



**PennState**  
University Police  
and Public Safety

# Jeanne Clery Act:

## Crime Reporting Requirements for Campus Security Authorities

UNIVERSITY POLICE AND PUBLIC SAFETY: 814-863-1111

### Overview of the Clery Act

The Jeanne Clery Campus Safety Act (the Clery Act) is a federal consumer protection law that requires institutions of education participating in the federal student financial aid program to disclose information about crime, support victims of violence, and outline institutional policies and procedures in place to improve campus safety.

### Publication of Annual Security Report

Annually, Penn State University publishes Annual Security Reports (ASR) titled "Policies, Safety, & U," for each of Penn State's 24 campus locations. The ASRs include crime statistics for the previous three years, campus security policies, policies concerning alcohol and drug use, and crime prevention and safety awareness programs.

These reports contain Clery Act crime statistics that were reported to University Police and Public Safety, as well as other University offices, Campus Security Authorities (CSAs), and local law enforcement agencies, that occurred at the following locations: on campus, non-campus buildings or property owned or controlled by Penn State University, and public property within, or immediately adjacent to campus.

Annual Security Reports may be accessed and printed from the University Police and Public Safety website:

<https://www.police.psu.edu/annual-security-reports>

If you are unable to print the report from the website, a printed copy of the report may be obtained by contacting University Police and Public Safety at [UPPS-Cleryform@psu.edu](mailto:UPPS-Cleryform@psu.edu).

For those campuses that have on-campus student housing, the Annual Fire Safety Report is included in the Annual Security Report. The Annual Fire Safety Report includes fire statistics from the previous three years and important information about fire safety policies and procedures.



### Clery Act Crime Categories

The ASR must include statistics on the following crime categories:

#### Criminal Offenses

- Homicide (including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence)
- Aggravated Assault
- Rape
- Fondling
- Incest
- Statutory Rape
- Burglary
- Robbery
- Motor Vehicle Theft
- Arson

#### Hate Crimes

- Above listed crimes and Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property

#### VAWA (Violence Against Women Act)

- Domestic Violence
- Dating Violence
- Stalking

#### Arrest or Referral for Disciplinary Action (Student Conduct) for violations of law concerning:

- Weapons
- Drugs
- Alcohol (excluding Public Drunkenness and DUI)

#### Hazing

Penn State University Police and Public Safety ensures that all crimes are properly classified.

### Emergency Notifications with PSUAlert

PSUAlert is the emergency notification system used to alert members of Penn State's campus communities of emergencies, campus closings, and other urgent information. Through PSUAlert, students, faculty, and staff members can register devices and email addresses to receive emergency alerts. Sign up for PSUAlert at: <https://psualert.psu.edu/psualert>

### What is a Timely Warning?

Timely Warnings are Clery Act required notifications that go out to the entire University Community to alert of a potential or ongoing threat of a Clery reportable offense. Timely Warnings are created through the PSUAlert system and sent via text and email. Also, hard copies are sometimes posted in residence hall complexes and other buildings on campus, posted on PSU live, on the Crime Stoppers site and through media outlets.



## What is a CSA?

Campus Security Authorities (CSAs) are individuals and organizations at the University who, because of their function for the University, have an obligation under the Clery Act to notify the University of alleged Clery Act Crimes that are reported to them in good faith, or alleged Clery Act Crimes that they may personally witness.

- In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.
- Under the Clery Act, a crime is “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn’t matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the University.

## Who is a CSA?

These individuals typically fall under one of the following categories:

1. A member of a campus police/security department. Example: University Police and Police Safety.
2. Individuals having responsibility for campus security in some capacity but are not members of a campus police/security department. Example: an individual who is responsible for monitoring the entrance to University property.
3. People or offices that are not members of a campus police/security department, but where policy directs individuals to report criminal offenses to them or their office. Examples: Office of Sexual Misconduct Prevention and Response, Office of Student Accountability and Conflict Response, Affirmative Action.
4. Officials having significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. Examples: Athletic Directors, Athletic Coaches, Faculty Advisors to student organizations, Resident Assistants, Coordinators of Greek Affairs.

## Who is not a CSA?

- When acting within the scope of the official responsibilities, Pastoral Counselors and Professional Counselors are not CSAs.
- Individuals who do not have significant responsibility for student and campus activities are not CSAs. Examples: faculty members not responsible for student and campus activities beyond the classroom, cafeteria staff.

## What are the responsibilities of a CSA?

If a CSA receives information of alleged Clery Act crime and believes it was provided in good faith, or personally witnesses an alleged Clery Act Crime, he or she should report the crime.

Please note that it is NOT the role of the CSA to investigate the allegation in an attempt to determine whether the crime occurred and/or confront or apprehend the alleged perpetrator of the crime. That is the role of law enforcement.

## How Do I Report a Crime?

Call 911 for emergencies or 814-863-1111 for University Police and Public Safety.

Report a crime online to University Police and Public Safety at <https://www.police.psu.edu/report-crime>.

Complete a CSA Incident Report Form at [https://www.absecom.psu.edu/CAMPUS\\_SECURITY/security-incident-form.cfm](https://www.absecom.psu.edu/CAMPUS_SECURITY/security-incident-form.cfm).

## How do I know what to report?

You must report to University Police and Public Safety all reports of crime that you receive or crimes that you witness. Your responsibility is to provide as accurate and complete a description as possible of what happened, including the location the incident took place.



## For additional information

Please visit:

<https://www.police.psu.edu/clery>

## Confidentiality

The crime statistics included in the ASR do not include any information that would identify the victim or the person accused of committing the crime. Your report to University Police may, but is not required to, include personally identifiable information.

When issuing a Timely Warning with respect to a Clery Act crime, University Police and Public Safety will withhold as confidential the name of and other personally identifying information or personal information about the victim, to the extent possible while balancing the need to ensure the safety of the campus community.

If you are a victim of a crime and wish to talk confidentially to someone about your situation, please contact the University Counseling Center at 814-863-0395.