

- ii. In complying with the statistical reporting requirements under paragraph (c) of this section, an institution may provide a map to current and prospective students and employees that depicts its campus, noncampus buildings or property, and public property areas if the map accurately depicts its campus, noncampus buildings or property, and public areas.⁴
 - 1. It is recommended each University develop and maintain a Clery Geography Map identifying each of the University's Clery geography locations.
 - 2. The map should be reviewed annually, or more frequently as necessary, to make any necessary changes. Upon request, the CCO should be prepared to distribute the map for public inspection.

iii. Contracting Requirements. Each University's contract management office shall ensure that the contracts listed in items (1) and (2) below abide by the following:

- 1. Contracts for reservations of off-campus space must include:
 - a. The exact geographic locations that will be utilized by the University including, but not limited to, building address, room numbers, parking lot availability and designations, the exact date(s) and time(s) of use, and other identifying information whenever applicable.
 - b. Notice to the lessor of the off-campus space of his or her obligation to report Clery crimes to the University or campus police department or CCO responsible for collecting off-campus crime statistics.
- 2. Contracts for services with an individual or organization who meets the definition of a CSA in Section 3.e. must include:
 - a. The exact geographic location where the services will be provided (e.g., the patrol jurisdiction of a contracted security service).
 - b. The exact time spans during which the service will be utilized.
 - c. Notice to the individual or organization of its Clery reporting and disclosure obligations as a CSA under federal law.

c. Campus Notifications; Timely Warning Notices and Emergency Notifications.⁵

- i. Each University, collectively and for each of its individual Campuses, shall assess all reported Clery crimes and emergencies and determine if a timely warning or emergency notification is warranted, and:

- 1. Issue a timely warning

or employees while withholding, as confidential, the names and other identifying information of the victims.

- a. This includes developing and documenting a process for assessing reported Clery crimes; the circumstances regarding issuing of a timely warning; the individual or office responsible for issuing a timely warning; and how a timely warning will be disseminated.⁶
 - b. A timely warning must be sent in a manner that reaches the entire campus community, and may not be segmented.
2. Immediately issue an emergency notification upon the confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees.
 - a. This includes developing and documenting a process for confirming there is a significant emergency or dangerous situation; determining the appropriate segment or segments of the campus to receive notification; determining the content of the notification; identifying who will initiate the notification; and determining how the institution will disseminate emergency information to the larger community.⁷

d. Crime Log and Fire Log⁸

i. Crime Log⁹

1. Campuses that maintain a campus police or security department are required to maintain a daily crime log that records, for the most recent 60-day period, criminal incidents and alleged criminal incidents, reported to the police department or CSA. This log must be publicly accessible at each campus having a campus police or security department and may be provided in either electronic or hard copy format.
2. The daily crime log must include:
 - a. The nature of the crime, the date the crime was reported, the date and time the crime occurred, the general location of the crime, and the disposition of the complaint, if known.
3. All entries to the daily crime log, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, must be open to public inspection within two (2) business days of the initial report being made to the campus police department or a CSA.

⁶ 34 C.F.R § 668.46(e)

⁷ 34 C.F.R § 668.46(g)

⁸ The Handbook for Campus Safety and Security Reporting, Chapter 5, 12. (2016),

⁹ 34 CFR 668.46(f)

4. If new or additional information about an entry into the daily crime log or a change to the disposition becomes available to a campus police or security department, the information or updated disposition shall be recorded in the log no later than two (2) business days after the information becomes known to the campus police or security department.
5. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that risk is no longer likely to occur from the release of such information.
6. The crime log must be open to public inspection, free of charge, upon request, during normal business hours. The campus cannot require written requests to see the crime log, including from the media. Any request for a portion of the log older than 60 days must be made available within two business days of a request for public inspection.

ii. Fire Log¹⁰

1. Each University with on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility.
2. Reported fires include fires that were already extinguished as well as those discovered while still burning.
3. The fire log must include:
 - a. The date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire.
4. All entries or an addition to an entry to the fire log must be made within two (2) business days of the initial report being made.
5. The fire log must contain the most recent 60-day period and be open to public inspection. Any portion of the log older than sixty (60) days must be made available within two (2) business days of a request for public inspection.
6. Students and employees must be provided with a description of the log, noting location and availability.
7. Archived fire logs must be kept for three (3) years following the publication of the last annual fire safety report to which it applies, in effect, seven (7) years.

¹⁰ 34 CFR 668.49(d)

iii.

- ii. Each Campus with on-campus student housing must publish a Clery Act compliant Annual Fire Safety Report (AFSR) no later than October 1st of each year.
- iii. The notice of availability of the ASR/ASF SR must be sent to all current students and employees no later than October 1st of each year.
- iv. Universities must also inform prospective students and employees about the availability of the report(s).
- v. If any report requires corrections at any time after publication, the University is required to update the report with the necessary changes, adding a note to the report explaining the change. This note should include what change was made, the date the change was made, and the reasons for the change.

3. An annual process for each student to identify a contact person or persons whom the University shall notify within 24 hours of the determination that

- ii. Records to be kept include, but are not limited to, copies of crime reports; the daily crime and fire logs; records for arrests and referrals for disciplinary action; supporting documents for counting and classifying statistics; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery compliance; letters to and from Campus Security Authorities; correspondence with the U.S. Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the ASR/ASF SR.
- iii. Each University shall make records available for review to assist with compliance monitoring and assessment.

4. Functional Roles and Responsibilities:

- a. University and Department Policies and Procedures. Each University and department with Clery Act compliance responsibilities shall document internal policies and procedures for ensuring compliance and maintaining associated records.
- b. Campus Personnel. All members of the University community, including students, faculty, and staff are encouraged to accurately and promptly report all criminal or suspicious actions and any potential emergencies to the campus police department or to an appropriate law enforcement agency.
- c. System Clery Compliance Director (SCCD). The SCCD will provide leadership for compliance with the Clery Act and related statutes, and will guide and advise the CCO's from each campus. The SCCD will monitor Clery Act compliance for each University within the System, in coordination with the CCO, and will provide assessments and reporting to the respective University President and TTUS General Counsel. Assessments will include review of compliance with the Clery Act and related statutes, this policy and institutional policies, and training requirements. The SCCD will oversee the System Clery Information Admin platform, which serves as the Crime Log and Fire Log. The SCCD will chair the System Clery Compliance Council.
- d. System Clery Compliance Council. The System should establish a Clery Compliance Council which includes an interdisciplinary team of Campus stakeholders. This Council will be an advisory group that should meet at least twice a year, and more often as needed. Among other responsibilities, this Council will meet to discuss new information, trends, and efforts across the System to ensure a consistent approach to Clery compliance across the System.
- e. Clery Compliance Officer (CCO). Each University shall designate a CCO to ensure the component's compliance with the requirements of the Clery Act. The CCO will work collaboratively with various departments, offices, and individuals across each campus to develop, implement,

g. Campus Police Department.

campus. The office will also coordinate with the campus police department in implementing Missing Student Protocols.

- k. Campus Security Authorities. The primary responsibility of a CSA is to report allegations of crimes to the reporting structure of the institution for statistical disclosure and annual reporting, and for assessment of timely warning and emergency notifications.

Contact Office: Texas Tech