WESTMINSTER COLLEGE
Procedures for Preparing, Publishing, and Distributing an
Annual Security Report under the Clery Act Policy – Appendix A

POLICY TITLE | Procedures for Preparing, Publishing, and Distributing an Annual Security Report under the Clery Act Policy – Appendix A
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No. 540-A | Effective Date: April 17, 2017

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1. INTRODUCTION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act), is a federal law that requires colleges and universities that receive federal financial assistance to disclose annually certain information about campus crime and safety and security policies. The Annual Security Report (ASR) contains crime statistics for the three previous calendar years and information on safety and security, crime prevention, and campus security. These procedures identify the processes Westminster College (College) follows when it prepares, publishes, and distributes the ASR.¹

2. PREPARING THE ANNUAL SECURITY REPORT

The Director of Risk Management and Compliance is responsible for preparing the ASR that contains, at a minimum, the following information:

A. Crime statistics following the guidelines described in Procedures for Reporting and Disclosing Crime Statistics under the Clery Act Policy – Appendix B.

¹ These procedures should be read in conjunction with the Clery Act Compliance Policy. Capitalized terms used and not otherwise defined in these procedures are defined in the policy.
B. A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement must include the College's policies concerning its response to these reports, including:
1. Policies for making timely warning reports to members of the College community regarding the occurrence of reportable crimes.
2. Policies for preparing the annual disclosure of crime statistics.
3. A list of the titles of each person or organization to whom students and employees should report the criminal offenses for the purposes of making timely warning reports and the annual statistical disclosure.
4. Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

C. A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities.

D. A statement of policies concerning campus law enforcement that:
1. Addresses the enforcement authority and jurisdiction of security personnel.
2. Addresses the working relationship of campus security personnel with State and local police agencies, including:
   a. Whether those security personnel have the authority to make arrests.
   b. Any agreements, such as written memoranda of understanding between the institution and such agencies, for the investigation of alleged criminal offenses.
3. Encourages accurate and prompt reporting of all crimes to campus security and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and
4. Describes procedures, if any, that encourage pastoral counselors and professional counselors, when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

E. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

F. A description of programs designed to inform students and employees about the prevention of crimes.

G. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities.
H. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws.

I. A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.

J. A description of drug or alcohol-abuse education programs offered as required by the Drug-Free Schools and Communities Act of 1989.

K. A statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking, and of procedures that the institution will follow when one of these crimes is reported. The statement must include:
   1. A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking.
   2. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
      a. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
      b. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to: (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and (3) decline to notify such authorities.
      c. How and to whom the alleged offense should be reported.
      d. Where applicable, the rights of victims and the institution's responsibilities for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, or by the institution.
   3. Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:
      a. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).
      b. Maintain as confidential, any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
   4. A statement that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.
   5. A statement that the institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living,
transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

6. An explanation of the procedures for the College’s disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

7. A statement that, when a student or employee reports to the College that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

L. A statement advising the College community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.

M. A statement of policy regarding emergency response and evacuation procedures.

N. A statement of policy regarding missing student notification procedures.

3. PUBLISHING THE ANNUAL SECURITY REPORT

The Director of Risk Management and Compliance is responsible for publishing the ASR on the Westminster College website as follows:

A. The Director of Risk Management and Compliance will publish the ASR on the resources page of the College’s website, contemporaneous with its submittal to the Department of Education, which occurs on or before October 1 annually.

B. The Director of Risk Management and Compliance will post information on the home page of the Office of Admissions, and give prospective students notice of the availability of a .pdf version of the ARS and information on how to request a printed copy.

C. The Director of Risk Management and Compliance will post information on the home page of the Human Resources Department, and give prospective employees notice of the availability of a .pdf version of the ARS and information on how to request a printed copy.

D. Printed copies of the ASR are available at from the Campus Patrol office (1840 South 1300 East, Salt Lake City, Utah 84105) during normal business hours.
4. DISTRIBUTING THE ANNUAL SECURITY REPORT

On or before October 1 annually, the Director of Risk Management and Compliance:

- Sends an electronic version of the ASR to the Dean of Students for distribution to all current employees and students. The Dean of Students distributes copies of the ASR to all current employees and students annually on or before October 1. Distribution can be made by sending a .pdf copy or link by e-mail, provided that information on how to request a printed copy is also conveyed.

On or before October 1 annually, the Director of Campus Security:

- Distributes the crime statistics from the ASR to the Department of Education through the annual online Campus Safety and Security Survey.

5. RESPONSIBLE ADMINISTRATORS

- The Director of Risk Management and Compliance is responsible for preparing the ASR.
- The Director of Risk Management and Compliance is responsible for publishing the ASR on the Westminster College website.
- The Director of Campus Security is responsible for reporting the crime statistics from the ASR to the Department of Education on or before October 1 through the annual online Campus Safety and Security Survey.
- The Dean of Students is responsible for distributing the ASR to all current employees and students.
- The Director of Admissions is responsible for notifying and providing the on-line location of the ASR and a brief description of the report to prospective or current students.
- The Executive Director of Human Resources is responsible for notifying and providing to prospective faculty and staff the on-line location of the ASR and a brief description of the report.
6. HISTORY

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<th>Date of Last Action</th>
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<th>Authorizing Entity</th>
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<td>April 17, 2017</td>
<td>Procedures to Publish ASR (04/17/17) Adopted</td>
<td>Policy Governance Committee</td>
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<tr>
<td>March 10, 2017</td>
<td>Interim Procedures for Publishing ASR (3/10/17) APPROVED</td>
<td>Policy Governance Committee</td>
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<td>March 10, 2017</td>
<td>SOP WCP-GEN-SOP-05 (1/28/15) RESCINDED</td>
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<td>March 10, 2017</td>
<td>SOP WM-444-SOP-44 (1/28/15) RESCINDED</td>
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7. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/_________________________________________

Stephen R. Morgan, President