USER'S GUIDE FOR
THE CAMPUS SAFETY AND SECURITY
WEB-BASED DATA COLLECTION

U.S. Department of Education
Office of Postsecondary Education

2010

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General Information about the Survey Application

All Title IV postsecondary institutions are required to participate in this data collection. If your institution has multiple campuses, each campus must complete the survey.

The specific data entry screens for each institution are determined by responses to the Screening Questions. You will not see screens that do not pertain to your institution. For example, if your answers to the Screening Questions indicate that your institution does not have any noncampus buildings or properties, you will not see screens for noncampus statistics. If your institution does not have any on-campus student housing facilities, you will not see screens for on-campus student housing facilities. However, instructions in this user's guide address all schools that participate in the survey. Please apply the information as appropriate for your school. So if you do not have noncampus buildings or property and/ or on-campus student housing facilities, follow the instructions that apply to your school's Clery geography and ignore the instructions that apply specifically to noncampus locations and/or on-campus student housing facilities.

Browsers and Cookies

The survey application works best with **Internet Explorer**. To download **Internet Explorer** for free, go to http://www.microsoft.com/windows/downloads/ie/getitnow.mspx.

Once you have logged in to the Campus Safety and Security Survey, a cookie is used to insure that you alone are allowed to access your institution's data and to insure that no unauthorized users can modify the existing data. A cookie is a small file that a website transfers to your computer's hard drive, usually to keep track of you while you are connected to that site. The cookies on the Campus Safety and Security Survey site do not collect information about you; they collect information about your browser session. The cookie makes it easier for the Campus Safety and Security Survey system to keep track of your login information, without having to provide the same information again as you move from one screen to another. The cookie and the information about your session are destroyed immediately after you close your browser, and are not stored on your computer. For more information, please click on the **Privacy Statement** link on the survey Log In screen.

You can enable cookies as follows:

- Enabling cookies with **Internet Explorer 6**

  Option 1
  - Open Internet Explorer.
  - Go to Tools.
  - Select Internet Options.
  - Click on the Privacy tab.
  - You will see a sliding scroll bar. The bar should be set to Medium, which normally will allow our file to operate.
  - Click on OK and exit.
  - Click on Refresh. If this does not work, reboot your computer.
  - If this still does not work, repeat this process but set the bar to Accept All Cookies. Make sure to set the bar back to its original setting after you exit the survey.

Option 2
  –   Open Internet Explorer.
  –   Go to Tools.
  –   Select Internet Options.
  –   Click on the Privacy tab.
  –   Click on the Sites button.
  –   Enter the EADA survey website URL (http: //surveys.ope.ed.gov/security.) in the Address of Website field.
  –   Click on Allow to accept the Web address.
  –   Click on OK and exit.
  –   Click on Refresh. If this does not work, reboot your computer.

- Enabling cookies with **Internet Explorer 7** and above:

Option 1
  –   Open Internet Explorer.
  –   Click on the Tools button.
  –   Select Internet Options.
  –   Click on the Privacy tab.
  –   You will see a sliding scroll bar. The bar should be set to Medium, which normally will allow our file to operate.
  –   Click on OK and exit.
  –   Click on Refresh. If this does not work, reboot your computer.
  –   If this still does not work, repeat this process but set the bar to Accept All Cookies. Make sure to set the bar back to its original setting after you exit the survey.

Option 2
  –   Open Internet Explorer.
  –   Click on the Tools button.
  –   Select Internet Options.
  –   Click on the Privacy tab.
  –   Click on the Sites button.
  –   Enter the campus security survey website URL (http://surveys.ope.ed.gov/security.) in the Address of Website field.
  –   Click on Allow to accept the Web address.
  –   Click on OK and exit.
  –   Click on Refresh. If this does not work, reboot your computer.

Getting Help with the Survey

There are various ways of getting help with the survey:

Online help features: Throughout the survey you will see various help features. On the left side of the Log In screen, there are links to access the **Glossary**, **the Handbook for Campus Crime Reporting**, selected **Help Desk E-Mails**, copies of this year's **Chief Executive Officer and CSSA letters**, and this **User's Guide** in its entirety.

After you log in, a horizontal menu bar appears at the top of your screen. You can click on the **Help** button on the bar to access the same links. You can also click on underlined terms on the data entry screens to get their definitions from the **Glossary.**

On every survey screen you can click on the **Need help? Click here for screen instructions** link to get screen-specific instructions from this user's guide for completing that screen.

Help desk: Assistance from the Campus Safety Help Desk is available toll-free by telephone at (800) 435-5985 and e-mail (campussafetyhelp@westat.com) year-round. The telephone help desk is staffed from 8:00 a.m. to 6:00 p.m. Eastern time, Monday through Friday. Voice mail is available at all times.

> If a staff member is not available when you call, please leave a message with the following information and someone will return your call as soon as possible:
>
> – Your name and title
> – The name of your school
> – A brief description of why you are calling
> – Your telephone number
> – The best time to call you back
>
> If you e-mail the help desk, please include the following information and someone will respond as soon as possible:
>
> – Your name and title
> – The name of your school
> – A detailed description of the problem you are having

Navigation

■ **Data fields:** On each data entry screen you can move from one data field to the next using the tab key or you can position the cursor with your mouse to make a selection.

■ **Screens:** You can move from screen to screen in two ways:

> – After you complete a screen, click on the **Next** or **Previous** button at the bottom of the screen to move through the survey screens sequentially.
>
> – Use the navigation menu on the left side of each screen to either move through the survey screens sequentially or to select a specific screen.

You can complete the survey during one session, or complete it over multiple sessions. Remember to save your data as you complete each screen and to close your browser when you log out of the survey.

Note: Do not use the back button to navigate through the screens as the system cannot save your text.

Caveat Boxes

Each data entry screen has a caveat box. It provides space to write anything you think would help the reader better understand the data on that specific screen. For example, if your institution open an on-campus student housing facility for the first time last year, it would be helpful to provide a caveat explaining why crime statistics for the "On-Campus Student Housing Facilities" category are included for only the most recent year.

You can also use a caveat box if you want to disclose non-Clery crimes, for example the number and type of crimes that occurred in a part of the city that students frequently visit.

Caveats are optional with two exceptions. If you change the data in the 2008 column, you must explain what data were changed and the reason for the change in the caveat box. If you need to make changes to your school's 2007 data, enter the change in the caveat box along with an explanation of why the change was made. Use the following format to explain the change: "For (year), line (letter) was changed from (X) to (Y) because (reason)."

Be concise when providing additional text as each caveat box allows only 1,000 characters. Double-check your entries for spelling and grammar because the caveats will appear along with your data on the Office of Postsecondary Education's public website.
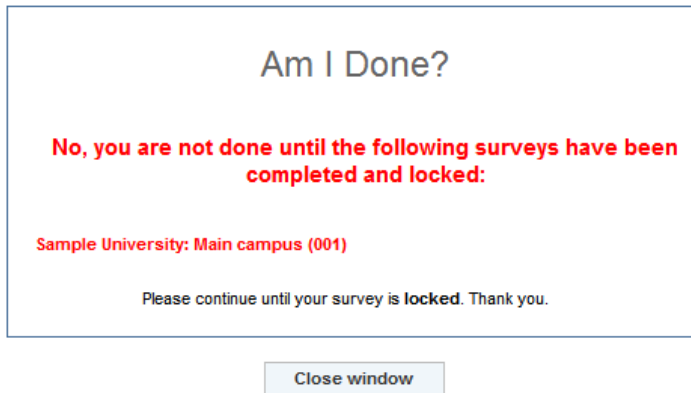
Note: Do not use the symbols < or > in your text. The survey system cannot save your text if you do.

Errors

If the system detects an error when you try to save data on a specific screen, you will see an icon next to the associated data field. Click on the icon to get an explanation of the problem. The ✖ icon indicates a fatal error that must be fixed before you can lock your survey. The ◆ icon indicates that a confirmation or explanation is needed before you can lock your survey. Enter your confirmation/explanation in the box provided. Please do not use the caveat box for this purpose. The confirmation/explanation text that you enter in the box will be read by our content specialists, but will not appear on the public website.

Am I Done? Click here for answer link

Once you complete the preliminary survey screens (the screens that must be completed before you can enter your statistics), the "Am I Done? Click here for answer" link will appear in the Survey Status/Navigation menu on the left of your screen. If you are not sure whether or not you've completed the survey and locked it, click on the link for confirmation.

<div style="border:1px solid #444; padding:1em; max-width:500px; text-align:center;">

Am I Done?

No, you are not done until the following surveys have been completed and locked:

Sample University: Main campus (001)

Please continue until your survey is **locked**. Thank you.

</div>

[Close window]

Printing Survey Screens

There are various ways to print your survey screens.

- To print blank screens:
  - Click on **Print Survey Forms** on the Home Page. Click on the **View Form** link. Click on **Print Form(s)** at either the top of bottom of the screen.
  - From any screen you can click on **Forms for Printing** link on the menu bar at the top of your screen. Click on the **Printable Read-Only Survey Form** link. Click on the **View Form** link. Click on **Print Form(s)** at either the top or bottom of the screen**.**

Note: You cannot use these forms for data entry. You must log into the system to enter and record your data.

- To print your completed screens:
  - Click on **Forms for Printing** link on the menu bar at the top of any screen in the survey. Click on **Survey Forms (Data).** Click on **View Form.** Click on **Print Form(s)** at either the top or bottom of the screen**.**
  - After your survey has been locked, click on the **Print Data/Get PDF File** link on the bottom of the Survey Navigation/Status screen. Click on **Print Form(s)** at either the top or bottom of the screen**.**

- To print a PDF file:
  - Follow the instructions above for printing your completed screens. Click on **Get PDF File** at either the top or bottom of the screen.

Note: We strongly recommend that you keep a copy of your completed survey for your records.

Other important information

- **New in 2010:**
  - The 2008 Higher Education Opportunity Act (HEOA) added fire safety requirements for schools with on-campus student housing facilities. New screens to collect these data have been added to the survey. If your institution has on-campus student housing facilities, you must enter fire statistics for each of those facilities.
  - The HEOA also added new hate crime categories: Larceny-Theft; Simple Assault; Intimidation; and Damage/Destruction/Vandalism of Property. The Hate Crimes screens now collect this data. Note that the Simple Assault category replaces "any other crime involving bodily injury." In addition you must indicate the category of bias for each hate crime.
  - The category "residence halls" has been replaced with "on-campus student housing facilities" throughout the survey.
  - You can now make a PDF file of your completed survey. (See the instructions under "Printing Survey Screens.")

- **Reporting period:** Disclose statistics for crimes reported in the *previous* calendar year (i.e., the 2010 survey collects data for crimes and fires reported Jan. 1, 2009– Dec. 31, 2009).

- **Use whole numbers:** Enter whole numbers only. Zero is considered a statistic, so if there are no reported crimes for a category, enter 0 for that category. If you leave the category blank you will get an error icon.

- **Adding campuses:** If you need to add a campus, please contact the help desk and provide the following information:
  - The name of the main institution.
  - The complete name and address of the new campus.
  - The date the new campus opened.
  - Whether the new campus has administrative personnel on site.
  - The scope of the new campus: whether the location offers an organized program of study or whether students can only take a class or two there.

