

# METHODIST UNIVERSITY JEANNE CLERY CAMPUS SAFETY POLICY

Methodist University is committed to maintain a safe and secure campus for its students, faculty, staff, and visitors.

# **Clery Act and Campus Safety Policy**

Updated November 2025

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## **Policy Introduction**

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*.

The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was sexually assaulted and slain in her dorm room in 1986.

It is generally referred to as the Clery Act and is in section 485(f) of the *Higher Education Opportunity Act*. In 2013, the *Violence Against Women Reauthorization Act of 2013 (VAWA)* (Public Law 113-14) was signed into law. *Violence Against Women Act* includes amendments to the Clery Act.

The most recent changes occurred in 2024 with the inclusion of Hazing being added to the Clery crimes as well as the renaming of the Jeanne Clery Campus Safety Act which signifies a broader focus on campus safety.

## **Policy Statement**

It is the commitment of Methodist University, to maintain a safe and secure campus for its faculty, staff, students, and visitors. This policy sets forth guidelines and procedures intended to ensure that the University continues to comply with the Clery Act's reporting disclosure obligation as required by policy and law.

## **Scope and Application of Policy**

This policy applies to the entire institution and governs compliance with the Jeanne Clery Campus Safety Act (Clery Act), as amended. It applies to all students, employees, faculty, staff, contractors, volunteers, and third parties who are present on or engaged in activities related to the institution.

The policy covers all Clery-reportable crimes and incidents occurring within the institution's Clery geography, including:

- On-campus property
- Non-campus property owned or controlled by the institution or recognized student organizations
- Public property immediately adjacent to and accessible from campus

This policy applies to all institutional operations, programs, and activities, including academic, residential, athletic, administrative, and extracurricular activities, whether conducted on campus or at institution-sponsored locations.

All Campus Security Authorities (CSAs), as defined by the Clery Act, are required to comply with the reporting obligations outlined in this policy. The institution is responsible for collecting, classifying, and disclosing crime statistics, issuing timely warnings and emergency notifications, maintaining a daily crime log (if applicable), and publishing the Annual Security Report (ASR) in accordance with federal regulations.

Compliance with this policy is mandatory. Failure to adhere to Clery Act requirements may result in institutional sanctions, disciplinary action, and potential civil penalties imposed by the U.S. Department of Education.

This policy operates in conjunction with other institutional policies, including those related to campus safety, Title IX, emergency management, and student conduct. Where conflicts exist, the requirements of the Clery Act shall prevail.

## **Policy Background**

Jeanne Clery was a 19-year-old Lehigh University freshman who was raped and murdered while asleep in her residence hall room on April 5, 1986. After her murder, it was discovered that students and families had not been informed of thirty-eight violent crimes that had occurred on the Lehigh campus in the three years prior to her death. In response, Congress enacted the **Crime Awareness and Campus Security Act of 1990** to increase transparency around campus crime and ensure students and employees were informed about campus safety.

### **1992 Amendments**

In 1992, Congress amended the Act to:

- Exclude campus law enforcement records from coverage under the **Family Educational Rights and Privacy Act of 1974 (FERPA)**.
- Incorporate the **Campus Sexual Assault Victims' Bill of Rights**, requiring campus security policies to address sexual offense prevention and to specify procedures for institutional disciplinary proceedings involving sex offenses.

These amendments became effective on **September 1, 1992**.

### **1998 Amendments**

In 1998, Congress expanded reporting requirements and formally renamed the law the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** in memory of Jeanne Clery.

## **2000 Amendment**

In 2000, a provision modeled after **Megan's Law** was added, requiring institutions to include in their annual security reports information on where students and employees can obtain data about registered sex offenders on campus.

## **2008 Amendments — Higher Education Opportunity Act (HEOA)**

The **Higher Education Opportunity Act of 2008** further expanded the Clery Act requirements to include:

- Expanded hate crime reporting categories.
- Disclosure of any inter-agency **Memorandum of Understanding (MOU)** with local law enforcement.
- New **emergency notification, response, and evacuation procedures**.
- A **missing student notification policy** for students residing in on-campus housing.
- Clarification of what constitutes **on-campus housing**.
- Reinforcement of **crime of violence/sex offense disciplinary procedure disclosure requirements**.

## **2013 Amendments — Violence Against Women Act (VAWA)**

The **Violence Against Women Reauthorization Act of 2013 (VAWA)** further amended the Clery Act. It affords additional rights and protections to victims of **sexual assault, domestic violence, dating violence, and stalking**. Institutions are now required to include in their annual security reports statistics for these offenses as reported to campus security authorities or local law enforcement, and to implement education and prevention programs addressing these crimes.

## **2024 Amendments — Stop Campus Hazing Act**

In 2024, the **Stop Campus Hazing Act** amended and renamed the Clery Act as the **Jeanne Clery Campus Safety Act**.

This amendment:

- Adds **hazing** as a reportable crime under the Act.
- Requires institutions to begin collecting data on hazing incidents starting in **2025** for inclusion in future **Annual Security Reports (ASRs)**.

- Mandates that institutions establish and publish policies regarding hazing prevention, reporting, and investigation processes.
- Requires **prevention and awareness programs** related to hazing.
- Directs institutions to create a **Campus Hazing Transparency Report (CHTR)** that publicly summarizes findings and outcomes of any student organization found responsible for hazing-related conduct violations.

## **Policy Review**

This policy shall be reviewed and revised as necessary every two (2) years or as necessary when revisions are made to the law.

## **Clery Definitions**

### **Annual Fire Safety Report (AFSR)/ Annual Security Report (ASR)**

A published report containing policy statements as well as fire statistics associated with each on-campus student housing facility, including the number of fires, cause of fires, injuries, deaths, and property damage, and inform all prospective students and employees about the availability of the report.

A published report containing safety and security related policy statements and crime statistics and distributed to all current students and employees. Schools must inform all prospective students and employees about the availability of the report.

The Annual Security Report and Annual Fire Safety Report shall be combined and published by October 1<sup>st</sup> each year.

### **Annual Fire Safety Report Components**

1. Description of each on-campus student housing facility fire safety system.
2. Number of fire drills held during the previous calendar year.
3. Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
4. Procedures for student housing evacuation in case of a fire.
5. Policies regarding fire safety education and training programs provided to the students and employees. In these policies, universities must describe the procedures that students and employees should follow in case of a fire.

6. For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
7. Plans for future improvements in fire safety, if determined necessary.
8. Fire statistics.

**Campus Community:** Refers to all students, faculty, staff, and visitors.

### **Campus Security Authority (CSA)**

Employees who, because of their function for the University, have an obligation under the Clery Act to notify the university of alleged Clery Crimes occurring on Clery Geography that are reported to them, or they may personally witness. A Campus Security Authority falls under one of the following categories per the Clery Act:

1. The Department of Police and Public Safety.
2. Any individual who has responsibility for campus security but who do not constitute a campus police department or a campus security department (i.e., an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official who has **significant responsibility** for **student and campus activities**, including, but not limited to, student housing, student discipline and campus judicial proceedings.

Common examples of Campus Security Authorities include (but are not limited to):

- Police and Security Personnel
- Athletic Directors and Coaches
- Faculty Advisors to Student Organizations
- Housing & Residence Life Staff
- Director of Student Conduct
- Director of Student Health
- Coordinator of Fraternity & Sorority Life
- Title IX Coordinators

## Clery Crime

There are five categories of crimes that MU is required to maintain and publish: (1) criminal offenses, (2) hate crimes, (3) Violence Against Women Act crimes, (4) arrests and referrals for disciplinary action and (5) Hazing Incidents.

Add note: The definitions of these criminal offenses come from the Uniform Crime Report, National Incident Based Reporting System, and state/local ordinances.

One (1) or more of the following major categories of crimes is reportable under the Clery Act:

- **Criminal Homicide**

These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

- a. **Murder or Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

- b. **Manslaughter by Negligence**

The killing of another person through gross negligence.

- **Sexual Assault (Sex Offenses)**

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- a. **Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- b. **Fondling (assault with sexual motives)**

The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- c. **Incest**

Non-forcible sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.

- d. **Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

- **Robbery**  
The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault**  
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary**  
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft**  
The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)
- **Arson**  
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Hate Crimes**

Hate crimes include all the criminal offenses with the addition of intimidation, vandalism, larceny, and simple assault. The additional crimes will only be counted in the Clery statistics if they are found to be motivated by hate/bias.

- **Larceny-Theft**  
The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Simple Assault**  
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated

bodily injury involving broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property**

To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

### **Hate Crime Bias**

Bias is a performed negative opinion or attitude toward a person or group or the property of any person or group of persons based upon the perception, actual or mistaken, that the person or group has one or more of the characteristics listed below.

- **Race**

A performed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

- **Religion**

A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being e.g., Catholics, Jews, Protestants, atheists.

