

Standard Practice Guide Policies

Clery Act Compliance

601.91

Applies to: All faculty, students, and staff

I. POLICY STATEMENT

The University of Michigan, comprised of the Ann Arbor campus, the University of Michigan-Dearborn, the University of Michigan-Flint, and Michigan Medicine (collectively the “university”) is committed to creating and maintaining a safe campus community that is free from violence. It is the policy of the university to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. § 1092(f), as amended (the “Clery Act”), and its implementing regulations at 34 C.F.R. 668.46 (the “Clery Regulations”). The Clery Act is a federal law that requires Title IV federally subsidized institutions of higher education to disclose certain crime, fire, and safety information in publicly available documents. In accordance with the Clery Act and Clery Regulations, the university strives to provide students, faculty, and staff with access to accurate and timely information about Clery crimes reported to have occurred in the University’s Clery geography; access to university-wide security and safety policies and related local campus procedures; and a process for victims and witnesses that maintains confidentiality to the extent university policy and applicable federal, state, or local law allow. The university is committed to protecting the privacy of individuals involved in the reporting, investigation, and resolution of incidents of crime.

II. POLICY DEFINITIONS

For purposes of this SPG, the following terms apply:

- A. **Annual Security and Fire Safety Report (ASFSR):** A report containing certain crime statistics for the three most recent calendar years prior to the publication of the report and campus safety information and policies concerning the University’s Clery geography. The report also contains certain fire statistics for the three (3) most recent calendar years prior to publication of the report and fire safety policies and procedures for each on-campus student housing facility.
- B. **Campus Security Authority (CSA):** Division of Public Safety and Security (“DPSS”) personnel, including police and security officers who respond to University Clery geography; other individuals who have responsibility for campus security, but who do not work for DPSS or UMPD (including contracted security providers); or officials who have significant responsibility for student and campus activities outside of the classroom. A listing of personnel identified as CSAs is maintained by DPSS.
- C. **Clery Geography:** The University’s campuses; certain off-campus buildings and properties owned or controlled by the university or a registered student organization and used by students; and public property within or immediately adjacent to and accessible from each campus. A listing of properties included in the University’s Clery geography is maintained by the DPSS Clery Compliance Manager.

D. **Clery Crimes:** include the following actual or reported crimes:

1. Murder/non-negligent manslaughter
2. Manslaughter by negligence
3. Rape
4. Fondling
5. Statutory rape
6. Incest
7. Robbery
8. Aggravated assault
9. Burglary
10. Motor vehicle theft
11. Arson
12. Any of the above-listed crimes, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property motivated race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability bias (“hate crimes”)
13. Domestic and Dating Violence
14. Stalking
15. Law violations and referrals for disciplinary action related to:
 - a. Liquor law violations,
 - b. Drug abuse violations, and
 - c. Illegal weapons possession, carrying, etc.

E. **Division of Public Safety and Security (“DPSS”)** -- refers collectively to all safety and security entities on the University of Michigan’s Ann Arbor campus, such as the University of Michigan Police Department, Michigan Medicine Security, Housing Security, Museum Security, Emergency Management, etc.; the University of Michigan-Dearborn Department of Public Safety (“DPS”), and the University of Michigan-Flint Department of Public Safety (“DPS”).

III. POLICY PROCEDURES

A. This policy requires DPSS to perform the following on an annual basis:

1. Identify, notify, and provide mandatory training to CSAs concerning their crime reporting obligations. All departments, schools and colleges, and other units will cooperate in university efforts to identify CSAs.
2. Request and collect reports of crimes made to CSAs and other municipal, county, and state law enforcement agencies.
3. Publish and provide access to a daily crime log that includes all criminal incidents and alleged criminal incidents reported to DPSS if they occurred within the University’s patrol and response jurisdiction. The daily crime log is updated every two business days by DPSS for each U-M campus.
4. Compile statistics of reported Clery Act crimes alleged to have occurred on or in the

University's Clery geography, as reported to CSAs and other law enforcement. All departments, schools and colleges, and other units will cooperate in the University's efforts to identify Clery geography.

