



Kutztown University Policy A&F-035

Clery Act Compliance

A. Purpose

This policy establishes parameters for Kutztown University's (KU) compliance with the "Jeanne Clery Campus Safety Act" (commonly referred to as the "Clery Act").

B. Background

The Clery Act is a federal law that requires institutions of higher education participating in Title IV student aid programs to disclose specified crime report statistics on and near its campuses, to provide other safety and crime information to the campus community in an accurate, complete, and timely manner, and to maintain written policies and procedures implementing the Clery Act, with the goal of enhancing campus safety.

C. Scope

This policy applies broadly to all members of the Kutztown University community, including students, faculty, staff, contractors, vendors, guests, and other third parties, campus visitors and prospective employees, and students. It also applies to designated Campus Security Authorities (CSA), as defined in this policy, and to departments with specific responsibilities for compliance with this policy.

A. Definitions

- 1. Annual Security Report (ASR)** – a public report published and distributed to all current and prospective students and employees each year by October 1st detailing statistics of campus crime for the preceding three calendar years that occurred in any location defined as Clery Geography. It also includes details about efforts taken to improve campus safety, policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic violence, dating violence, and stalking.
- 2. Campus Security Authority (CSA)** - Individuals at the University who, due to their job duties for the University, have an obligation under the Clery Act to notify Kutztown University's Public Safety/Police Department (KUPD) of alleged Clery Crimes reported to them in good faith, or alleged Clery Crimes they may personally witness. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are mandated by federal law to report crimes when they have been observed by or reported to them by another individual. KU CSAs fall into at least one of four categories:
 - a. members of the Department of Public Safety/ Kutztown University Police Department (KUPD), including Allied Universal, the outsourced security company which provides dispatch, security and parking enforcement functions to the University.
 - b. Individuals with responsibility for campus security in some capacity but who are not members of the KUPD (e.g., an individual responsible for monitoring the entrance to University property),

including, but not limited to, residence hall desk receptionists, recreation center facility monitors, building supervisors, and student union and library staff.

- c. People or offices that are not members of KUPD, but where KU policy directs individuals to report criminal offenses.
- d. KU officials who have significant responsibility for student and campus activities, including, but not limited to, employees/volunteers/student staff in student housing, student activities, student clubs, athletics, judicial proceedings, student discipline and Title IX.

Under the Clery Act, a crime is "reported" when it is brought to the attention of a Campus Security Authority or local law enforcement personnel by a victim, witness, other third party or even the offender, regardless of whether the individuals involved in the crime, or reporting the crime, are associated with the University.

3. Clery Act Crimes (Clery Crimes)- crimes required by the Clery Act to be reported annually to the University community include Criminal Offenses, Hate Crimes, Violence Against Women Act (VAWA) Offenses, Arrests and Referrals, and Hazing:

- a. Criminal Offenses include criminal homicide (murder and negligent/non-negligent manslaughter), sex offenses (rape, fondling, statutory rape, and incest), robbery, aggravated assault, burglary, motor vehicle theft and arson.
- b. Hate Crimes include any of the aforementioned criminal offenses stated above in addition to larceny-theft, simple assault, intimidation, or destruction/damage/ vandalism of property motivated by the perpetrator's bias against the victim.
- c. VAWA* offenses include sexual assault, dating violence, domestic violence, and stalking. (*not restricted by or limited to one gender.)
- d. Arrests and Referrals means arrests and referrals for disciplinary action for liquor law violations, drug law violations, and carrying and/or possessing illegal weapons violations.
- e. Hazing⁺ is defined as any intentional, knowing, or reckless act, regardless of a person's willingness to participate, that is committed against a student and is connected with an initiation into, affiliation with, or maintenance of membership in an organization, and which causes or is likely to cause substantial risk of physical or psychological harm. (⁺Hazing statistics will be included in the 2026 Annual Security Report.)

