Authority: Board of Trustees

History:
- First Issued: September 20, 2013

Related Policies:
- The UNC Policy Manual, 1300.1 - Illegal Drugs

Additional References:
- 34 CFR 668.46(a) – Campus security authority
- The Jeanne Clery Act - Summary
- N.C.G.S. §132 – Public Records
- UNC Pembroke Police and Public Safety - Anonymous Form to Report a Crime
- Campus Security Authority Incident Report (Maxient) form

Contact Information: Director of Police and Public Safety, (910) 521-6235.

1. SCOPE

1.1 This policy applies to all administrators, faculty, staff, and students affiliated with the university.

2. DISCLOSURE REQUIREMENTS

2.1 The Clery Act requires institutions to disclose statistics for reported crimes based on:

2.1.a. where the crimes occurred;

2.1.b. to whom the crimes were reported;

2.1.c. the types of crimes that were reported; and

2.1.d. the year in which the crimes were reported.

2.2 Statistics must be disclosed for reported Clery crimes that occur:

2.2.a. on campus;

2.2.b. on public property within or immediately adjacent to the campus; and
2.2.c. in or on non-campus buildings or property that your institution owns or controls.

3. REPORTING CRIMES AND EMERGENCIES

3.1 Multiple methods are available to report a crime.

3.1.1 On-Campus. Contact UNCP Police and Public Safety at 910-521-6235 (non-emergencies), dial 9-1-1 (emergencies only), or by using the Emergency Call Boxes or emergency phones located in the residence halls, parking lots, or some buildings. Individuals may also use the red button on the elevators. Any suspicious activity or person(s) seen in the parking lots or loitering around vehicles, inside buildings, or around residence halls should be reported to university police.

3.1.2 Off-Campus. For off-campus crime and emergencies, contact the local law enforcement agency for the jurisdiction in which the individual is located. If an individual is uncertain of the direct number to an agency, the individual should dial 9-1-1 to report the crime or emergency.

3.1.3 Limited Voluntary Confidential Reporting. The UNCP Police and Public Safety Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Police reports are public records under North Carolina state law. Therefore, the UNCP Police and Public Safety Department cannot hold reports of crime in confidence. If an individual is a victim of a crime and does not want to pursue action within the university system or the criminal justice system, the individual may still want to consider making an anonymous report. Anonymous reports of crime may be made by completing the Anonymous Form to Report a Crime.

3.1.4 Campus Security Authorities (Clery Compliance Committee). While UNC Pembroke wants the campus community to report criminal incidents to UNCP Police and Public Safety at 910-521-6235, the university recognizes that some may prefer to report to other individuals or university offices. The Clery Act recognizes certain university officials and offices as “Campus Security Authorities (CSAs).” While UNCP has a more inclusive list of campus security authorities, UNCP has an official designated list of campus security authorities that have also been designated as the university Clery Compliance Committee. In addition to reporting a crime to university police, community members may report crime to the following designated campus security authorities and Clery Compliance Committee members:

3.1.4.a. director, Police and Public Safety (Chair), 910-521-6235, Police and Public Safety;

3.1.4.b. associate vice chancellor, Campus Safety and Emergency Operations, 910-775-4500, Lumbee Hall;

3.1.4.c. director, Student Conduct, 910-521-6851, Lumbee Hall;

3.1.4.d. director, Human Resources, 910-521-6279, Lumbee Hall;
3.1.4. e. director, Housing and Residence Life, 910-775-4253, University Center Annex; or
3.1.4. f. director, Athletics, 910-521-6560, English E. Jones Center.

3.1.5 When a designated CSA or Clery Compliance Committee member receives the crime information and believes it was provided in good faith, he or she must immediately document it as a crime report via the Campus Security Authority Incident Report (Maxient) form. In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

3.1.6 Clery Compliance and CSA Training. CSAs and the Clery Compliance Committee have an important job to do and providing them with training will help to ensure they do it properly. The director of Police and Public Safety has been designated by the university as the Clery Compliance Officer and shall ensure that annual training is provided to those offices or individuals who have been identified by the university as CSAs or designated to serve on the Clery Compliance Committee.

4. COLLECTING, CLASSIFYING, AND COUNTING CRIME REPORTS AND CRIME STATISTICS

4.1 The Clery Act requires UNC Pembroke to disclose three general categories of crime statistics.

4.1.1 Criminal offenses:

4.1.1.a. Criminal homicide – murder and non-negligent manslaughter, negligent manslaughter;

4.1.1.b. Sex offenses – forcible, non-forcible; and

4.1.1.c. Other reportable offenses – robbery, aggravated assault, burglary, motor vehicle theft, arson.

4.1.2 Hate crimes:

4.1.2.a. Any of the above mentioned offenses and any incidents of larceny/theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.

4.1.3 Arrests and referrals for disciplinary action for:

4.1.3.a. weapons (carrying, possessing);

4.1.3.b. drug abuse violations; and

4.1.3.c. liquor law violations.
4.2 The UNC Pembroke director of Police and Public Safety and the Clery Compliance Committee shall be responsible for collecting, classifying, and counting all Clery Act crime reports and crime statistics to include:

4.2.a. all crimes that occur on campus;

4.2.b. all crimes that occur immediately adjacent to the campus reported to another agency;

4.2.c. all crimes reported to university police or any campus security authority; and

4.2.d. arrests and referrals for disciplinary action.

5. CAMPUS SAFETY AND SECURITY REPORTING

5.1 The UNC Pembroke director of Police and Public Safety as the designated Clery Compliance Officer shall be responsible for completing the Clery mandated Annual Security Report to include:

5.1.a. publishing the report by the deadline;

5.1.b. the required policy statements;

5.1.c. three years of Clery crime statistics;

5.1.d. required fire statistics;

5.1.e. determining who gets the report;

5.1.f. distributing the report; and

5.1.g. retaining records associated with the report.