

CLERY ACT COMPLIANCE POLICY

I. Policy Section

14.0 Risk Management

II. Policy Subsection

14.20 Clery Act Compliance Policy

III. Policy Statement

Grand Rapids Community College (GRCC), comprised of its Main/Devos, Leslie E. Tassell M-TEC, GRCC Lakeshore Campuses, and other sites contemplated by this policy, (collectively, GRCC or the College) is committed to creating and maintaining a safe campus community that is free from violence. It is the policy of the College to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 U.S.C. § 1092(f), as amended (the Act or Clery Act), and the Act's implementing regulations, 34 C.F.R. 668.46 (the Clery Regulations).

IV. Reason for Policy

The Clery Act is a federal law that requires Title IV federally subsidized institutions of higher education to disclose certain crime and safety information in publicly available documents. In accordance with the Clery Act and Clery Regulations, the College strives to provide students, faculty, and staff with access to accurate and timely information about Clery crimes reported to have occurred within the College's Clery geography; access to college-wide safety and security policies and procedures; and a process for victims and witnesses that maintains confidentiality to the extent college policy and applicable federal, state, and local laws allow. The College is committed to protecting the privacy of individuals involved in the reporting, investigation, and resolution of incidents of crime.

V. Entities Affected by this Policy

All employees
Board of Trustees
Independent Contractors
Applicants
Students
Vendors
College guests
Community and constituencies accessing services
Volunteers

VI. Who Should Read this Policy

All employees
Board of Trustees
Independent Contractors
Applicants
Students
Vendors
Community and constituencies accessing services
Volunteers

VII. Related Documents

A. College Documents:

1. Emergency Communication Policy
2. Firearms, Explosives, or Weapons Policy
3. Title IX Sexual Harassment Policy
4. Sexual Misconduct Policy
5. Drug and Alcohol Policy
6. GRCC Annual Security Report

B. Other Documents:

1. Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 U.S.C. § 1092(f), as amended
2. Clery Act Regulations, 24 C.F.R. 668.46
3. Higher Education Act 2016 Handbook
4. Recission of 2016 Handbook

VIII. Contacts

Policy Owner: Clery Compliance Specialist
GRCC Chief of Police
General Counsel
Director of Equal Opportunity Compliance
Director of Student Life & Conduct

IX. Definitions

- A. Annual Security Report (ASR): A report containing certain crime statistics for the three (3) most recent calendar years prior to the publication of the report and campus safety information and policies concerning the College's Clery geography.
- B. Campus Community: Trustees, students, employees, and visitors on college-owned or controlled property.
- C. Campus Security Authority (CSA): GRCC Police Department (GRCC PD) personnel, including police officers who respond to GRCC's Clery geography;

other individuals who have responsibility for campus security, but who do not work for the GRCC PD (including contracted security providers); or officials who have significant responsibility for student and campus activities outside of the classroom. A listing of personnel identified as CSAs is maintained by the GRCC PD Clery Compliance Specialist.

- D. Controlled By: Property that GRCC (or an institution-associated entity) directly or indirectly rents, leases, or has some other type of written agreement for the use of a building or property, or a portion of a building or property (this may include regional sites and/or premises where GRCC engages in Middle College instruction).
- E. Written Agreement: Any formal or informal writing, including an email, letter or receipt.
- F. Reasonably Contiguous: A building or property GRCC owns or controls that is in a location that the College and students consider to be, and treat as, part of the GRCC campus.
- G. Organized Program of Study: A course in an educational program leading to a degree, certificate, or other recognized credential.
- H. Clery Geography: Generally, the College's campuses, certain off-campus buildings, and properties owned or controlled by the College; public property within or immediately adjacent to and accessible from each campus. A listing of properties included in the College's Clery geography is maintained by the GRCC PD Clery Compliance Specialist. More specifically, Clery geography includes the following:
 - 1. On-Campus: Any building or property owned or controlled by GRCC within the same reasonable contiguous geographic area and used by GRCC in direct support of, or in a manner related to, GRCC's educational purposes; any building or property that is within or reasonably contiguous to the identified area of the definition that is owned by GRCC but controlled by another person, is frequently used by students, and supports institutional purposes.
 - 2. Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by GRCC; any building or property owned or controlled by GRCC; any building or property used in support of, or in relation to, GRCC's educational purposes, is frequently used by students, and is not in the same reasonable contiguous geographic area of GRCC.
 - 3. Separate Campus: Any building or property owned or controlled by GRCC that is not reasonably geographically contiguous with the main campus, has an organized program of study, and has at least one person on site acting in an administrative capacity.
 - 4. Public Property: All public or property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. Public property refers to property owned by a government entity such as a city or state government; therefore, private homes are not included, but parking structures are.