- **Sexual Orientation**

A performed negative opinion or attitude toward a group of people based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

- **Gender**

A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity**

A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender

or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectation of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity**

A performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

- **National Origin**

A performed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

- **Disability**

A preformed negative opinion or attitude toward a group of people based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Although there are many possible categories of bias, under the Clery Act, only these eight categories are to be reported.

### **Violence Against Women Act (VAWA)**

The reauthorization of the Violence Against Women Act (VAWA) was an amendment to the Clery Act put into place in 2013. It expands the rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking.

- **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be based on the reporting party’s statement and consideration of the length of the relationship, the

type of relationship, and the frequency of interaction between the people involved in the relationship.

2. For the purposes of this definition –
    - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - ii. Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence**

A felony or misdemeanor crime of violence committed –

    1. By a current or former spouse or intimate partner of the victim.
    2. By a person with whom the victim shares a child in common.
    3. By a person who is cohabitating with, or has cohabited with, the victim as a spouse or intimate partner.
    4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - **Stalking**
    1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
      - i. Fear of the person's safety or the safety of others; or
      - ii. Suffer substantial emotional distress.
    2. For the purposes of this definition –
      - i. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
      - ii. A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## Arrests and Referrals

The university must disclose the number of arrests and the number of people referred for disciplinary action for the following law violations: (1) Weapons: Carrying, Possessing, etc.; (2) Drug Abuse Violations; and (3) Liquor Law Violations.

- **Carrying or Possessing Illegal Weapons**

It is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

- **Drug Law Violations**

Are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

- **Liquor Law Violations**

Are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Hazing:** means any *intentional, knowing, or reckless act* committed by one person (alone or with others) against another person or persons — *regardless of the willingness of the other person(s) to participate* — that:

1. **Occurs in the course of an initiation into, affiliation with, or the maintenance of membership in a student organization, and**
2. **Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of *physical or psychological injury* (beyond normal activities like athletic practice).**

Examples of actions that can qualify as hazing under this definition include (but are not limited to):

- Physical violence or harmful contact such as **whipping, beating, striking, electronic shocking, or placing harmful substances on someone's body.**
- **Causing, coercing, or inducing** sleep deprivation, exposure to the elements, confinement in small spaces, extreme calisthenics, or similar activities.
- **Causing, coercing, or inducing** another person to consume food, liquids, alcohol, drugs, or other substances.
- **Causing, coercing, or inducing** another person to perform sexual acts.
- Any activity that places another person in **reasonable fear of bodily harm** through threatening words or conduct.
- Any activity that involves or induces a person to commit **criminal violations of local, state, tribal, or federal law.**

This definition must be used for Clery compliance reporting (e.g., to categorize and disclose hazing incidents in the Annual Security Report and related transparency reports). For Methodist University's Anti-Hazing Policy please visit

<https://www.methodist.edu/wp-content/uploads/2025/07/anti-hazing25.pdf>

**Hazing Transparency Report:** The **Transparency Report** summarizes *adjudicated* findings where a recognized student organization was found responsible for a hazing violation, including details like the organization name, general description of the violation, and sanctions.

The **Campus Hazing Transparency Report** is distinct from the ASR.

### **Clery Geography**

Universities must disclose statistics for reported Clery Act crimes that occur: (1) on-campus and in on-campus student housing/residence halls, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that a university owns or controls that supports the educational goals. The definitions for these geographic categories are Clery Act-specific and are the same for every institution regardless of its physical size or configuration.

- **On-Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's education purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, which is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

- **Subset: On-Campus Student Housing/Residence Halls**  
Under the Clery Act, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics:
  - The total number of crimes that occurred on campus, including crimes that occurred in student housing; and
  - The number of crimes that occurred in on-campus student housing facilities as a subset of the total.
  
- **Public Property**  
All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus, or immediately adjacent to and accessible from the campus.
  
- **Non-Campus**  
Any building or property owned or controlled by a student organization that is officially recognized by the institution; or  
  
Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's education purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### **Short Stay Away/Frequently Used**

The Clery Act requires universities to annually disclose certain crime statistics that occur during university-sponsored or university-arranged domestic and international student trips. To comply with Clery reporting requirements for **non-campus property**, institutions must contact the appropriate local law enforcement agencies with jurisdiction over the lodging or locations used during these trips to obtain relevant crime statistics.

### **Daily Crime Log**

The Clery Act requires that the log contain the following information regarding each alleged incident: (1) the nature of the crime; (2) the date the crime was reported to Campus Police; (3) the date and time the crime allegedly occurred; (4) the General Location of the crime; and (5) the disposition of the complaint, if known. This log shall be published within two business days of the crime report and must be available to the public during business hours.

### **Daily Fire Log**

This log must contain records, by date reported, all fires in on-campus student housing facilities. This log shall be published within two business days of the fire report and must be available to the public during business hours.

## Emergency Events

Unusual situations that may adversely impact the University's ability to continue to provide services to clients, customers, patients, students, or the public or may place members of the campus community (including employees) at risk. Such conditions may include criminal acts of terrorism, fire, chemical spills, adverse or toxic odors, biological and public health threats, sustained loss of critical infrastructure (e.g., power, water, heat, and life safety systems), major public transit disruptions, and special directives or restrictions from public safety authorities.

## Emergency Notification System

A mechanism established for the purpose of and dedicated to enabling University officials to quickly contact or send messages to faculty, staff, students, and guests in the event of an emergency.

## Campus Alerts

To provide the campus community with information necessary to make informed decisions about their health and safety, universities must:

- Issue a **Timely Warning** for any Clery Act crime that represents an **ongoing threat** to the safety of students or employees.
- Issue an **Emergency Notification** upon the confirmation of a **significant emergency or dangerous situation involving an immediate threat** to the health or safety of students or employees occurring on the campus.

*Exception: Crimes that would otherwise be reportable but are reported to a licensed mental health counselor or pastoral counselor, in the context of a privileged (confidential) communication, are not subject to the timely warning requirement.*

## Missing Residential Student Notification

A notification issued to an emergency contact, and/or a parent/legal guardian and the local law enforcement agency by a designated University official when a student who lives in on-campus housing has been missing for 24 hours.

## Requirements of the Clery Act

To maintain a safe and secure environment for its students, faculty, staff, and visitors, Methodist University will comply with the provisions of the *Jeanne Clery Campus Safety Act* (Clery Act) as amended. The Clery Act requires all Title IV-funded Institutions of

Higher Education (IHEs) to report specified data on crimes/incidents occurring on and around their campuses - and other buildings/properties they own or control - and to provide other safety and crime information to the campus community.

**Requirements of the Clery Act:**

Specifically, Methodist University will:

1. Publish an Annual Security and Fire Safety Report
2. Identify, Notify, and Train Campus Security Authorities (CSAs)
3. Disclose Crime Statistics
4. Issue Timely Warnings
5. Issue Emergency Notifications
6. Maintain a Daily Crime Log
7. Provide Programs/Campaigns
8. Respond to Reports of Missing Students
9. Compile, Report, and Publish Fire Data
10. Maintain a Daily Fire Log
11. Maintain public Hazing Transparency Report (5Years)
12. Retain Clery Records for 7 years
13. Conduct Policy Review

**Publish an Annual Security and Fire Safety Report (ASF SR)**

By October 1<sup>st</sup> each year, Methodist University will publish an Annual Security Fire Safety Report documenting the three previous calendar years of Clery crime statistics, security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault. All crime statistics must be provided to the U.S. Department of Education (ED) by the established deadline.

This report must be made available to all current students, faculty, and staff. In addition, prospective students, faculty, and staff must be notified of the Annual Security/Fire Safety Report's existence and provided with a copy upon request. Paper copies of the report will be available on request from the Department of Police and Public Safety. In addition, the University will publish links to the Annual Security/Fire Safety Report on the university website.

**Identify, Notify, and Train Campus Security Authorities**

The University has identified positions which meet or exceed the definition of a Campus Security Authority on an ongoing basis and notified individuals in these roles of their obligations under the Clery Act to report all Clery Crimes that they witness, or are reported to them, which may have occurred in a Clery-reportable location to campus law enforcement immediately by calling 910-630-7098.

The Clery Act requires that all Campus Security Authorities complete training and a yearly reminder on their responsibilities and reporting requirements under the *Clery Act*. The University will provide this training as well as a form or other mechanism for submitting a Campus Security Authority report.

In following the guidance of the Clery Act regarding Campus Security Authority identification, training and responsibilities, Methodist University continues to prioritize safety and reporting.

Under this policy, all individuals with security-related responsibilities or those who have significant responsibility for student and campus activities are required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

At Methodist University, individuals and groups designated as **Campus Security Authorities (CSAs)** include, but are not limited to:

- The President and Vice Presidents
- Police and Public Safety personnel
- Athletics staff, including coaches and student workers
- Campus Recreation staff
- Title IX personnel
- Office of the General Counsel
- Health Services staff
- Engagement and Belonging staff
- Religious Life staff
- Residence Life staff, including professional staff and Resident Assistants (RAs)
- Student Entertainment staff
- Faculty members who have responsibilities for students outside of the classroom

These individuals are required to report Clery-reportable crimes that are disclosed to them in accordance with federal regulations and institutional procedures by contacting Police and Public Safety immediately at 910-630-7098.

