UNIVERSITY POLICY

SUBJECT:	ADMINISTRATION		TITLE:	ANNUAL SECURITY REPORT	
CATEGORY: Check One	Board of Trustees ☐	Presidential ☒	Functional ☐	School/Unit ☐	
Responsible Executive:	Senior Vice President for Administration		Responsible Office:	Public Safety	
CODING:	00-01-10-87:00	ADOPTED:	10/15/99	AMENDED:	02/16/10
				LAST REVIEWED:	09/26/11

I. PURPOSE

To ensure that faculty, housestaff, staff members, and students; applicants for employment; and prospective students and faculty members receive accurate information about criminal activity occurring on campus and contiguous public property, and the steps taken to control such breaches of security in accordance with the reporting requirements of the Clery Act.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Executive Vice President, Deans, Vice Presidents and Presidents/CEOs of the Healthcare Units, in concert with the Director of Public Safety shall implement this policy.

III. DEFINITIONS

A. **Clery Act**: A federal law which requires that colleges and universities provide students, employees, and requesting applicants with an Annual Security Report, which must contain crime statistics concerning specified reportable offenses and other security related information, imposes crime reporting and records keeping requirements on the institutions, and provides for penalties for non-compliance.

B. **Annual Security Report**: A report distributed by the University containing statistics concerning reportable offenses for the three preceding calendar years and other information concerning security and crime reporting.

C. **Campus:** The buildings, grounds, lots and roadways owned by or under the control of the University within reasonable proximity to each other. The term campus does not include off-campus offices dedicated to administrative purposes or clinical care. For reporting purposes, UMDNJ campuses are:

- Newark Campus
- Piscataway/New Brunswick Campus
- Camden Campus
- Stratford Campus
- Scotch Plains Campus

D. **Public Property:** Public roadways, or other public property, adjoining University campuses.

E. **Reportable Offenses:**

- Murder
- Manslaughter
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery
- Aggravated Assault
- Arson
- Burglary
- Motor Vehicle Theft
- Attempted Motor Vehicle Theft
- Liquor Law Violations
- Drug Violations
- Weapons Offenses
- Bias Crimes

IV. POLICY

A. Requirements:

1. Faculty, housestaff, staff, and students, whether they have full, part-time, temporary, or per diem status, must each receive a copy of the University Annual Security Report prior to October 1 of every year.

2. Applicants for employment and prospective students and faculty members must be provided with a copy of the Annual Security Report upon request.

3. Public Safety must maintain a Crime Log at each Public Safety Office and make it available to the public.

4. Faculty, housestaff, staff members and students must receive timely crime warnings about crimes occurring on campus which may cause a hazard to others.

B. Responsibilities:

1. The Deans are responsible for ensuring that:

   a. each student receives a copy of the Annual Security Report in his/her campus mailbox prior to October 1 of every year.

   b. all prospective students and faculty members are provided with a copy of the Annual Security Report upon request.

   c. all directors and department heads ensure distribution of Annual Security Reports to staff and faculty under their supervision.

2. The President and CEO for University Hospital is responsible for ensuring that:

   a. all prospective residents and housestaff members are provided with a copy of the Annual Security Report upon request

   b. directors and department heads ensure distribution of Annual Security Reports to staff, housestaff, and faculty under their supervision.

3. The President and CEO for University Behavioral Health Care is responsible for ensuring that:

   a. all prospective housestaff members are provided with a copy of the Annual Security Report upon request and

   b. directors and department heads ensure distribution of Annual Security Reports to staff, housestaff, and faculty under their supervision.

4. The Vice President for Human Resources is responsible for ensuring that all applicants for employment are provided with a copy of the Annual Security Report upon request.

5. Vice Presidents are responsible for ensuring that directors and department heads ensure distribution of Annual Security Reports to staff under their supervision.

6 Directors and department heads are responsible for ensuring that <u>all</u> staff, housestaff, or faculty under their supervision receive a copy of the Annual Security Report.

7. The Director of Logistical Services is responsible for ensuring that the Annual Security Report is furnished to directors or department heads or their designees, in time for distribution.

8. The Director of Public Safety is responsible for:

   a. ensuring compliance with reporting and records keeping requirements.

   b. developing an Annual Security Report every year, having it printed, and having it forwarded to Logistical Services in time for distribution prior to October 1.

   c. providing copies of the Annual Security Report upon request.

   d. cooperating fully with any audit or inspection conducted by the Federal Department of Education.

   e. ensuring that a Crime Log is kept at Public Safety Headquarters for each campus, and that it is available to the public upon request.

   f. distributing timely warnings about crimes occurring either on or off campus when they constitute a hazard to other members of the University community.

By Direction of the President:

SIGNATURE ON FILE

Senior Vice President for Administration