- I. Clery Crimes: These include the following actual or reported crimes:
 - 1. Criminal Offenses
 - a) Murder/Non-Negligent Manslaughter
 - b) Manslaughter by Negligence
 - c) Sexual Assault, including Rape, Fondling, Statutory Rape, and incest (Note: Sexual Assault is also a VAWA (Violence Against Women Act) offense but is included in the criminal offense category for purposes of Clery Act compliance).
 - d) Robbery
 - e) Aggravated Assault
 - f) Burglary
 - g) Motor Vehicle Theft
 - h) Arson
 - 2. Hate Crimes: Include the following crimes motivated by race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability bias:
 - a) Any of the above-listed criminal offenses (a-h)
 - b) Larceny-Theft
 - c) Simple Assault
 - d) Intimidation
 - e) Destruction/Damage/Vandalism of Property
 - 3. VAWA Offenses: Include the following:
 - a) Domestic Violence
 - b) Dating Violence
 - c) Stalking
 - 4. Law Violations and referrals for disciplinary action, including violations of state and local ordinances, related to:
 - a) Liquor law violations,
 - b) Drug abuse violations, and
 - c) Illegal weapons possession, carrying, etc.

X. Procedures

- A. This policy requires the College, by and through GRCC PD, to perform the following on an annual basis:
 - 1. Identify, notify, and provide mandatory training to CSAs concerning their crime reporting obligations. All schools, divisions, departments, and other units will cooperate in college efforts to identify CSAs.
 - 2. Request and collect reports of crimes made to CSAs and other municipal, county, and state law enforcement agencies.
 - 3. Publish and provide access to a daily crime log that includes all criminal incidents and alleged criminal incidents reported to the GRCC PD if they occurred within the College's patrol and response jurisdiction. The daily crime log is updated at least every forty-eight (48) hours by PD.

4. Compile statistics of reported Clery Act crimes alleged to have occurred on or in the College's Clery geography as reported to CSAs and other law enforcement. All departments, schools and other units will cooperate in the College's efforts to identify Clery geography.
 5. Report Clery crime statistics to the United States Department of Education.
 6. By October 1st of each year, or as otherwise required by law, publish the College's ASR pursuant to the requirements of the Clery Act. The ASR will be made available on the College's website and electronically provided to all students and employees. A hard copy of the ASR may be obtained by contacting GRCC PD.
 7. By October 1st of each year, or as otherwise required by law, distribute notice of availability of the College's ASR to all current and prospective students and employees.
 8. Publish and test emergency notification and evacuation procedures.
 9. Confirm Distribution of emergency communications concerning reported emergencies, dangerous situations, or criminal incidents that pose an immediate, serious, or continuing threat to the campus community depending on the nature and location of the threat reported and subject to certain exemptions under the Clery Act.
 10. Provide (where necessary, in conjunction with other appropriate College personnel) and track programming and education to the campus community on crime prevention and security awareness. Topics may include, but are not limited to sexual assault, domestic and dating violence, stalking awareness, bystander intervention, and active shooter training.
 11. Retain all records related to compliance with the above-stated requirements for a minimum of seven (7) years for Clery Act compliance purposes.
- B. This Policy requires any individual identified and notified as a CSA by GRCC PD or Human Resources to perform the following on an annual basis:
1. Training: Access and complete mandatory training to CSAs concerning their crime reporting obligations (non-compliance with training will be reported to the employee's supervisor for resolution; continued non-compliance may result in corrective action).
 2. Reporting: For CSA reports, immediately and no later than twenty-four (24) hours of receiving the information, report all crimes (including alleged or suspected crimes) to GRCC PD. This information should be reported by completing and submitting an electronic report form or by contacting GRCC PD at (616) 234-4910. Anyone aware of an in-progress crime or emergency should immediately call 911 or contact GRCC PD at 616-234-4911.

Timeliness of CSA reporting is critically important to the College's ability to make appropriate decisions regarding the issuance of timely warnings or emergency notifications concerning incidents that indicate potential ongoing danger to the campus community. Timeliness of CSA reporting is also

critically important to the College's ability to comply with disclosure requirements. Failure by a CSA to promptly report to GRCC PD all details they receive about a Clery crime will be reviewed by GRCC PD and other offices as appropriate, and may result in disciplinary action.

3. When reporting a Clery crime, provide GRCC PD with as much disclosed information as possible. CSAs do not investigate allegations of crime or gather incident information beyond what was shared. Important information to report includes:
 - a) A description of the incident reported;
 - b) The location of the incident;
 - c) Date and time the report was made and when the incident was reportedly occurred;
 - d) The name and contact information of the reporting party/victim (if they wish to be identified);
 - e) The name of any suspects or witnesses;
 - f) The name and contact information of the CSA; and
 - g) Any information regarding an immediate threat to the campus community or any campus community member.
4. If you have any questions about your obligations as a CSA, contact the Clery Compliance Specialist, Robin Graves via email, robingraves@grcc.edu or via telephone (616)234-4013.

XI. Forms

Clery Crime Report Form
Clery Sexual Assault Report Form

XII. Effective Date

April 2023

XIII. Policy History

April 2023: Policy Implemented
April 2024: Revised

XIV. Next Revision/Revision Date

April 2025