



## Humboldt State University

### Clery Compliance Team Policy

#### ***POLICY STATEMENT***

The California State University is committed to promoting the safety and security of the campus communities to provide a supportive and accessible living, learning, and working environment. It is further committed to identifying conditions or circumstances that may pose risks to the safety and security of the university, and preparing the university to respond effectively to emergencies. Accordingly, each CSU campus and, where applicable, separate or branch campus, shall do the following:

- Collect specific information with respect to campus crime statistics and policies and each year distribute such information, or notice thereof, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request.
- Make timely reports to the campus community about Clery crimes considered to be a threat to students and employees that are reported to campus law enforcement.
- Make emergency notifications to the campus community about incidents that occur on-campus and represent an immediate danger or imminent threat to the health and safety of students and employees.
- Make, keep, and maintain a daily crime log, written in a form that can be easily understood, recording all crimes reported to the University Police Department.
- Submit, on an annual basis, to the U.S. Secretary of Education a copy of the statistics required to be made available pursuant to 20 U.S.C. §1092 (f) and in accordance with the definitions as described in 34 C.F.R. Part 668 et seq.

#### ***CLERY COMPLIANCE TEAM***

Each campus will form a cross-departmental Clery Compliance Team led by the Clery Director. The Team includes, at minimum, a Student Conduct Administrator, the Title IX Coordinator, the Police Chief, the Housing Director, the Greek Life Director, the Athletic Director, the Dean of Students or Vice President of Student Affairs, the Public Information Officer (PIO), the Director for International Programs, and Campus Counsel. The Humboldt State University Clery Compliance Team will consist of the following members:

- Clery Director: Donn G. Peterson
- Student Conduct Administrator: Christine Mata
- TIX Coordinator: Colleen Mullery / Randy Darnall-Burke (Deputy)
- TIX Investigator: Tiwana Barnes
- Police Chief: Donn Peterson / Melissa Hansen (Deputy)
- Campus Clery Coordinator: Karyn Hoppe
- Risk Manager: Kimberly Comet
- Housing Director: Steve St. Onge / Donyet King (Deputy)

- Greek Life Director: N/A
- Athletic Director: Dan Collen / Tom Trepia (Deputy)
- Dean of Students: Randi Darnall-Burke
- Public Information Officer: Frank Whitlatch
- Director for International Programs: Denice Helwig (Interim)
- Campus Counsel: Lorena Penalosa
- Student Health Center: Brian Mistler / Jen Sanford

### ***CLERY COMPLIANCE TEAM RESPONSIBILITIES***

The Team will assist the Clery Director in the collection of information and required crime statistics, assist in developing, writing, reviewing and ensuring the accuracy of the ASR and campus policies required to be included in the ASR, assist in the proper identification of relevant Clery Act geography, assist in programming, developing, and providing training and outreach efforts on the campus for compliance, and assist in overall compliance with the Clery Act and state student safety laws.

### ***ORGANIZATION & MEETINGS***

The Clery Director will serve as chair of this committee (Team) and will scheduled committee meetings throughout the year. Meetings will occur monthly during the academic school year. It is expected that the committee will convene when circumstances warrant discussion and coordination of compliance efforts. The ASR publication deadline is October 1<sup>st</sup> and this date should be utilized as a basis for Team meetings.

- Review updates to the law, policies, and procedures related to security and Clery Act compliance.
- Ensure timely collection of Clery crime statistics from appropriate jurisdictions.
- Recommend enhancements to security policies.
- Identify programming efforts and recommend improvements.
- Review crime and disciplinary data to avoid report duplication.
- Conduct a final review of the data elements for the ASR and recommend policy changes.
- Review and validate MOU's with local jurisdictions.
- Review and evaluate training needs to include Team members, CSA's or other campus partners.
- Confirm procedures for distributing the ASR.
- Ensure all documentation is being maintained per DOE and CO guidelines / recommendations.

### ***REPORTING***

The Clery Compliance Team's agenda, work activities, and meeting minutes will be maintained. The Team's accomplishments will be reported annually to the University President via the Vice President of Administrative Affairs.