Standard Operating Procedure for Clery Act Compliance Unit

213.1 PURPOSE
The purpose of this Standard Operating Procedure (SOP) is to establish guidelines, procedures, and responsibilities of the University of Maryland, Baltimore (UMB) Clery Act Compliance Unit.

213.2 SCOPE
The Clery Act Compliance Unit is responsible for ensuring compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

213.3 RESPONSIBILITIES
The chief of police is responsible for establishing procedures for emergency response and evacuation, entering agreements with local law enforcement agencies, and appointing a designee(s) to oversee Clery Act compliance.

The director of security and compliance is responsible for overseeing the department's Clery Act compliance. Responsibilities include training and managing the Clery Act coordinator and ensuring overall compliance with the Clery Act. The director of security and compliance reports to the chief of police.

The department's public information officer, in conjunction with the chief of police, is responsible for issuing timely warnings and emergency notifications. The Clery Act requires that universities issue emergency notifications during any significant emergency or dangerous situation where there is an immediate threat to the health and safety of students, faculty, and/or staff. At UMB, emergency notifications are sent as UMB Alerts. Timely warnings are sent via email for serious or ongoing dangers to the University community involving Clery crimes within UMB's Clery geographic boundary. The public information officer reports to the chief of police.

The Clery Act coordinator is responsible for the daily operations required by the Clery Act. Responsibilities include maintaining the daily crime log, reviewing crime reports, compiling crime statistics, providing and monitoring Clery Act training, and compiling the annual security and fire safety report. The Clery Act coordinator reports to the director of security and compliance.

213.4 PROCEDURES
The Clery Act coordinator compiles statistics on crimes that occur on campus, in or on non-campus buildings or property, and on public property, including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus.

The Clery Act coordinator logs all known crimes that occur within the campus' Clery geography in the daily crime log within two business days after the information becomes available to the police department.

The Clery Act coordinator ensures annual training of Campus Security Authorities (CSAs), members of the UMB community who have significant responsibility for student and campus activities. CSAs are responsible for reporting crimes and other incidents.

The Clery Act coordinator, in collaboration with the public information officer, ensures the annual security and fire safety report is completed, shared with the campus community, and submitted online to the U.S. Department of Education by the required federal deadlines.

The director of security and compliance reviews the Clery Act training, crime reports, and the annual security and fire safety report provided by the Clery Act coordinator to ensure they meet the requirements of the Clery Act.

The chief of police or designee receives reports of crimes and determines whether to issue an emergency notification in the event a crime may pose a risk to the campus community.

The public information officer or designee issues emergency notifications to the campus community at the direction of the chief of police or designee.

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