  For information on what constitutes a separate campus, please see pages 19–20 in the Handbook.

- **Deleting campuses:** You must also contact the help desk if you need a campus deleted (for example, if the campus closed or if it was added as a separate campus but was later determined to be a noncampus location). If the campus has closed, please provide us with the month, year, and reason that it closed. If there are plans to re-open the campus, please let us know the approximate date.

- **Reporting for a campus that has changed locations:** If your campus moved to a new location partway through 2009, you will still complete only one survey for that campus. Just add a caveat to the Criminal Offenses - On Campus screen that informs the reader of the move and when the move took place.

- **Reporting for a shared campus:** If your school shares an entire campus with another Title IV school, each school must complete a survey and must disclose statistics for the entire campus. If your school has a written contract giving it use only of a specific part of the other school's campus (for example, two buildings and a parking lot), disclose statistics only for the buildings and property specified in the contract.

- **Reporting for multiple institutions:** If you are a CSSA who is responsible for completing surveys for 5 or more institutions with separate User IDs, the system refers to you as a **multi-keyholder**. You will be issued a single User ID (7 characters beginning with 88G) and password for all of those institutions. You will only need to register once. When you click on the Update button on the Registration screen, the Registration screen for each of the other surveys will automatically update.

You will then see a list of the institutions for which you must complete surveys. Please make sure that the list is complete. If an institution should be added or deleted from the list, please contact the help desk.

To select an institution from the list, click on the institution name and then begin the survey. The data you enter will not affect the surveys for any of the other institutions.

To access a survey for another institution on your list, click on the "Institutions" link on the menu bar in the upper left corner of the screen. You will be taken back to the list of institutions.

E-Mail Correspondence

At certain stages during the data collection period, e-mails are automatically generated by the survey system. For example, after you complete the Registration screen, the system will send an e-mail to the address listed on that screen acknowledging the survey registration. The system sends a similar e-mail after the survey is locked.

The Help Desk sends e-mails for various other reasons. If you haven't registered by a particular date, we send an e-mail as a friendly reminder so that your institution doesn't miss the deadline. If you enter your data, but forget to check for errors, or forget to lock your survey, we will contact you with a reminder to do so. If questions arise upon reviewing your data, we will send an e-mail that asks you to contact us to resolve the problem.

A Note about the Annual Reports

Every Title IV postsecondary institution is required to publish an annual security report by October 1st. If your campus has on-campus student housing, you must also publish an annual fire report by October 1st. Although the annual security report and the annual fire safety report disclose similar data to the Campus Safety and Security Survey, they are not identical. The reports contain policy statements in addition to crime and fire statistics. Your institution may not use its participation in the survey to fulfill its annual report requirement. Nor may the institution provide a link to the Office of Postsecondary Education's public website to fulfill this requirement.

The Web-Based Data Collection

Getting Started

Registration Packet

Each July, the U.S. Department of Education sends a packet by regular mail to the chief administrative officer (e.g., president, provost, director, chancellor) of every postsecondary Title IV institution. The packet contains three items. The first is a letter to inform the chief administrator about the upcoming Campus Safety and Security web-based data collection. A similar letter is addressed to the institution's Campus Safety Survey Administrator (CSSA), the person designated by the school to complete the survey. The third item is a registration certificate which contains the following information necessary to access the survey and enter data:

Contents	Description
User id	Typically, the user id consists of an uppercase letter followed by 8 numbers. For example: C12345678. Note: A new user id is issued every year.
Password	The password consists of 9 characters, made up of uppercase letters, lowercase letters, numbers, and symbols. For example: A1BcaaD%e. Note: A new password is issued every year.
Web address	The web address is the address you must enter into your computer's browser to access the survey site. The site is located at: http://surveys.ope.ed.gov/security.
Telephone help desk number	This is a toll-free number to call if you need help with the survey. The number is (800) 435-5985.
E-mail help desk address	This is the address to use if you would like help with the survey via e-mail. The address is: campussafetyhelp@westat.com.
Data collection dates	These are the dates of the current data collection: Aug. 18, 2010 through Oct. 15, 2010.

Although new user ids and passwords are mailed to schools in July, the data collection site does not open until mid-August. The exact date appears on the registration certificate. You will not be able to log on to the site until that day. The data collection will close at midnight EST on the day indicated on the registration certificate. **There are no extensions**.

Please note that although you have until the deadline printed on the registration certificate to complete your survey, it is better to complete it as soon as possible so that if you have any problems or questions, you can receive timely assistance by telephone or e-mail from our help desk staff. The later in the data collection period, the busier the help desk becomes.

Log In

To access the survey, enter http://surveys.ope.ed.gov/security into your browser. The survey Home Page is the first screen you will see.

Enter your user id and password in the boxes under **Log In** on the upper left side of your computer screen. The letters are case sensitive so you must enter them exactly as they are shown on the registration certificate. Do not tell the survey application to remember your password as you will have to change it for security purposes on the Change Password screen. Next, click on the **Log In** button.

If you are attempting to log in for the first time, but have misplaced your user id and/or password, please call the Campus Safety Help Desk toll-free at (800) 435-5985 or e-mail the help desk at campussafetyhelp@westat.com for assistance.

U.S. DEPARTMENT OF EDUCATION | OMB#S 1845-0022 AND 1845-0097 APPROVAL EXPIRES 12/31/2012

OFFICE OF POSTSECONDARY EDUCATION

Log In

User ID

Password

Log In Forgot your password?

DAYS HR   MIN   SEC
73 14 : 07 : 20 LEFT

- Print Survey Forms
- Privacy Statement
- Glossary of Terms
- User's Guide (Updated)
- Handbook for Campus Crime Reporting
- Summary of New and Revised Reporting Requirements
- Chief Executive Letter
- CSSA Letter
- Help Desk E-Mails

Campus Safety and Security Survey 2010

The U.S. Department of Education is committed to assisting schools in providing a safe environment for students to learn and staff to work and to keeping parents and students well informed about campus security. Data collected in this survey will be published by the Office of Postsecondary Education on the OPE Campus Security Statistics Web-site located at http://ope.ed.gov/security. The survey was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and their parents research criminal offenses on college campuses.

This survey is authorized by law (P.L. 103-382) in accordance with paragraph 668.46 of the Federal Register/Vol. 64, No. 210/Monday, November 1, 1999/Rules and Regulations. Note: If you want to view the Federal Register you must have Adobe Acrobat Reader installed on your computer. A link is provided below.

This is a mandatory survey.

Institutional Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control numbers for this information collection are 1845-0022 and 1845-0097. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collected.

IF YOU HAVE ANY COMMENTS OR SUGGESTIONS FOR IMPROVING THIS FORM, PLEASE WRITE TO: U. S. DEPARTMENT OF EDUCATION, OFFICE OF POSTSECONDARY EDUCATION, WASHINGTON, DC 20202-4651.

WHAT IS THE THE FEDERAL REGISTER/ VOL. 64, NO. 210/ MONDAY, NOVEMBER 1, 1999/RULES AND REGULATIONS?

DOWNLOAD A FREE COPY OF ADOBE ACROBAT READER

Forgot Your Password

If you do misplace or forget your new password, click on the **Forgot your password?** link next to the **Log In** button.

Enter your user id and the e-mail address that is listed on the survey Registration screen. The survey system will reset your password and send it to that address. If the e-mail address you enter does not match the address on the Registration screen or if it is not a valid address, the system cannot send your password and you must contact the Campus Safety Help Desk toll-free at (800) 435-5985 or e-mail the help desk at campussafetyhelp@westat.com for assistance.

Note: If your institution is participating in the Campus Safety and Security Survey for the first time, and you forget the password for your initial log in, you must contact the help desk by telephone or e-mail because you will not yet have entered an e-mail address on the Registration screen.

U.S. DEPARTMENT OF EDUCATION   OMB#S 1845-0022 AND 1845-0097 APPROVAL EXPIRES 12/31/2012

OFFICE OF POSTSECONDARY EDUCATION

PHONE

Password Help   Back to Home

If your Institution has already registered for the survey but you have forgotten your password:
- please enter your user id and the e-mail address that is listed on the Registration screen.
- click on the 'Reset and Send Password' button. We will verify your information and send you a temporary password. After you login using the temporary password you will be prompted to create a new password.

| User ID | |
| E-mail Address | |

Reset and Send Password

If your institution has not yet registered for the survey, please contact the Campus Security Help Desk at (800) 435-5985 or e-mail the help desk at campussecurityhelp@westat.com.

Back to Home

Change Password

For security reasons, the Change Password screen prompts you to change the password that you initially used to log in to the survey. Use the rules printed on the screen to create your new password and follow these steps:

1. Enter your current password in the **Password on registration certificate** field.

2. Enter your new password in the **New Password** field.

3. Enter it again in the **Confirm New Password** field.

4. Click on **Change Password.**

Keep a record of your new password in a secure place as it will be the password you need each time you log in to the survey. That is, the password printed on the registration certificate will become invalid after you create a new one, and only the new password will allow you to re-enter the survey.

Assigning More Than One Password

You can assign multiple passwords for additional users. After you have completed the survey Registration screen select **Tools** from the main menu bar at the top of the screen. Click on **Additional Users/Passwords.** Under Request Additional User IDs and Passwords you can select up to 6 additional passwords from the drop down box. Click on **Add User IDs and Passwords**. Although the additional user will have access to your institutions survey only the initial user will have the ability to lock the survey upon completion. When the additional users log in for the first time they will be prompted to change their password just as the primary user did on the Change Password screen.

Registration

You must complete this screen before you can continue with the survey.

Information you need to complete this screen:

- Enter the contact information for the individual with primary responsibility for completing the survey. This is the person we will contact if we have questions about the data.

- Double-check the e-mail address. If it is incorrect, it will delay the receipt of important information about the status of your survey.

- We suggest that you review/complete the Registration screen when the Campus Safety and Security Survey site first opens so that we know you were able to log in.

Screen instruction:

Enter the name and the contact information of the primary person who will enter the data.

Directions:

1. If your institution is participating in this survey for the first time, complete the screen, making sure to fill in every field that is marked with an asterisk (*). If you do not enter information in the required fields, you will not be able to proceed with the survey.

2. If your institution participated in the previous year's survey, the screen will be pre-filled except for the "Confirm E-Mail Address" field. Review the information and make changes if necessary.

3. Optional: Enter additional contact information in the Comment box.

4. After you finish completing or updating the screen, click on **Update** to continue (even if you didn't make any changes.)

Note: If you want to edit the **Registration** screen after it has been updated and you have moved on to another screen, click on **Survey Navigation/Status** on the horizontal menu bar at the top of your screen and you will see the **Registration** link under Navigation Menu.

Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

LOGOUT

Registration

Need Help? **Click here for screen instructions**

- This screen should contain the name and contact information of the primary person who will enter the survey data. Review the screen and make changes, if necessary.
- Required fields are indicated with asterisks (*).
- Click the Update button to complete your registration, whether you've made changes or not.
- Once you've registered you can generate user ids and passwords for additional users.

