



Clery Act Compliance Procedure

Scope

These procedures apply to all members of the University community at the University of North Alabama.

Clery Statement

1. The University of North Alabama will comply with all obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act, and related procedures established by the US Department of Education.
2. References to UPD will refer to the University of North Alabama Police Department.

Reason for Procedures

To help ensure the safety of students, prospective students, employees, prospective employees, visitors, and guests by making available notices and information about campus safety and security

Clery Coordinator

The University has designated the Chief of Police at UPD to serve as the Clery Coordinator for the University. Questions related to these procedures or any obligation under the Clery Act should be directed to the Clery Coordinator.

The University's Clery Coordinator is:

Les Jackson
Chief of Police
University of North Alabama Police Department
256-765-4357
aljackson@una.edu

Procedure

1. General Expectations on Reporting
 - a. All members of the University community, including students, faculty, staff, visitors, and guests, are encouraged to accurately and promptly report all criminal or suspicious actions and any potential emergencies to UPD, a Campus Security Authority (CSA), or to an appropriate law enforcement agency.
 - b. All witnesses to a crime and crime victims, including crime victims who elect not to or are unable to make a formal complaint or who do not want to pursue action within the University system or the criminal justice system, are encouraged to report crimes on a voluntary, confidential basis to UPD. A UPD officer can file a confidential report detailing the incident without revealing the identity of a victim or witness, to the extent allowed by state and federal laws. Confidential reports filed pursuant to this paragraph must be counted and included in the university's Annual Security and Fire Safety Report ("Annual Report") and included in the Daily Crime Log, and will be used for the assessment of whether a Crime Notice should be issued without using any personally identifiable information.
2. Reporting Related to Student Travel:
 - a. All faculty and staff who make arrangements for student travel that is either funded or sponsored by the University must report the location(s) where University students have stayed for more than one night or where there is repeated use of the same location funded or sponsored by the University. Instructions for reporting are available on UPD's website.
3. Campus Security Authorities (CSAs):

- a. The University's Clery Coordinator identifies the University's CSAs on an annual basis.
- b. CSAs will complete annual mandatory training.
- c. CSAs shall report to UPD specific information regarding any crimes of which they are made aware, regardless of the University affiliation of the parties involved, by completing and submitting the electronic [CSA Crime Reporting Form](#) as soon as practicable after they are made aware of any crime. CSAs are not responsible for investigating crimes, unless that is otherwise within the scope of a particular CSA's duties.
- d. The Clery Coordinator will provide a form annually that request each CSA to verify that all known crimes have been reported as required in accordance with Paragraph C.2. above or that the CSA has no incidents to report for that reporting period.
- e. CSAs who deliberately fail to report crimes they are aware of or who fail to complete the verification form referenced above may be subject to appropriate discipline, including being barred from holding any CSA position at UNA.

4. Clery Geography:

- a. The Clery Coordinator shall annually obtain a list of all buildings or property owned or controlled by the University, including specific address information and a notation of those properties that fall within a university campus. The Office of the Vice President for Business and Financial Affairs, or designee, shall provide the information.
- b. The Clery Coordinator shall annually obtain a list of all active properties leased from third parties on behalf of each campus, including the specific address information, a contract number for referral, and contact information. The Office of the Vice President for Business and Financial Affairs, or designee, shall provide the information.
- c. The Vice President for Business and Financial Affairs, or designee, will notify the Clery Coordinator when buildings or property owned or controlled by the university are bought or sold, or if the use of such property changes, to allow updates to the Clery Geography Map and building list.
- d. The Clery Coordinator shall annually review all Clery Geography Maps and building lists and make any necessary updates to the University's Clery Geography.

5. Reports:

- a. UPD will publish reports of crimes that have been reported to it in the Daily Crime Log.
- b. UPD will collect reports of Clery Act Crimes made to UPD, to local law enforcement, and to CSAs.
- c. UPD will maintain a Fire Log for each campus and will make the Fire Log available, upon request, for public inspection.
- d. The Clery Coordinator shall prepare annually the Annual Fire Safety Report for inclusion in the Annual Security and Fire Safety Report.
- e. The Clery Coordinator shall obtain annual fire statistics for the Department of Education survey.
- f. UPD will, by October 1st of each year, publish an Annual Security and Fire Safety Report, which is available to the University community and the public and which includes:
 - i. Clery Act Crimes data by type;
 - ii. Security policies and procedures in place to protect the university community; and
 - iii. Information on the handling of threats, emergencies and dangerous situations.
- g. The Vice President of Student Affairs will notify via e-mail all currently enrolled students and all university employees of the availability of the Annual Security and Fire Safety Report, providing:
 - i. a statement of the report's availability;
 - ii. a list and brief description of the information contained in the report;
 - iii. the exact URL (a direct link) for the website at which the report is available; and
 - iv. a statement that a paper copy of the Annual and Fire Safety Security Report is available

without fee upon request. Requests may be made in writing (including email), by phone, or in person.

