



Indiana University Police Department

Annual Security & Fire Safety Report

Issue Date:	2/27/2019	Effective Date:	2/27/2019
Review Date:	2/26/2020	Number of Pages:	7
Rescinds:	None		
IACLEA Standards:	16.3.1		

I. Purpose

To define the process for the collection of Clery Act crime statistics, and the preparation, publication, and distribution of the *Annual Security & Fire Safety Report*, also known as the *Annual Report*.

II. General Order

The Office of Public Safety and Institutional Assurance, in compliance with the *Higher Education Opportunity Act* and in conjunction with each Indiana University Police Department (IUPD) Division, will prepare an *Annual Security & Fire Safety Report (ASF SR)* as appropriate for each of the IU and IU School of Medicine campuses as defined under the Clery Act.

III. Annual Security Report Creation

A. The Office of Public Safety is responsible for the contents of *F16.3.1-1 ASF SR Content Sample*, the collection of campus-specific information, publication, and distribution of the ASF SR on an annual basis. The Office of Public Safety will accomplish this by working with various offices/departments throughout the University to gather information necessary for the ASF SR. The following offices/departments should be contacted by the Office of Public Safety:¹

1. Each IUPD Division is responsible for providing the campus-specific information, including but not limited to: the collection and categorization of crime statistics; daily crime log locations; crime prevention programs; law enforcement related sections; and crimes at non-campus locations. Each Division of IUPD will work with campus offices to verify any and all information related to student housing, if applicable, and student policies.
2. Office of Public Safety will work with campus offices to verify any and all information related to: tests/drills/exercises; the security access and maintenance considerations; and the alcohol and other drug resources.
3. Emergency Management and Continuity, and Environmental Health and Safety will review the contents of the notifications and emergency response sections contained in the ASF SR Content Sample.
4. The Office of the Vice President and General Counsel, the Office of Institutional Equity, and the Office of University Compliance will review the

¹ IACLEA 16.3.1 Agency’s Role in Annual Campus Security Report and Fire Safety Reports



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alcohol and drugs policy information, sexual misconduct policy information, and all legal language contained in the *F16.3.1-1 ASFSR Content Sample*.

5. The Office of Institutional Equity will provide the sexual misconduct prevention and awareness programs for each of the IU-administered campuses.
6. The Office of University Compliance will provide the alcohol and drug programs for each of the IU-administered campuses.
7. The Office of Insurance Loss Control and Claims (INLOCC) is responsible for supplying the data for the *Annual Fire Safety Report* section of the ASFSR for each of the IU-administered campuses with student housing to the Office of Public Safety.
 - a. INLOCC will also be responsible for maintaining and updating the Fire Log as required by the Clery Act.
 - b. Each IUPD Division located on a campus with student housing facilities will review the ASFSR and ensure the accuracy of the of the housing facility information.

IV. Publication & Dissemination

- A. Office of Public Safety, in coordination with the Public Safety Communications Manager or their designee, will publish the ASFSR to the Protect IU webpage each year.²
- B. Office of Public Safety will utilize Salesforce to facilitate the distribution of the official communication to all IU students and employees at all IU campuses of the release of the ASFSR.
 1. *F16.3.1-5 ASFSR Mass Message Template*, each year, will be updated with the most up-to-date hyperlinks to the posted ASFSRs on the [Protect IU website](#).
- C. Office of Public Safety coordinates with General Counsel to ensure the notification of the ASFSR availability message is posted to employment application portals for prospective employees, and campus admission portals for prospective students.

² IACLEA 16.3.1 Agency’s Role in Annual Campus Security and Fire Safety Reports



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V. Clery Act Geography Identification & Statistic Collection

A. Clery Geography³

1. The IUPD Division on each campus is responsible for identifying their campus’s Clery geography for each calendar year. This includes categorizing each building or property within the definitions provided by the Department of Education for: On-campus, On-campus Student Housing Facilities (if applicable), Public Property, and Non-campus.
2. The IUPD Division on each campus will review the IU Building List published by IU Space Information (<http://www.indiana.edu/~spaceinf/docs/IU-buildings.pdf>).
3. The IUPD Division on each campus will consult with IU Real Estate to identify or clarify property that is owned or leased by the University that is applicable for their campus.
4. The IUPD Division on each campus will review registrar records for the appropriate calendar year to identify areas that would fall within their Clery geography.
5. Other activities and trips as indicated by other campus partners.
 - a. The Office of Public Safety will send quarterly reminders to all IU department deans/directors requesting their units report applicable non-campus property.

B. Statistic Collection⁴

1. Law Enforcement (International & Domestic)
 - a. Each IUPD Division is responsible for sending crime statistic requests to the local and international law enforcement agencies who have jurisdiction over all the campus’ Clery geography to include on-campus, non-campus, and public property.
 - b. Office of Public Safety will work with the Office of Overseas Study at IU Bloomington and the Office of International Affairs at IUPUI, to acquire

³ IACLEA 16.3.1 Agency’s Role in Annual Campus Security Report and Fire Safety Reports

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the data needed to send the request for crime statistics to the international law enforcement agency with jurisdiction over the non-campus locations.

