



# Policies and Procedures

**Policy Title:**  
**Clery Act: Campus Safety & Security**

**Policy No.: 8601**  
**Revised: 02/01/2022**  
**Effective Date: 10/01/2016**

**Responsible Office:** Department of Public Safety  
**Responsible Official:** Ronald Quagliani, Assoc. VP of Public Safety & Administrative Services

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## Policy Statement

The University of New Haven is committed to providing an educational environment in which all community members feel safe and secure. Safety is a natural source of concern for parents, students, and university employees. Education – the business of the University of New Haven – can take place only in an environment in which each student and employee feels safe and secure. UNH recognizes this and employs a number of security measures to protect the members of this community. This policy has been adopted by the University of New Haven to facilitate full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”).

## Policy Jurisdiction

This Policy applies to all members of the University community and provides information to University visitors, prospective students and prospective employees. Furthermore, this Policy extends jurisdiction to all University locations, which function in an educational capacity, including, but not limited to, all indoor and outdoor areas on all UNH Campuses as well as rented and leased properties under the university’s control. This policy applies to any individual on campus property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week.

## The Policy Sections:

### 8601.1 Definitions

For purposes of this policy, the following terms are defined below:

(a) **Clery Act.** The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) is a federal law that requires all colleges and universities to annually disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was assaulted and murdered in her residence hall room on April 5, 1986. The Clery Act requires the University of New Haven to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority’.”

(b) **Campus Security Authorities (CSAs).** Campus Security Authority (CSA) has been legally defined as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” Any member of the UNH community who has significant responsibility for student and campus activities may be deemed a CSA. Faculty without responsibility for students beyond the classroom, clerical staff, and maintenance/facility employees are not considered CSAs. For the University of New Haven, the following populations have been defined identified as Campus Security Authorities:

- University Police Department,
- Office of Residence Life Professional and Student Staff,
- Student Affairs Professional Staff,
- Athletics Department Professional Staff and Coaches,
- Faculty Advisors for University Recognized Student Organizations,
- Living Learning Community Faculty Coordinators,
- Charger Recreation Professional and Student Staff,
- Title IX Coordinator(s), and
- May include additional campus representatives as necessary.

(c) **Clery Reportable Crime.** Information about any incident that may constitute the following crimes must be reported by Campus Security Authorities to the University and the University is required to publish the calendar year statistics of these crimes in its Annual Security Report by October 1<sup>st</sup> of each year.

- Murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, incest, fondling, statutory rape), domestic and dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate Crimes: Any of the above-referenced crimes, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias based on race, ethnicity, national origin, gender, sexual orientation, gender identity, or disability; and,
- Arrests and referrals for disciplinary action for weapons, drug abuse violations, and

liquor law violations.

**(d) UNH Property.** The University is required to report the above-mentioned Clery reportable crimes in an annual disclosure of statistics for offenses that occur on campus, in or on non-campus buildings, on property owned or controlled by the University, as well as public property within, or immediately adjacent to, our campuses.

– **UNH Controlled Properties:**

- i. Any property, building or space occupied by the University of New Haven including but not limited to that, which is owned, leased or managed. All properties which the University ‘controlled’ properties will include those it rents, leases, or has some other type of written agreement for a building, property, or a portion of a building or property.

– **On-Campus Property:**

- i. Any building or property owned or controlled by the University of New Haven within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and,
- ii. Any building or property that is within or reasonably contiguous to the above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

– **Separate & Branch Campuses (Off-Campus Affiliated Property):**

- i. The University of New Haven recognizes that it operates multiple educational separate or branch campuses, and satellite locations. The University adheres to the definition of a separate campus as defined by the Clery Act: “A school is a division of an institution that is organized to give instruction of a defined type, such as a school of business, law, medicine or nursing.”
- ii. Other University affiliated-locations may include satellite, extension, or similar types of noncontiguous locations that have an organized program of study and administrative personnel on-site. Clery reportable crimes which occur at the aforementioned locations will be included in the annual disclosure of statistics.

– **Non-campus locations:**

- i. Any building or property owned or controlled by a student organization that is officially recognized by the University; or,
- ii. Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- iii. Crime statistics will be disclosed in the annual security report for non-campus locations per the written agreement at each location which specify the days and times the University controls these spaces.

- **Public Property:**
  - i. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
  - ii. Annual statistics for public property will only be reported for on-campus property, where the public property is both adjacent to, and accessible from the on-campus property.
  
- **International Locations:**
  - i. Crimes that occur at study abroad locations which the University does not own or control will not be included in the annual disclosure of statistics.
  - ii. However, if the University rents or leases space for students and/or employees in a hotel or student housing facility, the University is in control of that space for the time period covered by such an agreement.
  