In addition to notifying campus law enforcement, the Campus Security Authority should submit a Campus Security Authority report that can be found under Forms and Documentation on their muportal. All reports of crimes will be investigated. Resident Assistant Campus Security Authority reports are found on their muportal. If a Campus Security Authority is not able to access their portal, the reporting form can also be found at <https://www.methodist.edu/life-at-mu/public-safety-security/clery-act/> under the Important Links.

Each employee who has been identified as a Campus Security Authority will receive an Advisement/Designation letter making them aware of their designation as a Campus

Security Authority. All Campus Security Authorities will be given the required training at the beginning of their employment using the university designated course management system, email presentation or in-person training.

Each year all returning Campus Security Authorities will be sent an Acknowledgement Form reminding them of their obligation to report all Clery crimes immediately, which must be completed and returned to Public Safety to be filed and maintained as required by the Clery Act.

The only exemption to Campus Security Authority (CSA) reporting requirements at Methodist University applies to **Licensed Professional Counselors and/or Pastoral Counselors** when they are **acting within the scope and authority of their professional license or clerical role**.

When functioning in the capacity of a **licensed counselor or clergy member**, these individuals are not required to report Clery-reportable crimes disclosed to them during confidential counseling sessions. However, if such individuals receive information outside of their counseling or pastoral role, they are considered Campus Security Authorities and are required to report Clery-reportable crimes in accordance with the Clery Act.

### **Short Stay Away/Frequently Used-Related Clery Travel**

Pursuant to the Clery Act, Methodist University is required to disclose, on an annual basis, certain reported crime statistics that occur during university sponsored/arranged domestic and international student trips. **Community members who are administratively responsible for domestic and international student trips are expected to report student trip information to the Public Safety office for compliance.** (See section of Campus Security Authority requirements)

### **Clery Reportable Travel**

Not all student trips need to be reported. For trips to be reportable, student trips must meet certain requirements. The University must have control over the trip or program accommodations and any related academic space used in conjunction with the trip. Control, as defined by the Clery Act, means that there is a written agreement (no matter how informal) directly between the University and the end provider for use of space.

In addition, the controlled space must be used in direct support of, or in relation to, the institution's educational purposes and frequented by students. Some examples of a written agreement include renting hotel rooms, leasing apartments, leasing space in a student housing facility or academic space on another campus, and even an e-mail agreement for the use of space free of charge. Hostels are not normally reportable

unless the written agreement gives the University control over the space within the accommodation.

Information collected should include:

- Location Name and Address
- Dates of Stay
- Students/Employee traveling
- Rooms

### **Why is this information needed?**

Information on qualifying student trips is needed by the Public Safety Office for follow-up with the local law enforcement agency associated with the trip location. A request will be sent to the trip location law enforcement agency with jurisdiction to determine if any Clery Act qualifying crimes (occurring during the trip time frame and at the University arranged accommodation and/or related academic space) were reported to local law enforcement.

### **CSA Travel Report Form**

The form is to be completed for any college-related overnight travel, domestic and overseas, that includes students in athletics, academics, clubs/organizations, etc. The federal Clery Act law requires that institutions track what is known as “non-campus” property and report certain crimes that occur at those locations. Non-campus property includes property that Methodist University controls on a short-term basis if there is a written agreement for the property, the property is frequented by students, and it is used to further Methodist University’s educational mission. Methodist University is required to reach out to the local law enforcement agencies with jurisdiction over non-campus property and request crime statistics for the dates and times when Methodist University controls the space. Methodist University must provide the statistics, if any, to the federal government and publish them in the Annual Security and Fire Safety Report.

Please submit the form AFTER your trip to ensure you have complete information, including specific rooms/suites occupied. If you have questions, please contact the Methodist University Public Safety Office at [jbird@methodist.edu](mailto:jbird@methodist.edu). The form can be found at <https://www.methodist.edu/life-at-mu/public-safety-security/clery-act/>. (See Appendix 7)

### **Guidelines for Travel**

Trip Accommodation and/or Academic Space Usage Agreement	Student Trip Accommodation	Length of Student Trip	Clery Act Reportable
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<b>The University has a written, email, or verbal agreement with a third party to arrange trip accommodation and/or academic space for the use of the accommodations or space.</b>	The same accommodation is used every year or more frequently.	1 night or more	Yes
<b>The University has a written, email or verbal agreement with end provider for trip accommodations and/or academic space for the use of the accommodations or space.</b>	You don't anticipate using the same accommodation every year.	2 or more nights	Yes
<b>University sponsored trip</b>	None	Day trip	No
<b>Student organized only or private trips – no university written, email, or verbal agreement.</b>	Student arranged	1 night or more	No

## **Disclose Crime Statistics**

Crime Statistics for incidents that occur in Clery-reportable locations must be disclosed.

The Clery Act requires reporting of crimes in the following categories:

1. Murder
2. Manslaughter
3. Rape
4. Fondling
5. Incest
6. Statutory Rape
7. Robbery
8. Aggravated Assault
9. Burglary
10. Motor Vehicle Theft
11. Arson

Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

The *Violence Against Women Reauthorization Act (VAWA)* requires collecting and disclosing the following crime categories:

1. Dating Violence
2. Domestic Violence
3. Stalking
4. Sexual Assault (Rape, Fondling, Incest, Statutory Rape)

In addition to the Clery Act crimes, statistics must be gathered for the following categories of arrests or referrals for disciplinary action if an arrest was not made:

1. Liquor Law Violations
2. Drug Law Violations
3. Weapon Law Violations
4. Hazing Violations

## **Timely Warnings**

The purpose of this policy is to ensure the issuance of timely warnings regarding crimes posing a **serious or ongoing** threat to the campus community. This policy complies with the Jeanne Clery Campus Safety Act (Clery Act) by establishing procedures for the university regarding the circumstances and delivery of warnings of serious or on-going threats (see 20 USCA section 1092; 34 CFR 668.46(e)).

“The Clery Act requires you to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes.” “All Title IV institutions, without exception, are subject to the timely warning regulation.” (The Handbook for Campus Safety and Security Reporting)

Timely warnings are provided to notify students, faculty, and staff of certain crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A timely warning also seeks information that may lead to the arrest and conviction of the offender when violent crimes against people or substantial crimes against property have been reported.

Timely warnings include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. Timely warnings also include other available information that the university determines will help members of the campus community protect themselves, ranging from descriptive information about suspects to tips on deterring theft. The content and amount of information varies depending on the nature of the threat, the amount of information available without the risk of compromising law enforcement efforts, and other factors.

The decision whether to send a timely warning will be determined by using a timely warning matrix on a case-by-case basis in consideration of the following factors: the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

The Department of Police and Public Safety will complete the timely warning matrix, that information will then be forwarded to the President or their designee. The President or their designee will decide based on the timely warning matrix if a timely warning is necessary.

Timely warnings will be communicated in accordance with the policies and regulations maintained by the Department of Marketing and Communications. Timely warnings will be made through campus wide e-mails sent to students and employees. This is done to reach as many people as possible and to ensure that the community has been advised about the crime and steps to take to ensure their own safety.

*Exception: Crimes that would otherwise be reportable but are reported to a licensed mental health counselor or pastoral counselor, operating under the scope and authority of their license, are not subject to the timely warning requirement.*

## **Emergency Notifications**

The university is required to inform the campus community about a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of the university students, faculty, employees, and visitors occurring on or near grounds. This expands upon the definition of “Timely Warning” to include both Clery Act crimes and other types of emergencies or events (weather-related or otherwise) that pose an **imminent or impending threat** to the campus community. Emergency events may be localized; therefore, notifications may be distributed specifically to the segment of the campus community deemed to be at risk.

The campus community will be notified by the University’s emergency warning notification system if a major emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on or near campus, unless in the professional judgement of the responsible authorities, the notification will compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

The major emergency or dangerous situation will normally be confirmed by MUPS personnel prior to alerting the campus community. The decision as to whether an emergency exists rests with the on-duty Department of Police and Public Safety shift or higher-level authority.

Upon confirmation by the Department of Police and Public Safety of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus the on-duty shift will, without delay, determine the appropriate message for distribution and initiate the notification process. If activation of the emergency notification system would compromise efforts to assist a victim, contain

the emergency, response to the emergency or otherwise mitigate the emergency, the on-duty shift may delay activation of the system.

Examples could include Armed Assailant, Severe Weather, Gas Leak, Bomb Threat, Terrorist Incident, Civil Unrest, Explosion, or any other incident that poses a significant and immediate threat to the safety of persons on campus.