4. Clery Reportable Locations/Clery Geography - property that is owned, leased, or controlled by the institution, which includes:

- a. *On-Campus Buildings or Property* refers to any building or property owned or controlled by an 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 purpose, including residence halls.

It also refers to any building or property that is within or reasonably contiguous to the area 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. *On-Campus Student Housing* refers to any student housing facility that is owned or controlled by the institution or is located on property owned or controlled by the institution and is within a reasonably contiguous geographic area that constitutes the campus. Statistically, it is a subset of *On-Campus Buildings or Property*.
- c. *Non-campus property* refers to any building or property owned or controlled by the university or a student organization that is officially recognized by the institution and 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.

- d. *Public property* is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- 5. **Emergency Notification** – a notification that is immediately issued upon confirmation that a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees” is occurring on or near campus. An emergency response expands upon the definition of “timely warning” (see below), as it includes both Clery Act crimes and other types of emergencies (examples: a fire, infectious disease outbreak, hazardous materials incident, radiological accident, biological or chemical release, terrorist attack, active shooter, acts of violence, natural disaster, weather emergency).
- 6. **Fire Safety Report (FSR)**– a public report published and distributed to all current and prospective students and employees each year by October 1 detailing statistics about fires within set geographical boundaries, descriptions of fire safety systems, and the University’s fire prevention and safety policy.
- 7. **Missing Student Notification** – a notification made within 24 hours to a student’s identified Missing Student Contact should it be determined after investigation by KUPD that a student who lives in on-campus housing is missing.
- 8. **Pastoral Counselors**- individuals who are associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. Pastoral Counselors, when acting within the scope of their official responsibilities, are not Campus Security Authorities.
- 9. **Professional Counselors**- individuals whose official responsibilities include providing mental health counseling to members of the institution's community and who are functioning within the scope of his or her license or certification. Professional Counselors, when acting within the scope of their official responsibilities, are not Campus Security Authorities.
- 10. **Reasonably Contiguous (as pertaining to a college campus)**- buildings or property owned or controlled by the institution, located in an area that is considered and treated as an integral part of campus and covered by the same security policies as the main campus.
- 11. **Timely Warning**- an alert triggered when Kutztown University determines a Clery Act crime was committed and continues to pose a serious or continuing threat to the campus and surrounding community.

E. POLICY:

In accordance with the requirements of the Clery Act, and to maintain a safe and secure environment for all students, staff, faculty and visitors, the University will, on an annual basis:

1. **Compile, disclose and report crime statistics reported to have occurred within KU’s Clery Geography.**

KUPD will compile and disclose statistics of reports on the types of Clery Crimes reported for the University, the immediately adjacent public areas and public areas running through the campuses, remote classroom facilities and non-campus facilities.

Reports made to CSAs are disclosed in a variety of formats, including the daily crime log, the Annual Security Report and through the U.S. Department of Education’s online portal.

KU collect reports of Clery Crimes made to KUPD, local law enforcement agencies, University officials, and other individuals associated with the University who have significant responsibility for student and campus activities.

KUPD is responsible for collecting and sharing crime statistics from reports generated by KUPD, Student Conduct, the Office of Equity and Compliance, Residence Life, Human Resources, Athletics, Campus Security Authorities (CSAs); and from local, state, national and international law enforcement agencies.

Disclosures of Clery Crimes occurring on Clery Geography made to a Professional Counselor or Pastoral Counselor in the context of a privileged (confidential) communication are not subject to reporting requirements under this Policy. If information provided in confidential disclosures is believed to represent a serious or continuing threat to the safety of the campus community by the recipient of that confidential information, then that information may be shared with a CSA and, as a result of the CSA receiving the information, the information must be evaluated for Clery purposes.

2. Identify, notify and train campus CSAs.

Identify CSAs on a regular, ongoing basis, and notify these individuals of their obligations under the Clery Act to report any and all Clery Crimes that they witness or are reported to them.

