



MEMORANDUM: December 19, 2013

TO: Deans, Directors and Department Heads

FROM: Carolyn McDermed, Chief of Police, University of Oregon Police Department

RE: Clery Act Crime Reporting Requirements

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to compile and publish statistics for crimes on and near their campuses and requires those identified as “Campus Security Authorities” to report crime statistics for annual submission to the Department of Education and inclusion in the university's annual campus security report.

A Campus Security Authority, as defined by the Department of Education, is any official of an institution who has significant responsibility for student and campus activities, and any employee who manages or otherwise oversees student and campus activities, including, but not limited to, student and family housing, a student center, student extra-curricular activities; athletics coaches and trainers, faculty advisors to student groups, staff responsible for student discipline and campus judicial staff.

As a Campus Security Authority, if you observe or become aware of a crime, or a person reveals to you that he or she learned of, was the victim of, perpetrator of, or witness to a crime, please report the incident as soon as possible. Incidents reported by Campus Security Authorities may be evaluated for a campus crime alert.

Crimes reportable under the Clery act are murder, manslaughter, sexual assault, intimate partner violence, stalking, robbery, aggravated assault, burglary, auto theft, arson, liquor, drug and weapons violations and judicial referrals, and any crime motivated by bias.

To comply with the Clery Act federal requirements, your duty as a Campus Security Authority is to immediately fill out the attached *Campus Security Authority Incident Report Form*. This form is also available online at: <http://police.uoregon.edu/content/campus-security-authorities>. **DO NOT USE THIS FORM TO REPORT SEXUAL ASSAULT, INTIMATE PARTNER VIOLENCE OR STALKING.**

If a sexual assault, intimate partner violence or stalking is to be reported to you, you **must** report the incident to the Office of Affirmative Action & Equal Opportunity (Title IX Coordinator). The University is **required** to investigate any allegations of this nature to the best of its ability.

Sexual assault, intimate partner violence and stalking are [Clery Act crimes](#). The Title IX Coordinator, as a Campus Security Authority, reports all incidences of these types of crimes in accordance with Clery act mandates and statistical reporting requirements.

If you have questions regarding sexual assault, intimate partner violence or stalking reporting obligations, please contact the [Title IX Coordinator](#), 541-346-3123 or the [Clery Coordinator](#), 541-346-0670.



For all other incidents you become aware of, please complete a [Campus Security Authority Incident Report Form](#) in accordance with the following guidelines:

1. A crime is considered “reportable” when it is brought to your attention. Third party reports of crimes are Clery-reportable. If the information is provided in good faith (nor rumor or hearsay), please report the incident as soon as possible.
2. UO affiliation of the victim or reporting party is not required for the crime to be reported and counted as a Clery statistic.
3. The victim or reporting party is not required to contact law enforcement authorities and no further investigation is necessary by campus security authorities or law enforcement.
4. **ALWAYS INCLUDE THE TYPE OF CRIME AND THE LOCATION. THIS INFORMATION IS REQUIRED FOR CLERY COMPLIANCE AND IS KEY IN DETERMINING IF A CRIME IS REPORTABLE AS A CLERY STATISTIC.**
  - a. Type of Crime - Please consider the following information when reporting:
    - i. [Clery crimes and definitions](#) (Please note: a crime may not initially appear to fall into a Clery crime category, however may still be Clery-reportable<sup>1</sup>).
    - ii. Attempted crimes are Clery-reportable.
    - iii. If you are unsure what crime, if any, occurred, please provide specific incident details and the Clery Coordinator will determine if the crime is Clery-reportable.
    - iv. Report any incident that appears to be motivated by hate or bias, regardless of the circumstances.
  - b. Location of Crime - Below are examples of Clery-reportable locations, areas, or situations:
    - i. UO campuses (specify if Eugene, Portland or OIMB campus).
    - ii. Student or family housing (on and off-campus).
    - iii. UO owned or leased off-campus properties (off-campus properties are those which are not located within an area contiguous to main campus).
    - iv. UO fraternity and sorority houses.
    - v. University sponsored events, trips or activities (off-site classes, field trips, study abroad programs, etc.).
    - vi. Written contracts for use of space (facilities or land) and repeated lodging.
    - vii. Public areas adjacent to campus and accessible to students (public park areas, walking paths and running trails located between the Willamette river and Autzen stadium; public streets and sidewalks bordering campus).
    - viii. Other location: Please report incident location details even if it does not appear to qualify as a Clery-reportable area or situation.
    - ix. Please provide sufficient location details to enable the Clery Coordinator to determine if the location qualifies as Clery-reportable.

**PLEASE NOTE: SEXUAL ASSAULT, INTIMATE PARTNER VIOLENCE AND STALKING ARE CLERY-REPORTABLE CRIMES AND AS SUCH, THE LOCATION IS REQUIRED TO DETERMINE STATISTICAL DISCLOSURE ELIGIBILITY IN ACCORDANCE WITH CLERY ACT FEDERAL REQUIREMENTS.**

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<sup>1</sup> A stolen laptop (Larceny-Theft) is not a Clery-reportable crime *unless*: a) the laptop was removed from a person by force or threat of force (Robbery), b) the laptop was stolen from within a structure or dwelling (Burglary), c) the laptop was inside of a stolen vehicle (Motor Vehicle Theft), or d) the theft of the laptop was motivated by bias.



5. Encourage the victim or reporting party to report the incident to the UOPD, 541-346-2919.
6. Refer the victim or reporting party to the Office of the Dean of Students, 541-346-3216, for assistance and/or resources.

Please ensure that you complete all information on the form based on the information you possess. If you are in doubt as to whether a crime is reportable, please err on the side of caution and report the incident.

Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply report the information. Appropriate university personnel may contact you or others to gather additional information. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made.

If you have any questions regarding reporting obligations or need assistance filling out a form or reporting an incident, please contact the [Clery Coordinator](#), 541-346-0670.

Once completed, save the form and e-mail to: [Clery Coordinator](#), or send paper copies to:

University of Oregon Police Department  
Attn: Clery Coordinator  
2141 E 15th Ave, Eugene, OR 97403