



## ADMINISTRATIVE PROCEDURE

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**TITLE: Reporting of Crime**

**ADMINISTRATIVE PROCEDURE # 3515**

**RELATED TO POLICY # 3515 REPORTING OF CRIME**

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- A. Members of the College who are witnesses or victims of a crime should immediately report the crime to Campus Security and appropriate law enforcement authorities.
- B. The College shall publish warnings to the campus community about the following crimes:
1. Criminal homicide – murder and non-negligent manslaughter;
  2. Criminal homicide – negligent manslaughter;
  3. Sex offenses – forcible and non-forcible sex offenses;
  4. Domestic violence, dating violence and stalking;
  5. Robbery;
  6. Aggravated assault;
  7. Burglary;
  8. Motor vehicle theft;
  9. Arson;
  10. Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- C. Report deadline The Annual Security Report is available every year by October 1 for the prior calendar year. Copies of the report can be obtained from:
1. The Office of Facilities and Security, located in the Warehouse Building
  2. Online on the UCC Security Webpage
  3. Mailed upon request by calling the Facilities/Security Department at (541) 440-4671

D. Data sources at the end of the calendar year, Clery Crime statistical data will be obtained from reports made to the Security Department, local law enforcement agencies, CSA's, and other potential sources. Statistical data is also obtained from the Security Department's daily crime log. The number of Clery Crime reports received are then included in the Annual Security Report which is published prior to October 1 the following calendar year.

**REFERENCES:**

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
- 20 United States Code Section 1232g;
- 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;
- Campus Security Act of 1990;
- NWCCU Standard 2.D.2

**RESPONSIBILITY:**

The Chief of Security is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 2/10/2021 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**