Provide regular, mandatory training for all CSAs regarding their crime reporting obligations.

3. Issue Timely Warnings.

Via issuance of timely warnings, KU will alert the campus community of Clery Crimes occurring within a Clery reportable location that pose a serious or continuing threat to the campus and surrounding community. Timely warnings will be disseminated throughout the community as soon as pertinent information becomes available, providing the community with the necessary information to take precautions and prevent similar crimes from occurring.

Timely warnings will not include the name of the victim or other personally identifiable information.

4. Issue Emergency Notifications.

Via issuance of emergency notifications, KU will alert and inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of KU students or employees on campus. Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the campus community at risk.

KU has emergency response and evacuation procedures in place specific to its on-campus facilities. A summary of these procedures is disclosed in the Annual Security Report. These procedures are tested at least once annually.

Exception: Emergencies where issuing a notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or mitigate the emergency are not subject to the emergency notification requirement.

5. Maintain a daily public crime log of all crimes reported.

Public Safety and Police Services (PSPS) will maintain a daily crime log documenting the “nature, date, time and general location of each crime” reported to the agency within the past 60 days, and the disposition, if known, of the reported crimes. Incidents are entered into the log within two business days of receiving the report.

The Daily Crime Log will not include personally identifiable information about the victim or the accused.

The Daily Crime Log is available within PSPS, during normal business hours, and on its website. Requests for public inspection of daily crime log entries older than 60 days must be made in writing to the Chief of Police and will be made available to the requestor within two business days of the request.

6. Compile, disclose and report fire statistics.

Environmental Health and Safety (EHS) will collect and disclose fire statistics for each on-campus housing facility separately for the three most recent calendar years for which data are available. Each such facility is identified in the statistics by name, regardless of whether any fires have occurred and will be included in the Fire Log.

Additionally, EHS will provide a description of the fire safety systems in each student housing facility that is included in Annual Fire Safety Report (AFSR). These descriptions will include mechanisms (e.g., fire extinguishers, fire doors, posted evacuation routes, etc.) or systems related to the

detection, warning and control of a fire. EHS will submit fire statistics to the Clery Compliance Coordinator for inclusion in the statistics reported to the U.S. Department of Education.

7. Maintain a daily public fire log of all fire-related incidents reported.

The Office of Environmental Safety will maintain a daily fire log documenting the nature, date, time and general location of each fire-related incident in an on-campus student housing facility reported to PSPS and/or Environmental Health and Safety (EHS) and investigated by EHS during the previous 60 days.

Incidents will be entered into the log within two business days of receiving the report. The Fire Log is available within EHS, during normal business hours, and on the EHS website.

Requests for public inspection of daily fire log entries beyond 60 days must be made in writing to the Director of Environmental Safety and will be made available to the requestor within two business days of the request.

8. Respond to reports of missing students.

KU provides every student living in on-campus housing the opportunity and means to identify an individual to be contact in an emergency, including whenever officials determine that a student is missing.

KU will investigate all reports of missing students and will notify and cooperate with other law enforcement agencies, as necessary, to further the investigation.

9. By the publication deadline established by the U.S. Department of Education, publish the university's Annual Security and Fire Safety Report. The report will contain the following:

- a. Safety and security-related policy statements (including emergency notification and evacuation procedures);
- b. Clery Crime statistics;
- c. Fire statistics for each on-campus student housing facility;
- d. Fire safety information related to on-campus student housing facilities;

10. Provide crime prevention and awareness educational programs and campaigns for students and employees.

KU will develop education, primary prevention and awareness programs for all incoming students and new employees, and ongoing prevention and awareness campaigns for students and faculty. These programs include definitions of prohibited conduct, safe and positive options for bystander intervention, information on risk reduction to recognize the warning signs of abuse behavior and how to avoid potential attacks, possible sanctions and protective measures, procedures for reporting to campus or external law enforcement authorities, and procedures for disciplinary action.

