

Living Arts Institute@School of Communication Arts BEST PRACTICES STANDARD
ANNUAL SECURITY REPORTING (formerly the Campus Crime Report)

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Background

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates all colleges and universities, which receive federal financial assistance, to annually produce a report regarding campus crime and safety. Each year the updated report must be distributed to current students and employees. Prospective students and employees also must be made aware of the availability of the report.

Description

Document for procedures on reporting crime and safety statistics as mandated by law.

Procedure

- Incident reports are filed in the office of the Administrative Assistant to the Director as they occur. In late September of each year, police reports are requested and received from the responding police departments of the main and branch campus of the college.
- In October of each year, the website opens for data collection and the campus statistical data is uploaded to the Department of Education.
- This report is available for viewing on the website of the Department of Education at www2.ed.gov and is also provided in hard copy form to each new student at orientation. Annually by October 1st, hard copies of the report are distributed to all current students and employees of all main and branch campuses. Hard copies are also made available upon request to prospective students and the report is maintained in the office of the Director of Financial Assistance.
- Fire safety statistics are required to be maintained in 2012 with the addition of on-campus housing. These statistics will be distributed on the same report as the Annual Security Report.
- Statistical data is maintained and disseminated in the same manner for the branch campus as for the main campus.

Audit Calendar

Upon Occurrence:

Local police are called as needed to handle any criminal or suspicious activity on the campuses. Reports are maintained on details as they occur.

Annually:

Call local responding police departments and have crime reports for main and branch campus faxed to us. Check to see that data corresponds to information kept on file in administrative offices.