



Policy # 58005

INSTITUTIONAL CLERY ACT

Effective Date: November 17, 2022

Responsible Office: Grambling State University Police Department

Division: Operations

I. Purpose and Scope

The purpose of the Institutional Clery Act Policy is to facilitate a safe and secure environment for students, faculty, staff and campus visitors while complying with federal laws regarding security on campus.

One of the highest priorities at Grambling State University is maintaining warm and welcoming campus environment that not only allows everyone the right to be safe, but also to feel safe. Our goal is to cultivate a campus environment that allows everyone at Grambling State University to safely study, live and work as they strive to reach their full potential. Grambling State University Police Department (GSUPD) oversees the Clery Compliance Manager for Grambling State University.

The goals of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, (Clery Act) as amended, (“Clery Act”): include ensuring that students, prospective students, parents and employees have access to accurate information about crimes committed on campuses, campus security policies and procedures, as well as details regarding prevention programming. The Clery Act requires institutions of higher education that receive federal financial aid (Title IV) to report statistics on specified crimes on or near college campuses and to provide other safety and crime information to members of the campus community. This information must also be reported to the federal Department of Education by October 1 of each year. The spirit of the Clery Act is transparency. Schools must inform students, parents, potential students and employees of crimes that are occurring on or around university campuses so that they can make informed education and employment decisions.

In order to maintain a safe environment for its faculty, staff, employees, students, and visitors, Grambling State University will comply with the provisions of the Clery Act. The Clery Act requires the University to report specified crime statistics and data to the Department of Education and to provide a variety of safety and crime information to the campus community as well as outline all required statements of policy in the annual security and fire safety reports.

II. Applicability

Students, Employees, Visitors and Vendors.

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III. Definitions

- A. "Annual Security Report" or "ASR" is the annual report of crime statistics and other campus information that, pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092 (f))("Clery Act"), must be prepared and distributed to all University employees and students on an annual basis.
- B. "Clery Act Crimes" means criminal homicide, sex offenses (rape, fondling, incest, statutory rape), aggravated assault, robbery, burglary, motor vehicle theft, arson and any crimes that may be later added to the Jeanne Clery Act.
- C. "Clery Geography" means any location on which the University is required to report crime statistics for purposes of the Clery Act, including
- Campus Property: Any building or property owned or controlled by the University 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. Any building or property that is reasonably contiguous to the campus that is owned by the institution but controlled by another person, if frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
 - Public Property Within or Immediately Adjacent to the Campus. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
 - Non-campus Building or Property: Any building or property owned or controlled by an officially sponsored student organization. Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the institution's educational purposes, if frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- D. "Campus Security Authority" or "CSA" for purposes of this policy shall mean campus police and security, offices designated to receive crime reports, and any University employee who has significant responsibility for student and campus activities, including but not limited to student housing, deans of students, college deans, athletic coaches, advisors to officially sponsored student organizations, resident advisors and victim advocates.

At Grambling State University, CSA include, but are not limited to, the following:

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- Vice Presidents
 - All members of Police Department
 - Dean of Students
 - Directors
 - Associate Directors
 - Assistant Directors
 - All members of University Athletics
 - Faculty advisors to student organizations
 - Housing & Residence Life Staff
 - Director, Risk Management Services, Student Affairs
 - Victim Advocates
 - Director of Emergency Management
 - Title IX Coordinator
 - Director, Employee Relations
- E. "Pastoral Counselor" means a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- F. "Professional Counselor" means a person whose official responsibilities include providing mental health counseling to members of the University's community and who is functioning within the scope of his or her license or certification.
- G. "Emergency Notification System (GSU Alert System)" is a mechanism established for the purpose of and dedicated to enabling University officials to quickly contact or send messages to faculty, staff, employees and students in the event of an emergency.
- H. "Emergency Notification" is a message issued in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Messages may be sent to all members of the community/subscribers to the GSU Alert system or segmented to

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specific users if a significant emergency or dangerous situation affects a portion of the affected campus.

- I. “Official” is any person who has the authority and the duty to take action or respond to particular issues on behalf of the University.
- J. “Timely Warning” is a message issued for Clery Act crimes that occur on Grambling State University’s Clery Act geography which represents a serious or continuing threat that is reported to either police, security or a Grambling State University CSA.