- h. UPD will complete the Department of Education Annual Campus Safety and Security Survey on behalf of the University of North Alabama. Any University department or office that receives the survey directly from DOE should forward it to UPD for completion.

6. Notices, Alerts, and Prevention

- a. UPD will determine, on a case-by-case basis, whether and when to issue a Crime Notice (designated in the federal regulations as “timely warnings”) through the Lion Alert system to inform the affected campus community about Clery Act Crimes such as murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic and dating violence, stalking, and weapons, drug and liquor law violations and hate crimes as defined by the Clery Act. UPD’s determination will be based on when and where the incident occurred, when it was reported, and the amount of information known by UPD. UPD may issue a Crime Notice whenever a serious crime or series of crimes that occurs on campus, in certain non-campus buildings, or on property owned or controlled by the university, or on public property on or immediately adjacent campus that poses a serious or continuing threat to the campus community. For a more thorough explanation of on-campus property and non-campus property, see the Definitions section below.
- b. UPD will determine, on a case-by-case basis, whether and when to issue an Emergency Alert (designated in the federal regulations as “emergency notifications”) through the Lion Alert system to the affected campus community. UPD may issue an Emergency Alert if a situation poses a confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community.
- c. UPD will implement Missing Student Notifications as follows:
 - i. Within two hours of its receipt of a report that a student is missing, and irrespective of who makes the report, UPD will enter information about the missing student into the National Crime Information Center (NCIC) and will provide this information to any police department near the location where the missing student was last seen (the local law enforcement) and to any law enforcement agency reasonably requested by the reporting party.
 - ii. Within 24 hours of receiving the report, UPD will:
 - 1. coordinate with the Vice President for Student Affairs to issue a Missing Student Notification;
 - 2. initiate an investigation;
 - 3. notify local law enforcement and inform the student’s designated contact person(s).
 - iii. All university employees are required to immediately report missing students to UPD by contacting UPD at (256) 765-4357 or by filing a report in person at UPD.
- d. Each calendar year, UPD will conduct at least one announced test of emergency response and evacuation procedures. UPD will document a description of the test/drill/exercise, the date held, the time started and ended, whether the test/drill/exercise was announced or unannounced, and includes any follow-through activities designed for assessment and evaluation of emergency plans and capabilities.
- e. UPD and Facilities will maintain the security of and access to campus facilities, including on-campus residences via the following:
 - i. Campus academic and administrative security and access controls include adherence to building hours (including classroom, administrative, and library buildings) set by the Executive Council.
 - ii. In buildings consisting of on-campus housing, campus residence security and access controls include:
 - 1. Access to residence halls is restricted to residents, their guests, and other approved members of the university community. Residents gain entry by use of assigned key or key cards in the card access readers 24 hours a day.
 - 2. Residents are cautioned against permitting strangers to enter the buildings and are urged to

require individuals seeking entry to use their assigned key or key cards.

3. UPD officers conduct security patrols in and around common areas of the residence halls and university apartments on a regular basis. UPD officers conduct security patrols in the vicinity of residence halls and university apartments on a regular basis.

- f. UPD will patrol campus buildings and grounds regularly and, if UPD officers notice any conditions during their regular patrols that may pose a safety or security issue, they will report such conditions to the appropriate campus administrators for correction. UPD will coordinate with campus Facilities Administration and Planning to address security considerations in the maintenance of campus facilities, including but not limited to the following:
- Lighting, particularly exterior lighting
 - Locks, particularly exterior doors and locking hardware
 - Security equipment
 - Emergency telephones
 - Vegetative landscaping features that may pose a security concern
- g. Facilities Administration and Planning will conduct safety inspections of facilities including, but not limited to: laboratories, clinical areas, high hazard maintenance areas construction sites, food service areas, swimming areas, AEDs, fall protection areas, etc.
- h. UPD will work with campus departments and offices to establish educational programs related to the Clery Act and to promote safety awareness programs.

7. Housing and Residence Life (HRL):

- a. HRL will notify all residents in the university's residence halls and apartments of how to file a Missing Student Notification on campus.

8. International Affairs:

- a. The Clery Coordinator shall annually obtain a list from the Senior Vice Provost for International Affairs of all student travel to foreign countries for the preceding calendar year.
- b. The Clery Coordinator will request the Senior Vice Provost for International Affairs send out Request for Crime Statistics letters on behalf of UPD to law enforcement agencies in foreign countries.

9. Human Resources:

- a. The Clery Coordinator shall request that the Office of Human Resources provide electronic notice of availability of the Annual Report to all prospective employees on the "jobs" website.

10. Admissions Office:

- a. The Clery Coordinator shall request that the Office of Admissions on each campus will provide electronic notice of availability of the Annual Security Report to all prospective students on the "apply" website.