MUPAWS warning notifications are designed to warn Methodist faculty, staff, and students by activating some or all MUPAWS layers. These include sirens, desktop activation, alert beacons, digital signage, mobile app, or email. MUPAWS contains numerous pre-scripted messages that may be utilized during an emergency. Additional messaging may be developed based on the circumstances at the discretion of the incident commander. Each decision will be made on a case-by-case basis and determination about whether to act or not will be documented.

Emergency messages will include the information: topic of alert, appropriate safety recommendations and any relevant and essential information.

The university also must have emergency response and evacuation procedures in place specific to its on-campus facilities. A summary of these procedures must be disclosed in the Annual Security/Fire Safety Report. Additionally, the emergency response procedures must be tested at least once, annually. All emergency response procedure tests and/or exercises must be documented with a description of the test/exercise, the date and time the test was initiated and concluded, and whether the test was announced or unannounced.

## **Daily Crime Log**

The Department of Police and Public Safety will create and maintain a public log of all crimes reported to the department that occurred on property owned, leased, or rented by the University.

The daily crime log must include the nature, date, time, general location, and disposition of each reported crime. The crime log also includes a column for case numbers, which is not required by law, but which aids in recording and tracking a crime report.

All entries must be added to the daily crime log within two business days of the report. The log will be made available for public inspection at the Department of Police and Public Safety. The current daily crime log will show at a minimum, the last 60 days. Must be maintained for seven calendar years.

Requests for public inspection of daily crime log entries beyond the most recent sixty calendar days must be made in writing and will be made available within two business days of the request.

MU combines the Daily Crime Log and the Daily Fire Log into one document.

## **Programs/Campaigns/Educational Sessions**

MU shall at minimum annually conduct programs designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others. Program topics include, but are not limited to, campus security procedures and practices; personal safety and security; alcohol and narcotic abuse and prevention awareness; crime prevention; and fire safety.

In accordance with the Violence Against Women Act *Amendments* to the *Higher Education Act (HEA)*, MU shall at minimum annually conduct programs designed to prevent dating violence, domestic violence, sexual assault, and stalking. These programs should be comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. Under *the* Violence Against Women Act, these programs are required to be culturally relevant; inclusive of diverse communities and identities; sustainable; responsive to community needs; informed by research or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Violence Against Women Act also requires these programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs. These presentations also discussed the meaning of consent within the context of sexual relations, guidance to help avoid being victimized, bystander intervention techniques, reporting options (confidential and non-confidential), steps to take in the aftermath of an offense, evidence preservation and medical, counseling, and advocacy resources for survivors. These presentations will continue and will be supplemented by programs such as Take Back the Night, and the "It's On Us" intervention and advocacy campaign.

Hazing prevention is on-going throughout the year through Athletics, Fraternity and Sorority Life as well as other student organizations. Athletics as a anti-hazing video that each student athlete is required to watch and they must sign an agreement concerning hazing as part of their eligibility process. Fraternity and Sorority Life organize discussions surrounding hazing, reporting, awareness and prevention each semester. Greek Speak has monthly anti-hazing reporting and awareness sessions. The Greek Council participates in Hazing Prevention Week with multiple events/training throughout that week.

Primary prevention programs are defined as programming, initiatives, and strategies intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality; encourage safe bystander intervention; and seek to change behavior and social norms in healthy and safe directions.

Awareness programs are defined as community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration. These programs must be made available to all current and incoming students, faculty, and staff of the University.

## **Responding to Reports of Missing Students**

If a Methodist University residential student has been missing from campus for 24 hours, a police report must be made with the Methodist University Campus Police.

Any designated Campus Security Authority who receives information that a residential student has been missing for 24 hours must immediately confirm that a missing person report has been made to the Campus Police. If the missing student is under the age of eighteen, the student's parents or legal guardian will also be notified.

The Department of Police and Public Safety will make every reasonable effort to locate a student, visitor, faculty, or staff member who is reported as missing from the campus. To file a report regarding any person believed to be missing from Methodist University campus, you must come to the Department of Police and Public Safety or request for an officer to come to your location on campus.

There is no requirement that a person be missing for 24 hours or more before a police report can be filed. Prompt reporting is always appropriate. Campus police will collaborate and share information regarding missing persons with other law enforcement agencies.

All students living in on-campus housing facilities have the option to register a "confidential contact" to be notified in the case that the student is determined to be missing. Only authorized university officials and law enforcement officers involved in the missing persons investigation will have access to this information. Students who elect to utilize this option may contact the Department of Residential Life to document their confidential contact information.

The Department of Public Safety shall investigate all reports of missing students and will notify and cooperate with other law enforcement agencies, as necessary, to further the investigation.

## **Compile, Report, and Publish Fire Data**

The *Higher Education Opportunity Act of 1998 (HEOA)* amended the Clery Act to include fire statistics. Methodist University Department of Police and Public Safety will produce an Annual Fire Safety Report (AFSR). Each facility must be identified in the statistics by name and street address, regardless of whether any fires have occurred.

Additionally, a description of the student housing fire safety systems in each facility included in the Annual Fire Safety Report. These descriptions should include mechanisms (i.e., alarms, fire extinguishers, fire sprinklers, posted evacuation routes, etc.) or systems related to the detection, warning, and control of a fire.

## **Daily Fire Log**

The Department of Police and Public Safety will create and maintain a fire log. A fire shall not be limited to fires occurring at the time of discovery but shall include those already extinguished prior to discovery.

The log must be available for public inspection. It must be updated within two business days, show the most recent 60 days, and be archived for seven years.

The information that must be recorded on the Fire Log is date reported, case number, nature of fire, date and time of the fire, and the general location of the fire. The required information is included in the Annual Fire Report, which is combined with the Annual Security Report.

## **Retention of Clery Related Records**

The supporting records used in compiling the Annual Security and Fire Safety Report shall be retained for seven (7) years from the latest publication of the report to which they apply.

Records to be kept include, but are not limited to: copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Security Authorities; correspondence with the Department of Education (ED) regarding Clery Act compliance; and copies of notices to students, faculty, staff, and employees about the availability of the Annual Security and Fire Safety Report. All documentation should be dated and filed accordingly.

## **Responsibilities for Clery**

1. The ***Department of Police and Public Safety*** is responsible for:

- Monitoring the University's compliance with the Clery Act.
- Updating the requirements in this policy as necessary when the federal legislation has been amended.
- Annually reviewing geographic categories for inclusion.
- Establishing a procedure for processing instances of short-stay away trips to designate a Campus Security Authority to disclose any Clery crimes reported during the trip to be included in the Annual Security Report.
- Identifying those positions with Campus Security Authority responsibilities and notifying those individuals.
- Maintaining a list of University Campus Security Authorities.
- Developing procedures for reporting crime statistics by Campus Security Authorities.
- Educating and training Campus Security Authorities.
- Publishing the Annual Security Fire Safety Report and disclosing statistics of Clery crimes reported over the past three years.
- Annually, requesting crime statistics from local law enforcement with jurisdiction over the University's Clery geography.
- Serve as the record custodian for all Clery Act associated records.
- Maintaining and publishing University policies and procedures addressing campus security and safety; and
- Submitting the crime and fire statistics to the U.S. Department of Education.
- Reporting crime statistics (as specified in the Clery Act).
- Recommend the need for a Timely Warning alert to the campus community about Clery crimes.
- Issuing Emergency Notifications to the campus community about emergency situations.
- Investigating all reports of missing students by notifying and cooperating with other law enforcement agencies, as necessary.
- Testing of the emergency notification system.
- Providing paper copies of the Annual Security and Fire Safety Report upon request; and
- Maintaining the Daily Crime and Fire Logs.
- Coordinating Emergency Notifications to the campus community when deemed necessary and appropriate; and
- Conducting an annual emergency alert exercise.
- Maintain and update Hazing Transparency Report
- Obtain information from campus-wide departments and offices that pertain to Clery Act-related educational programs and safety awareness programs.

2. **Campus Security Authorities** are responsible for:

- Understanding the requirements of the Clery Act pertaining to reportable crimes to Campus Law Enforcement.
  - Undergoing required training and education.
  - Reviewing/Signing an acknowledgement of responsibilities every year.
  - Immediately reporting Clery/all crimes witnessed or reported to them to Campus Law Enforcement at 910-630-7098.
3. The **Office of the Dean of Students/Student Affairs** is responsible for:
- Understanding the requirements of the Clery Act pertaining to reportable crimes to Campus Law Enforcement.
  - Undergoing required training and education.
  - Reviewing/Signing an acknowledgement of responsibilities every year.
  - Immediately reporting Clery/all crimes witnessed or reported to them to Campus Law Enforcement at 910-630-7098.
  - Providing statistics and access to all disciplinary hearing/hazing incident records/reports to Public Safety for submittal to the Annual Security Report/Fire Safety Report.
  - Work with students to promote adherence to the Student Code of Conduct in minimizing behavior that is inconsistent with the essential values of the University community.
  - Oversee students conduct hearings.
  - Provide victims with information.
  - Protect victims by providing interim steps during every step from reporting to conclusion of the case.
  - Support/listen to victim throughout process.
  - Retain supporting documentation to these responsibilities.
4. The **Title IX Coordinator** is responsible for:
- Understanding the requirements of the Clery Act pertaining to reportable crimes to Campus Law Enforcement.
  - Undergoing required training and education.
  - Reviewing/Signing an acknowledgement of responsibilities every year.
  - Immediately reporting Clery/all crimes witnessed or reported to them to Campus Law Enforcement at 910-630-7098.
  - Providing information for the Annual Security Report on victims' rights and advocacy.
5. The **Office of Admissions** is responsible for:

- Notifying and providing the on-line location of the Annual Security/Fire Safety Report and a brief description of the report to prospective or current students; and
- Providing a paper copy of the Annual Security/Fire Safety Report upon request to a prospective or current student.