- c. The Office of Public Safety will advise all IUPD Divisions, by February 1st, to begin mailing requests for crime statistics from law enforcement agencies. Copies of the sent letters will be saved with each campus’s Clery records. All initial letters should be mailed by March 1 at the latest.
- d. *F16.3.1-3 Domestic & International Request Template for Crime Statistics* will be utilized for both international and domestic crime statistic requests. *F16.3.1-4 IUSM Request Template for Crime Statistics* will be utilized for all IUSM host campus crime statistics requests. These letters should be mailed/emailed on official IU letterhead from the respective IUPD Divisions.
- e. If the IUPD Division has not received a response from the local law enforcement agency by May 1st, then a follow up letter will be sent by the IUPD Division Clery Coordinators.
- f. Each IUPD Division is responsible for documenting all requests that were sent, as well as any response, or lack of response, from each agency contacted.

2. Campus Security Authorities

- a. The Office of Public Safety coordinates the identification of Campus Security Authorities (CSA) for the IU system. The Office of Public Safety will send the request to all CSAs requesting crime statistics for the prior calendar year that have not already been reported. This request will be sent by February 28th.

C. Disclosure of Crime Statistics⁵

- 1. The IUPD Division on each campus is responsible for compiling and categorizing the crime statistics for their own campus. Statistics are compiled from IUPD records, local law enforcement requests, and campus security authorities.
- 2. Each IUPD Division Chief of Police or their designated Campus Safety Survey Administrator (CSSA) is responsible for obtaining the *Campus Safety and*

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Security Survey Registration Certificate from their campus’s Chief Executive Officer.

- a. The CSSA is responsible for entering the crime statistics and other required information in the Department of Education’s online tool by the given deadline.
- b. The statistics and other reported information submitted to the Department of Education in the survey must match what is reported in the ASFSR. Once the survey is complete, the CSSA will then lock the survey and retain the *Campus Safety and Security Survey Completion Certificate* and copies of each data submission page with their Clery records for the appropriate year.

VI. Timeline & Deadlines

- A. The following dates provide an action and request timeline based on the standing deadline enacted by the *Higher Education Opportunity Act* and the *Jeanne Clery Act*. For all dates that may fall on a holiday or weekend, the deadline date will be adjusted to the business day preceding for the action listed.⁶
 - 1. By the second week of January, the Office of Public Safety will contact the Office of Overseas Study and the Office of International Affairs to request overseas travel data from the previous year.
 - 2. By February 1st, the Office of Public Safety will advise each IUPD Division to begin mailing requests for crime statistics using *F16.3.1-3 Domestic & International Request Template for Crime Statistics*, and *F16.3.1-4 IUSM Request Template for Crime Statistics*.
 - 3. By March 1st each IUPD division will begin to collect updated campus-specific information on the most recent year’s Clery Act crime statistics, in addition to the updated crime statistics from the previous two years.
 - 4. By March 1st, the Office of Public Safety will request the Annual Fire Safety Report data from the Office of Insurance Loss Control and Claims (INLOCC).
 - 5. By March 15th, the Office of Public Safety will make updates and edits to *F16.3.1-1 ASFSR Content Sample*.

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6. By April 1st, the Office of Public Safety will make contact and provide *F16.3.1-1 ASFSR Content Sample* to all the offices/departments necessary for the review. Reference section III of this directive for a list of office and departments.
7. By May 1st, the Office of Public Safety will request the alcohol and drug programs from the Office of University Compliance, use *F16.3.1-2 ASFSR Information Charts* to organize this information.
8. By May 1st, the Office of Public Safety will request the sexual misconduct prevention and awareness programs from the Office of Institutional Equity, use *F16.3.1-2 ASFSR Information Charts* to organize this information.
9. By May 1st, each IUPD Division will send follow-up requests for crime statistics to those LE Agencies who have not responded.
10. By July 1st, all offices/departments should provide their feedback regarding their designated sections for content review.
 - a. If an office/department has not provided feedback by this date, inform the Superintendent of Public Safety or their designee and the Associate Vice President of Public Safety and Institutional Assurance (AVP of PSIA) of the delay.
11. By August 1st, the Office of University Compliance and the Office of Institutional Equity should provide the requested program information.
12. By August 1st, all IUPD Divisions should provide their updated campus-specific information for inclusion in the template, such as security access and maintenance considerations.
13. By August 10th, the Office of Public Safety will have an IU ASFSR and IUSM ASFSR draft available for review.
14. By September 1st, all information should be received from all offices/department and IUPD divisions for inclusion in the ASFSR.
15. By the first week of September, the IU ASFSR will be completed and sent for review to the Superintendent of Public Safety or their designee and the AVP of PSIA.
 - a. This does not include the external locations with IU programs; these sections of the ASFSR will be completed upon receipt of their crime statistics.



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- 16. By September 30th, the IU ASFSR and IUSM ASFSR will be completed, and posted to the [Protect IU website](#), employment application portals and campus admissions pages.
- 17. By October 1st, notification via Salesforce will be distributed to all IU faculty, staff and students of the availability of IU ASFSRs.
- 18. By the second week of October, a statistical comparison chart, *F05-06.6 Annual Statistical Comparison Chart*, of each IU-administered campus will be analyzed against comparable universities, will be provided to the AVP of PSIA.

VII. Related Information

Indiana University Police Department:

F16.3.1-1 ASFSR Content Sample

F16.3.1-2 ASFSR Information Charts

F16.3.1-3 Domestic & International Request Template for Crime Statistics

F16.3.1-4 IUSM Request Template for Crime Statistics

F16.3.1-5 ASFSR Mass Message Template

F16.3.1-6 Annual Statistical Comparison Chart Indiana University:

[IU Communications, Email Support Request Form](#)

[Protect IU Annual Security Reports](#)

[Office of Insurance Loss Control and Claims \(INLOCC\)](#)

Department of Education:

[Handbook for Campus Safety and Security Reporting, 2016 Edition](#)

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