KU is required to provide a comprehensive program to prevent hazing in accordance with applicable state and federal laws. Furthermore, KU develops and publishes the Campus Hazing Transparency Report summarizing findings concerning any recognized student organizations found to be in violation.

11. Ensure victim rights, options and resources.

Victims of sexual assault, domestic violence, dating violence, and stalking have specific rights, options, and resources required by the Clery Act. Individuals accused of sexual assault, domestic violence, dating violence, and stalking also have specific rights required by the Clery Act.

KU will provide victims of sexual assault, domestic violence, dating violence, and stalking a written explanation of their rights. These rights include supportive measures, such as the option for relocation or a change in housing, transportation, or academic course assignment. They also include access to counseling services, legal assistance, and support in reporting to law enforcement.

All disciplinary proceedings must be conducted by individuals who are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Disciplinary proceedings are required to be prompt, fair, and impartial, and must confer certain procedural rights to both the accuser and the accused, including the right to an advisor of choice, equal and timely access to information that will be used in any disciplinary meeting or proceeding, and simultaneous written notification of the finding and sanction (and the rationale for each). These rights are incorporated into the Sexual Misconduct Policy.

13. Distribute Notice of the Availability of the Annual Security and Fire Safety Reports.

By October 1 of each year (or as otherwise required by the U.S. Department of Education), KU will distribute notice of the availability of the University's Annual Security and Fire Safety Reports to all current students and employees.

By October 1 of each year (or as otherwise required by the U.S. Department of Education), KU will distribute notice of the availability of the University's Annual Security and Fire Safety Reports to all prospective students and employees.

An annual Notice of Availability is sent to all students, faculty and staff via campus email. Additionally, prospective faculty, staff, and students are notified of the existence of the Annual Security Report and Fire Safety Report through the admissions and/or hiring process, along with a link to the online version. Upon request, a hard copy version will be provided. In addition, the Office of Admissions and Human Resources publish a link to the reports with a brief description on their respective web sites.

14. Respond to Reports of Missing On-Campus Residential Students.

KU collects Missing Student Emergency Contact Information from each resident student during the move-in process at the beginning of the fall semester or at any time a student moves onto campus the first time during a given academic year.

Should KUPD determine, after investigation, that an on-campus student has been missing for 24 hours, the University will, within 24 hours after making such a determination, notify the missing student emergency contact and the local law enforcement agency (PA State Police).

15. In partnership with KUPD, the determined responsible party, such as building managers, Deans, or facility operations will maintain and assist in the security of and access to campus facilities, including on-campus residences via the following:

- a. Campus academic and administrative security and access controls include adherence to building hours (including classroom, administrative, and library buildings) set by the university.
- b. Campus residence security and access controls include:
 - i. Access to residence halls is restricted to residents, their guests, and other approved members of the university community. Residents gain entry by using assigned key or key cards in the card access readers 24 hours a day.
 - ii. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their assigned key or key cards.
 - iii. KU officers conduct security patrols in and around common areas of the residence halls and university apartments on a regular basis. KU officers conduct security patrols in the vicinity of residence halls, university apartments, and university rental houses on a regular basis.

F. RESPONSIBILITIES

1. All University Faculty, Staff, Students and University Visitors on University Property are responsible for:

- a. Promptly reporting any activity that is perceived as criminal, potentially dangerous or suspicious to KUPD or to an identified CSA.
- b. No reporter making a report "in good faith" will be retaliated against, and all reports will be taken seriously.

