



**TITLE:** Clery Act and Violence Against Women Act

**PROCEDURE NUMBER:** 4-8-1010.7

**RELATED POLICY AND PROCEDURES:** 4-8-1010 Campus Safety and Security  
The Clery Act, as amended, 2013 (title II of Public Law 101-542)

**DIVISION OF RESPONSIBILITY:** Administrative

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<u>August 4, 2014</u>	<u>October 29, 2024</u>	<u>November 2, 2021</u>
Date Approved by President	Date of Last Review	Date of Last Revision

**Administrative Responsibilities**

It is the responsibility of the Campus Police and Security Director to review and revise this procedure.

**Definitions**

**A. On campus** – Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, 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).

**B. Controlled by** – any building or property or portion of a building or property that is rented, leased, or for which there is a written agreement (including an informal one, such as a letter or email) even if there is no payment for use of space.

**Campus Security Authorities (CSAs)** – All college employees are designated as campus security authorities. Any employee notified of a crime that occurred on campus is responsible for

contacting the Piedmont Technical College Police Department. Information provided by the CSA will be used for statistical purposes in PTC's Annual Security Report.

## **Procedure**

Piedmont Technical College ensures compliance with these disclosure requirements through a collaborative process that includes Campus Security Authorities (CSAs). The function of the CSAs is to report to the Campus Police and Security Director or his/her designee those allegations of Clery Act crimes.

The Director of Campus Police and Security or his/her designee will:

1. Train or secure annual training for Campus Security Authorities as outlined in The Handbook for Campus Safety and Security Reporting for all employees and students.
2. Maintain a mandatory daily crime log. The statistics that must be disclosed for reported crimes include: • Where the crime(s) occurred if, on campus, on public property within or immediately adjacent to the campus, or in non-campus buildings or property owned or controlled by the institution. • To whom the crime(s) were reported. • The type(s) of crimes reported. • The year in which the crime(s) were reported.
3. Annually request crime statistics from local law enforcement agencies.
4. Issue emergency notifications and evacuation procedures when there is an immediate threat to the health or safety of students or employees on campus.
5. Issue a warning whenever there is a threat that a crime is ongoing or may be repeated.
6. Submit crime statistics to the U.S. Department of Education. The Clery Act requires the reporting of three general categories of crime statistics: criminal offenses, hate crimes, and arrests and referrals for disciplinary action.
7. Provide the annual security report to Vice President of Students Affairs and Communications by October 1st containing campus security policy disclosures and crime statistics for the previous three years.
8. Provide the annual security report to Vice President of Student Affairs and Communications so it can be distributed by October 1st each year. - All current and prospective students and current and prospective employees are informed of the annual security report's availability and the exact electronic address of the published report, a description of its contents, and an advisement that a paper copy will be provided upon request.
9. Initiate investigations of alleged criminal actions in reported cases of alleged dating violence, domestic violence, sexual assault, or stalking.

In addition to the submission of an annual security report, the following must be made available:

- Policies addressing any existing memorandums of agreement between Campus Police and Security and law enforcement agencies for investigations and to encourage accurate and prompt reporting of crimes including when the victim is unable to do so.

- Details of the protection of confidentiality of victims and others, including when complying with publicly available record keeping requirements and relative to any accommodations or protective measures provided the victim.
- A statement that the institution provides victims of sexual assault offering written explanation of their rights and options.
- Reports of Hate Crimes which must include:
  - actual or perceived race of the victim,
  - religion,
  - gender,
  - gender identity,
  - sexual orientation,
  - ethnicity,
  - national origin, and
  - disability.
- Description of prevention and awareness programs for domestic violence, dating violence, sexual assaults, stalking which need to include a number of definitions, descriptions of “safe and positive” options for bystander intervention, and information on reduction of risk.
- Education programs promoting prevention and awareness of offenses of domestic violence, dating violence, sexual assault and stalking. These must include a statement that the institution prohibits these offenses.
- Procedures for disciplinary action in reported cases of alleged dating violence, domestic violence, sexual assault, or stalking. These requirements include describing the range of protective measures that institutions may offer, providing fair, prompt, and impartial disciplinary proceedings, and listing all possible sanctions an institution will impose following the results of an institutional disciplinary proceeding