



Procedure Title: Clery Act Supplement and Procedures

Associated Policy: 12.006 Clery Act

I. Procedure Purpose

The following procedures outline the classification, details, and process for Clery Act compliance with the University of North Texas.

II. Supplementary Information and Procedures

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act or the Campus Security Act, requires that UNT disclose information about certain crimes that occur on or near campus. While the end result of Clery Act compliance leads to the creation of a singular document known as the Annual Security and Fire Safety Report (ASFSR), this procedure will discuss the required major components of the ASFSR as separate reports for the sake of simplicity and clarity. The required major components are the Annual Security Report (ASR), Daily Crime Log, Annual Fire Safety Report (AFSR), and Fire Log.

A. Annual Security Report (ASR) Procedure

1. The ASR must be prepared, published, and distributed under the direction of the UNT Clery Compliance Committee (Committee) which is chaired by Clery Compliance Coordinator.
 - a. The committee consists of representatives from the Dean of Students office, UNTPD, Risk Management Services (RMS), Title IX, Student Affairs, Student Services the Office of General Counsel, the Office of University Integrity & Compliance, and others.
 - b. Each area represented on the committee must provide current information regarding university safety and security policies, statistics, and educational initiatives and programs to address campus safety.
2. The committee must prepare and distribute a letter annually to all deans, directors, and department heads containing the following information:
 - a. a summary of reporting requirements specified for CSAs under Clery;
 - b. a request for crime statistics from any CSA working in their unit; and
 - c. a notice to where training materials are available for CSAs.
3. The UNTPD must annually collect and compile campus Clery crime statistics to prepare the ASR and report crime and fire statistics to the U.S. Department of Education. Collection of Clery crime statistics must be coordinated with other local law enforcement and CSA's. Annually, the UNTPD must:
 - a. confirm all on-campus and non-campus buildings and property maintained by the University in the previous calendar year; and

- b. make a written request for a report of all Clery crimes that were reported during the previous calendar year to all local law enforcement agencies that have jurisdiction within the institution's Clery geography.
4. The University must publish and distribute the ASR no later than October 1 of each year. The Clery Compliance Coordinator and UBSC are responsible for this step.
- a. The full text of the ASR must be posted on the University website and print copies must be available upon request in the following areas:
 - i. UNT Denton Main Campus - Sullivant Public Safety Center lobby (24 Hours a Day, 7 Days a Week)
 - ii. Discovery Park - Room G140 (during normal business hours); or
 - iii. UNT at Frisco branch campus at Frisco Landing or Inspire Park - front reception area of the main entrances (during normal business hours)
 - b. All enrolled students and current employees must be given electronic notice to their campus email address stating the exact electronic address where the ASR can be accessed, a brief description of the contents of the report, and a statement confirming that copies of the report are available upon request at the designated areas.
 - c. The notice must include information concerning employee's and student's responsibilities related to protecting minors who participate in programs, activities, and camps sponsored by UNT or conducted on university property.
5. Upon request, all prospective applicants for enrollment and employment must receive notice stating the exact electronic address where the ASR can be accessed, a brief description of the contents of the report, and a statement confirming that copies of the report are available upon request to the designated areas. The Human Resources Director and University Admissions are responsible for this step.

B. ASR Required Content

1. Crime Reporting Policy

A statement of current campus policies regarding procedures and facilities to be used by students and others to report criminal actions or other emergencies occurring on-campus and the University process for responding to such reports.

2. Campus Security Policy

A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

3. Campus Law Enforcement Policies

A statement of current policies concerning the UNTPD, including:

- a. the enforcement authority of campus security personnel;
- b. the working relationship between UNTPD and state and local law enforcement agencies, including a description of any agreements or written memoranda of understanding with other law enforcement agencies for the investigation of alleged criminal offenses; and
- c. policies which encourage accurate and prompt reporting of all crimes to the UNTPD and the appropriate law enforcement agencies when the victim of such crimes elects to, or is unable to make such reports.

4. Individual Security Programming

A description of the type and frequency of campus programming 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.

5. Crime Prevention Programming

A description of programs designed to inform students and employees about the prevention of crime.

6. Crime Statistics

UNTPD is responsible for creating a report of the following criminal offenses occurring on the institution's Clery geography during the most recent calendar year and during the two preceding calendar years as reported to campus security authorities or local law enforcement:

- a. murder;
- b. sex offenses, forcible or non-forcible;
- c. robbery;
- d. aggravated assault;
- e. burglary;
- f. motor vehicle theft;
- g. manslaughter;
- h. arson;
- i. dating violence;

- j. domestic violence;
- k. stalking;
- l. arrests of persons referred for campus disciplinary action for liquor law violations, drug-related violations, weapons possession;
- m. statistics listed for crimes (a.) through (h.) above of larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim that are reported to CSAs or local law enforcement must be collected and reported according to the category of prejudice.
- n. Statistics listed in crimes (a.) through (h.) above must be reported according to the location where the crime occurred including:
 - i. on-campus;
 - ii. in or on a non-campus building or property;
 - iii. on public property; and
 - iv. in residence halls or in any other residential facility for students on-campus;
- o. Statistics must not identify the victims of crimes or persons accused of crimes.

