

ADM Policy #70-01-01 (2018) Preparation, Publication and Distribution of the Annual Security and Annual Fire Safety Reports

Policy Title: Preparation, Publication and Distribution of the Annual Security and Annual Fire Safety Reports

Policy Type: Administrative

Policy Number: ADM Policy #70-01-01

Approval Date: 11/13/2018

Responsible Office: Campus Security Department

Responsible Executive: Chief of Security

Applies to: College Community

POLICY STATEMENT

Wiley College is committed to providing a safe campus for students, faculty, staff, and visitors. Safety is a shared responsibility within the campus community and we rely on every community member to contribute by reporting crimes and suspicious activities in a timely manner. The Wiley College Security Department, led by the Chief of Security, in compliance and support of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, compiles the required information for the Annual Security and Annual Fire Safety Reports and makes them available to all current and prospective students, their parents, and employees, both online and in print form.

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DEFINITIONS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly known as the Crime Awareness and Campus Security Act of 1990) is a Federal Law that requires universities and colleges to disclose crime statistics for the prior three years, as well as current program for campus security and reporting procedures.

Higher Education Opportunity Act

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions. Specifically, it added fire safety reporting requirements for institutions with on-campus student housing facilities. In compliance with appropriate provisions of federal law, Wiley College is required to make reports available to the campus community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics publish an Annual Fire Safety Report and keep a Fire Log.

CONTACT(S)

The Chief of Security officially interprets this policy. The Chief of Security is responsible for obtaining approval for any revisions as required by the Executive Cabinet. Questions regarding this policy should be directed to the Chief of Security.

STAKEHOLDER(S)

College Community, to include prospective students, prospective employees and parents of both prospective students and current students.

POLICY CONTENTS

The Chief of Security is responsible for preparing and distributing the college's Annual Security and Annual Fire Safety Reports. The Annual Security and Annual Fire Safety Reports contain the following information:

- The last three years of campus crime statistics and fire safety statistics as well as certain campus security policy statement
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police/security, local law enforcement agencies, and other College officials who have "significant responsibility for student and campus activities;"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;"
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;

- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;”
- Disclose fire statistics for residential facilities; and
- Report hate crimes.

The Chief of Security, on an annual basis, will disseminate letters to all non-security “Campus Security Authorities” informing them of their responsibility to report crimes to campus security and/or local police and asking for any information on crimes not reported. To comply with Federal Law and the Clery Act, Wiley College will also include crime statistics from The City of Marshall Police Department. Once information is gathered, the Chief of Security will prepare the Annual Security Report.

Crime data from all colleges and universities will be submitted to the general public at: <http://ope.ed.gov/security>

PUBLICATION

Wiley College will post its Annual Security and Annual Fire Safety Reports on the college’s website for access by students, faculty, and staff by October 1 each year. The report shall be posted via the Campus Security Department’s website: <https://www.wileyc.edu/campus-safety-and-security/>. Furthermore, the crime statistics can be accessed by students, faculty, and staff upon request at the Security Booth located on the corner of University Avenue and Wiley.

By October 1 of each year, the Chief of Security will distribute a statement through e-mail to all students and employees informing them of the ASR’s availability on the colleges website. Prospective students, employees and parents will be made aware of the report upon the reports completion.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 08/28/2023
- Approval by, date: Executive Cabinet, 11/13/2018
- Revision History: MM/DD/YYYY
- Supersedes:

RELATED DOCUMENTS

There are no related documents for the policy.

FORMS

There are no forms associated with this policy