11. Title IX:

- a. The University Title IX Coordinator will coordinate with UPD, Human Resources, and other appropriate university offices to ensure that all new employees are provided the university's then-current primary prevention and awareness training in compliance with the Clery Act.
- b. The designated Title IX Coordinator will annually provide UPD with statistics and information for the Annual Report, as well as statistics for potential inclusion in the Daily Crime Log

12. Student Conduct:

- a. The Director of Student Conduct will provide information and statistics to UPD annually for incidents involving students for the Annual Report.

Definitions

Annual Security and Fire Safety Report (“Annual Report”): Annual report required by 34 CFR 668.41(e) setting forth statistics on a rolling three-year basis for Clery Act Crimes and disciplinary referrals for drug, alcohol, and weapon offenses by type, location, and year; campus security and safety policy statements. Also included are procedures for issuing to the campus community Crime Notices (Timely Warnings) and Emergency Alerts (Emergency Notifications); Title IX information, drug and alcohol abuse programs, as well as fire safety policies and procedures for on-campus student housing, and statistics for fires in on-campus student housing.

Campus Security Authority (“CSA”): Identified individuals and groups of individuals and organizations specified in the Clery Act and associated with a university campus, including: (1) the North Alabama University Police Department (UPD); (2) individual(s) who have responsibility for campus security, but who are not affiliated with UPD; (3) any individual or organization specified in the security and safety policy statements as an individual or organization to which students and employees should report criminal offenses; and (4) any official of the campus who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings, and who has the authority and the duty to take action or respond to particular issues on behalf of the campus. When acting within the scope of their official responsibilities, Pastoral Counselors, Professional Counselors, and uncertified persons who are acting under the supervision of an exempt counselor, are not CSAs.

Clery Act Crimes: Certain crimes specified in the Clery Act on which each campus will compile statistics of reports made to campus UPD, CSAs, and local law enforcement, including aggravated assault; arson; burglary; motor vehicle theft; murder and non-negligent manslaughter; manslaughter by negligence; robbery; sex offenses; hate crimes; domestic violence; dating violence; and stalking.

Daily Crime Log: The required Federal Clery Crime log maintained by UPD of all alleged criminal incidents reported to campus UPD.

Fire Log: A log maintained by the Vice President for Business and Financial Affairs of any report to a campus official of a fire occurring in on-campus student housing.

Emergency Notification: An announcement required by the Federal Clery Act, called an “Emergency Alert” at the University of North Alabama, and issued via the Lion Alert System to inform an affected campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the affected campus.

Timely Warning: An announcement required by the Federal Clery Act, called a “Crime Notice” at the University of North Alabama, and issued via the Lion Alert System to inform an affected campus community of Clery Act Crimes and other serious incidents when a reported crime may pose a serious or continuing threat to the affected campus and surrounding community.

Missing Student Notification: A notification, following a determination by UPD that a student has been missing for 24 hours, issued to a student’s designated confidential contact, parent or legal guardian, and the local law enforcement agency with jurisdiction. Although the Clery Act requires a Missing Student Notification only for students who reside in on-campus housing, the University of North Alabama issues Missing Student Notifications and implements the protocol identified irrespective of place of residence.

Clery Geography Map: A map depicting the Core Campus and surrounding area that identifies On-Campus Property, Non-Campus Property, Public Property, and Patrol Jurisdiction.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Public property includes, for example, city streets; and sidewalks in front of private businesses.

School-Sponsored Trips: All university-sponsored, short-stay “away” trips of more than one night for any of its students. If the university sponsors student travel on an overnight trip **every year** and the students stay in the **same hotel each year**, UNA must include portions of the hotel in its report of non-campus geography.

On-Campus Property: Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the university in direct support of, or in a manner related to, its educational purposes; and any building or property that is within or reasonably contiguous to the area that is owned by the University but controlled by another person or entity, is frequently used by students, and supports the university's institutional purposes (such as a food or other retail vendor). On-Campus Property includes, for example, university buildings; university residential facilities; university-owned land/ property; university streets, sidewalks, and parking lots; property leased by the university; properties owned by the university but controlled by a third-party bookstore or coffee shop.

Non-Campus Property: (1) any building or property owned or controlled by a student organization that is officially recognized by the campus; or (2) any building or property owned or controlled by the campus that is used in direct support of, or in relation to, the campus' educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus. Non-campus property also includes all locations used by students during school-sponsored trips (see below) that are controlled by the university during the trip and used to support the university's educational purposes.

Pastoral Counselor: An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. As of the initial publication of these procedures, the University of North Alabama does not employ pastoral counselors.

Professional Counselor: A campus employee whose official responsibilities include providing psychological counseling to members of the campus community and who is functioning within the scope of his or her license or certification.

Sanctions

Violations of these procedures and the Clery Act may result in fines levied against the university by the Department of Education.

History

The UPD Clery Procedure was amended August 27, 2021.