2. The Clery Compliance Coordinator (CCC) is responsible for:

- a. Monitoring the University's compliance with the Clery Act.
- b. coordinating identification, notification, and training of KU CSAs responsibilities.
- c. Managing the [Clery Act Compliance website](#).
- d. Collaborating with various campus departments and committees to coordinate, prepare, publish and distribute the Annual Security Report through the collection of report statistics, policy statements, policies, statistics, and supporting documentation.
- e. Completing the annual Campus Safety and Security Survey on behalf of Kutztown University as administered by the federal agency overseeing the Clery Act.
- f. Updating this policy to ensure it reflects any amendments made to the federal legislation.
- g. Serving as the Records Steward for information included in the ASR.
- h. Reviewing geographic categories annually, with the assistance of KUPD and the Business Office.
- i. Notifying via e-mail all currently enrolled students and all university employees of the availability of the ASR and AFSR, providing:
 - i. a statement of the report's availability;
 - ii. a list and brief description of the information contained in the report;
 - iii. the exact URL (a direct link) for the website at which the report is available; and
 - iv. a statement that a paper copy of the Annual and Fire Safety Security Report is available without fee upon request. Requests may be made in writing (including email), by phone, or in person.
- j. Ensuring that all prospective students and employees are notified of the availability of the Annual Security and Fire Safety Reports through the Admissions application and employment application processes.
- k. Establishing a procedure for processing instances of short-stay trips (e.g., overnight trips, athletic trips, student sponsored trips, Education Abroad trips, etc.) to allow KUPD to request crime statistics from these sites annually, if they meet Clery Act requirements.

3. The Department of Public Safety and Police Services (KUPD) is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Developing procedures for and collecting crime reports from CSAs and assessing those reports to determine whether the incident is a Clery-reportable crime.
- c. Collecting and reconciling reports and statistics of Clery Crimes made to KUPD, local law enforcement, recognized student conduct administrators, University officials, Campus Security Authorities (CSAs) and others associated with the University who have significant responsibility for student and campus activities.
- d. Annually request, in writing, crime statistics from local law enforcement with jurisdiction over the University's Clery geography.
- e. Classifying, compiling and providing to the CCC, statistics of reports on the types of Clery Crimes reported that took place within Kutztown's Clery geography, for inclusion in the report submitted to the U.S. Department of Education by October 1st of each year.
- f. Regularly maintaining a detailed audit trail to identify which reported offenses should be included in the institution's crime statistics provided to the CCC;
- g. Maintaining a daily crime log of all crimes reported.
- h. Assessing crime reports for purposes of determining whether a timely warning should be distributed and issuing the warning, when warranted;

- i. Promptly assessing either unilaterally or collaboratively with other subject matter experts whether a situation requires an emergency notification and issuing the notification to the campus and surrounding community when deemed necessary and appropriate.
- j. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- k. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, and stalking.
- l. Maintaining and publishing University policies and procedures addressing campus security and safety.
- m. Investigating all reports of missing resident students by notifying and cooperating with other law enforcement agencies, as necessary.
- n. Investigating bias-related incidents for purposes of determining whether a reportable hate crime has occurred.

4. Campus Security Authorities are responsible for:

- a. Understanding the requirements of the Clery Act pertaining to reportable crimes.
- b. Completing annual training and education as determined by the CCC.
- c. Immediately reporting to KUPD specific information regarding any crimes reported to them in good faith by a witness, 3rd party, victim, or offender, regardless of the university affiliation of the parties involved, or they witnessed, by reporting directly to KUPD or completing and submitting the electronic [Campus Security Authority\(CSA\) Incident Report Form](#). CSAs are not responsible for investigating crimes, unless otherwise within the scope of a particular CSA's duties.
- d. Explaining that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the reporting party and/or victim if the reporting party would like to remain anonymous.
- e. CSAs who deliberately fail to report crimes they are aware of or who fail to complete the KU CSA Incident Report Form referenced in F.4.C. above may be subject to appropriate discipline.
- f. CSAs may also be considered a Responsible Employee as defined in KU Policy and have additional reporting responsibilities as outlined in DIV-007 Sexual Misconduct Policy.