IV. Policy Specifics

A. Requirements of the Clery Act:

Grambling State University (through the Clery Compliance Manager) will (including, but not limited to the following):

1. Publish an Annual Security Report (ASR):

By October 1st each year, the Clery Compliance Manager will publish an Annual Security and Fire Safety Report (ASFSR) documenting three calendar years of Clery crime statistics, security policies and procedures, and information on the basic rights guaranteed to victims of Violence Against Women Act (VAWA) crimes. All crime statistics must be provided to the U.S. Department of Education on an annual basis. This report must be made available to all current faculty, staff, employees and students. In addition, prospective faculty, staff, employees and students must be notified of the ASR’s existence and provided a copy upon request. Paper copies of the report will be available upon request from the Clery Compliance Manager.

2. Identify, Notify, and Train Campus Security Authorities (CSA):

Grambling State University will identify positions which meet the definition of a CSA on an ongoing basis, and notify individuals in these roles of their obligations under the Clery Act to report any and all Clery Act Crimes that they witness, or are reported to them, which may have occurred on Grambling State University’s Clery Act geography. The University requires that all CSA complete training on an annual basis which outlines their responsibilities and reporting requirements under the Clery Act. A record of CSA training is maintained.

3. Disclose Crime Statistics:

Crime statistics for incidents that occur on Grambling State University’s Clery Act geography must be disclosed. Grambling State University Police Department is responsible for gathering crime statistics from the Office of the Student Affairs, local law enforcement agencies and other Campus Security

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Authorities (CSA). The Clery Act requires reporting of crimes in the following four categories:

- a. Criminal Offenses:
 - i. Criminal Homicide
 - 1. Murder &
 - 2. Non-Negligent Manslaughter
 - 3. Manslaughter by Negligence
 - ii. Sexual Assault
 - 1. Rape
 - 2. Fondling
 - 3. Statutory Rape
 - 4. Incest
 - iii. Robbery
 - iv. Aggravated Assault
 - v. Burglary
 - vi. Motor Vehicle Theft
 - vii. Arson
- b. Violence Against Women Act (VAWA Crimes)
 - i. Domestic Violence
 - ii. Dating Violence
 - iii. Stalking
- c. Arrests or referrals for disciplinary action for the following:
 - i. Liquor Law Violations
 - ii. Drug Law Violations
 - iii. Carrying or Possessing Illegal Weapons

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- d. Statistics are also required for four additional crime categories (in addition to Criminal Offenses) if the crime committed is classified as a Hate Crime (motivated by bias):
 - i. Larceny/Theft
 - ii. Simple Assault
 - iii. Intimidation
 - iv. Destruction/Damage/Vandalism of Property

4. Issue Timely Warnings:

Grambling State University is required to provide Timely Warnings message regarding Clery Act Crimes which pose a serious or ongoing threat to the campus community. This is determined by one (or more) University official(s) who has been pre-identified in the University's Annual Security Report. Timely Warnings may be issued for Clery Act Crimes occurring in Clery reportable locations.

Exception: Clery Act 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) conversation, are not subject to the Timely Warning requirement.

5. Issue Emergency Notifications:

The University is required to inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of University faculty, staff, employees, students, patients and visitors occurring on or near campus. An emergency notification expands the definition of Timely Warning as it includes both Clery Act Crimes and other types of emergencies (e.g., fire, infectious disease outbreak, etc.). Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the campus community at risk. 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 ASR. Additionally, the emergency response procedures must be tested at least once, annually.

Exception: Emergencies where issuing a notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency or mitigate the emergency are not subject to the emergency notification requirement.

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6. Compile, Report, and Publish Fire Data:

The Clery Compliance Manager will produce an Annual Fire Safety Report (AFSR). The AFSR will disclose fire statistics for each on-campus student housing facility separately for the three most recent calendar years for which data are available in accordance with HEOA regulations. Each such facility must be identified in the statistics by name and street address, regardless of whether any fires have occurred. Additionally, the AFSR will provide a description of the fire safety system in each on-campus student housing facility. These descriptions should include mechanisms (e.g., fire extinguishers, fire doors, posted evacuation routes, etc.) or systems related to the detection, warning and control of a fire.

7. Maintain a Daily Crime Log:

The University must maintain a daily crime log documenting the “nature, date, time and general location of each crime” reported to the University Police Department within the last 60 days, and the disposition, if known, of the reported crimes. The crime log requirement applies at all Clery Act campuses which employ a police or security force. Incidents must be entered into the log within two business days of receiving the report. The daily crime logs for the University may be requested by contacting the Clery Compliance Manager. Requests for public inspection of daily crime log entries beyond 60 days must be made in writing and will be made available within two business days of the request.