6. **Office of Human Resources** is responsible for:

- Understanding the requirements of the Clery Act pertaining to reportable crimes to Campus Law Enforcement.
- Undergoing required training and education.
- Reviewing/Signing an acknowledgement of responsibilities every year.
- Immediately reporting Clery/all crimes witnessed or reported to them to Campus Law Enforcement at 910-630-7098.
- Notifying and providing prospective faculty and staff with the online location of the Annual Security/Fire Safety Report and a brief description of the report.
- Providing a paper copy of the Annual Security/Fire Safety Report upon request to a prospective or current faculty or staff member.

## **How to Report a Crime**

To report a crime or other emergency 24-7-365, call the Department of Public Safety at 910-630-7098. A University Campus Police and / or Public Safety Officer will respond, based upon the nature of the call. Two other options to report a past criminal activity are: Campus Crime Stoppers line at 910-630-7287 or online through Silent Witness at [witness@methodist.edu](mailto:witness@methodist.edu).

Or you can also dial 911, for any significant emergency or dangerous situation that may pose an immediate or on-going threat to the health and safety of the campus community. Please also notify the Methodist University Department of Public Safety at 910-630-7098 as soon as possible.

When you call, a Public Safety Telecommunicator will request specific information and contact additional personnel such as fire and rescue when required. Crimes reported to the Methodist University Department of Police and Public Safety will be assessed for timely warning notification and potential inclusion in the annual statistical disclosure.

### **Crime Stoppers**

The object of the Methodist University Crime Stoppers Program is to provide the community with an incentive to help the Department of Police and Public Safety reduce and prevent crime. If you have information regarding a crime that has taken place, or

other suspicious activity, please call: 910-630-7287. Remember, we want your information, not your name!

### **Silent Witness**

To complement our Crime Stoppers Program, the Department of Police and Public Safety has implemented the Silent Witness Program. Like the Crime Stoppers Program, the Silent Witness Program allows an individual to report a crime in an anonymous manner. The individual can do this from the privacy of any computer on or off campus. Submission of the information is completely confidential. However, with this program, you have an option as to whether you wish to provide your contact information. Any individual can send an e-mail directly to: [witness@methodist.edu](mailto:witness@methodist.edu).

### **Methodist University Public Alert Warning System (AlertAware App)**

As part of the emergency notification system app, students, faculty, and staff can utilize the “Call Public Safety/Report an Incident” from their smart phone. The individual can do this by opening the app and either click on the “Call Public Safety” or click on the “Report an Incident.” If an individual clicks on the “Call Public Safety” they will be able to speak directly with an officer. Under “Report an Incident” the individual will have a selection of types of incidents that they are able to report to Public Safety and will be able to chat one on one with a Public Safety officer.

### **Voluntary and Confidential Reporting**

Victims of crime who wish to file a report but do not want to be identified or pursue additional services through the university or the crime justice system, can file a voluntary and confidential report. Silent Witness is available on the Methodist University Police and Public Safety website at <http://www.methodist.edu/silent-witness>.

This form may be used to submit any information regarding any crime, suspicious person, and/or activity that has occurred on or off campus. Whatever information is provided will go directly to the Department of Police and Public Safety. Someone could also utilize Crime Stoppers at 910-630-7287.

Submitting this report will generate a future report/investigation. Any information provided is confidential and providing your contact information is optional. Officers will not respond to the submission of this report. Any individual can send an e-mail directly to: [witness@methodist.edu](mailto:witness@methodist.edu).

If your concern is causing an ongoing health or safety concern, please contact the Department of Police and Public Safety by calling 910-630-7098, or if it concerns campus housing, please contact the Housing Staff to assist you. In case of an emergency please call 910-630-7098 or 911 immediately so that officers can respond to your needs.

As allowed by the Clery Act, clergy and professionally licensed counselors can be used as a confidential source. These reports are not reported to the Department of Police and Public Safety and are not included in the campus crime statistics or for the purpose of a timely warning consideration.

## **Reporting and Support Resources for Survivors of Sexual Violence**

**Procedures To Follow If a Sexual Assault Occurs** – Any person who believes that an act of sexual violence has been committed against him/her should report what happened immediately. If the offense occurred on campus, the survivor should notify the Department of Police and Public Safety at 910-630-7098. If the offense occurred off campus, the survivor should file a report with the appropriate law enforcement agency. If the person is unsure, the Department of Police and Public Safety will assist you with navigating what should be done.

While conducting the investigation, Methodist University will take all reasonable measures to protect the identity of survivors of sexual violence. Methodist University will not identify survivors of sexual violence in any public record.

**Recommendations for Survivors in the Aftermath of Sexual Violence** – Biological, medical, and physical evidence should be collected and preserved as soon as possible. The collection and preservation of such evidence does not require a survivor to publicly identify themselves or decide whether to press charges against the perpetrator.

To preserve evidence survivors of sexual violence are advised not to bathe or shower, use the bathroom, change clothes, or comb/brush hair before speaking with a law enforcement officer, medical professional, or survivor advocate.

Survivors should also not disturb anything in the location where the assault occurred, if safe, remain in the general location where the assault took place until police arrive. Survivors should contact a friend for assistance and support.

**On Campus Support Resources** – The Well (Counseling and Medical Services) 910-630-7164, Campus Ministries 910-630-7157.

**Off Campus Support Resources** – Rape Crisis 910-485-7273, Cape Fear Valley Medical Center 910-615-4000, National Sexual Assault Hotline 800-656-4673, Family Violence Prevention and Care Center 910-677-2528, Methodist University Employee Assistance Program 910-829-1731.

## **Law Enforcement Authority of University Police and Public Safety**

Methodist University Campus Police Officers are fully empowered to enforce North Carolina criminal and traffic laws in addition to all federal criminal laws on university

property, as well as on all adjacent streets and highways. In addition, they patrol in vehicles and on foot, investigate crimes and vehicle crashes, and respond to calls for service.

Methodist University Public Safety Officers have full authority of the university to enforce university rules, regulations, and policies on university property. University Public Safety Officers do not have the authority to arrest but will uphold state and federal law during the performance of their duties.

The Methodist University Department of Police and Public Safety maintains a Mutual Assistance Agreement with the Fayetteville, NC Police Department. Campus police also partner directly with the Fayetteville Police Department and other local, state, and federal law enforcement agencies as necessary in the investigation of crimes.

## **Response to Crime Reports**

Methodist University encourages prompt reporting of crimes and suspicious activity. Reports will be investigated to the fullest extent possible.

Upon receiving a report of a crime(s), suspicious activity or any emergency, the initial police actions will be focused on ensuring the safety of all persons involved in the incident and across the Methodist University community. Subsequently, the responding officer will complete the required law enforcement reports and conduct interviews with all the available witnesses to obtain information about the incident.

Once the written report is submitted to the designated Investigator, they may also reach out to all those involved to gather additional information for the investigation.

Copies of crime incident reports filed by Campus Police may be obtained at the Department of Police and Public Safety during regular business hours (Monday-Friday 8:00 am – 5:00 pm excluding holidays and other university closure scheduled days. Such copies of criminal incident reports will contain only information designated for public release under N.C.G.S 74G-5.1.

Additionally, crime reports may be made available to other university administrators as appropriate to inform them of an emergency, criminal incidents, or where concerns exist for the safety, health, and welfare of the university community.

## **Access to and Security of Campus Facilities**

**Instructional and Administrative Facilities:** Vice Presidents or their assigned designee may request keys to the facilities under their control for employees. Instructors or employees whose duties require unlimited access to a building must acquire authorization from the Vice President in control of that facility prior to being

issued a key. Public Safety personnel may provide access for employees without keys. Positive identification is required.

University Police and Security Officers patrol campus grounds and buildings before, during and after normal operating hours. While patrolling, the officers also look for damage to security hardware, non-functioning lights, and other safety and security issues. An officer is also stationed at the front access point monitoring vehicular and foot traffic of individuals accessing campus.

**Athletic Facilities:** Security policies pertaining to major athletic and entertainment events held in University athletic facilities are under the direction of the Athletic Department in close coordination with the Department of Public Safety.