7. Monitoring Criminal Activity at Off-Campus Student Organization Policies

A statement of policy concerning the monitoring and recording, through local law enforcement, of criminal activity at off-campus student organizations which are recognized by UNT, and that are engaged in by enrolled students, including student organizations with off-campus housing.

8. Alcohol Policies

A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws.

9. Illegal Drug Policies

A statement of policy regarding possession, use, and sale of illegal drugs and enforcement of federal and state drug laws.

10. Drug and Alcohol Abuse Education

A description of drug or alcohol abuse education programs.

11. Sex Offender Registry

A statement advising the campus community where information concerning registered

sex offenders may be obtained.

12. Emergency Response and Evacuation Policies

A statement of campus policies and procedures to immediately notify the campus community 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-campus, unless issuing a notification will compromise efforts to contain the emergency. The statement must include the university's procedures to:

- a. publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and employees; and
- b. test emergency response and evacuation procedures on an annual basis.

13. Timely Warning Policy

A statement of procedures to make timely reports to the campus community about the occurrence of Clery crimes considered to represent a serious or continuing threat to students and employees that are reported to a campus security authority or the UNTPD. The procedures must confirm that reports will be provided to students and employees in a manner that is timely, will aid in the prevention of similar occurrences, and that the names of victims will be kept confidential.

14. Domestic Violence, Dating Violence, Sexual Assault, Sexual Offenses and Stalking Programs and Reporting

A statement of policy regarding programs to prevent domestic violence, sexual assault, and stalking. This includes primary prevention and awareness programs for all incoming students and new employees; ongoing prevention; and awareness campaign for current students, staff, and faculty which includes:

- a. a statement that UNT prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- b. the definitions of domestic violence, dating violence, sexual assault, and stalking;
- c. the definition of consent in reference to sexual activity;
- d. safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual;
- e. information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- f. possible sanctions or protective measures that may be imposed by the university following a final determination of a disciplinary proceeding for violations of rape,

- acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;
- g. procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about:
 - i. who should be contacted to report the alleged offense;
 - ii. the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protective order;
 - iii. options regarding law enforcement and campus authorities including notice of the victim's option to:
 - a) notify proper law enforcement authorities, including UNTPD and local police;
 - b) be assisted by campus authorities in notifying law enforcement authorities if the victim chooses;
 - c) decline to notify any authorities; and
 - iv. where applicable, the rights of victims and UNT's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.
 - h. Disciplinary procedures in cases of alleged domestic violence, dating violence, sexual assault, or stalking, including a clear statement that:
 - i. The proceedings must:
 - a) provide a prompt, fair, and impartial investigation and resolution; and
 - b) be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process which protects the safety of victims and promotes accountability.
 - ii. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and
 - iii. both the accuser and the accused must be simultaneously informed in writing of:
 - a) the outcomes of any campus disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;

- b) the procedures for the accused and the accuser to appeal the results of the disciplinary proceeding;
 - c) any change to the results that occurs prior to the time that such results become final; and
 - d) when such results become final.
- i. information about how UNT will protect the confidentiality of victims, including how public records will be maintained without including identifying information about the victim, to the extent permitted by law.
 - j. written notification to students and employees about counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community;
 - k. written notification to victims about options for, and available assistance in, changing academic, living, transportation, and/or working situations, if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to the UNTPD or local law enforcement;
 - l. procedures followed by UNT once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any conduct proceeding arising from such report.
 - m. a student or employee who reports to UNT that they have been a victim of domestic violence, dating violence, sexual assault, or stalking, must be provided with a written explanation of their rights and options as described in this section, regardless of whether the alleged offense occurred on or off campus.

15. Missing Student Notification

A statement of policy regarding missing student notification procedures for students who reside in on-campus housing facilities which must:

- a. inform resident students of the option to identify an individual to be contacted by the University not later than 24 hours after a student is determined missing;
- b. inform resident students of the process to register confidential contact information if the student is determined to be missing for a period of more than 24 hours;
- c. advise resident students under 18 years of age and not yet emancipated of the University's obligation to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing;
- d. advise resident students that the University will notify law enforcement not later than 24 hours after the time that a student is determined missing;

- e. require the University to initiate emergency contact procedures in accordance with the student's designation if campus security or law enforcement have been notified and have determined that a student has been missing more than 24 hours and has not returned to campus.