5. The Dean of Students Office/Student Affairs is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Collecting, classifying, counting, and disclosing crime statistics (including, but not limited to, referrals for disciplinary action involving liquor law violations, drug law violations, and weapon law violations) reported to their department and providing those statistics to the CCC annually and upon request for inclusion in the Annual Security Report.
- c. Maintaining a detailed audit trail to identify which reported offenses should be included in the institution's crime statistics to provide to the CCC.
- d. Promptly forwarding (using the [CSA Clery Act Incident Report form](#)) any Clery crimes that are reported to CSAs under Student Affairs that are not referred from KUPD in order to assess crime reports for purposes of timely warnings or emergency notifications.
- e. Ensuring adherence to all Clery Act-required processes, procedures, policies, and other system requirements of university disciplinary systems.
- f. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.

- g. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- h. Working with students to promote adherence to the Student Code of Conduct in minimizing behavior that is inconsistent with the essential values of the University community.
- i. Identifying CSAs that report to Student Affairs.

6. The Emergency Management Team (EMT) is responsible for:

- a. Coordinating emergency notifications to the campus community when deemed necessary and appropriate.
- b. Conducting an annual test of emergency response and evacuation procedures which includes scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. The test must address emergency response and evacuation on a campus-wide scale.
- c. Testing the emergency alert system each semester.
- d. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- e. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- f. Identifying CSAs that fall under the purview of the EMT.

7. The Department of Environmental Health and Safety (EHS) is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR and report to the U.S. Department of Education each year by October 1st.
- b. Immediately reporting any Clery Act related crime to KUPD for an emergency notification or a timely warning and ASR consideration.
- c. Collecting and reporting fire statistics related to each on-campus student housing facility.
- d. Publishing the Annual Fire Safety Report (AFSR) and updating the language to reflect legislative updates and interpretations.
- e. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- f. Maintaining the daily fire log.
- g. Identifying CSAs that fall under the purview of EHS.

8. The Office of Admissions is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Immediately reporting any Clery Act related crime to KUPD for a timely warning and ASR consideration.
- c. Providing an electronic Notice of Availability of the Annual Security Report and Annual Fire Safety Report to all prospective students on the "apply" website in the exact wording as follows: "The Annual Security Report and the Annual Fire Safety Report, containing policy statements, crime and fire statistics for Kutztown University, is [available online](#). You may also request a physical copy by emailing the KU Clery Compliance Coordinator at clery@kutztown.edu."
- d. Forwarding all requests for a paper copy of the ASR from prospective students to the CCC.

- e. Identifying CSAs that fall under the purview of the Office of Admissions.

9. Human Resources is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Providing electronic notice of availability of the Annual Security Report and Annual Fire Safety Report to all prospective employees, including temporary and contracted employees and volunteers, on the "apply" website in the exact wording as follows: "The Annual Security Report and the Annual Fire Safety Report, containing policy statements, crime and fire statistics for Kutztown University, is [available online](#). You may also request a physical copy by emailing the KU Clery Compliance Coordinator at clery@kutztown.edu."
- c. Forwarding all requests for a paper copy of the ASR from prospective employees to the CCC.
- d. Immediately reporting any crimes as defined in this policy that occur within the Clery reportable geography and that result in arrest or referral for disciplinary action.
- e. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- f. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- g. Identifying CSAs that fall under the purview of the Department of Human Resources.

10. The Athletic Department is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Immediately reporting any crime to KUPD for a timely warning and ASR consideration.
- c. Providing the CCC with information regarding athletic department-related overnight travel, domestic and overseas, immediately after travel has been completed, to allow KUPD to request crime statistics from these sites annually, if they meet Clery Act requirements.
- d. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- e. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- f. Identifying CSAs that fall under the purview of the Department of Athletics.

11. The Women's Center is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Immediately reporting any Clery Act-related crime to KUPD for a timely warning and ASR consideration.
- c. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- d. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- e. Identifying CSAs that fall under the purview of the Women's Center.

