



Fitchburg State University Police Department

Subject: ANNUAL CAMPUS
SECURITY AND FIRE
SAFETY REPORT

Reference: MPAC: N/A
IACLEA: 16.3.1;16.3.3; 16.3.4

Rescinds:

Effective Date:

July 9, 2020

Review Date:

By Order of: Michael J Cloutier, Chief of Police

General Order

16.3

PURPOSE:

The Fitchburg State University Police Department is committed to providing the members of the campus community and visitors with the safest and most secure environment possible. However, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Student Right to Know Act of 1990. This law requires colleges and universities receiving federal funding to disclose the reported instances of criminal activity on their campuses.

In short, the Clery Act is a consumer protection law that aims to provide transparency around campus crime, policies, and statistics. It is designed for those enrolled, planning to enroll, working, or applying to work at any federally funded institution of Higher Education. The Annual Security and Fire Safety Report is the forward-facing document highlighting those policies and procedures used by the institution to address various aspect of campus safety.

POLICY:

In compliance with this act, the Fitchburg State University Police Department will compile crime information reported to the university and produce a report, entitled "**Annual Security and Fire Safety Report**", which contains the aforementioned information. In addition to campus crime statistics, this report is also a resource guide for campus safety services and crime prevention program information.

The campus security report will be reviewed and updated on an annual basis as defined within the confines of the Federal law. Inquiries about this report may be directed to the Chief of Police or the Administrative Lieutenant.

PROCEDURES:

A. Compilations and Disclosure of Campus Crime Statistics

1. The Fitchburg State University Police Department compiles data for reports of specified crimes that have occurred within the University's Clery Geography. This statistical compilation must be broken down by specified types of crimes and campus disciplinary referrals, and will indicate if a specified crime is a hate crime, which must be reported by category of prejudice.
2. Campuses must also provide a geographic breakdown of the crime statistics reported according to the following defined geographic areas: "on campus" (including a further breakdown of the number of crimes that occurred in campus student residential facilities), "in or on a non-campus building or property," and "on public property." The information is forwarded to the university compliance officer for inclusion in the "Annual Security Report".
 - a. Non Campus property crimes, resulting from short stay away or overnight trips will be collected from the agency of jurisdiction by the Fitchburg State University Police Department.
3. Additional information may be supplied by other individuals who have significant responsibilities for student and campus activities, such as the Office of Student Conduct, Counseling Services, Health Services and Office of Housing and Residential Services, and the Office of Human Resources.
4. All Campus Security Authority (CSA) reports and referrals not reported directly to the University Police Department will be collected from the Office of Student Conduct.

B. Disclosure of Campus Safety Policies

1. The Fitchburg State University Police Department provides update information regarding description of the types and frequency of campus programs to inform students and employees about campus security procedures, security precautions, and the prevention of crimes; alcohol and drug policies including education programs; campus programs to prevent sexual assaults and procedures to be followed when such an assault occurs.
2. Additional policy statements not under the authority of the Fitchburg State University Police Department may be obtained for the department of office with oversight and control of the specific policy.

C. Disclosure of Crime Log Information

1. The Fitchburg State University Police Department maintains a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred on campus, on a non-campus building or property, on public property, or within the patrol jurisdiction of the Fitchburg State University Police Department and is reported to the campus agency; this log includes at a minimum:
 - a. The nature, date/time of occurrence, and general location of each crime; and
 - b. The date reported and disposition of the criminal complaint, if known.
2. The department makes the crime log for the most recent 60-day period open to public inspection on our webpage.
 - a. A hard copy printout of the Clery Crime Log will be provided upon request.
 - b. Any portion of the Clery Crime Log older than 60 days will be available within two business days of a request.
3. All Crimes reported to the University Police department will be posted on the log within two days of the crime being reported to the department.
4. The department will withhold or redact any crime or information required under state law to protect the privacy and rights of the individual or victim.

IACLEA 16.3.3

D. Disclosure of Fire Log Information

1. The Fitchburg State University Police Department is responsible for maintaining the institution's fire log, it is a written, easily understood log that records any fire that occurs in an on-campus student housing facility and contains, at a minimum:
 - a. The date the fire was reported;
 - b. The nature, date and time of the fire; and
 - c. The general location of the fire.
2. The Clery Fire Log will be available in the same format as the Clery Crime Log.

IACLEA 16.3.4

E. Agency's Role in the Annual Security and Fire Safety Report


1. The Fitchburg State University Police Department is responsible for the preparation of the University's Annual Security and Fire Safety Report. The department key responsibilities include:
 - a. Compiling all crime statistics for crimes and referrals.

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- b. Report all crimes and referrals via the online annual survey at <https://surveys.ope.ed.gov/campussafety>
- c. Compile updated policy statements from other university departments and offices.
- d. Review and update the Annual Security and Fire Safety Report (ASF SR) annually.
- e. Obtain other required information for the ASF SR (maps, programs, etc.).
- f. Publish the ASF SR by October 1st each year.
- g. Make ASF SR available in a portable digital format (pdf) on the website.
- h. Work with Public Relations to disseminate "Notice of Availability" to the Campus community.
- i. Maintain all records in the publishing of the ASF SR for seven years.

IACLEA 16.3.1

Approval:



Chief of Police

Date 07/09/2020