8. Maintain a Daily Fire Log:

The University must maintain a daily fire log documenting the nature of the fire, date the fire occurred, date and time the fire was reported and general location of each fire-related incident in an on-campus student housing facility reported to any University official. Daily Fire Logs are maintained for all Clery Act campuses that have On-Campus Student Housing Facilities. Incidents must be entered into the log within two business days of receiving the report. The daily fire logs for the University may be requested by contacting the Clery Compliance Manager. Requests for public inspection of daily fire log entries beyond 60 days will be made available within two business days of the request.

B. Mandatory Clery Responsibilities:

The Clery Compliance Manager is responsible for:

- a. Overseeing the University’s compliance with the Clery Act;

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- b. Updating the requirements in this policy as necessary when the federal legislation has been amended;
- c. Annually reviewing Grambling State University's Clery Act geography to ensure correctness;
- d. Designating Separate Campus locations when required by the Clery Act;
- e. In partnership with the Office of Human Resources, identifying those positions with CSA responsibilities and notifying those individuals;
- f. In partnership with the Office of Human Resources, maintain a list of University CSA;
- g. Developing procedures for reporting crime statistics by CSA;
- h. Serving as subject matter experts on behalf of the University regarding the Clery Act; interpret federal regulations, policy guidance and Department of Education Final Program Review Determinations and implementing aligned policies and procedures at Grambling State University.
- i. Implementing and overseeing training completion of CSA when they assume their role and on an annual basis thereafter;
- j. In partnership with Grambling State University Police Department, issue Timely Warning messages to the campus community regarding Clery Act Crimes;
- k. Reporting crime statistics (as specified in the Clery Act);
- l. Publishing the ASFSR and disclosing statistics of Clery Act Crimes reported over the past three years;
- m. Compiling and providing to the U.S. Department of Education, statistics of reports of Clery Act Crimes reported to the University Police, which are classified according to the parameters defined in the Clery Act;
- n. Annually, requesting in writing crime statistics from local law enforcement with jurisdiction over the University's Clery geography;
- o. Maintaining and publishing University policies and procedures addressing campus security and safety; and
- p. Submitting the crime and fire statistics to the U.S. Department of Education.

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- q. Maintaining the daily crime log; and
- r. Providing paper copies of the ASFSR upon request;

The University Police Department is responsible for:

- a. In partnership with the Clery Compliance Manager, issuing Timely Warning messages to the campus community regarding Clery Act Crimes;
- b. Monitoring criminal activity at off-campus locations of student organizations officially recognized by the University;
- c. Coordinating emergency notifications to the campus community when deemed necessary and appropriate;
- d. Sharing information about applicable prevention programming with the Clery Compliance Manager for publishing in the ASR.

Campus Security Authorities are responsible for:

- a. Understanding the requirements of the Clery Act pertaining to reportable crimes;
- b. Undergoing training when they assume their role(s) and on an annual basis thereafter; and
- c. Immediately reporting Clery Act Crimes the Clery Compliance Manager.

The Office of Student Affairs is responsible for:

- a. Immediately reporting any Clery Act related crime or emergency to University Police or the Clery Compliance Manager for a Timely Warning or Emergency Notification consideration; and
- b. On an ongoing basis, providing all conduct referral and data related to Clery Act Crimes to the Clery Compliance Manager for inclusion in the ASR and associated statistical reporting to the Department of Education.

The Office of Disability Services is responsible for:

- a. Immediately reporting any Clery Act related crime or emergency to University Police or the Clery Compliance Manager for a Timely Warning or Emergency Notification consideration;

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- b. On an ongoing basis, providing all Clery Act crime data the Clery Compliance Manager for inclusion in the Annual Security Report/statistical reporting to the Department of Education;
- c. Sharing information about applicable prevention programming the Clery Compliance Manager so that this information may be published in the ASR; and

The Office of Title IX is responsible for:

- a. Updating the Clery Compliance Manager when any policies/procedures which govern the investigation and adjudication of VAWA crimes change and ensuring policies/procedures are compliant with the Campus Sexual Assault Victims Bill of Rights requirements, as well as VAWA requirements codified within the Clery Act.

The Office of Emergency Management in coordination with the Office of Communications is responsible for:

- a. Overseeing and maintaining the GSU Alert system and acting as subject matter experts for said system;
- b. Coordinating emergency notifications to students, faculty and staff when deemed necessary and appropriate; and
- c. Conducting an annual emergency alert exercise and test the emergency alert system in conjunction with the exercise.