Sample University (Main campus) (900000001)	
First Name*	first
Last Name*	keyholder
Title*	test
Address 1*	addr1
Address 2	
City*	test
State*	Alabama
Zip*	11111 -
Phone*	111 - 111 - 1111
Extension	
Fax	- -
E-mail Address*	keyholder@email.com
Confirm E-mail Address*	
Comment	* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.

[**Update**]   [Next]

Survey Navigation/Status

The Survey Navigation/Status screen is the hub of the survey. It shows how far you've progressed in the survey and what, if anything, you need to do next. It provides links to the various survey screens and allows you to go back and review or change data.

You can access the Survey Navigation/Status screen from other survey screens in either of two ways: (1) by clicking on the **Survey Navigation/Status** link on the horizontal menu bar at the top of each screen or (2) by clicking on the **Survey Navigation/Status** link at the bottom of the Navigation Menu on the left side of each screen.

How to use the menu:

Preliminary screens: When you begin your survey, the menu will contain links to three preliminary screens:
- Registration
- Institution/Campus Identification
- Screening Questions

Data entry screens: Once you have updated the preliminary screens, links to the remaining data entry screens for your institution will be visible and available in the menu. These links will be highlighted in yellow. Instructions for completing these screens are included in this user's guide. Links that are highlighted in gray are not applicable to your institution (as determined by your answers to the Screening Questions) and are not active.

Check for Errors: Once you have completed the data entry screens, you must access your Error Report. To do this, click on the "Check for Errors" link in the menu. If the survey system has detected any errors, you must fix them before you can lock the survey. Instructions for fixing errors are located earlier in this user's guide.

"Am I Done? Click here for answer": When you think that your survey is complete and locked, clink on this link below the menu for confirmation. If your institution is reporting for multiple campuses, you will get confirmation that you are done only when the surveys for *all* of your campuses are locked.
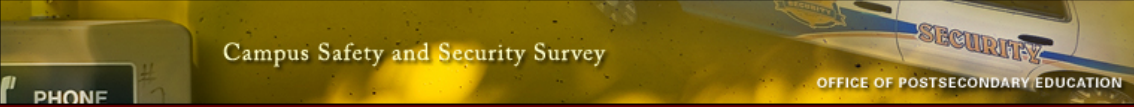
Campus Safety and Security Survey

SECURITY

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Survey Navigation/Status

Need Help? Click here for screen instructions

Click on the link in the Navigation Menu listed below to access the survey screen.

Sample University (900000)

Campus: Main campus (001)   **Campus Maintenance**

Navigation Menu	Survey Status	Options at this point in the survey
Registration	Updated	• Click on the Enter Data link in the Navigation Menu to complete the data entry screens.
Institution/Campus Identification	Updated	• You may move from screen to screen sequentially by clicking the "Next" button on the bottom of the screen, or you may use the side menu to select a specific screen.
Screening Questions	Updated	
Criminal Offenses		• Click on the Check for Errors link to see if the survey system has detected any errors in the data you have entered. If there are errors, use the links on the Error Report screen to go back and correct the data.
On Campus	Updated	
On-Campus Student Housing Facilities	Not updated	
Noncampus	Not updated	• For detailed instructions about correcting errors, click on "Need Help? Click here for screen instructions" on the Error Report screen.
Public Property	Not updated	
Reported by Local Police	Not Applicable	
Hate Crimes		
On Campus	Not updated	
On-Campus Student Housing Facilities	Not updated	
Noncampus	Not updated	
Public Property	Not updated	
Reported by Local Police	Not Applicable	
Arrests		
On Campus	Not updated	
On-Campus Student Housing Facilities	Not updated	
Noncampus	Not updated	
Public Property	Not updated	
Reported by Local Police	Not Applicable	
Disciplinary Actions		
On Campus	Not updated	
On-Campus Student Housing Facilities	Not updated	
Noncampus	Not updated	
Public Property	Not updated	
Reported by Local Police	Not Applicable	
Fire Statistics		
On-Campus Student Housing Facilities	Not updated	

Check for Errors - **You must complete this step before you can lock.**

AM I DONE? Click here for answer

📄 View Data   🖨️📄 Print Data / Get PDF File

Campus Security Help Desk (800) 435-5985
campussecurityhelp@westat.com

Identification

Information you need to complete this screen:

- This screen collects general information about your institution. If your institution completed a survey for the prior year, most of the information will be pre-filled. You may update this information with the exception of the hard-coded institution name and address in the Institution Information box. If the name or address of your institution has changed, please notify the agency that accredits your institution. Note that you may update the name or address of a campus in the Campus Information box. However, this information will be used internally only by our help desk. If you would like the public to see this information, add a note to the caveat box on the Criminal Offenses – On Campus screen.

- We use the name of the institution's chief administrative officer and the institution's address as they appear on this screen for the mailing label on the survey registration packet we send to the institution in July. Please make sure this information is correct.

- This screen asks for contact information for your institution's campus security officer and campus fire safety officer. If your institution does not have a campus police or security department, enter the name of the person who is responsible for security. If you do not have a fire safety officer, enter the name of the person who is responsible for fire safety on campus.

- If your campus is located outside of the United States, click on the "Other Country" radio button under Campus Information. If your campus is within the jurisdiction of the United States, leave the State or Outlying Area button selected. (This jurisdiction includes the following outlying areas: American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico and the US Virgin Islands.)

Screen instruction:

Review the information, or enter/select information, as applicable, on this screen.

Directions:

1. If your institution is participating in this survey for the first time, complete the screen.

2. If your institution participated in this survey last year, review the pre-filled information and make any necessary changes.

3. After you complete/review the screen, click on **Update** to record your information. If the system does not detect any errors, you will see the message "Update is Successful." Click on **Return to Survey Navigation/Status** to continue.

Note: If you want to edit the **Identification** screen after it has been updated and you have moved on to another screen, click on **Survey Navigation/Status** on the horizontal menu bar at the top of your screen where you can click on the **Institution/Campus Identification** link again to access and edit the screen.

Screening Questions

Information you need to complete this screen:

- Answer the questions on these screens as they pertain to your institution for the designated calendar year (i.e., Jan. 1st – Dec. 31st).

- If you are completing surveys for more than one campus, answer the screening questions for each campus as appropriate for that specific campus. For example, if your institution has three separate campuses, and only the main campus has on-campus student housing facilities, only the survey for the main campus should indicate that there are on-campus student housing facilities.

- Screening Question 1: *Does your institution provide on-campus student housing facilities?*

  On-campus student housing facilities means *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.*

  This definition includes the following types of housing if the housing is both located on your campus and is owned or controlled by your institution:

  - Undergraduate, graduate, and married student housing.

  - Single family houses that are used for student housing.

  - Summer school student housing.

  - Buildings that are used for student housing but also have faculty, staff or any other individuals living there. (Do not include faculty-only housing in this category. Institution-owned or controlled faculty-only housing that is located on the campus belongs only in the "on-campus" category.)

  - Buildings that are owned by a third party that has a written agreement with your institution to provide student housing. It doesn't matter whether the rent is paid to the third party by the institution on behalf of the students or paid directly by the students.

  - Fraternity or sorority houses that are owned or controlled by your institution or are located on property that your institution owns or controls.

- Screening Question 2: *Does your institution have any noncampus buildings or properties?*

  Noncampus means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*

  Any building or property owned or controlled by an institution that 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.

  - A building or property that the institution owns, rents, leases, or has any other type of written agreement for, is considered to be "controlled by" the institution. A written agreement includes an informal letter or e-mail.

- Note that there is a difference between an agreement that gives your institution control over a building or a specific space within a building, and a program agreement. For example, if your institution has an agreement to send nursing students to a nearby hospital to participate in a program there, but your institution does not have a written agreement giving you use of the space where the program takes place within the hospital, you should not include the hospital in the noncampus category.

- If your school owns an off-campus apartment building and puts a management company in charge, but doesn't use the building for student housing, do not include the building in your noncampus category (even if some of your students happen to rent apartments there).

- ■ Screening Question 3: *Have you combined statistics that you received from the local or state police with your institution statistics for this report?*

  "Local police" does not mean the campus police. **Local police** refers to other law enforcement agencies with responsibility for the jurisdiction in which your school is located. There may be multiple agencies. You must ask local law enforcement agencies for statistics for all of your institution's *Clery Act* geographic areas, not just for your public property.

  - Select **"yes"** for Screening Question 3 if:

    1. The statistics you obtained from local police were for Clery crimes and could be separated into on campus, noncampus (if applicable), and public property categories, and you have combined these statistics with your institution's statistics for this survey. Your institution's statistics are those obtained from your campus security authorities (which includes your campus police or security department if you have one). If your institution falls within the jurisdiction of multiple law enforcement agencies, and you only receive statistics from some of them, you should still answer **"yes"** to this question. Explain in the first caveat box in the survey that only some of the agencies provided your institution with the requested statistics.

       OR

    2. The statistics you obtained from local police were all zeros, because the 0s should, in effect, be combined with your institution's statistics (i.e., those collected by campus security authorities including your campus police/security, if applicable).

  - Select "**no**" for Screening Question 3 *only* if the local police gave you statistics for crimes that occurred on your Clery geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place "on campus" or on your school's "public property." If you answer **"no,"** later in the survey you will see "Local Police" screens where you should enter these statistics. Very few, if any, schools will need to use the local police screens. If you think you should answer "**no,**" please call the help desk for confirmation *before* proceeding with the survey.

  - Select the first **"not available"** for Screening Question 3 if you requested statistics from the local police but they could not provide you with statistics for *Clery Act*

geographic areas only (e.g., they could only provide you with statistics encompassing too large an area, such as the entire city, and you were unable to determine if any of those statistics were for your Clery geography).

— Select the second **"not available"** for Screening Question 3 if you requested statistics from the local police but they did not provide you with statistics.

Screen instruction:

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

Directions:

1. Question 1: Indicate whether your campus provides on-campus student housing.

2. Question 2: Indicate whether your institution has any noncampus buildings or property.

3. Question 3: Indicate whether you have combined the statistics you obtained from local police with your institution's statistics.

When you have completed this screen, click on **Save** to record your data. If no errors are detected, the next screen will read **Data saved successfully**. Click on **Next** to continue.

Campus Safety and Security Survey

SECURITY

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Screening Questions

Need help? Click here for screen instructions

⊟ Screening Questions
  Screening Questions

SURVEY NAVIGATION/STATUS

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-Campus Student Housing Facilites?

○ **No.**

○ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-Campus Student Housing Facilities: [   ]

2. Does your institution have any noncampus buildings or properties?

○ **Yes**   ○ **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

○ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

○ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

○ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

○ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

⚠ Invalid data type   ❌ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

[Save]   [Next]   [Reset]

Criminal Offenses - On Campus

Information you need to complete this screen:

- **On Campus** means *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 purposes, including On-Campus student housing facilities; and*

    Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).

- "Reasonably contiguous" requires some judgment. A building or property should be included in the on-campus category if (1) it is in a location that you consider to be, and treat as, an integral part of the core campus; and (2) it is covered by the same security policies as that campus.

- Statistics for crimes reported to have occurred in on-campus student housing facilities should be included on this screen as well as reported separately on the Criminal Offenses – On-Campus Student Housing facilities screen.