- **School-Sponsored Trips:**
  - i. **Study Abroad Trips with University Housing:**
    - 1. If the University sponsors a study abroad program with an overseas university, and engages in a written affiliation agreement for housing and/or classroom space with that university, than statistics will need to be disclosed as non-campus property for the specific length of time delineated in the agreement.
  - ii. **Student Trips Overseas with Privately Owned Housing:**
    - 1. Students participating in study abroad semesters or trips which utilize host family housing will not qualify as non-campus locations unless the University engages in a written agreement with the host family for control over space in the family home.
  - iii. **Day-long or Overnight Student Trips, Abroad & Domestic:**
    - 1. If the University has an arrangement to rent or lease space for students in a hotel or other facility for more than one night, such facility will be defined as a non-campus property for the specific length of time utilized frequently by students.
    - 2. If the University has a long-term agreement with a hotel or housing company to utilize its space or has a practice of utilizing the same hotel or housing company for student trips, this will be included as non-campus property.

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## 8601.2 Procedures

### *Reporting Crimes & Emergencies*

The University of New Haven encourages all of its community members to report crimes and suspicious activity to the University Police Department in a timely and prompt manner. It is paramount that crimes or any suspicious person(s) or activity be immediately reported to the UNH Police Department at 203.932.7070. If you wish to remain anonymous, the UNH Police Department will take the pertinent information and investigate all reported matters to the extent possible. Crimes and emergencies may be reported in any one of several different ways: by telephone to UNH PD (dial 7070, or 911), in person at the UNH PD, in person to any officer on patrol, by designated emergency telephones located across

campus, by the LiveSafe App for Iphone and Android smart phones or CSA online reporting. Individuals should report a crime to the University of New Haven Police Department for purposes of the campus making timely warning reports to the community and annual statistical disclosure.

### ***Clery Act Regulations***

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires all colleges and universities to annually disclose information about crime on and around their campuses. Commonly referred to as the Clery Act, this act was named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman, who was assaulted and murdered in her residence hall room on April 5, 1986. To promote safety and security at the University of New Haven and in compliance with the Clery Act, the University annually completes the following:

1. **Provides crime statistics to the United States Department of Education.** Each year, the University of New Haven submits crime statistics for Clery reportable crimes by type, location and calendar year to the U.S. Department of Education. Statistics and corresponding information are provided for each of the University's campuses in accordance with federal regulations.
2. **Maintains a daily crime log.** The UNH Public Safety Department maintains a daily crime log that is open to public inspection. The log includes all crimes reported to UNH Public Safety, not just Clery Act crimes. The University maintains a daily crime log at each of its campuses.
3. **Issues campus wide crime alerts.** In the event that a situation arises, either on or off campus, that, in the judgment of the University Police Chief or their designee, constitutes a continuing threat, a **campus-wide crime alert** will be issued. Crime alerts are issued by the Chief of Police or their designee, as soon as possible, once an incident is confirmed. Confirmation means that a University official has verified that a legitimate emergency or dangerous situation exists.
4. **Issues timely warnings and emergency notifications.** The University has an Emergency Notification procedure in place to alert the campus community to an imminent threat to public safety. The University issues **timely warnings** and **emergency notifications** upon the confirmation of a legitimate emergency or dangerous situation, especially in all situations that could pose an imminent threat to the community and/or specific individuals or locations. The University annually tests the emergency notification system, to assess and evaluate the emergency plans and capabilities of the institution. Information on the University's Emergency Notification System and Public Safety App can be found at [University of New Haven Emergency Procedures](#).
5. **Publishes an Annual Campus Security and Fire Safety Report** containing safety- and security- related policy statements and statistics of Clery Act crimes occurring on-campus property, adjacent public property, and non-campus property owned or controlled by the University. The Department of Public Safety prepares the University's Report, through the collection, classification and counting of crime reports and crime statistics. Data is collected from several sources, including crimes that have been reported directly to the UNH Police Department or to the West Haven Police Department. For all branch or separate campuses, the University Police Department requests crime statistics from each local law enforcement agency in the jurisdiction of the campus and from any Campus Security Authorities associated with each location. The Annual Campus Security and Fire Safety Report, ([Annual Campus Security and Fire Safety Report](#)) is distributed annually to all students and employees of the University, and is available to prospective employees and students through the University Police Department.

6. Publishes and enforces its missing person's policy and procedure. To review the University's Missing Persons and Missing Student Policies, click on the following link: [University of New Haven Clery Policies](#)
  
7. **Provides fire statistics to the United States Department of Education.** The University also maintains a daily fire log, within its daily crime log, that is open to public inspection. Furthermore, the University provides its Annual Campus Security & Fire Safety Report to the U.S. Department of Education containing fire safety policy statements and statistics to comply with this requirement. Fire Safety policy statements and procedures are within the Annual Campus Security & Fire Safety Report contained in the following link: [University of New Haven Clery Policies](#)

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### **8601.3 Policies**

The University recognizes to fully comply with the requirements of the Clery Act, it must coordinate many policies and procedures related to safety and security of its community members and campuses. A collection of relevant documents and policies that are critical to the University's compliance with Clery Act are contained within the links below.

[University of New Haven Clery Policy Page](#)  
[University of New Haven Student Handbook](#)  
[Emergency Procedures](#)

### **8601.4 Contact Information**

The University of New Haven is committed to supporting all employees and students in developing a safe and secure educational environment. Assistance for faculty and staff on how to report a crime or concern regarding safety should contact the University of New Haven Police Department at (203) 932.7014.

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**This Policy's Contact Person:**

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