**Residence Life Facilities:** Exterior and interior residence hall doors equipped with locks should be kept secure at all times. Each student is issued a key or an access card to access their residence hall and their residence hall room. Keys remain the property of the University and are issued at the beginning of the semester and must be returned when the student leaves for the semester or withdraws from school. Students who lose their keys or do not return them at the end of the semester are charged for rekeying room and/or suite door locks.

The campus identification card (ID Card) remains the property of the University and are programmed to serve as an access card for residence halls with electronic access control. ID cards are issued at the beginning of the student's freshman year. Should a student lose their card it should be reported immediately so that the access can be disabled. When a student leaves the University, all access is removed.

University Police and Public Safety Officers conduct random patrols of the exterior areas of residence halls.

## **Security Considerations in the Maintenance of Campus Facilities**

**Athletic, Academic and Administrative Facilities and Grounds:** The Department of Police and Public Safety is responsible for the patrol of all athletic, academic, and administrative facilities as well as the exterior grounds of the University. All observed safety, maintenance or repair issues are promptly communicated to Methodist University Maintenance via formal Work Orders or to other appropriate entities.

**Residence Life Facilities:** Resident students are responsible for notifying Methodist University Facilities Maintenance via the online Resident Student Work Order System when their living space or other campus residential facilities are in need of maintenance or repair. Residential students should submit a request, but may also inform, and seek assistance from, their Residential Coordinator, the

Director of Housing and Residence Life or the Assistant Director of Housing and Residence Life. In addition, any safety, maintenance or repair issue observed by members of the Department of Public Safety are promptly communicated to Methodist University Maintenance via Work Orders.

When work orders are received, Methodist University Maintenance will assess the request and schedule the necessary maintenance or repair. After-hours emergency repairs are reported to the Department of Public Safety. Upon receipt of the request, the on-duty Public Safety Officer will investigate the request and initiate the call-back of appropriate Maintenance personnel.

## **Campus Security and Crime Deterrence Programs**

Police and Public Safety partners with the divisions of Student and Academic Affairs to educate the community members and guests on emergency preparedness, fire and life safety, property and violent crime deterrence, and other topics when requested.

Members of the Police and Public Safety team provide safety advice and instructions to the community upon request. Popular services are: ReportIt (formally known as Operation ID), See Something, Say Something Campaign, Crime Stoppers, Silent Witness and RAD.

**Operation ID/ReportIt** – this program allows community members to enter information on their valuables into a secure database, this will assist law enforcement in locating and returning the property if found. It is available to students throughout their career at the university.

**See Something, Say Something**-a nationwide philosophy originated with the Department of Homeland Security as an awareness tool to educate people on how to notify local law enforcement about terrorist activity or possible crimes related to terrorism. The idea is that it takes everyone in a community having awareness and the know how on communicating to local law enforcement about crimes or the suspicion of a crime to keep everyone safe. The Department of Public Safety uses/teaches the same philosophy in keeping the University safe.

**Crime Stoppers** [910.630.7287](tel:910.630.7287) - This number reaches the Campus Crime Stoppers Hotline. Crime Stoppers callers are able to remain anonymous by calling the hotline number and recording their “tip”. Should the caller desire a monetary reward, they must call back during business hours. Callers will then receive a unique code number that will be used as an identifier, thus maintaining anonymity throughout the investigation.

**Silent Witness Program** - Like Crime Stoppers, Silent Witness provides yet another channel for a person to anonymously report a crime or provide information

to help solve a crime. Simply click on the link for the [Silent Witness](#), fill out the form and submit.

**RAD (Rape Aggression Defense)**- Classes provide women with the training and confidence to help ward off and escape an attacker. Classes are held periodically throughout the year. Interested female faculty, staff or students should contact the University Police and Public Safety Department at **910-630-7149** for more information.

**Active Shooter Awareness** – At a minimum of 2 scheduled in-person informational sessions per semester. Additional sessions scheduled upon request. Resources are also available to each member of the community through their portal.

### **Additional Public Safety Services**

The Department of Police and Public Safety also offer additional services that are listed below.

**Methodist University Public Alert Warning System (MUPAWS)** - MUPAWS (Methodist University Public Alert Warning System) is Methodist University's emergency messaging system. This free service allows students, faculty, and staff to receive campus emergency messages via taking over all campus computers, all digital signage around campus, breaking through to all on campus TV stations, mobile app, beacons (at least one in each building), text to speech module and high-power speaker system notification. All community members are strongly urged to download the app from the app store (AlertAware).



Police and Public Safety are responsible for testing and coordinating drills using the MUPAW System at least once a semester as required by law.

**Parking Credential / ID Card Services** - Student, faculty, and staff parking credentials and campus identification cards are issued at the Public Safety Office Monday – Friday from 8:00 a.m. – 5:00 p.m. excluding holidays. Fees for these services are listed in the Student Handbook and must be paid at the Student Accounts Office, which accepts cash, checks, credit, and debit cards or via the My Methodist University online portal. The receipt for payment must be presented at the Public Safety Office unless paid online.

**Lost and Found** - The Department of Police and Public Safety is the central repository for campus lost and found items. Items may be retrieved during business hours only

(Monday – Friday, 8:00 a.m. – 5:00 p.m. excluding holidays). Unclaimed property is disposed of in compliance with applicable state laws after 30 days.

**Motor Vehicle Assistance** - University Police Officers aid by jump-starting dead vehicle batteries and will provide access to a phone to summon additional assistance. The operator or owner of the vehicle must sign a liability waiver prior to battery jump-start being provided.

**University Vehicle Driver's Certification Program** - Community members who wish to operate a Methodist University vehicle must be at least 21 years of age, have at least 5 years driving experience, and consent to a check of their complete driving record. Applicants will be required to complete a U.S. DOT-approved medical examination (at university expense) if they will be driving passengers. All drivers must also attend a driver certification class through the university insurance company and complete the designated test regardless of the type of vehicle they will be driving.

**Security Escort Program/Student Needs and Assistance Program** - Escorts are provided by Police and Public Safety Officers on campus at any time upon request. To request a safety escort, call **910-630-7098**.

## **Fire Safety and Reporting**

**Safety**- Smoking is strictly prohibited inside all campus buildings and is not permitted within fifty feet of any entrance or open window to any building. Smoking is also prohibited in all university vehicles.

Open flames, candles and incense are prohibited in any campus buildings.

UL approved extension cords and power strips are allowed. Extension cords should only be used for temporary use and removed immediately after use and should never be plugged into a power strip. Power strips should never be used in conjunction with extension cords or other power strips.

Gas grills, electrical grills, charcoal grills, halogen lamps, hot plates, toaster ovens, space heaters and any other appliance with an open coil are prohibited inside all campus residential facilities.

**Evacuation Procedures** – Evacuation routes are posted on every floor of campus buildings. Building occupants must evacuate immediately when they hear any fire alarm sounds. Do not use elevators. Try to stay away from or below any smoke cloud. Exit the building and move at least 300 feet away from the incident. Do not reenter the building until it is deemed safe by emergency responders.

For residential facilities, Housing and Resident Life staff conduct a minimum of two fire evacuation drills per semester in each facility. The Department of Police and Public Safety assists Housing during the fire drills.

All residential/academic facilities are equipped with fire detection and alarm systems. All residential facilities are equipped with fire extinguishers, and some are equipped with fire suppression sprinkler systems.

The University conducts at least one fire evacuation drill per semester in each administrative and academic building.

Tampering with or abuse of any fire detection equipment or any fire suppression equipment is strictly prohibited and may result in disciplinary action under the Code of Student Conduct in addition to crime charges.

### **Online Registry of Sex Offenders and Predators**

This information is made available for the purposes of protecting the public, for keeping them informed and for allowing them to take proactive measures to ensure safety in their communities. The State of North Carolina requires certain convicted sex offenders and predators to register with the Sheriff's Office in the county they reside in. This list can be found on the following web site which is maintained by the NC Department of Justice: <https://sexoffender.ncsbi.gov/>. This link is also available on the Methodist University Department of Police and Public Safety web page.

### **System Testing, Maintenance and Exercises**

Employees responsible for disseminating information through the emergency notification system shall receive at a minimum annual training on proficiency using the system.

MUPAWS shall be tested each semester to ensure all components of the system are operational. Each test should be announced in advance via the appropriate communication methods.

In addition, the university shall conduct at least one exercise annually to test the established emergency operations procedures. All exercises shall document a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

## **Security Concerns**

The Methodist University Department of Police and Public Safety will collaborate closely with members of the university community in developing recommendations to enhance safety and security on campus.

Police and Public Safety conduct monthly grounds and lighting surveys. Reports of deficiencies are completed and coordination with the appropriate department is made regarding resolutions.

In addition, the Department of Police and Public Safety works with other departments regarding the emergency notification system, card access, cameras, key control, alarm systems, etc.

