

## PPM 488: Clery Act

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| <b>Responsible UC ANR Officer:</b> | Risk and Safety Services Director   |
| <b>Responsible UC ANR Office:</b>  | <a href="#">Office of the Controller and Business Services</a>  |
| <b>Issuance Date:</b>              | 02/25/2020  |
| <b>Effective Date:</b>             | 02/25/2020  |
| <b>Last Review Date:</b>           | Not applicable (Initial issuance)   |
| <b>Scope:</b>                      | This section of the UC ANR Policy and Procedure Manual applies to all UC ANR academic appointees and staff. |

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**To report a Clery crime:**  
Contact the UC ANR [Risk and Safety Services Director](#),  
or your location's [Safety Coordinator](#).

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## **I. POLICY SUMMARY**

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- A. The University of California (UC) is committed to providing a safe and secure learning and work environment for UC students and employees consistent with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, a part of the Higher Education Act. The Clery Act requires institutions of higher education that receive federal financial aid to report statistics on specified crimes on or near college campuses and to provide other safety and crime information to members of the campus community.
- B. UC's Division of Agriculture and Natural Resources (UC ANR) will comply fully with the Clery Act and with the Clery Act Policy established by UC. This section of the UC ANR Policy and Procedure Manual (PPM) describes the procedures by which UC's Clery Act requirements will be implemented in UC ANR's unique non-campus environment.

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## **II. DEFINITIONS**

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All of the definitions provided in UC's Clery Act requirements are incorporated herein by reference. In the context of this section of the PPM, those definitions will be applied to UC ANR's non-campus environment as follows.

- A. Campus: One of the ten (10) campuses of the UC system.
- B. Campus Security Authority ("CSA"): The Safety Coordinator at the UC ANR Hopland, Sierra Foothills, South Coast and West Side Research and Extension Centers (RECs).
- C. Clery Coordinator/Officer: The UC ANR Risk and Safety Services Director.
- D. Clery Crimes: Certain crimes occurring on University-controlled property (as defined herein) that are required by the Clery Act to be reported annually by UC to the U.S. Department of Education and shared with the University Community. Examples of "Clery Crimes" include: criminal homicide (murder and non-negligent manslaughter and negligent manslaughter), sex offenses (rape, fondling, incest and statutory rape), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, and arrests or referrals for campus disciplinary action for liquor and/or drug-related legal violations and/or weapons possession.
- E. Executive Officer: The Vice President of UC's Division of Agriculture and Natural Resources (UC ANR).

F. Non-Campus Property:

1. Buildings or property that are:
  - a. owned or controlled by UC; and
  - b. used in direct support of, or in relation to, UC's educational purposes; and
  - c. frequently used by students; and
  - d. not within the same reasonably contiguous geographic area of the UC campus; or
2. Any building or properties owned or controlled by a student organization that is officially recognized by UC, or

Any property outside of the United States if the property otherwise meets the definition of Non-Campus Property described above in subsections 1. or 2.

In the UC ANR environment, some Research and Extension Centers may meet the definition of "non-campus property," due to academic or research programs that are frequented by UC students.

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### **III. POLICY STATEMENT**

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- A. UC ANR is committed to providing a safe and secure learning and work environment for UC students and employees consistent with the Clery Act. Accordingly, it is UC ANR's policy to comply fully with the Clery Act and with the associated Clery Act Policy established by UC.
- B. A principal goal of the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures. Consistent with the Clery Act, data for Clery crimes occurring on the non-campus buildings or property operated by UC ANR will be compiled for inclusion in the Annual Security Report ("ASR") submitted on behalf of the UC campus with which the reporting student and/or relevant program is associated.

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### **IV. COMPLIANCE / RESPONSIBILITIES**

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- A. The Vice President is the Executive Officer with overall responsibility for Clery Act compliance within UC ANR.
- B. The Vice President has designated the Controller's Office as responsible for the establishment of local procedures to implement the Clery Act, and for monitoring, enforcing and reporting compliance.
- C. The Controller's Office is responsible for the framework of processes and procedures by which UC ANR will uphold the Clery Act. Risk and Safety Services will develop and deliver internal procedures and trainings.

- D. The Safety Coordinators at the UC ANR Hopland, Sierra Foothills, South Coast and West Side RECs are responsible to track reports of crimes at their locations and to report information regarding alleged Clery crimes to the UC ANR Risk and Safety Services Director.
- E. The Risk and Safety Services Director is responsible to collect information regarding alleged Clery crimes at UC ANR's non-campus properties, and to provide it to the appropriate campus Clery Coordinator/Officer.
1. The Risk and Safety Services Director will be responsible to advise the Controller of alleged Clery crimes.
  2. Under the auspices of the UC ANR Ethics, Compliance, and Risk Committee, the Controller will advise the Vice President of alleged Clery crimes.
  3. The Risk and Safety Services Director will periodically survey UC ANR locations statewide to assess which locations meet the definitions of "non-campus property" for purposes of Clery crime reporting.
- F. As the UC ANR Clery Coordinator/Officer, the Risk and Safety Services Director is responsible to report alleged Clery crimes to the relevant campus Clery Coordinator/Officer(s) for timely inclusion in that campus's Annual Security Report ("ASR").

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## **V. PROCEDURES**

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A. Reporting

Anyone may report a Clery crime by doing one of the following.

1. Contact the UC ANR Risk and Safety Services Director.
2. Contact your UC ANR location's Safety Coordinator.

B. Application and Operation

Detailed procedures will be established as necessary by UC ANR's office of the Controller.

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## **VI. RELATED INFORMATION**

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- UC Office of the President (UCOP) [Clery Act Policy - Campus Safety and Security Reporting](#)
- UCOP Clery Act [website](#)

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**VII. FREQUENTLY ASKED QUESTIONS**

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Not applicable (initial issuance).

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**VIII. REVISION HISTORY**

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Not applicable (initial issuance).