- Data for 2007 and 2008 are pre-filled. If you need to correct data for 2008, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2007 data in the table. Use the caveat box to specify the changes and the reason for the changes. Use the following format to explain the change. "For (year), line (letter) was changed from (X) to (Y) because (reason)."

- *Clery Act* regulations specify that the FBI's Uniform Crime Reporting Handbook definitions should be used to classify all crimes except for sex offenses. The UCR NIBRS edition should be used to classify sex offenses. Regarding criminal offenses – On Campus:

    – Acquaintance rape is forcible rape.

    – Non-forcible sex offenses include only incest and statutory rape.

    – Motor vehicle theft does not include thefts *from* motor vehicles.

    – Do not differentiate between attempted and completed crimes. The only exception is attempts or assaults to murder if the victim doesn't die. Classify these incidents as aggravated assaults.

- Additional information:

    – To view the definition of a specific criminal offense, click on the underlined offense on the screen.

    – To read more about the on-campus category, see Chapter 2 in the Handbook for Campus Crime Reporting.

Screen instruction:

For each of the following criminal offenses, enter the number of occurrences that took place on campus.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.

2. Enter the number of reported Negligent Manslaughters.

3. Enter the number of reported Forcible Sex Offenses.

4. Enter the number of reported Non-forcible Sex Offenses that were Incest.

5. Enter the number of reported Non-forcible Sex Offenses that were Statutory rape.

6. Enter the number of reported Robberies.

7. Enter the number of reported Aggravated Assaults.

8. Enter the number of reported Burglaries.

9. Enter the number of reported Motor Vehicle Thefts.

10. Enter the number of reported Arsons.

11. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)　　　　　　　　**User ID:** C99000001

| SURVEY NAVIGATION/STATUS | FORMS FOR PRINTING | TOOLS | HELP | LOGOUT |

Criminal Offenses - On Campus

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊟ Criminal Offenses
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
- ⊞ Hate Crimes
- ⊞ Arrests
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

For each of the following criminal offenses, enter the number of occurrences that took place **On Campus**.

Criminal offense	Total occurrences On Campus		
	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	
b. Negligent manslaughter	0	0	
c. Sex offenses - Forcible	1	0	
d. Sex offenses - Non-forcible	0	0	
Incest			
Statutory rape			
e. Robbery	0	0	
f. Aggravated assault	0	0	
g. Burglary	0	0	
h. Motor vehicle theft	0	0	
i. Arson	0	0	

Caveat:

⚠ Invalid data type　　❌ Fatal error　　◆ Confirm or explain　　◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

| Previous | Save | Next | Reset |

Criminal Offenses - On-Campus Student Housing Facilities

Information you need to complete this screen:

- **On-campus student housing facilities** means *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.*

- "On-Campus Student Housing Facilities" is a *subset* of the on campus category. The statistics you enter on this screen should also be included on the Criminal Offenses-On Campus screen. Make sure that the number of crimes reported on this screen is equal to or less than the number reported on the Criminal Offenses-On Campus screen.

- *Clery Act* regulations specify that the FBI's Uniform Crime Reporting Handbook definitions should be used to classify all crimes except for sex offenses. The UCR NIBRS edition should be used to classify sex offenses. Regarding Criminal Offenses – On-Campus Student Housing Facilities:

  – Acquaintance rape is forcible rape.

  – Non-forcible sex offenses include only incest and statutory rape.

  – Motor vehicle theft does not include thefts from motor vehicles.

  – Do not differentiate between attempted and completed crimes. The only exception is attempts or assaults to murder if the victim doesn't die. Classify these incidents as aggravated assaults.

- Only include motor vehicle thefts on this screen if the motor vehicle was taken from a parking garage that is physically attached to an on-campus student housing facility and accessible from that facility. Do not include motor vehicles taken from one of your school's parking lots or parking garages that is simply intended for use by on-campus student housing facility residents. That is an on-campus parking lot or parking garage only.

- Do not include statistics for faculty-only or staff-only residential facilities on this screen.

- Additional information:

  – To view the definition of a specific criminal offense, click on the underlined offense on the screen.

  – To read more about the On-Campus Student Housing Facilities category, see Chapter 2 in the Handbook for Campus Crime Reporting.

Screen instruction:

Of those criminal offenses reported to have occurred On Campus, enter the number occurring in On-Campus Student Housing Facilities.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported Forcible Sex Offenses.
4. Enter the number of reported Non-forcible Sex Offenses that were Incest.
5. Enter the number of reported Non-forcible Sex Offenses that were Statutory rape.
6. Enter the number of reported Robberies.
7. Enter the number of reported Aggravated Assaults.
8. Enter the number of reported Burglaries.
9. Enter the number of reported Motor Vehicle Thefts.
10. Enter the number of reported Arsons.
11. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

PHONE

Institution: Sample University-Main campus (900000-001) (1) | User ID: **C99000001**

| SURVEY NAVIGATION/STATUS | FORMS FOR PRINTING | TOOLS | HELP | LOGOUT |

Criminal Offenses - On-Campus Student Housing Facilities

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊟ Criminal Offenses
  - On Campus
  - **On-Campus Student Housing**
  - Noncampus
  - Public Property
- ⊞ Hate Crimes
- ⊞ Arrests
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Of those criminal offenses reported to have occurred On Campus, enter the number occurring in On-Campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	
b. Negligent manslaughter	0	0	
c. Sex offenses - Forcible	0	0	
d. Sex offenses - Non-forcible	0	0	
Incest			
Statutory rape			
e. Robbery	0	0	
f. Aggravated assault	0	0	
g. Burglary	0	8	
h. Motor vehicle theft	0	0	
i. Arson	0	0	

Caveat:

⚠ Invalid data type   ✖ Fatal error   ⚠ Confirm or explain   ⚠ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

| Previous | Save | Next | Reset |

Criminal Offenses – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  Any building or property owned or controlled by an institution that 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.

- A building or property that the institution owns, rents, leases, or has any other written contract for, is considered to be "controlled by" the institution.

- Your disclosure requirements for noncampus locations are determined by the time, days, and space covered in your contract.

- There is a difference between an agreement that gives your institution control over a building or a specific space within a building, and a program agreement. For example, if your institution has an agreement to send nursing students to a nearby hospital to participate in a program there, but your institution does not have a written contract giving you use of the space where the program takes place within the hospital, you should not include the hospital in the noncampus category.

- If your institution sends a faculty member to another location to teach, but there is no written agreement giving your institution control of the location or a portion of the location, your institution is not required to disclose crimes reported to have occurred there. An example is sending a faculty member to teach a class in a prison or at a military base.

- If your school owns an off-campus apartment building and puts a management company in charge, but doesn't use the building for student housing, do not include the building in your noncampus category (even if some of your students happen to rent apartments there).

- Report noncampus statistics in an aggregate manner. That is, you do not have to specify which crimes were reported at which location. However, you can provide a breakdown in the caveat box if you would like.

- Data for 2007 and 2008 are pre-filled. If you need to correct data for 2008, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2007 data in the table. Use the caveat box to specify what the correct statistics are and why they are being corrected. Use the following format to explain the change. "For (year), line (letter) was changed from (X) to (Y) because (reason)."

- *Clery Act* regulations specify that the FBI's Uniform Crime Reporting Handbook definitions should be used to classify all crimes except for sex offenses. The UCR NIBRS

edition should be used to classify sex offenses. Regarding Criminal Offenses – Noncampus property:

- – Acquaintance rape is forcible rape.

- – Non-forcible sex offenses include only incest and statutory rape.

- – Motor vehicle theft does not include thefts *from* motor vehicles.

- – Do not differentiate between attempted and completed crimes. The only exception is attempts or assaults to murder if the victim doesn't die. Classify these incidents as aggravated assaults.

- ■ Additional information:

  - – To view the definition of a specific criminal offense, click on the underlined offense on the screen.

  - – To read more about the noncampus category, see Chapter 2 in the Handbook for Campus Crime Reporting.

Screen instruction:

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or properties.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.

2. Enter the number of reported Negligent Manslaughters.

3. Enter the number of reported Forcible Sex Offenses.

4. Enter the number of reported Non-Forcible Sex Offenses that were Incest.

5. Enter the number of reported Non-forcible Sex Offenses that were Statutory rape.

6. Enter the number of reported Robberies.

7. Enter the number of reported Aggravated Assaults.

8. Enter the number of reported Burglaries.

9. Enter the number of reported Motor Vehicle Thefts.

10. Enter the number of reported Arsons.

11. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Criminal Offenses - Noncampus

Need help? **Click here for screen instructions**

- ⊞ Screening Questions
- ⊟ Criminal Offenses
  - On Campus
  - On-Campus Student Housing
  - **Noncampus**
  - Public Property
  - Reported by Local Police
- ⊞ Hate Crimes
- ⊞ Arrests
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or properties.

Criminal offense	Total occurrences in or on Noncampus buildings or properties		
	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	
b. Negligent manslaughter	0	0	
c. Sex offenses - Forcible	0	0	
d. Sex offenses - Non-Forcible	0	0	
Incest			
Statutory rape			
e. Robbery	0	0	
f. Aggravated assault	0	0	
g. Burglary	0	0	
h. Motor vehicle theft	0	0	
i. Arson	0	0	

Caveat:

⚠ Invalid data type   ⊗ Fatal error   ⚠ Confirm or explain   ⚠ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

Criminal Offenses – Public Property

Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

- Include:

    – The public sidewalk across the street from your campus, but nothing beyond that.

    – Publicly owned or municipal parking facilities that border your campus.

- Do not over-report public property. If you want to report a larger-than-required area because of safety concerns, put the information in a caveat. Do not include it with your Clery statistics.

- Do not include private residences or businesses.

- Do not report public property statistics for noncampus locations.

- *Clery Act* regulations specify that the FBI's Uniform Crime Reporting Handbook definitions should be used to classify all crimes except for sex offenses. The UCR NIBRS edition should be used to classify sex offenses. Regarding Criminal Offenses – Public Property:

    – Acquaintance rape is forcible rape.

    – Non-forcible sex offenses include only incest and statutory rape.

    – Motor vehicle theft does not include thefts *from* motor vehicles.

    – Do not differentiate between attempted and completed crimes. The only exception is attempts or assaults to murder if the victim doesn't die. Classify these incidents as aggravated assaults.

    – There should be very few, *if any*, burglaries on public property. If there are reported burglaries on public property, there may have been a misclassification of the crime or the location. To be a burglary on public property, there must be an unlawful entry to commit a felony or a theft to a public structure on public property within your campus or immediately adjacent to your campus.

- Additional information:

    – To view the definition of a specific criminal offense, click on the underlined offense on the screen.

    – To read more about the public property category, see Chapter 2 in the Handbook for Campus Crime Reporting.

Screen instruction:

For each of the following criminal offenses, enter the number of occurrences reported to have occurred on Public Property.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.