Safety Escort Services are conducted by a campus police officer or campus public safety officers upon request. Information about this service is posted on the Police and Public Safety website and the annual security report.

## **Retaliation**

There shall be no retaliation against anyone who exercises rights under the Clery Act and other related federal laws, including *Title IX of the Education Amendments of 1972*.

## **Resources**

Clery Act Appendix for FSA Handbook  
The Handbook for Campus Safety and Security Reporting: 2016 Edition  
The Clery Center <https://clerycenter.org/>  
The Drug-Free Schools and Communities Act  
Adverse Weather and Emergency Events Policy  
Emergency Operations Plan  
Drugs and Alcohol Policy  
The Drug-Free Schools and Communities Act and the Drug Free Work-Place Act  
Memorandum of October 25, 2017  
Title IX Policy  
Hazing Policy  
20 U.S.C. § 1232g; 34 C.F.R. Part 99-  
20 U.S.C. § 1095(f)(8) and 34 C.F.R. 668.46(b)(11)  
20 U.S.C. § 1092(f)  
20 U.S.C. § 1000, et seq.  
42 U.S.C. § 13925(a)  
Public Law 118-173

# Appendix1

## Timely Warning Decision Matrix

*Methodist University, Department of Police and Public Safety*

### Timely Warning Decision Matrix

Date/time incident was reported: \_\_\_\_\_ Incident Case Number: \_\_\_\_\_  
 How was the report received: \_\_\_ Campus Police \_\_\_ Other CSA reported It \_\_\_ Local Law Enforcement  
 \_\_\_ Other  
 Date/time incident occurred: \_\_\_\_\_

Clery Crime Classification (If it is one of these crimes, check and move onto next question)

- |                        |                         |   |
|------------------------|-------------------------|---|
| ___ Homicide           | ___ Burglary            | ___ Dating Violence   |
| ___ Aggravated Assault | ___ Motor Vehicle Theft | ___ Stalking  |
| ___ Sex offense        | ___ Arson               | ___ Hate Crime  |
| ___ Robbery            | ___ Domestic Violence   | ___ Arrest/Referral for Drug/Liquor/<br>Weapons Law Violation |

Clery Crime Geography (If it is one of these locations, check and move onto next question)

- \_\_\_ On Campus \_\_\_ On Campus Residence Facilities \_\_\_ Public Property \_\_\_ Non-Campus Property

**Description of Incident:**

**Factors to consider in determining if serious and ongoing threat may exist (check all that apply):**

___ Incident occurred more than 30 days prior to report	___ No contact order in place
___ Suspect known to victim/relationship between suspect and victim	___ Pattern of behavior around particular group/recurring event/pattern of reported crimes
___ Suspect not in custody	___ Suspect used date rape/other similar drugs/intoxicants
___ Appear to be isolated incident with specifically targeted victim?	___ Victim under 18 years of age
___ Lack of available facts to determine threat/no threat (explain):	___ Other aggravated circumstances or signs of predatory behavior that may constitute a serious or ongoing threat

<input type="checkbox"/> Other:	<input type="checkbox"/> Incident involved physical violence
	<input type="checkbox"/> Suspect has prior arrests/history of violent behavior
	<input type="checkbox"/> Multiple victims
	<input type="checkbox"/> Suspect threatened to commit physical violence
	<input type="checkbox"/> Suspect has history of noncompliance with law enforcement or institutional directives
	<input type="checkbox"/> Other:

**Is this considered to represent a serious or ongoing threat to students and/or employees?**

- YES:** Issue a timely warning and indicate date/time of issuance.  
 **NO:** Why not? (Check relevant factors)

- Suspect in custody  
 Report generalized/lacks pertinent information to determine if threat continues or exists.  
 Isolated incident with no pattern  
 Incident targeting specific individual.  
 Did not include violence or threat thereof.  
 Significant delay between incident and report date  
 Other:

**Law Enforcement Consulted?**  Yes  No When/contact info/notes:

**Could a timely warning present a risk of compromising law enforcement efforts?**  Yes  No  
If yes, was there a request for specific information withheld from timely warning? Explain:

Completed by \_\_\_\_\_ Date/Time: \_\_\_\_\_  
*Keep completed forms for documentation purposes.  
(Attach to report and a copy should go to the timely warning folder)*

## Appendix 2 Timely Warning Notification Template

### Timely Warning Notification

Possible Threat to the Community

**DATE**

#### Timely Warning Notification

MUPD Case 2018-xxxxxx

Date Occurred: **XXX Date/Time**, Date Reported: **XXX Date/Time**

Reported Crime: **[XXX]** INCIDENT - On Campus

Location: **[XXX]** LOCATION OF INCIDENT

Notice is being provided to the campus community of an alleged crime reported to have occurred on the Methodist University Campus. We are sending this message in order for you:

- To protect yourself and others in our community
- To notify you that there may be a threat to the campus.
- To help us with the investigation of possible crimes

On **XXX DATE/TIME** the Methodist University Department of Police and Public Safety was notified of an alleged incident. MU Police responded to **ADD IN SHORT DESCRIPTION OF INCIDENT.**

The victim described the suspect information as:

Suspect #1: **ADD IN DESCRIPTION**

Suspect #2: **ADD IN DESCRIPTION**

If you have any information that might be helpful in this investigation, contact the following:

- Methodist University Police and Public Safety Department at (910) 630-7098
- Crime Stoppers at (910) 630-7287
- Silent Witness at <http://www.methodist.edu/silent-witness>

- **Anonymous information is welcomed.**

Methodist University Department of Police and Public Safety would like to remind the University Community (students, faculty, staff, and visitors) to:

- Be aware of your surroundings and look assertive.
- Walk with friends or coworkers when possible.
- Trust your intuition, if a particular situation makes you feel uncomfortable, choose an alternative.
- Program the phone number for Methodist University Campus Police into your cell phone (910) 630-7098.

This information is being distributed in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on or near their respective campuses, including timely warnings of crimes that may represent a threat to the safety of students or employees. To learn more about the Clery Act, please visit:

<http://www.clerycenter.org>.

## Appendix 3

### Off Campus Community Safety Advisory Template

#### Off-Campus Community Safety Advisory

Possible Threat to the Community

**DATE**

#### Off-Campus Community Safety Advisory

Date Occurred: **XXX Date/Time**, Date Reported: **XXX Date/Time**

Reported Crime: **[XXX]** INCIDENT - Off Campus

Location: **[XXX]** LOCATION OF INCIDENT

Notice is being provided to the campus community of an alleged crime reported to have occurred **off-campus**, near Methodist University campus. We are sending this message in order for you:

- To protect yourself and others in our community
- To notify you that there may be a threat to the campus.
- To help us with the investigation of possible crimes

The Fayetteville Police Departments responded to **[Type of Incident]** at the **[Address]** block of **[Street]** at about **TIME DATE. ADD IN A SHORT DESCRIPTION OF THE INCIDENT.** Methodist University Police Department is assisting local law enforcement officers in the investigation.

If you have any information that might be helpful in this investigation, contact the following:

- Methodist University Police and Public Safety Department at (910) 630-7098
- Crime Stoppers at (910) 630-7287.
- Silent Witness at <http://www.methodist.edu/silent-witness>
- **Anonymous information is welcomed.**

Methodist University Department of Police and Public Safety would like to remind the University Community to:

- Be aware of your surroundings and look assertive.
- Walk with friends or coworkers when possible.
- Trust your intuition, if a particular situation makes you feel uncomfortable, choose an alternative.

- Program the phone number for Methodist University Campus Police into your cell phone (910) 630-7098.

This information is being distributed in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on or near their respective campuses, including timely warnings of crimes that may represent a threat to the safety of students or employees. To learn more about the Clery Act, please visit:

<http://www.clerycenter.org>.

## Appendix 4

### Campus Security Authority Report Form Example

Date of report:

---

Name of campus security authority:

---

Date that incident occurred (mm/dd/yyyy):

---

***If multiple incidents were reported or if the date the incident occurred is unknown, please note below.***

Reporting Person Contact Information:

Reported by: The Victim \_\_\_\_\_ A third party \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

If a third part reported the crime to you, please enter the relationship of the third part to the victim:

---

If a law enforcement agency was notified, please enter the name of the agency.

---

---

Location of incident: (building name, street address, office number):

---

Time of incident (if known): \_\_\_\_\_

Incident Description: \_\_\_\_\_

---

---

---

---

Incident Category:		<i>Please see attachment for definitions of offenses.</i>		
Murder/Manslaughter	<input type="checkbox"/>	Burglary	<input type="checkbox"/>	<i>I am not sure how to Classify this incident</i>
Aggravated Assault	<input type="checkbox"/>	Robbery	<input type="checkbox"/>	
Rape	<input type="checkbox"/>	Motor Vehicle Theft	<input type="checkbox"/>	
Fondling	<input type="checkbox"/>	Arson	<input type="checkbox"/>	
Dating Violence	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>	
Stalking	<input type="checkbox"/>	Hate Crime	<input type="checkbox"/>	
Law Violation	<input type="checkbox"/>	Hazing	<input type="checkbox"/>	
Drug Violation	<input type="checkbox"/>	Incest	<input type="checkbox"/>	
Weapons Law Violation	<input type="checkbox"/>	Statutory Rape	<input type="checkbox"/>	
Other Crime Category	If the crime was not listed above, please enter the additional Crime category:			

Is there any evidence that this crime was motivated by bias? Yes  No

If yes, please choose any/all categories of prejudice that apply.