5. Publish and provide access to a fire log that records all reported fires occurring in the University's on-campus student housing facilities.
 6. Report Clery Act crime statistics and fire statistics to the United States Department of Education.
 7. By October of each year, or as otherwise required by law, publish the University's ASFSR pursuant to the requirements of the Clery Act for each University "campus" as defined under the Clery Act. The ASFSR will be made available on the DPSS website for each campus: Ann Arbor; Dearborn, and Flint. A hard copy of the ASFSR for each campus can be obtained by contacting DPSS.
 8. By October 1st of each year, or as otherwise required by law, distribute notice of the availability of the University's ASFSR to all current and prospective students and employees.
 9. Publish and test emergency notification and evacuation procedures.
 10. Distribute emergency communications concerning certain reported emergencies, dangerous situations, or criminal incidents that pose an immediate, serious, or continuing threat to the campus community depending on the nature and location of the threat reported, and subject to certain exemptions under the Clery Act.
 11. Provide a mechanism for reporting and investigating missing students who reside in university on-campus housing facilities.
 12. Provide and track programming and education to the campus community on crime prevention and security awareness, which encourages personal responsibility for security of self and others. Topics could include, but are not limited to: sexual assault, domestic violence/dating violence, stalking awareness, bystander intervention, and fire safety.
 13. Retain all records related to compliance with the above requirements for a minimum of seven (7) years for Clery Act compliance purposes.
- B. This Policy requires any individual identified and notified as a CSA by DPSS to perform the following on an annual basis:
1. Access and complete the mandatory training to CSAs concerning their crime reporting obligations in My LINC.
 2. Non-compliance with training will be reported to the employee's respective Dean or Executive Officer for resolution. Continued non-compliance may result in corrective action and the Provost, Executive Vice President and Chief Financial Officer, and the Executive Vice President for Medical Affairs will be notified.
 3. **For emergencies requiring immediate assistance, dial 911.** For CSA reports, immediately and no later than 24 hours of receiving the information, report all crimes that are reported to them to DPSS. This information should be reported by completing an online CSA report for Ann Arbor (<https://www.dpss.umich.edu/content/crime-safety-data/clery-compliance/mandatory-reporting/>), Dearborn (<https://umdearborn.edu/departments-public-safety/crime-safety-data>), or Flint (<https://www.umflint.edu/safety/crime-safety-data/csa-reporting-resources-training/>). If an online form cannot be completed, please contact DPSS at the provided numbers for Ann Arbor, Dearborn, and Flint. Timeliness of CSA reporting is critically important to the University's

ability to make appropriate decisions regarding the issuance of timely warnings or emergency notifications concerning incidents that indicate potential ongoing danger to the campus community, and to its ability to comply with other disclosure requirements.

4. When reporting a Clery crime, provide DPSS as much information as possible of what was disclosed. CSAs do not investigate allegations of crime or gather incident information beyond what was shared. Important information to report includes:
 - a. a description of the incident reported;
 - b. the location of the incident;
 - c. date and time the report was made and when the incident reportedly occurred;
 - d. the name and contact information of the reporting party/victim (if they wish to be identified);
 - e. the name of any suspects and witnesses;
 - f. the name and contact information of the CSA; and
 - g. any information regarding an immediate threat to the campus community or any campus community member.
 - h. Failure by a CSA to promptly report to DPSS all details they receive about a Clery crime will be reviewed by DPSS and other offices as appropriate, and may result in disciplinary action.
5. If you have any questions about your obligations as a CSA, please contact the Clery Compliance Coordinator on your campus:

Campus	Clery Compliance Coordinator	Contact Information
Ann Arbor	Erik Mattila	emattila@umich.edu (mailto:emattila@umich.edu)
Flint	Heather Bromley	mcdonalh@umich.edu (mailto:mcdonalh@umich.edu)
Dearborn	Celia Robinson	cmbrobin@umich.edu (mailto:cmbrobin@umich.edu)

C. CSAs are required to report alleged or confirmed criminal activity.

D. All members of the University community are strongly encouraged to accurately and promptly report all criminal or suspicious activity and any potential emergencies. Information regarding reporting is as follows:

1. An individual who experiences, witnesses, or learns of possible criminal conduct should contact law enforcement directly by calling:
 - a. 911 (for emergencies) or:

Campus	Department	Phone Number
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Campus	Department	Phone Number
Division of Public Safety (DPSS)	University of Michigan - DPSS Dispatch Service	734 763-1131
	University of Michigan-Dearborn Department of Public Safety	(313) 593-5333
	University of Michigan-Flint Department of Public Safety	(810) 762-3333
Ann Arbor Local Law Enforcement	Ann Arbor Police Department	(734) 994-2911
	Ypsilanti Police Department	(734) 483-9510
	Washtenaw County Sheriff Department	(734) 971-8400
Dearborn Local Law Enforcement	Dearborn Police Department	(313) 943-2241
	Wayne County Sheriff Department	(313) 224-2222
Flint Local Law Enforcement	Flint Police Department	(810) 237-6800
	Genesee County Sheriff Department	(810) 257-3407

Anyone who is not a CSA and who prefers to report without disclosing their name may do so 24/7 by using the online reporting form or by calling the Compliance Hotline listed below.

Campus	Name	Contact Information	Online Reporting
All Campuses	Compliance Hotline	(866) 990-0111	Online Reporting Form (https://secure.ethicspoint.com/domain/media/en/gui/55302/index.html)

File Attachments

Printable PDF of SPG 601.91, Clery Act Compliance (</sites/default/files/policies/601x91%20Clery%20Act%20Compliance%20Standard%20Practice%20Guides%20-%20University%20of%20Mic>)

SPG Number:
601.91

Applies To:
All faculty, students, and staff

Date Issued:
August 1, 2022

Owner:
Division of Public Safety and Security

Last Updated:
August 1, 2022

Primary Contact:
Division of Public Safety and Security

Next Review Date:
August 1, 2027

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