The Office of Risk Management and Campus Living & Housing are responsible for:

- a. Collecting and maintaining fire statistics that occur in on-campus student housing facilities;
- b. Sharing information related to fires occurring within on-campus student housing facilities with the University of Police Department so they can be added to the fire log;
- c. Updating the AFSR policy statements to reflect legislative updates and interpretations;
- d. Providing annual fire statistics to the Clery Compliance Manager; and
- e. Maintaining fire statistics in compliance with the University's records retention policy.

The Office of Admissions (Undergraduate and Graduate) is responsible for:

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- a. Notifying and providing the on-line location of the ASR and a brief description of the report to prospective or current students; and
- b. Providing paper copies of the ASR upon request to a prospective or current student.

University Human Resources is responsible for:

- a. Notifying and providing to prospective faculty and staff the on-line location and brief description of the ASFSR;
- b. Providing paper copies of the ASFSR upon request to prospective or current faculty or staff members;
- c. Immediately reporting any Clery Act related crime to Grambling State University Police Department or the Clery Compliance Manager for Timely Warning consideration; and
- d. Annually, providing all student and employee conduct referral data to the Clery Compliance Manager for inclusion in the ASR.

The Athletics Department is responsible for:

- a. Immediately reporting any Clery Act related crime to University Police or the Clery Compliance Manager for Timely Warning consideration; and
- b. Annually, providing all student and employee conduct referral data to the Clery Compliance Manager for inclusion in the ASFSR.

The Student Counseling and Wellness Resource Center (SCWRC) is responsible for:

- a. Immediately reporting any Clery Act related crime to University Police the Clery Compliance Manager for Timely Warning consideration; and
 - b. Annually, providing aggregate Clery reportable data to the Clery Compliance Manager for inclusion in the Annual Security and Fire Safety Report.
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- a. Criminal actions may also be reported to the individuals or offices listed below. Reports made to these persons or offices, and not also made to University Police, will be included in the statistical report in the Campus Security Report but generally will not be investigated by the police.

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Office of Student Affairs 318-274-2415 403 Main St.

Department of Human Resources 318-274-2678 403 Main St.

Housing & Residential Life 318-274-2504 403 Main St.

Student Government Association 318-274-6115 403 Main St.

B. Timely Warnings. The University shall provide timely warnings to the campus community when Clery Act Crimes are reported to a CSA and are determined by the chief of police (or the chief's designee) to represent serious or continuing threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to the University Police. The University may issue these warnings via postings on campus, through the Campus Alert system, through local news media, or in other ways. The individual or office responsible for issuing the warning will vary depending on how the warning are issued.

- Reporting Crimes on a Voluntary, Confidential Basis. Individuals who witness or are the victim of crime, but who wish to remain anonymous, may report the crime to the University Police on a confidential basis. To do so, individuals should specifically request that they remain anonymous. The report ensures that the occurrence of the crime will be included in the University's ASR, assists the police in determining if there is a pattern of crime with regard to a particular location, method, or suspect, and enables the police, in appropriate circumstances, to alert the campus community to potential dangers. Filing an anonymous report may limit the ability of the police department to provide specific assistance or to investigate or solve a crime.

C. Security of and Access to Campus Facilities

- Grambling State University manages building access according to the building type and purpose and considers security in maintenance of campus facilities. Academic and administration are locked twenty-four hours per day.

D. Campus Law Enforcement (GSUPD)

- Enforcement Authority of Police and Security. Grambling State University officers are fully trained and certified peace officers, and have the same arrest, detention, and police authority as any other police officer in Louisiana. Additionally, University Police officers have the authority to enforce Grambling State University's regulations. University Security personnel have no enforcement or arrest authority.
- Relationship of University Police and Other Law Enforcement Agencies. University Police works closely with other law enforcement agencies as well

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as state and federal authorities. University Police maintains a written mutual aid agreement between all municipal agencies and the Lincoln Parish Sheriff's Department. University Police has primary jurisdiction on the University Campus, University Police shares responsibility with the local city police with roadways adjoining the campus. Off-campus sites and remote campus sites receive police services from the local jurisdictions in which the sites are located.

- Referral for Disciplinary Action. Incidents involving student misconduct which are investigated by University Police may be referred to the Office of Students Affairs for disciplinary action. Incidents involving staff misconduct may be referred to Human Resources for possible disciplinary action. Incidents involving faculty misconduct may be referred to the cognizant dean or senior vice presidents.
- Reporting. The University encourages accurate and prompt reporting of all crimes to University Police and other appropriate police agencies.
- Professional and Pastoral Counselors. Professional Counselors and Pastoral Counselors, when acting in such capacity, are not required to report crimes disclosed to them for inclusion in the ASR. However, as described in the accompanying Procedure, Professional and Pastoral Counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of how to report crimes on a voluntary, confidential basis for inclusion in the ASR.