16. Missing Resident Student Notification Procedures

A statement of official notification procedures for missing resident students that:

- a. list the title of the person or organization in the University to which students, employees, or other individuals should report that a student has been missing for 24 hours;
- b. includes procedures for official notification of appropriate individuals at the University when a student has been missing for more than 24 hours;
- c. requires that official missing person reports for resident students must be referred immediately to UNTPD; and
- d. requires in circumstances where the UNTPD determine that a resident student has been missing for more than 24 hours, that UNTPD contact:
 - i. the individual identified by the missing student;
 - ii. the student's custodial parent or legal guardian if the student is under 18 years of age and not emancipated; and
 - iii. local law enforcement agencies.

17. Annual Fire Safety Report

A statement specifically describing how to directly access the AFSR.

C. Daily Crime Log Procedures

- 1. UNTPD must make, keep, and maintain a written daily log that records all crimes reported to the UNTPD including the nature, date, time, and general location of each crime and the disposition of the complaint if known. The daily crime log must be:
 - a. maintained in a manner that is easily understood;
 - b. open to public inspection within two business days of the initial report to the UNTPD except where disclosure of such information is prohibited by law, or such disclosure would jeopardize the confidentiality of the victim;
 - c. updated with new information not later than two business days after new information becomes available; and
 - d. non-detrimental to an ongoing criminal investigation or the safety of an individual, or cause a suspect to flee or evade detection, or result in the destruction of evidence. Information may be withheld from the daily crime log if there is clear and

convincing evidence that the release of such information would one or more of those outcomes. Information that is withheld must be made publicly available when damage is no longer likely to occur from the release of such information.

D. AFSR Procedure

1. The Annual Fire Safety Report must be prepared, published, and distributed by UNT Clery Compliance Committee (Committee) which is chaired by Clery Compliance Coordinator.
2. The Clery Compliance Coordinator must publish and distribute the AFSR no later than October 1st of each year to disclose fire safety policies and procedures related to on-campus student housing and to disclose statistics for fires that occurred in those facilities. Additionally, Clery Compliance Coordinator is responsible for submitting the fire statistics in Section II.E.1 to the U.S. Department of Education each year.
 - a. The full text of the AFSR will be posted on the University website and print copies will be available upon request in the office of RMS.
 - b. All enrolled students and current employees will be given electronic notice to their campus email addresses stating the exact electronic address where the AFSR can be accessed, a brief description of the contents of the report, and a statement confirming that copies of the report are available upon request to RMS.
 - c. Upon request, all prospective applicants for enrollment and employment will receive notice stating the exact electronic address where the AFSR can be accessed, a brief description of the contents of the report, and a statement confirming that copies of the report are available upon request to the office of the Dean of Students.

E. AFSR Required Content

1. Statistics concerning the following in each on-campus student housing facility during the three most recent calendar years for which data is available as reported to any university official:
 - a. the number of fires and causes of each fire;
 - b. the number of persons who received fire-related injuries that resulted in treatment in a medical facility, including at the Student Health and Wellness Center;
 - c. the number of deaths related to a fire; and
 - d. the value of property damage caused by a fire.
2. A description of each on-campus housing facility fire safety system, including the fire sprinkler system.
3. The number of fire drills held during the previous year.

4. Policies or rules on portable electrical appliances, smoking, and open flames (such as candles); procedures for evaluation; and policies regarding fire safety education and training programs provided to students, faculty, and staff.
5. Policies or rules for on-campus housing evacuation in the case of a fire. Policies must be described clearly so that readers understand the procedures for evacuation and the order in which the procedures should be followed.
6. Policies regarding fire safety education and training programs for students and employees; including procedures to be followed in case of a fire.
7. Plans for future improvements in fire safety, if determined necessary.
8. A list of the titles of each person or organization to which students and employees should report that a fire occurred.
9. Reference to the Annual Fire Safety Report with information about how to directly access the Annual Fire Safety Report.

F. Fire Log

1. RMS must make; keep; and maintain a log, recording all fires in on-campus student housing facilities, including the nature of the fire, time of the fire, and the date the fire was reported, and general location of each fire.
 - a. The fire log must be:
 - i. maintained in writing in an easily understood format;
 - ii. available for public inspection, upon request, on-site at the offices of Risk Management Services for the most recent 60 days of information. Information beyond the most recent 60 days must be made available for public inspection within two business days of a request; and
 - iii. updated within two business days of receiving reported information.
 - b. Archived fire logs must be maintained for three years following publication of the last annual fire safety report to which it applies.
2. RMS must issue an annual report to the campus community regarding fires in on-campus student housing facilities.

III. Revision History

Procedure Contact:	Clery Coordinator
Date:	12/14/2023

Dept(s) Involved:	University Integrity and Compliance, University Brand Strategies and Communication, Admissions, UNT Police Department, Risk Management Services, Human Resources, Office of General Counsel, Dean of Students
Revision(s):	-