained for public inspection documenting any reported fire occurring in on-campus student housing. It must include the date, time, nature of the fire, and general location.

## **PROCEDURES**

### **I. Clery Act Overview**

- A. Enacted in 1990 and amended in 1998 to honor Jeanne Clery, the Clery Act requires higher education institutions to disclose campus security information and crime statistics to promote informed decisions about safety. As a recipient of federal financial aid, Temple University is obligated to comply with the Clery Act, which mandates the publication of crime statistics and security policies, timely warnings, emergency notifications, and an annual security report.

## **II. Scope and Responsibilities**

- A.** This policy applies to all employees of the Temple University Department of Public Safety, all designated Campus Security Authorities (CSAs), and other university officials involved in campus safety, crime reporting, and compliance with the Clery Act. Examples of individuals who meet the criteria for being campus security authorities include but are not limited to:
  - 1.** Dean of Students
  - 2.** Athletic Director
  - 3.** Student Resident Advisor or Assistant
  - 4.** Program Coordinator for Fraternity & Sorority Life
- B.** CSAs are responsible for reporting any Clery Crime brought to their attention, regardless of the crime's nature or the individuals involved. CSAs must submit this information to the Department of Public Safety, which will compile and report it for inclusion in the Annual Security Report and Clery statistics.

## **III. Reporting**

### **A. Clery Act Reportable Offenses**

- 1.** Temple University in conjunction with the Temple University Department of Public Safety shall report the following categories of crimes in the Annual Security Report and Clery Crime Statistics:

- a)** Criminal Offenses

- (1)** Criminal Homicide:

- (a)** Murder;

- (b)** Manslaughter;

- (c)** Non-Negligent Manslaughter; and

- (d)** Manslaughter by Negligence.

- (2)** Sexual Assault:

- (a)** Rape;

- (b)** Fondling;

- (c)** Incest; and

- (d)** Statutory Rape.

- (3)** Robbery.

- (4) Aggravated Assault.
- (5) Burglary.
- (6) Motor Vehicle Theft.
- (7) Arson.

**b) Hate Crimes**

- (1) Any of the above criminal offenses, as well as the following, if motivated by bias based on race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability:
  - (a) Theft (also known as larceny).
  - (b) Simple Assault.
  - (c) Intimidation.
  - (d) Destruction/Damage/Vandalism of Property.

**c) VAWA Offenses**

- (1) Domestic Violence.
- (2) Dating Violence.
- (3) Stalking.
  - (a) Stalking offenses must be reported for each calendar year in which the stalking is reported. The offense will be recorded based on either the location where the stalking first occurred or the location where the victim first became aware of the stalking behavior.

**d) Arrests and Disciplinary Referrals**

- (1) Weapons Law Violations.
- (2) Drug Law Violations.
- (3) Liquor Law Violations.

**B. Geographic Reporting Categories**

- 1. Temple University must report crime statistics based on the following geographic categories:

**a) On-Campus Property**

- (1) Includes any building or property owned or controlled by Temple University that is used for educational purposes and located within the same reasonably contiguous geographic area.

**(2)** On-campus residential facilities (such as residence halls) are included within the On-Campus category for Clery Act reporting. While crime statistics for residential facilities must be reported separately within the annual report, these facilities are still considered part of the On-Campus area. They are not classified as a separate geographic category under the Clery Act, but rather as a subcategory of the larger On-Campus category.

**b) Non-Campus Property:**

**(1)** Includes buildings or property owned or controlled by Temple University, used in direct support of the institution's educational purposes, but located off-campus and not within the same contiguous geographic area.

**(2)** This also includes property owned or controlled by officially recognized student organizations (such as fraternity or sorority houses) that are not located on the main campus

**c) Public Property:**

**(1)** This refers to all public property, such as streets, sidewalks, and parking areas, that is within the campus or immediately adjacent to and accessible from the campus.

**C. Crime Reporting and Notification Procedures**

**1. Alerts:**

**a)** The Temple University Department of Public Safety will issue TUALerts to communicate critical information requiring immediate action to students, faculty, and staff. TUALerts will be sent for situations, incidents, or emergencies that pose an imminent threat or hazard on campus or within the university patrol zone

**2. Timely Warnings:**

**a)** The Temple University Department of Public Safety will issue timely warnings to alert the campus community of serious or continuing threats related to Clery Crimes. These warnings will be disseminated through campus email, text messaging, and other mass communication methods.