12. Recreational Services is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Immediately reporting any crime to KUPD for a timely warning and ASR consideration.
- c. Providing the CCC with information regarding overnight travel, domestic and overseas, conducted by any club sport or other group under the auspices of Recreational Services immediately after travel has been completed, to allow KUPD to request crime statistics from these sites annually, if they meet Clery Act requirements.
- d. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- e. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- f. Identifying CSAs that fall under the purview of the Department of Recreational Services.

13. The Department of Student Involvement is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Immediately reporting any Clery Act related crime to KUPD for a timely warning and ASR consideration.
- c. Providing the CCC with information regarding overnight travel, domestic and overseas, conducted by any recognized student organization or club immediately after travel has been completed, to allow KUPD to request crime statistics from these sites annually, if they meet Clery Act requirements.
- d. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- e. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- f. Identifying CSAs that fall under the purview of Student Involvement.

14. The Department of Residence Life, Housing, and Dining Services is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Immediately reporting any Clery Act related crime to KUPD for a timely warning and ASR consideration.
- c. Providing the CCC with information regarding overnight travel, domestic and overseas, conducted by any student group under the auspices of Residence Life, Housing, and Dining Services immediately after travel has been completed, to allow KUPD to request crime statistics from these sites annually, if they meet Clery Act requirements.
- d. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- e. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- f. Identifying CSAs that fall under the purview of Residence Life, Housing, and Dining Services.

15. The Department of Social Equity is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Immediately reporting any Clery Act related crime to KUPD for a timely warning and ASR consideration.
- c. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- d. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- e. Identifying CSAs that fall under the purview of Social Equity.

16. The Counseling Center is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Encouraging the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for statistical inclusion purposes. (Professional Counselors are exempt from the Clery crime reporting mandates of this policy when acting within the scope of their official responsibilities.)
- c. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- d. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
- e. Identifying CSAs that fall under the purview of the Counseling Center.

17. The Department of Health and Wellness Services is responsible for:

- a. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- b. Immediately reporting any Clery Act related crime to KUPD for a timely warning and ASR consideration.
- c. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.
- d. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, and stalking.
- e. Identifying CSAs that fall under the purview of the Department of Health and Wellness Services.

18. The Department of International Education and Global Engagement is responsible for:

- 1. Ensuring the university's compliance with the Clery Act and providing the information necessary for the CCC to publish the ASR.
- 2. Immediately reporting any Clery Act related crime to KUPD for a timely warning and ASR consideration.
- 3. Providing the CCC with information regarding overnight travel, domestic and overseas, conducted by any student group under the auspices of the Department of International Education and Global Engagement , to allow KUPD to request crime statistics from these sites annually, if they meet Clery Act requirements.
- 4. Establishing, offering and collaborating on Clery Act-related educational programs and promotion of safety awareness programs.

5. Providing the CCC with information on the department's ongoing prevention and awareness programs and campaigns to prevent dating violence, domestic violence, sexual assault, stalking and hazing.
6. Identifying CSAs that fall under the purview of the Department of International Education and Global Engagement.

G. Compliance with Policy

1. Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies.
2. The U.S. Department of Education may impose penalties on the University up to \$71,545 per Clery Act violation.
3. The following individuals, when acting within the scope of their official responsibilities, are not Campus Security Authorities, and as such, are exempt from the mandates of this policy:
 - i. Pastoral Counselors
 - ii. Professional Counselors
 - iii. Persons uncertified, but acting under the supervision of an exempt counselor

H. Further Information

Questions about this policy should be directed to the Clery Compliance Coordinator via email at clery@kutztown.edu or telephone at 610-683-4049.

I. Cross References

Policies related to this Clery Compliance Policy include:

STU-034 Missing Student Notification Policy

DIV-007 Sexual Misconduct Policy

DIV-010 Title IX Exemptions Policy

A&F-030 Possession of Deadly or Offensive Weapons on Kutztown University Campus

STU-001 Alcohol Policy

J. Last Review

September 2025