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TITLE: JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY AND CAMPUS CRIME STATISTICS ACT AND THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

EFFECTIVE DATE: February 7, 2007

LAST REVISION: September 16, 2016

Policy No. 7.1008

POLICY STATEMENT

Baton Rouge Community College is committed to serving the constituents of the college and promotes the safety and wellbeing of all. The College adopts this policy to facilitate full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Reauthorization Act of 2013 (VAWA).

SCOPE AND APPLICABILITY

This policy applies to all members of the College Community and provides information to College visitors, prospective students and prospective employees.

PURPOSE

This policy reflects the College's intention to comply with all aspects of the Clery Act and the VAWA. The policy is intended to provide guidance to those responsible for compliance in addition to members of the College Community interested in the College's compliance efforts.

PROCEDURES

The procedures for preparing the annual disclosure of crime statistics encompasses geography, classifying, and counting Clery Act crimes, collecting statistics, policy statements, and finally the official publication and distribution of the Annual Security Report.

- A. Geography - The foundation of compliance with the Clery Act and VAWA is an understanding and role of geography in compliance. BRCC discloses statistics for reported Clery Act crimes that occur on the campus, on public property within or immediately adjacent to the campus, and in or on noncampus buildings or property owned or controlled by BRCC. Public Property is the sidewalk that borders the campus, the public street along the sidewalk, the other side of the street (sidewalk, street, sidewalk) and is accessible from the campus. If a student, faculty, staff or visitor to BRCC is the subject of a criminal act, it is not a Clery Act statistic unless it occurs within the Clery Act Geography of BRCC. BRCC has no residence halls on campus or affiliated with the College.
- B. Classifying and Counting Clery Act Crimes - BRCC Police Department collects, classifies and counts reported crime statistics for Criminal Offences, Hate Crimes, VAWA Offenses, and Arrest and Referrals for Disciplinary Action. Statistics are disclosed separately for each of these four categories. Although BRCC Police Department must classify certain crimes differently for prosecution in Louisiana, the Records Management System (RMS) utilized by



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the college allows for this dual reporting structure and facilitates compliance with the Clery Act and VAWA reporting requirements.

- C. Collecting Statistics - Statistics are based upon reports of alleged criminal incidents in addition to those crimes reported to BRCC Police Department or Local Police. The Campus Security Authorities (CSA's) on Campus are trained to report alleged criminal incidents to BRCC Police Department even if the person does not want to follow up with a criminal investigation from the police. Consequently a form is available to the CSAs on campus to report alleged criminal incidents. Additionally, local law enforcement is contacted in writing and a request made for all criminal incidents reported on campus, on public property or on noncampus property of BRCC to their agency. This information is then incorporated into the RMS for proper classification, counting and subsequent reporting to comply with reporting requirements. When the Athletic Department sponsors events off-campus and the College controls the venue during the competition such as in the case in Baseball and Softball, the Campus Security Authority on site is responsible for reporting any criminal incidents. BRCC Police Department includes the addresses for these sites to local law enforcement in an effort to capture alleged criminal incidents that occurred when the team and fans arrived and then left the venues used.
- D. Policy Statements - BRCC complies with the Clery Act by disclosing how students and others should report crimes or other emergencies occurring on campus; security of and assess to campus facilities; crime prevention; explaining campus law enforcement and security and policy related to alcohol and drugs on campus. Additionally the policy statements in the Annual Security Report include policies, procedures and programs regarding dating violence, domestic violence, sexual assault, and stalking in addition to how to obtain registered sex offender information about persons living around the campus.
- E. Annual Security Report Publication - by October 1st each year, BRCC publishes the Annual Security Report, ASR that contains Clery Act and VAWA required policy statements; three years of Clery Act Statistics and adds the current report to the archive of previous reports for the past 7 years. Only the most recent 7 years of reports and supporting documentation are maintained by the BRCC Police Department. BRCC submits the Crime Statistics contained in the ASR to the Department of Education through a Web-based survey tool. BRCC does not have student housing and consequently does not have to file statistics in the fire safety report portion of the survey.
 - a. The ASR is distributed to all currently enrolled students including those attending less than full-time and those not enrolled in Title IV programs or course and all employees. The report is placed on the Internet and an individual notice about the ASR is sent to each student and employee. The statement includes language that the ASR is available, includes a brief description of the information in the ASR, the exact web address to locate the ASR and the availability of a paper copy of the report upon request.
 - b. The ASR is distributed to all prospective students and employee through the Internet with a statement in their application for employment or registration for courses. The notice contains language indicating that the report is available, a brief description of its contents, the exact web address (URL) and the opportunity to request a paper copy.
 - c. All those interviewed are also provided a notice that contains language indicating that the report is available, a brief description of its contents, the opportunity to request a paper copy and the exact web address (URL) of the ASR.
- F. Specific requirements in the Clery Act also require the College to provide students and employees information regarding any threats to their safety and health to allow them to



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protect themselves.

- a. Emergency Response and Evacuation Procedures - BRCC has prepared and published an All Hazards Emergency Response Plan. BRCC keeps this plan updated, test the plan annually, evaluates the plan and publicizes the plan through the Internet. BRCC’s plan includes immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves and immediate threat to the health or safety of students or employees and how the information will be distributed to the community. The All Hazards Emergency Response Plan includes procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation, describes the process the College will use to confirm a significant emergency or dangerous situation, the content of the notification, initiation of the notification systems and the process to determine the appropriate College Campuses, Campus Buildings or Departments to notify. The All Hazards Emergency Response Plan also includes a statement that without delay the notification process will be used unless it is determined that such notification will compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency. Additionally, the Plan also includes the list of persons and their titles that are responsible for carrying out the actions in the plan. Finally, the College in the Plan addresses the procedures to test the emergency response and evacuation procedures plan at least annually, publicizing the emergency response and evacuation procedures in conjunction with at least one test per calendar year and documenting for each test a description of the exercise the date, time and whether it was announced or unannounced.
- b. Timely Warning Notice - The College uses Timely Warning Notices or Crime Alerts to promptly alert the Campus Community of potentially dangerous criminal situations near the campus and methods to aid in the prevention of similar crimes. All Clery Act Crimes that occur in the Clery Act Geography reported to campus security authorities and determined to represent a serious or continuing threat to students and employees. The College uses mass notification and in appropriate situations posting to disseminate the Crime Alerts.

G. Daily Crime Log - The College has available a daily crime log that has all criminal incidents and alleged criminal incidents that are reported to BRCC Police Department. The Crime log entries include all classification of crimes reported, not just Clery Act Crimes, specific information about the criminal incidents, crimes or entered into the log within two business days of when it was reported, general location of the crime and disposition of the crime. The Daily Crime Log is publicized and available on each campus for the most recent 60-day period.

Source of Policy: BRCC Police Department
Related Policy: 908

Responsible Administrator: Chief of Police
LCTCS Policy Reference: 4.008

Approved by: 
Chancellor Dennis F. Michaelis

LCTCS Guideline Reference: Security Policy and Crime Statistics
Date: 09/16/16