2. Enter the number of reported Negligent Manslaughters.

3. Enter the number of reported Forcible Sex Offenses.

4. Enter the number of reported Non-forcible Sex Offenses that were Incest.

5. Enter the number of reported Non-forcible Sex Offenses that were Statutory rape.

6. Enter the number of reported Robberies.

7. Enter the number of reported Aggravated Assaults.

8. Enter the number of reported Burglaries.

9. Enter the number of reported Motor Vehicle Thefts.

10. Enter the number of reported Arsons.

11. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

PHONE

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Criminal Offenses - Public Property

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊟ Criminal Offenses
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Hate Crimes
- ⊞ Arrests
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

For each of the following criminal offenses, enter the number of occurrences reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	
b. Negligent manslaughter	0	0	
c. Sex offenses - Forcible	0	0	
d. Sex offenses - Non-forcible	0	0	
Incest			
Statutory rape			
e. Robbery	0	1	
f. Aggravated assault	0	0	
g. Burglary	0	0	
h. Motor vehicle theft	0	0	
i. Arson	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   ⚠ Confirm or explain   ⚠ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

Criminal Offenses - Reported by Local & State Police

Information you need to complete this screen:

- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.

- You must ask the agencies for statistics for all of your school's *Clery Act* geographic areas, not just for public property statistics.

- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."

- Do not use this screen if:

  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your school's statistics (i.e., those obtained from your campus security authorities).

  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.

  If you need to change your response to Screening Question 3, return to that screen by clicking on the "Screening Questions" link on the vertical menu on the left side of the screen.

- *Clery Act* regulations specify that the FBI's Uniform Crime Reporting Handbook definitions should be used to classify all crimes except for sex offenses. The UCR NIBRS edition should be used to classify sex offenses.

  - Acquaintance rape is forcible rape.

  - Non-forcible sex offenses include only incest and statutory rape.

  - Motor vehicle theft does not include thefts *from* motor vehicles.

  - Do not differentiate between attempted and completed crimes. The only exception is attempts or assaults to murder if the victim doesn't die. Classify these incidents as aggravated assaults.

- Additional information:

  - To view the definition of a specific criminal offense, click on the underlined offense on the screen.

  - To read more about requesting statistics from local law enforcement agencies, see Chapter 4 in the Handbook for Campus Crime Reporting.

Screen Instruction:

For each of the following criminal offenses, indicate the number of reported occurrences obtained from local and state police.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.

2. Enter the number of reported Negligent Manslaughters.

3. Enter the number of reported Forcible Sex Offenses.

4. Enter the number of reported Non-forcible Sex Offenses that were Incest.

5. Enter the number of reported Non-forcible Sex Offenses that were Statutory rape.

6. Enter the number of reported Robberies.

7. Enter the number of reported Aggravated Assaults.

8. Enter the number of reported Burglaries.

9. Enter the number of reported Motor Vehicle Thefts.

10. Enter the number of reported Arsons.

11. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

PHONE   SECURITY

Institution: Sample University-Main campus (900000-001) (1)   **User ID: C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Criminal Offenses - Reported by Local Police

Need help? Click here for screen instructions

- Screening Questions
- Criminal Offenses
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - **Reported by Local Police**
- Hate Crimes
- Arrests
- Disciplinary Actions
- Fire Statistics

SURVEY NAVIGATION/STATUS

For each of the following criminal offenses, enter the number of reported occurrences obtained from local and state law enforcement agencies.

Note: Use this screen only if the statistics provided by local law enforcement agencies cannot be entered into the separate Clery reportable geographic areas(i.e., on campus, noncampus, and public proverty).

Criminal offense	Total occurrences reported by police		
	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	
b. Negligent manslaughter	0	0	
c. Sex offenses - Forcible	0	0	
d. Sex offenses - Non-forcible	0	0	
Incest			
Statutory rape			
e. Robbery	0	0	
f. Aggravated assault	0	0	
g. Burglary	0	0	
h. Motor vehicle theft	0	0	
i. Arson	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

Hate Crimes – On Campus

Information you need to complete this screen:

- **On Campus** means *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 purposes, including On-Campus Student Housing Facilities; and*

  Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).

- A **hate crime** is *a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.* **Bias** is a *preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.*

- Include hate crimes in your Clery statistical disclosures only if they fall under the following categories of bias: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

- Additional information:

  - To view the definition of a specific criminal offense, click on the underlined offense on the screen.

  - To read more about the on-campus category, see Chapter 2 in the Handbook for Campus Crime Reporting.

  - To read more about hate crimes, see Chapter 3 in the Handbook for Campus Crime Reporting.

Screen instruction:

For the criminal offenses listed below, enter the number that were reported to have occurred on campus that **manifested evidence of bias based on race, gender, religion, sexual orientation, ethnicity/national origin or disability**. Then provide a break down by category of bias. If you indicate that there were 0 occurrences of an offense, the categories of bias will automatically zero-fill.

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.

2. Indicate the number of Forcible Sex Offenses that were hate crimes.

3. Indicate number of Non-forcible Sex Offenses – Incest that were hate crimes.

4. Indicate number of Non-forcible Sex Offenses – Statutory rape that were hate crimes.

5. Indicate the number of Robberies that were hate crimes.

6. Indicate the number of Aggravated Assaults that were hate crimes.

7. Indicate the number of Burglaries that were hate crimes.

8. Indicate the number of Motor Vehicle Thefts that were hate crimes.

9. Indicate the number of Arsons that were hate crimes.

10. Indicate the number of Simple Assaults that were hate crimes.

11. Indicate the number of Larceny-Thefts that were hate crimes.

12. Indicate the number of Intimidations that were hate crimes.

13. Indicate the number of Destruction/damage/vandalism of property offenses that were hate crimes.

14. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS   **FORMS FOR PRINTING**   **TOOLS**   **HELP**   **LOGOUT**

Hate Crimes - On Campus

Need help? Click here for screen instructions

- Screening Questions
- Criminal Offenses
- Hate Crimes
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- Arrests
- Disciplinary Actions
- Fire Statistics

SURVEY NAVIGATION/STATUS

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On Campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Total by Year			Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0							
b. Negligent manslaughter	0	0							
c. Sex offenses - Forcible	0	0							
d. Sex offenses - Non-forcible	0	0							
Incest									
Statutory rape									
e. Robbery	0	0							
f. Aggravated assault	0	0							
g. Burglary	0	0							
h. Motor vehicle theft	0	0							
i. Arson	0	0							
j. Simple assault	0	0							
k. Larceny-theft									
l. Intimidation									
m. Destruction/damage/ vandalism of property									

Occurrences of Hate Crimes

Caveat:

⚠ Invalid data type   ❌ Fatal error   🔶 Confirm or explain   🔷 Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

[Previous]   [Save]   [Next]   [Reset]

Hate Crimes – On-Campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- **On-campus student housing facilities** means *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.*

- "On-campus student housing facilities" is a subset of the on-campus category. The statistics you enter on this screen should also be included on the hate crimes on-campus screen.

- The number of crimes reported on this screen must be equal to or less than the number reported on the hate crimes on-campus screen.

- A **hate crime** is *a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.* **Bias** is *a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.*

- Include hate crimes in your Clery statistical disclosures only if they fall under the following categories of bias: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

- Additional information:

  – To view the definition of a specific criminal offense, click on the underlined offense on the screen.

  – To read more about the On-Campus Student Housing Facilities category, see Chapter 2 in the Handbook for Campus Crime Reporting.

  – To read more about hate crimes, see Chapter 3 in the Handbook.

Screen instruction:

For the criminal offenses listed below, enter the number that were reported to have occurred in on-campus student housing facilities that **manifested evidence of bias based on race, gender, religion, sexual orientation, ethnicity/national origin or disability.** Then provide a break down by category of bias. If you indicate that there were 0 occurrences of an offense, the categories of bias will automatically zero-fill.

Directions:

1. Indicate the number of Murder/Non-negligent Manslaughters that were hate crimes.
2. Indicate the number of Forcible Sex Offenses that were hate crimes.
3. Indicate number of Non-forcible Sex Offenses – Incest that were hate crimes.
4. Indicate number of Non-forcible Sex Offenses – Statutory rape that were hate crimes.
5. Indicate the number of Robberies that were hate crimes.
6. Indicate the number of Aggravated Assaults that were hate crimes.
7. Indicate the number of Burglaries that were hate crimes.
8. Indicate the number of Motor Vehicle Thefts that were hate crimes.
9. Indicate the number of Arsons that were hate crimes.
10. Indicate the number of Simple Assaults that were hate crimes.
11. Indicate the number of Larceny-Thefts that were hate crimes.
12. Indicate the number of Intimidations that were hate crimes.
13. Indicate the number of Destruction/Damage/Vandalism of Property offenses that were hate crimes.
14. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

SECURITY

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS | **FORMS FOR PRINTING** | **TOOLS** | **HELP** | **LOGOUT**

Hate Crimes - On-Campus Student Housing Facilities

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊟ Hate Crimes
  - On Campus
  - **On-Campus Student Housing**
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Arrests
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate Crimes								
	Total by Year			Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0							
b. Negligent manslaughter	0								
c. Sex offenses - Forcible	0	0							
d. Sex offenses - Non-forcible	0	0							
Incest									
Statutory rape									
e. Robbery	0	0							
f. Aggravated assault	0	0							
g. Burglary	0	0							
h. Motor vehicle theft	0	0							
i. Arson	0	0							
j. Simple assault	0	0							
k. Larceny-theft									
l. Intimidation									
m. Destruction/damage/ vandalism of property									

Caveat:

⚠ Invalid data type   ⊗ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

[Previous]   [Save]   [Next]   [Reset]

Hate Crimes – Noncampus

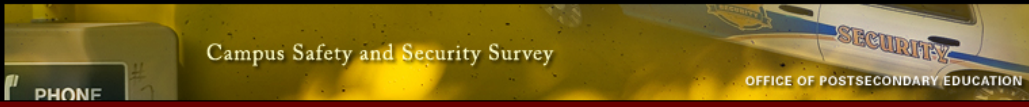**Information you need to complete this screen:**

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  Any building or property owned or controlled by an institution that 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.

- A **hate crime** is *a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.* **Bias** *is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.*

- Include hate crimes in your Clery statistical disclosures only if they fall under the following categories of bias: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

- Additional information:

  – To view the definition of a specific criminal offense, click on the underlined offense on the screen.

  – To read more about the noncampus category, see Chapter 2 in the Handbook for Campus Crime Reporting.

  – To read more about hate crimes, see Chapter 3 in the Handbook.

Screen instruction:

For the criminal offenses listed below, enter the number that were reported to have occurred in or on noncampus buildings or property that **manifested evidence of bias based on race, gender, religion, sexual orientation, ethnicity/national origin or disability**. Then provide a break down by category of bias. If you indicate that there were 0 occurrences of an offense, the categories of bias will automatically zero fill.

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Forcible Sex Offenses that were hate crimes.
3. Indicate number of Non-forcible Sex Offenses – Incest that were hate crimes.
4. Indicate number of Non-forcible Sex Offenses – Statutory rape that were hate crimes.
5. Indicate the number of Robberies that were hate crimes.
6. Indicate the number of Aggravated Assaults that were hate crimes.
7. Indicate the number of Burglaries that were hate crimes.
8. Indicate the number of Motor Vehicle Thefts that were hate crimes.
9. Indicate the number of Arsons that were hate crimes.
10. Indicate the number of Simple Assaults that were hate crimes.
11. Indicate the number of Larceny-Thefts that were hate crimes.
12. Indicate the number of Intimidations that were hate crimes.
13. Indicate the number of Destruction/Damage/Vandalism of Property offenses that were hate crimes.
14. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

SECURITY

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Hate Crimes - Noncampus

Need help? Click here for screen instructions

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or properties. Then break down each total by category of bias (e.g., race, religion).