**3. Emergency Notifications:**

**a)** In the event of an ongoing emergency posing an imminent threat, the Office of Emergency Management will issue emergency notifications in line with established emergency response and evacuation procedures. Notifications may be delivered via text message, email, loudspeakers, etc.

- b) The Temple University Department of Public Safety will ensure that, upon confirmation of a significant emergency or dangerous situation, the campus community will be notified immediately using established procedures. This includes issuing notifications through electronic or cellular communication and coordinating evacuation procedures as needed. (CALEA 91.4.1 B)
- c) For further guidance and detailed procedures, refer to the Department's Emergency Notification Policy.
- d) Emergency Testing and Review
  - (1) The Department will conduct at least one test annually of all emergency response and evacuation procedures, as required by the Clery Act. The test may be announced or unannounced, and the Department will document each test, including the date, time, and whether it was announced or unannounced.
  - (2) The Department will publicize the emergency response and evacuation procedures to ensure all members of the campus community are informed of the proper actions to take in case of an emergency.

**4. Daily Crime Log:**

- a) The Department will maintain a daily crime log that includes reports of all crimes within the Department's jurisdiction. The log will be made publicly available via the [University's website](#). (CALEA 91.4.1 C)

**5. Missing Student Notification:**

- a) If a student residing in on-campus housing is determined to have been missing for 24 hours, the Temple University Department of Public Safety will promptly initiate the procedures outlined in this Department's Missing and Unidentified Persons Policy. Additionally, officers shall notify the student's designated emergency contact within 24 hours of determining that the student is missing.

**D.** Crime statistics will be reported in a manner that ensures the confidentiality of all individuals involved. Victims of crimes and individuals accused of crimes will not be identified in any public reports or statistical summaries.

**E.** It is not required that the crime be investigated by the police or campus security, nor does there need to be a determination of guilt or responsibility. What matters are factors such as the location of the crime, the type of crime reported, who the crime was reported to, and the year in which it was reported.

**F.** If a Campus Security Authority (CSA) receives information about a crime that they believe was reported in good faith—meaning there is a reasonable basis to believe the information is credible and not merely rumor or hearsay—the CSA must document the report, even if the crime has not been fully investigated or confirmed. This ensures all

serious incidents are included in the institution's crime statistics and reported in compliance with the Clery Act.

#### **IV. Records Retention and Reporting**

**A.** Temple University will retain records related to Clery Act compliance, including crime reports, timely warning notices, emergency notifications, and the daily crime log, for a minimum of three years following the latest Annual Security Report. The Department will also submit annual crime statistics to the U.S. Department of Education via its web-based data collection system. (CALEA 91.4.1 D)

**1.** Temple University will comply with all operational and reporting requirements as stipulated by the U.S. Department of Education, ensuring that all data and reporting obligations under the Clery Act are fully met. (CALEA 91.4.1 F)

#### **V. Annual Security Report (ASR) (CALEA 91.4.1 A)**

**A.** The ASR will include crime statistics, fire safety data, and policy statements regarding crime reporting, safety procedures, and crime prevention efforts. It will also cover VAWA-related offenses, drug and alcohol policies, and security practices.

**B.** The ASR will include crime statistics for the past three years and will be published by October 1st each year. The report must be made available to all currently enrolled students and employees, with notification via electronic means that includes the exact Internet location. Paper copies will be available upon request.

**C.** Prospective students and employees will be informed of the ASR's availability and how they can request a paper copy. Additionally, the Department will ensure submission of the ASR's statistics to the U.S. Department of Education.

#### **VI. Training and Awareness Programs**

**A.** The Department, in conjunction with the University, will develop and conduct ongoing educational programs for students and employees that focus on crime prevention, personal safety, and campus security procedures. These programs will promote awareness of issues such as rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and will provide guidance on preserving evidence, reporting offenses, and understanding victim rights.

**B.** Temple University is committed to protecting the rights of victims of sexual assaults. This includes providing victims with information on their rights, offering access to support services, and ensuring clear procedures for reporting offenses. The ASR will include specific policies addressing victims' rights. (CALEA 91.4.1 E)