Race  Ethnicity  Disability  Gender Identity

Gender  Religion  National Origin  Sexual Orientation

If you answered "yes" to the Motivated by Bias question, please provide a brief summary of the motivation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What best describes the location of the crime? (If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as to geography.)

- On Campus, res.
- On Campus, residence hall.
- Public property immediately adjacent to campus.
- Non-Campus in a University owned leased or controlled space (fraternity, sorority, off-campus classroom.)
- Unknown location, other
- I do not know which category this location would fall under.

**Geography Definitions**

**On campus:**

- any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

- any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, which is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors)

**Non-campus building or property:**

- any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public property:**

- all public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus, or immediately adjacent to and accessible from the campus.

**Crime Definitions**

**Murder/Manslaughter:**

- **Murder:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter:** the killing of another person through gross negligence.

**Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is sexual intercourse between people who are related to each other within the degree wherein marriage is prohibited by law.

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

**Aggravated Assault:** Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury

**Burglary:** Unlawful entry of a structure to commit a felony or a theft

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle

**Arson:** Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship
- the type of the relationship
- the frequency of interaction between the persons involved in the relationship

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress

**Liquor Law Violation:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages

**Drug Law Violation:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use

**Weapons Law Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons

**Hazing:** Subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group. To include any act that is related to the initiation, admission or continued affiliation with any student organization or group, that endangers the mental, emotional, or physical health or safety of any individual or activities that might reasonably cause embarrassment, emotional harm, or negatively impact an individual's mental health or dignity.

## **Appendix 5**

### **Campus Security Authority Designee Letter**

Campus Security Authority Designees:

Nothing is more important than protecting the health and safety of everyone in our campus community. Under federal law, Methodist University – like all colleges and universities across the country – is required to report statistics concerning certain criminal offenses that have been reported to local law enforcement or any official of the University who is defined as a Campus Security Authority (CSA).

That's why I am writing to you. In your position at Methodist, you have been designated a Campus Security Authority (CSA). In this position, you have a vital role in the University's compliance with the federal law known as the Jeanne Clery Campus Security Act.

As a CSA, your responsibility is to immediately notify MU Police when you observe or receive a report of a Clery Act crime, even if you are not sure whether it poses an ongoing threat to our campus community. It is very important that you contact MU Police as soon as you are aware that a Clery Act crime has occurred. We are required to disclose statistics for specific offenses that occur on campus, in non-campus buildings or on non-campus property that the University owns or controls, and on public property that is within or immediately adjacent to our campus.

To help you understand your responsibilities and which crimes fall under the Clery Act, the Department of Police and Public Safety has developed a concise online PowerPoint training program that will be sent to you. Because this training is required for everyone who has been designated as a CSA, I ask that you complete the training as soon as possible. If you have specific questions, you can also contact MU Public Safety at 910-630-7554.

Thank you for undertaking this important role at the University. Your efforts will be instrumental in helping our campus remain safe for everyone who comes to Methodist University.

Sincerely,

Cpt. Janet L. Bird

## Appendix 6

### Campus Security Authority Acknowledgement Form

According to the Higher Education Act, or 20 U.S.C. 1092, now known as the Jeanne Clery Campus Safety Act (Clery Act), Methodist University is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority (CSA).’”

Campus Security Authorities are defined as, “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 procedures.” For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities.

Your position with Methodist University has been identified by Federal Law as a “Campus Security Authority”. You are also required by law to report crimes or an incident that might be a crime to the University’s Department of Police and Public Safety immediately and to complete a Campus Security Authority Report (found on your mymuportal under Forms and Documentation).

For Clery purposes, the student status of the offender or the victim is not a relevant fact as to whether the reporting form is to be completed. If a violation of one of the listed offenses occurs, documentation is required. In order for Methodist University to satisfy the statistical reporting requirements of the Clery Act, all CSAs are required to complete the reporting form after they have notified the Department of Police and Public Safety.

The criminal offenses that MU is required to report are murder/non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, Violence Against Women Act (VAWA) Categories (domestic violence, dating violence, stalking), liquor law violations, drug violations and/or illegal weapons possession and hazing.

MU is also required to report statistics for hate (bias) related crimes for the following classifications: murder/non-negligent manslaughter, manslaughter by negligence, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, intimidation, and simple assault.

Additionally, it is required to report offenses that occur on campus, in residence facilities, in non-campus property controlled by the University, on public property adjacent to MU property, and any sponsored MU events.

Serious crimes that may cause an ongoing threat to the Methodist University’s community is reported to anyone who is defined as a Campus Security Authority, that individual should **not** wait. The institution has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and as such, Campus Security Authorities are

obligated by law to report crimes immediately to the Methodist University Department of Police and Public Safety.

You should report all incidents to the MU Campus Police. Also, you should complete a CSA report found online.

What to do if you receive information concerning a crime or incident:

- ✓ Obtain as much information as you can.
  - Who, what, when and where.
- ✓ If the suspect is not identified - do not attempt to identify!
- ✓ You do not have to prove if the information is true or not.
  - The police department will conduct the investigation.
- ✓ Let the person know you must report the incident as a confidential statistic.
- ✓ They should also report the incident directly to law enforcement.

If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact:

Capt. Janet L. Bird  
Assistant Director of Public Safety  
910.630.7554  
[jbird@methodist.edu](mailto:jbird@methodist.edu)

I acknowledge receipt of this notice and understand my reporting obligations as a CSA.

Signature	Date
Printed Name	ID #
Title	
Department	Department/Office Phone Number
Email	Cell Phone Number

## Appendix 7

### Clery Travel Report Form Example

This form is to be completed for any college-related overnight travel, domestic and overseas, that includes students in athletics, academics, clubs/organizations, etc. The federal Clery Act law requires that institutions track what is known as “non-campus” property and report certain crimes that occur at those locations. Non-campus property includes property that Methodist University controls on a short-term basis if there is a written agreement for the property, the property is frequented by students, and it is used to further Methodist University’s educational mission. Methodist University is required to reach out to the local law enforcement agencies with jurisdiction over non-campus property and request crime statistics for the dates and times when Methodist University controls the space. Methodist University must provide the statistics, if any, to the federal government and publish them in the Annual Security and Fire Safety Report. Please submit this form AFTER your trip to ensure you have complete information, including specific rooms/suites occupied. If you have questions, please contact the Methodist University Public Safety Office at [jbird@methodist.edu](mailto:jbird@methodist.edu).

#### Travel Contact Information

I understand that I am a Campus Security Authority (CSA) for this trip and must report to the Methodist University Public Safety Office in a timely manner any crimes brought to my attention.

**Group Name:** \_\_\_\_\_

**Name (CSA in charge of group) (Required):** \_\_\_\_\_

**Title (Required):** \_\_\_\_\_

**Department (Required):** \_\_\_\_\_

**Phone (Required):** \_\_\_\_\_

**Email (Required):** \_\_\_\_\_

#### Travel Time

**Departure Date (Required):** \_\_\_\_\_

**Return Date (Required):** \_\_\_\_\_

#### Lodging/Facility Information

If the group is staying at more than one lodging facility, please complete a separate form for EACH facility. Additionally, along with lodging, if during the trip the University “controls” any additional spaces (classrooms, meeting rooms, team meal spaces, etc.) please include in the section below marked with #.

**Are you traveling for more than one day? (Required)**

- Yes
- No

**Name of facility (Required):** \_\_\_\_\_

**Address (Required)**

Street Address: \_\_\_\_\_

City State / Province / Region ZIP / Postal Code Country: \_\_\_\_\_

# Specific floor(s), room number(s), or unit number(s) occupied (Required): \_\_\_\_\_

**The trip is (Required)**

- A one-time trip
- Repeated each semester
- Repeated annually
- Other

**Law Enforcement Agency Information**

The University is required to collect and report crime statistics from local law enforcement agencies regarding certain non-campus lodging facilities or other controlled spaces where Methodist University students are housed or spaces, they use during university sponsored overnight student travel. It is critical this information is provided by the CSA’s who travel with the students.

**Name of the law enforcement agency having jurisdiction over lodging facility or other controlled space(s) (Required):** \_\_\_\_\_

**Address (Required)**

Street Address: \_\_\_\_\_

City State / Province / Region ZIP / Postal Code Country: \_\_\_\_\_

Add Another Facility?

- Yes
- No