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊟ Hate Crimes
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Arrests
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

	Occurrences of Hate Crimes								
	Total by Year			Category of Bias for crimes reported in 2009					
Criminal offense	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0							
b. Negligent manslaughter	0								
c. Sex offenses - Forcible	0	0							
d. Sex offenses - Non-forcible	0	0							
Incest									
Statutory rape									
e. Robbery	0	0							
f. Aggravated assault	0	0							
g. Burglary	0	0							
h. Motor vehicle theft	0	0							
i. Arson	0	0							
j. Simple assault	0	0							
k. Larceny-theft									
l. Intimidation									
m. Destruction/damage/ vandalism of property									

Caveat:

⚠ Invalid data type   ⊗ Fatal error   ◈ Confirm or explain   ◈ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

[Previous]   [Save]   [Next]   [Reset]

Hate Crimes – Public Property

Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

- Include:

  - The public sidewalk across the street from your campus, but nothing beyond that.

  - Publicly owned or municipal parking facilities that border your campus.

- A **hate crime** is *a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.* **Bias** is a *preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.*

- Include hate crimes in your Clery statistical disclosures only if they fall under the following categories of bias: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

- Additional information:

  - To view the definition of a specific criminal offense, click on the underlined offense on the screen.

  - To read more about the public property category, see Chapter 2 in the Handbook for Campus Crime Reporting.

  - To read more about hate crimes, see Chapter 3 in the Handbook.

Screen instruction:

For the criminal offenses listed below, enter the number that were reported to have occurred on public property that **manifested evidence of bias based on race, gender, religion, sexual orientation, ethnicity/national origin or disability**. Then provide a break down by category of bias. If you indicate that there were 0 occurrences of an offense, the categories of bias will automatically zero fill.

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.

2. Indicate the number of Forcible Sex Offenses that were hate crimes.

3. Indicate number of Non-forcible Sex Offenses – Incest that were hate crimes.

4. Indicate number of Non-forcible Sex Offenses – Statutory rape that were hate crimes.

5. Indicate the number of Robberies that were hate crimes.

6. Indicate the number of Aggravated Assaults that were hate crimes.

7. Indicate the number of Burglaries that were hate crimes.

8. Indicate the number of Motor Vehicle Thefts that were hate crimes.

9. Indicate the number of Arsons that were hate crimes.

10. Indicate the number of Simple Assaults that were hate crimes.

11. Indicate the number of Larceny-Thefts that were hate crimes.

12. Indicate the number of Intimidations that were hate crimes.

13. Indicate the number of Destruction/Damage/Vandalism of Property offenses hat were hate crimes.

14. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

SECURITY

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Hate Crimes - Public Property

Need help? Click here for screen instructions

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊟ Hate Crimes
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Arrests
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Criminal offense	Total by Year			Occurrences of Hate Crimes / Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0							
b. Negligent manslaughter	0	0							
c. Sex offenses - Forcible	0	0							
d. Sex offenses - Non-forcible	0	0							
Incest									
Statutory rape									
e. Robbery	0	0							
f. Aggravated assault	0	0							
g. Burglary	0	0							
h. Motor vehicle theft	0	0							
i. Arson	0	0							
j. Simple assault	0	0							
k. Larceny-theft									
l. Intimidation									
m. Destruction/damage/ vandalism of property									

Caveat:

⚠ Invalid data type   ⊗ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

[Previous]   [Save]   [Next]   [Reset]

Hate Crimes – Reported by Local & State Police

Information you need to complete this screen:

- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.

- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."

- Do not use this screen if:

  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution's statistics.

  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.

- A **hate crime** is *a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.* **Bias** is a *preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.*

- Include hate crimes in your Clery statistical disclosures only if they fall under the following categories of bias: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

- Additional Information:

  - To view the definition of a specific criminal offense, click on the underlined offense on the screen.

  - To read more about hate crimes, see Chapter 3 in the Handbook for Campus Crime Reporting.

  - To read more about requesting statistics from the local police, see Chapter 4 in the Handbook.

Screen instruction:

For the criminal offenses listed below, enter the number that were reported by local and state police that **manifested evidence of bias based on race, gender, religion, sexual orientation, ethnicity/national origin or disability**. Then provide a break down by category of bias. If you indicate that there were 0 occurrences of an offense, the categories of bias will automatically zero fill.

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.

2. Indicate the number of Forcible Sex Offenses that were hate crimes.

3. Indicate number of Non-forcible Sex Offenses – Incest that were hate crimes.

4. Indicate number of Non-forcible Sex Offenses – Statutory rape that were hate crimes.

5. Indicate the number of Robberies that were hate crimes.

6. Indicate the number of Aggravated Assaults that were hate crimes.

7. Indicate the number of Burglaries that were hate crimes.

8. Indicate the number of Motor Vehicle Thefts that were hate crimes.

9. Indicate the number of Arsons that were hate crimes.

10. Indicate the number of Simple Assaults that were hate crimes.

11. Indicate the number of Larceny-Thefts that were hate crimes.

12. Indicate the number of Intimidations that were hate crimes.

13. Indicate the number of Destruction/Damage/Vandalism of Property offenses that were hate crimes.

14. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

PHONE

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Hate Crimes - Reported by Local Police

Need help? **Click here for screen instructions**

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported by local and state law enforcement agencies. Then break down each total by category of bias (e.g., race, religion).

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊟ Hate Crimes
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Arrests
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

	Occurrences of Hate Crimes								
Criminal offense	Total by Year			Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0							
b. Negligent manslaughter	0								
c. Sex offenses - Forcible	0	0							
d. Sex offenses - Non-forcible	0	0							
Incest									
Statutory rape									
e. Robbery	0	0							
f. Aggravated assault	0	0							
g. Burglary	0	0							
h. Motor vehicle theft	0	0							
i. Arson	0	0							
j. Simple assault	0	0							
k. Larceny-theft									
l. Intimidation									
m. Destruction/damage/ vandalism of property									

Caveat:

⚠ Invalid data type   ❌ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

Arrests – On Campus

Information you need to complete this screen:

- **On Campus** means *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 purposes, including On-Campus Student Housing Facilities;* and

  Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).

- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*

- Include:

  - Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)

  - Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.

  - Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

- Do not count as arrests those incidents in which:

  - Police contact a juvenile who has committed no offense; and

  - Police take a juvenile into custody for his or her own protection, but no crime was committed.

- Not only should "arrests" in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.

- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices*

utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:

  – To read more about the on-campus category, see Chapter 2 in the Handbook for Campus Crime Reporting.

  – To read more about arrests, see Chapter 3 in the Handbook.

Screen instruction:

Enter the number of arrests for each of the following crimes occurring On Campus.

Directions:

1. Enter the number of arrests for Weapons: Carrying, Possessing, Etc.
2. Enter the number of arrests for Drug Abuse Violations.
3. Enter the number of arrests for Liquor Law Violations.
4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

PHONE

SECURITY

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

| SURVEY NAVIGATION/STATUS | FORMS FOR PRINTING | TOOLS | HELP | LOGOUT |

Arrests - On Campus

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊞ Hate Crimes
- ⊟ Arrests
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Enter the number of arrests for each of the following crimes occurring On Campus.

Crime	Number of Arrests		
	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   🔶 Confirm or explain   🔷 Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

| Previous | Save | Next | Reset |

Arrests – On-Campus Student Housing Facilities

Information you need to complete this screen:

- **On-campus student housing facilities** means *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.*

- "On-campus student housing facilities" is a subset of the on-campus category. The statistics you enter on this screen should also be included on the Arrests - On Campus screen.

- The number of arrests reported on this screen must be equal to or less than the number reported on the Arrests - On Campus screen.

- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*

- Include:

  - Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)

  - Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.

  - Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

- Do not count as arrests those incidents in which:

  - Police contact a juvenile who has committed no offense; and

  - Police take a juvenile into custody for his or her own protection, but no crime was committed.

- Not only should "arrests" in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.

- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices*

or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:
  - To read more about the On-Campus Student Housing Facilities category, see Chapter 2 in the Handbook for Campus Crime Reporting.
  - To read more about arrests, see Chapter 3 in the Handbook.

Screen instruction:

Of those arrests that took place On Campus, enter the number occurring in On-Campus Student Housing Facilities for each of the following crimes.

Directions:

1. Enter the number of arrests for Weapons: Carrying, Possessing, Etc.

2. Enter the number of arrests for Drug Abuse Violations.

3. Enter the number of arrests for Liquor Law Violations.

4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

PHONE

SECURITY

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Arrests - On-Campus Student Housing Facilities

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊞ Hate Crimes
- ⊟ Arrests
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Of those arrests that took place On Campus, enter the number occurring in On-Campus Student Housing Facilities for each of the following crimes.

Crime	Number of Arrests in On-Campus Student Housing Facilites.		
	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

Caveat:

⚠ Invalid data type   ⊗ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

Arrests – Noncampus

Information you need to complete this screen:

- **Noncampus** means *Any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  Any building or property owned or controlled by an institution that 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.

- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*

- Include:

  – Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)

  – Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.

  – Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

- Do not count as arrests those incidents in which:

  – Police contact a juvenile who has committed no offense; and

  – Police take a juvenile into custody for his or her own protection, but no crime was committed.

- Not only should "arrests" in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.

- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing,*

etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
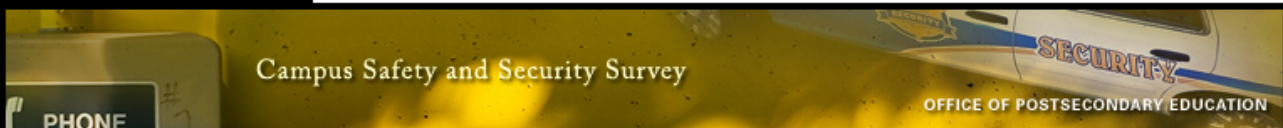
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:
    - To read more about the noncampus category, see Chapter 2 in the Handbook for Campus Crime Reporting
    - To read more about arrests, see Chapter 3 in the Handbook.

Screen instruction:

Enter the number of arrests for each of the following crimes occurring at Noncampus buildings or properties.

Directions:

1. Enter the number of arrests for Weapons: Carrying, Possessing, Etc.
2. Enter the number of arrests for Drug Abuse Violations.
3. Enter the number of arrests for Liquor Law Violations.
4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	**FORMS FOR PRINTING**	**TOOLS**	**HELP**	**LOGOUT**

Arrests - Noncampus

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊞ Hate Crimes
- ⊟ Arrests
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Enter the number of arrests for each of the following crimes occurring at Noncampus buildings or properties.

		Number of Arrests		
Crime		2007	2008	2009
a. Weapons: carrying, possessing, etc.		0	0	
b. Drug abuse violations		0	0	
c. Liquor law violations		0	0	

Caveat:

⚠ Invalid data type   ⊗ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

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Previous	Save	Next	Reset

Arrests – Public Property

Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

- Include:
    - The public sidewalk across the street from your campus, but nothing beyond that
    - Publicly owned or municipal parking facilities that border your campus.

- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*

- Include:
    - Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)
    - Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.
    - Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

- Do not count as arrests those incidents in which:
    - Police contact a juvenile who has committed no offense; and
    - Police take a juvenile into custody for his or her own protection, but no crime was committed.

- Not only should "arrests" in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.

- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture,*

distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:

  – To read more about the public property category, see Chapter 2 in the Handbook for Campus Crime Reporting.

  – To read more about arrests, see Chapter 3 in the Handbook.

Screen instruction:

Enter the number of arrests for each of the following crimes reported on Public Property.

Directions:

1. Enter the number of arrests for Weapons: Carrying, Possessing, Etc.
2. Enter the number of arrests for Drug Abuse Violations.
3. Enter the number of arrests for Liquor Law Violations.
4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Arrests - Public Property

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊞ Hate Crimes
- ⊟ Arrests
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Disciplinary Actions
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Enter the number of arrests for each of the following crimes occurring on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

		Number of Arrests	
Crime	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   ⚠ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

Arrests – Local & State Police

Information you need to complete this screen:

- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.

- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."

- Do not use this screen if:

  – The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution's statistics.

  – You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.

- If you need to change your response to screening question 3, return to that screen by clicking on the "Screening Questions" link on the vertical menu on the left side of the screen.

- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*

- Include:

  – Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)

  – Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.

  – Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

- Do not count as arrests those incidents in which:

  – Police contact a juvenile who has committed no offense; and

  – Police take a juvenile into custody for his or her own protection, but no crime was committed.

- Not only should "arrests" in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.

- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:
    – To read more about arrests, see Chapter 3 in the Handbook for Campus Crime Reporting.
    – To read more about requesting statistics from local law enforcement agencies, see Chapter 4 in the Handbook.

Screen instruction:

For each of the following crimes, enter the number of arrests reported.

Directions:

1. Enter the number of arrests for Weapons: Carrying, Possessing, Etc.
2. Enter the number of arrests for Drug Abuse Violations.
3. Enter the number of arrests for Liquor Law Violations.
4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

SECURITY

PHONE
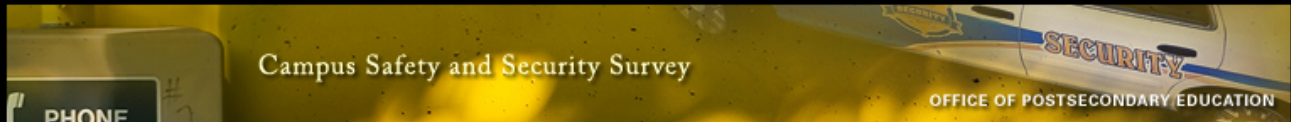
OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)   **User ID: C99000001**

| SURVEY NAVIGATION/STATUS | FORMS FOR PRINTING | TOOLS | HELP | LOGOUT |

Arrests - Reported by Local Police

Need help? Click here for screen instructions

- Screening Questions
- Criminal Offenses
- Hate Crimes
- Arrests
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - **Reported by Local Police**
- Disciplinary Actions
- Fire Statistics

SURVEY NAVIGATION/STATUS

For each of the following crimes, enter the number of arrests reported.

Note: Use this screen only if the statistics provided by local law enforcement agencies cannot be entered into the separate Clery reportable geographic areas(i.e., on campus, noncampus, and public proverty).

Criminal offense	Number of Arrests		
	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

| Previous | Save | Next | Reset |

Disciplinary Actions – On Campus

Information you need to complete this screen:

- **On Campus** means *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 purposes, including On-Campus Student Housing Facilities;* and

  Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).

- **Referred for disciplinary action** is defined for *Clery Act* purposes as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.

- Do not include referrals for violations of your school policies unless they are also violations of law.

- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal*

transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

- ■ Additional information:
  - – To read more about the on-campus category, see Chapter 2 in the Handbook for Campus Crime Reporting
  - – To read more about persons referred for disciplinary action, see Chapter 3 in the Handbook.

Screen instruction:

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not include it here. Count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: Carrying, Possessing, Etc.
2. Enter the number of persons referred for disciplinary action for Drug Abuse Violations.
3. Enter the number of persons referred for disciplinary action for Liquor Law Violations.
4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**　　　　　　　User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Disciplinary Actions - On Campus

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊞ Hate Crimes
- ⊞ Arrests
- ⊟ Disciplinary Actions
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as **1 arrest.**

	Number of persons referred for Disciplinary Action		
Crime	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

Caveat:

⚠ Invalid data type　　❌ Fatal error　　◆ Confirm or explain　　◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

Disciplinary Actions – On-Campus Student Housing Facilities

Information you need to complete this screen:

- This screen was new for the 2009 data collection. The 2007 data entry columns are shaded out. You can edit the 2008 statistics, if necessary. Enter statistics for the 2009 calendar year.

- **On-campus student housing facilities** means *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.*

- "On-campus student housing facilities" is a subset of the on-campus category. The statistics you enter on this screen should also be included on the Disciplinary Actions - On Campus screen.

- The number of arrests reported on this screen must be equal to or less than the number reported on the Disciplinary Actions - On Campus screen.

- **Referred for disciplinary action** for *Clery Act* purposes is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.

- Do not include referrals for violations of your school policies unless they are also violations of law.

- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing,*

and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:

    – To read more about the On-Campus Student Housing Facilities category, see Chapter 2 in the Handbook for Campus Crime Reporting

    – To read more about persons referred for disciplinary action, see Chapter 3 in the Handbook.

Screen instruction:

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not include it here. Count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: Carrying, Possessing, Etc.

2. Enter the number of persons referred for disciplinary action for Drug Abuse Violations.

3. Enter the number of persons referred for disciplinary action for Liquor Law Violations.

4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Disciplinary Actions - On-Campus Student Housing Facilities

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊞ Hate Crimes
- ⊞ Arrests
- ⊟ Disciplinary Actions
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Enter the number of persons <u>referred for disciplinary action</u> for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as **1 arrest.**

Crime	Number of persons referred for Disciplinary Action		
	2007	2008	2009
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	
b. <u>Drug abuse violations</u>	0	0	
c. <u>Liquor law violations</u>	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   ◈ Confirm or explain   ◈ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

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Disciplinary Actions – Noncampus

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  Any building or property owned or controlled by an institution that 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.

- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.

- Do not include referrals for violations of your school policies unless they are also violations of law.

- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the* **above.**

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to*

a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

- ■ Additional information:
    - – To read more about the noncampus category, see Chapter 2 in the Handbook for Campus Crime Reporting.
    - – To read more about persons referred for disciplinary action, see Chapter 3 in the Handbook.

Screen instruction:

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not include it here. Count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: Carrying, Possessing, Etc.
2. Enter the number of persons referred for disciplinary action for Drug Abuse Violations.
3. Enter the number of persons referred for disciplinary action for Liquor Law Violations.
4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

PHONE

SECURITY

Institution: Sample University-Main campus (900000-001) (1)   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Disciplinary Actions - Noncampus

Need help? Click here for screen instructions

- Screening Questions
- Criminal Offenses
- Hate Crimes
- Arrests
- Disciplinary Actions
  - On Campus
  - On-Campus Student Housing
  - **Noncampus**
  - Public Property
  - Reported by Local Police
- Fire Statistics

SURVEY NAVIGATION/STATUS

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as **1 arrest**.

Crime	Number of persons referred for Disciplinary Action		
	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

[Previous]   [Save]   [Next]   [Reset]

Disciplinary Actions – Public Property

Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

- Include:

  – The public sidewalk across the street from your campus, but nothing beyond that.

  – Publicly owned or municipal parking facilities that border your campus.

- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.

- Do not include referrals for violations of your school policies unless they are also violations of law.

- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

■   Additional information:

–   To read more about the public property category, see Chapter 2 in the Handbook for Campus Crime Reporting.

–   For more information about persons referred for disciplinary action, see Chapter 3 in the Handbook.
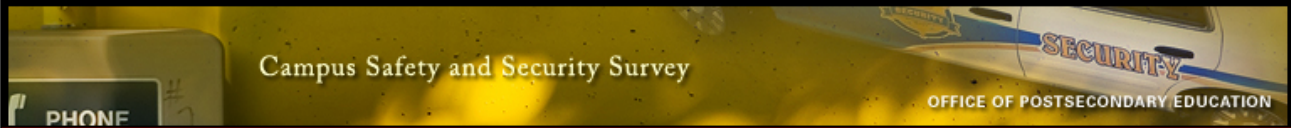
Screen instruction:

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not include it here. Count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: Carrying, Possessing, Etc.

2. Enter the number of persons referred for disciplinary action for Drug Abuse Violations.

3. Enter the number of persons referred for disciplinary action for Liquor Law Violations.

4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

PHONE   SECURITY

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Disciplinary Actions - Public Property

Need help? Click here for screen instructions

- ⊞ Screening Questions
- ⊞ Criminal Offenses
- ⊞ Hate Crimes
- ⊞ Arrests
- ⊟ Disciplinary Actions
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- ⊞ Fire Statistics

SURVEY NAVIGATION/STATUS

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as **1 arrest.**

Crime	Number of persons referred for Disciplinary Action		
	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   ⚠ Confirm or explain   ⚠ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous	Save	Next	Reset

Disciplinary Actions – Reported by Local & State Police

Information you need to complete this screen:

- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.

- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."

- Do not use this screen if:

  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution's statistics.

  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.

- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.

- Do not include referrals for violations of your school policies unless they are also violations of law.

- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:
  - To read more about persons referred for disciplinary action, see Chapter 3 in the Handbook for Campus Crime Reporting.
  - For more information about requesting statistics from local law enforcement agencies, see Chapter 4 in the Handbook.

Screen instruction:

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not include it here. Count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: Carrying, Possessing, Etc.
2. Enter the number of persons referred for disciplinary action for Drug Abuse Violations.
3. Enter the number of persons referred for disciplinary action for Liquor Law Violations.
4. Click on **Save** at the bottom of the screen to record your data.

Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS | **FORMS FOR PRINTING** | **TOOLS** | **HELP** | **LOGOUT**

Disciplinary Actions - Reported by Local Police

Need help? Click here for screen instructions

Enter the number of persons referred for disciplinary action for each of the following law violations.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as **1 arrest.**

- Screening Questions
- Criminal Offenses
- Hate Crimes
- Arrests
- Disciplinary Actions
  - On Campus
  - On-Campus Student Housing
  - Noncampus
  - Public Property
  - Reported by Local Police
- Fire Statistics

SURVEY NAVIGATION/STATUS

Crime	Number of persons referred for Disciplinary Action		
	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

Caveat:

⚠ Invalid data type   ❌ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

Previous   Save   Next   Reset

Fires – On-Campus Student Housing Facilities

Information you need to complete this screen:

- **Fire** is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

- **On-Campus student housing facilities** means *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.*

  This definition includes the following types of housing if the housing is both located on your campus and is owned or controlled by your institution:

  – Undergraduate, graduate, and married student housing.

  – Single family houses that are used for student housing.

  – Summer school student housing.