E. Monitoring and Recording of Criminal Activity at Off-Campus Locations of Officially Recognized Student Organizations

- Criminal activity at recognized fraternity and sorority residences is monitored and recorded by the University Police Department. Additionally, the law requires either the University or fraternities and sororities to fund a two-officer roving patrol on Friday and Saturday nights. The patrol is to monitor fraternity and sorority compliance with "all applicable city and county ordinances, state laws, and college or university regulations." The officers on the roving patrol send a report on the patrol to the Director of the Office of Fraternity & Sorority Life. University Police gather Clery Act Crime statistics from the Grambling City Police Department for annual reporting in the ASR.
- Local law also requires the University to have specific regulations governing fraternities and sororities. Among other things, these regulations prohibit consumption of alcohol on fraternity or sorority property by individuals under age 21, require fraternities and sororities to provide alternative nonalcoholic beverages, and require fraternities and sororities to hire uniformed officers for certain large gatherings. The University regulations compliant with those local law requirements are encompassed in University. Student Affairs at the University maintains contact with recognized fraternity

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and sorority organizations through the Director of Fraternity & Sorority Life. Student Affairs and the University Police also maintain a working relationship with the Grambling City Police Department.

- The University maintains contact with the Grambling City Police Department to collect crime statistics for the activities of other officially recognized student groups off-campus.
- No provisions beyond normal local law enforcement efforts are made to monitor any other off-campus locations of student organizations other than those officially recognized by the University.

F. Alcoholic Beverages and Illegal Drugs

- **Students.** Under University policy, students are subject to discipline for use, possession, or distribution of alcoholic beverages of any type on University premises except as expressly permitted by law and University regulations. Students are also subject to discipline for use, possession, or distribution of any narcotic or other controlled substance on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance, except as permitted by law and University regulations.
- **Employees.** Under University policy, the University is a drug-free workplace. It is a violation of the University's Drug-Free Workplace policy for “employees to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol at university workplace, or while engaged in university business off campus.” Employees are subject to discipline for violating this policy. Enforcement of Laws. University Police enforce state alcohol laws and federal and state drug laws on the Grambling State University campus.

G. Emergency Response and Evacuation

- **Confirmation and Notice of Significant Emergency or Dangerous Situation**
 - a. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the University will notify the campus community using the procedures described in a University Procedure Handbook. The Procedure describes the process the University will use to confirm the emergency, determine the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification, and initiate the notification system. The Procedure also lists titles of persons or organizations responsible for carrying out this process as well

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as procedures for disseminating emergency information to the larger community.

- b. The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- Testing of Procedures. The University will maintain procedures, to annually test the University's emergency response and evacuation procedures.

H. Missing Student Notification

- Scope. This section applies only to students residing in on-campus student housing facilities.
- Reporting a Missing Student. When a student has been missing for twenty-four hours, students, employees, and other individuals should make a report to the University Police (318-274-2222), to Campus Living and Housing (318-274-2504) Student Government Association (318-274-6115). Any person to whom a missing student report is made shall immediately refer the matter to the University Police.
- Emergency Contact. Students who reside in on-campus student housing facilities have the option of identifying a contact person or persons whom the University shall notify within twenty-four hours of a determination that the student is missing, if the student has been determined missing by University Police. Students residing in on-campus student housing may register this information as directed in Procedure. This contact information will be registered confidentially and will be accessible only to authorized campus officials. The information may not be disclosed outside the University except to law enforcement personnel in furtherance of a missing person investigation.
- Students Under 18. If a student is under 18 years of age and is not emancipated, in addition to notifying any contact person designated by the student, the University is required by law to notify a custodial parent or guardian within twenty-four hours of the determination that the student is missing.
- Notifying Local Law Enforcement Agency. The University will notify the surrounding law enforcement agencies when any student who lives in on-campus student housing has been determined to be missing for 24 hours.

I. Fire Safety Policies

- Those residing in Campus Living and Housing shall abide by restrictions and guidance contained in the applicable handbooks and/or contracts concerning

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electrical appliances, smoking, and open flames. Links to these handbooks and contracts are contained in an University Procedure Handbook.

- The accompanying University Procedure Handbook describes any fire safety education and training provided to students and employees in the University's on-campus student housing facilities and the procedures these students and employees should follow in case of a fire.

V. REVISION/REVISED HISTORY