

**Campus Crime and Security Act**

In accordance with the Campus Crime and Security Act (also known as the Clery Act or the Act) and GCC(LEGAL), this regulation clarifies certain responsibilities and other matters under the Act.

**Crime Statistics and Locations**

Each college of the College District shall collect campus crime statistics and provide information regarding campus security policies for purposes of an annual security report.

In addition to reporting crime statistics at its own campus, a college shall report crime statistics from locations under its control that are listed below and according to the definitions that follow:

1. Brookhaven.
2. Cedar Valley – Cedar Hill Building.
3. Eastfield – District Service Center and satellite campus.
4. El Centro (including Bill J. Priest Center) – District Office, Allied Health and Nursing Building and satellite campus.
5. Mountain View.
6. North Lake – satellite campuses.
7. Richland – R. Jan LeCroy Center for Telecommunications and satellite campus.

From time to time, colleges may acquire new, major locations for crime reporting purposes and the College District will amend this regulation accordingly. Nevertheless, a college shall report crime statistics from new locations that are under its control regardless of whether they are listed above. Although minor or small educational locations such as high schools, strip malls, office buildings, and similar locations will not be added to this regulation, a college will report crime statistics from these locations as well.

A college shall also report crimes that occur on a public street or sidewalk contiguous to the campus, including an adjacent parking facility.

For crime reporting purposes, a college will report crimes that occur on noncampus property that includes property leased by the College District or college that is not contiguous to the campus and includes stairwells, hallways, lobbies, and parking lots of the leased property that may be used by students to enter or exit while classes are being conducted. A faculty member who conducts a class on leased property shall report any crime to the college chief of police if the faculty member observes or is made aware of the crime. This report may be either written or verbal.

**Responsibility of the Chief of Police**

The chief of police at each college is responsible for collecting crime statistics and providing security policies at the college in an annual report. The following employees are responsible for assisting the chief of police in the reporting and collecting statistics of crimes in their respective areas at the college and are designated as the Campus Security Authority under the Act:

1. An administrator who is responsible for student discipline.
2. A faculty adviser to a recognized student organization or a faculty member who undertakes a field trip with students.
3. A director of athletics and all coaches.
4. A director of student programs and resources.

A chief of police will advise and train each campus security authority regarding collecting and reporting of crime statistics to the chief and any other relevant matters under the Act.

**Annual Report to Department of Education**

Each college president shall appoint a campus security survey administrator, who shall submit the annual Campus Security Report online to the United States Department of Education on or before the end of the data collection period in October of each year.

**Annual Report Distribution**

The Act requires distribution of an annual report to all students and employees (including part-time) by October 1. A college may distribute this report as follows:

1. Bulk mailing.
2. E-mail.
3. A combination of items 1 and 2, above.
4. Any other method that reasonably ensures receipt of the report.

All methods of distribution require proof of distribution to students and employees.

**Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of a college police supervisor, constitutes an ongoing or continuing threat, a college police department shall issue a campus-wide, timely warning notice to the college community. A college may issue this notice through a college e-mail system to students, faculty, and staff and through such other systems that are available, such as campus bulletin boards.

Anyone with information that may constitute an ongoing or continuing threat to a campus should report the information to the college police department or to Central Police Dispatch 9-1-1 (on campus

telephone) or (972) 860-4290 (off-campus telephone or cell phone).

**Daily Crime Log**

All colleges will maintain a crime log on campus with the minimum information shown below. A campus may add more information columns as needed.

Sample Daily Crime Log:

Daily Crime Log Calendar Year 2003					
Nature (classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Lo- cation	Disposition
Larceny	2003-0003	01/20/03 1505hrs	01/10/03 0800hrs	Main Building	Closed 05/24/03
Vandalism	2003- 00010	01/27/01 1231hrs	01/17- 01/22/03	Cromer Bergman	Closed 05/24/03
Phone Calls/Pro- fane	2003- 00035	04/12/03 1937hrs	04/12/03 1930hrs	Tinker Dorm	Open
Liquor Law Violation	2003-0040	04/23/03 0300hrs	04/23/03 0300hrs	Dana/Moody Lot	Judicial Referral

**Unfounded Crimes**

If a reported crime is investigated by law enforcement personnel, and it is determined that a crime did not occur (found to be false or baseless), a crime log shall reflect that the disposition of the crime is "unfounded." The report of an unfounded crime is not included in annual crime statistics.

Only sworn law enforcement personnel may determine that a crime is unfounded. The recovery of stolen property, the low value of stolen property, the refusal of a victim to cooperate with prosecution, or the failure to make an arrest are not factors that are used to determine that a crime is unfounded. In addition, the findings of a coroner, court, jury, or prosecutor do not lead to unfounded crime determinations. If, after submission of an annual report, a college determines a crime is unfounded, the college shall note this change in crime statistics in the following annual report."