  – Buildings that are used for student housing but also have faculty, staff or any other individuals living there. (Do not include faculty-only housing in this category. Institution-owned or controlled faculty-only housing that is located on the campus belongs only in the "on-campus" category.)

  – Buildings that are owned by a third party that has a written agreement with your institution to provide student housing. It doesn't matter whether the rent is paid to the third party by the institution on behalf of the students or paid directly by the students.

  – Fraternity or sorority houses that are owned or controlled by your institution or are located on property that your institution owns or controls.

Screen Instructions:

Enter the name, address and number of fires for each On-Campus Student Housing Facility. After you click "Save," you will see an "Enter Data" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter Data" to complete the fire statistics for that facility.

Directions:

1. Enter the name and street address of each on-campus student housing facility. Be sure to include every facility whether or not there were any reported fires for the facility. The number of available fields matches the number of on-campus student housing facilities that you indicated for Screening Question 1. If you need to add a facility, click on the "Add new housing facility" button on this screen. If you need to delete a facility, click on the "Delete" link in the "Action" column on the applicable line. If you add or delete facilities, be sure to adjust the number in Screening Question 1 as well.)

2. Enter the number of fires reported for each facility for the previous calendar year.

3. After you enter the above information, click on the "Save" button at the bottom of the screen.

4. For any facility that has 1 or more fires, you will see an active "Enter Data" button to the right of the number of fires. Click on the button. You will be taken to the Fires by On-Campus Student Housing Facility screen. Follow the instructions on that screen.

Fires by On-Campus Student Housing Facility

Information you need to complete this screen:

- **Fire** is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

- The applicable **categories** of fire for this screen are:
  - **Unintentional:** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.
  - **Intentional:** A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
  - **Undetermined:** A fire in which the cause cannot be determine*d*.

- The applicable **causes** of fire for unintentional fires on this screen are:
  - Cooking
  - Smoking Materials
  - Open flames
  - Electrical
  - Heating equipment
  - Hazardous products
  - Machinery/Industrial
  - Natural
  - Other

- **Fire-related injury** is defined as *any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.*
  - Include:
    - Individuals who are transported to a medical facility (even if they refuse treatment at the facility).
    - Individuals who are treated at a temporary medical facility that is set up at the fire site.

- **Fire-related death** is defined as *any instance in which a person -*
  - (1) *Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or*
  - (2) *Dies within one year of injuries sustained as a result of the fire.*

- **Value of property damage** is defined as *the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.*

Include the value of all property damage, even to property not owned or controlled by your institution. Your estimate for structural damage should be based on replacement value, not market value. Do not include any indirect losses. In addition to business interruption, indirect losses include the cost of emergency housing, personnel costs associated with subsequent cleanup and restoration and lost tuition.

The applicable ranges to use are:

$0 – 99	$50, 000 – 99,999
$100 – 999	$100,000 – 249,999
$1,000 – 9,999	$250,000 – 499,999
$10,000 – 24,999	$500,000 – 999,999
$25,000 – 49, 999	>$1,000,000

Screen instructions:

Enter all the required data for each fire. For help in completing the screen, click on the "Need help? Click here for screen instructions" link at the top of the screen. After you complete this screen click on "Save." Next, click on the "Return to Fires – On-Campus Student Housing Facilities Screen" button.

Directions:

1. For fire #1, select the category of fire. If you select "Unintentional" you will see a drop-down box under the Cause of Fire heading. Select the appropriate cause. If you select "Intentional" you must write a brief description of the fire in the field under Cause of Fire. If you select "Undetermined" you will not be asked for the cause of the fire.

2. Next, enter the number of persons with fire-related injuries in the Fire-related injuries field.

3. Next, enter the number of fire-related deaths in the Fire-related deaths field.

4. Next, use the drop=down box to indicate the estimated amount of property damage.

5. When you have completed steps 1-4, click on the "Save" button on the bottom of the screen. Then click on the "Return to Fires-On-Campus Student Housing Facilities Screen." The status of that housing facility will read "Updated." (If you return to the "Fires-On-Campus screen without entering/selecting all of the required data, the status will read, "Updated-Incomplete."

6. If you have additional housing facilities that had one or more fires, click on the "Enter Data" button for each of them to repeat this process.

7. When you have completed the data entry process for all of your on-campus student housing facilities, click on the "Next" button at the bottom of the screen. You will be taken to the "Fires-Summary" screen.

Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University-Main campus (900000-001) (1)**   User ID: **C99000001**

SURVEY NAVIGATION/STATUS	FORMS FOR PRINTING	TOOLS	HELP	LOGOUT

Fires by On-Campus Student Housing Facility

Need help? Click here for screen instructions

Return to Fires - On-Campus Student Housing Facilities

☐ Fire Statistics

Fires by On-Campus Student Housing Facility

SURVEY NAVIGATION/STATUS

Enter all the required data for each fire. For help in completing the screen, click on the "Need help? Click here for screen instructions" link at the top of the screen. After you complete this screen click on "Save." Next, click on the "Return to Fires – On-Campus Student Housing Facilities Screen" button.

Housing Facility Name: **Dorm A**   Housing Facilty Address: **123 Dorm St.**

On-Campus Student Housing Facility

2009

	Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage	Action
1	[▼]		[ ]	[ ]	[▼]	Delete
2	[▼]		[ ]	[ ]	[▼]	Delete
Total			0	0		

Caveat

[   ]

⚠ Invalid data type   ⊗ Fatal error   ◆ Confirm or explain   ◆ Accepted Error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.)
- Then click on the link and Save and Refresh button. The error icon will turn to gray to indicate that you entered text in the box.

[Save]   [Return to Fires - On-Campus Student Housing Facilities Screen]

Fires – Summary

This is a read-only screen. It is designed to allow you to review your fire data without having to return to each individual data entry screen. If the data on this screen are correct, click on the "Next" button. If the data are not correct, click on the "On-Campus Student Housing Facilities" link in the Navigation menu on the left side of the screen. On the "On-Campus Student Housing Facilities" screen, click on the applicable "Enter Data" button to make revisions for a particular facility.

Check for Errors/Error Report

When you have finished entering your data, you must check for errors (and correct any that exist) before you can lock the survey. To do this, go to the **Survey Navigation/Status** screen. It will show **Check for Errors** and **Error Report** links. Follow these steps:

1. Click on the **Check for Errors** link. You will be taken to an **Error Report**. This report displays a list of any errors and includes links to screens requiring updates.

2. If there are no errors, you will get the message, "The survey for (institution ID) is ready for locking."

3. If the system has detected any errors, you must correct them before you can lock the survey. To correct an error, click on the link adjacent to the error under the Options column. If you have an error that affects only one screen, the link will read, "Go to screen with error." If you have a Global error, or an error that affects more than one screen, the link will read, "Return to data entry screens." When you correct an error, save the screen. The **Error Report** will be updated and you will see "Yes" on the associated line under the "Resolved" column when you return to the report.

4. Continue fixing your data until all errors have been resolved.
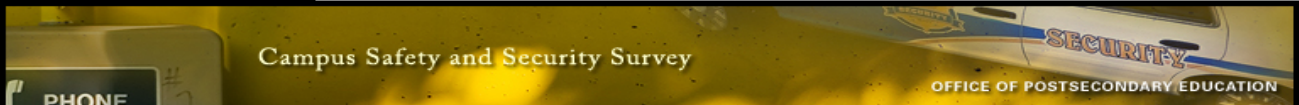
Campus Safety and Security Survey

SECURITY

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)   **User ID: C99000001**

| SURVEY NAVIGATION/STATUS | FORMS FOR PRINTING | TOOLS | HELP | LOGOUT |

Error Report

Need Help? Click here for screen instructions

All errors must be resolved before the survey can be locked.

Source	Description	Severity	Resolved	Options
Global Errors				
	You did not complete all of the required survey items. The following screens have missing information: Criminal Offenses – On-Campus Student Housing Facilities Criminal Offenses – Noncampus Criminal Offenses – Public Property Criminal Offenses – Reported by Local & State Police Hate Crimes – On Campus Hate Crimes – On-Campus Student Housing Facilities Hate Crimes – Noncampus Hate Crimes – Public Property Hate Crimes – Reported by Local & State Police Arrests – On Campus Arrests – On-Campus Student Housing Facilities Arrests – Noncampus Arrests – Public Property Arrests – Local & State Police Disciplinary Actions – On Campus Disciplinary Actions – On-Campus Student Housing Facilities Disciplinary Actions – Noncampus Disciplinary Actions – Public Property Disciplinary Actions – Reported by Local & State Police No other error checks can be made until the missing information is provided.	Fatal	No	Return to data entry screens
Screen-Specific Errors				
Screen: Screening Questions				
Screen Entry	If 'No' is correct, Please call the help desk toll-free at (800) 435-5985 for confirmation.	Fatal	No	Go to screen with error
Screen: Criminal Offenses - On Campus				
Screen Entry	Use the caveat box to explain the revised data in the following manner, 'For 2008, line (letter) was changed from (X) to (Y) because (reason).'	Fatal	No	Go to screen with error

Return to SURVEY NAVIGATION/STATUS

Locking Your Survey

After you conduct the error check and there are no errors detected by the survey system, you are ready to lock your survey. The **Survey Navigation/Status** screen will be updated to **Clean** and a **Lock** option will appear. The Campus Security Survey Administrator (CSSA) is the only person who can lock the survey.

Locking the survey creates a read-only file and prevents additional updates. It is advisable to lock the survey only AFTER the data inputs have been thoroughly verified and deemed final. After the survey is locked, the system will send a confirmation e-mail to the address listed on the Registration screen.

A survey must be locked before it is considered complete.

Follow these steps to lock your survey:

1. Click on **Lock**.

2. Click on **Continue with locking**.

The next screen confirms that the survey has been successfully locked.

You must contact the Campus Safety Help Desk if you subsequently discover an error and need to make changes.

Note: We strongly suggest that you keep a copy of your completed survey for your records.

What Happens After Your Survey Data Have Been Locked?

After you lock your survey data, the survey system will automatically send an e-mail to the address on the survey Registration screen. The e-mail is written confirmation that the survey was locked and will include the date that it was locked.

Next, the survey data will be reviewed by content specialists. Note that although the survey system did not detect any errors, and you were able to lock your survey, there may still be errors, or questions about your data. If this is the case with your survey, an e-mail will be sent to the address on the Registration screen asking you to contact the help desk toll-free by telephone to correct an error or to clarify some specific data or some text in a caveat. For example, there may be a discrepancy between something written in a caveat, and the data on that screen.

Migrating the Data to OPE's Public Website

After the questions have been resolved, or if there are not any questions, your institution's survey data will be migrated to the Office of Postsecondary Education's public website (also known as the Campus Crime Data Tool) for anyone to view without a password. The address is: http://www.ope.ed.gov/security. Please note that it may take several weeks after the survey is locked before your survey data are migrated. This is because there are many surveys to review and they are reviewed in the order that they were locked.

If you would like to view your institution's data after they have been migrated, go to the public website and click on the first report option ("Get Data for One Institution"). Enter the name of your institution in the Name of Institution field, and click on the Search button at the bottom of the screen. Then click on the links to view the various survey screens.