
	Florida State University Police Department	
Campus Crime Reporting		
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Policy

Campus Crime Reporting Policy

It shall be the policy of the Florida State University Police Department to adhere to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the Crime Awareness and Campus Security Act of 1990.

Procedure

A. Annual Report

1. Review

The Compliance & Professional Standards Lieutenant shall be responsible for the publication of the Annual Security & Fire Safety Report (ASR). The report shall be reviewed and updated annually. Before the ASR review, all reports shall be checked by the Records Manager and Investigations Commander to ensure proper coding. Additionally, the Compliance & Professional Standards Lieutenant shall read through cases that may be Clery reportable and make any necessary modifications. The Annual Security & Fire Safety Report (ASR) will be published no later than October 1st of each year. The review of the annual report will start at the beginning of the calendar year by:

- a. Obtaining an updated list of all Florida State University owned or controlled properties;
- b. Contacting all local and area law enforcement agencies to request needed Clery reportable crime stats information for inclusion in the report;
- c. Collecting all Clery reportable crimes reported to university officials, other than those also reported to FSUPD. Combine the collected crime statistics with the crimes reported by other law enforcement agencies.
- d. Retrieving and reviewing Clery reportable crime statistics reported to FSUPD;
- e. Reviewing all information in the Annual Security & Fire Safety Report (ASR) for accuracy and ensure the information to be published is current, for example: alcohol/drug policies, reporting methods, crime prevention information, security information, agency names, URL's, phone numbers, etc.

2. Publication

The primary means of publication will be through .pdf files available on the department's website. All students, staff, and faculty will be notified by mass email of the availability of the Annual Security & Fire Safety Report (ASR). The email will contain the exact URL of the document. The notification will also inform the recipients that a paper copy of the report will be made available upon request.

3. Reporting to the Department of Education

The Compliance & Professional Standards Lieutenant shall consult with the appropriate university official for the purpose of preparing a detailed report of applicable crime statistics to be electronically submitted to the Department of Education per federal guidelines.

B. Daily Crime & Fire Log

1. The Compliance & Professional Standards Lieutenant shall check the crime and fire Log periodically to ensure it's functioning properly and linked with the most up to date cases within our records management system.
2. The daily crime and fire log will be made available twenty-four hours a day, seven days a week. The crime log information is available via two methods; there is an electronic version of the crime and fire log made available through a link on the department's website and a paper copy will be available in the lobby of the FSU Police department.
3. The daily crime and fire log will contain the report number, report date, report time, crime type, crime date, crime location, and disposition.

Glossary

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Jeanne Clery Act)- is the landmark federal law, originally known as the Crime Awareness and Campus Security Act of 1990, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Indexing

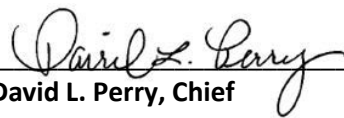
Annual Security & Fire Safety Report

Campus Crime Reporting Act

Safety Guide

Crime and Fire Log

Clery Act

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