OPERATING POLICY AND PROCEDURE

OP 76.02: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

DATE: January 9, 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure that Texas Tech University is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

REVIEW: This OP will be reviewed in August of even-numbered years by the Chief of Police, the Managing Director of the Office of Student Conduct, and the Managing Director of Human Resources with substantive revisions presented to the University Counsel.

POLICY/PROCEDURE

1. By February 1 of each year, University Counsel and the Office of General Counsel will review the laws pertaining to this act and determine the information required for compliance. By February 15, the Chief of Police or designee will request the necessary statistical information from the Managing Director of the Office of Student Conduct, as well as other department heads affected. These managing directors and department heads will provide the required statistics, together with any additional information to the Chief of Police no later than March 15. By April 1, the Chief of Police or designee will request statistical information from applicable law enforcement agencies.

   By July 15, the Chief of Police or designee will provide all necessary statistics to the University Counsel for inclusion in the annual report. The University Counsel will publish the annual report and provide a copy to the Chief of Police no later than September 1.

   The Chief of Police will ensure the report is posted on the Texas Tech Police Department website no later than October 1. The Chief of Police or designee will also ensure that all crime statistic information is submitted to the Department of Education no later than October 1.

   The University Counsel will ensure adequate notification is provided to the university faculty, staff, and students regarding the availability of the report.

2. The Texas Tech Fire Marshal is responsible for publishing the Annual Fire Safety Report and will provide the University Counsel a copy of the report no later than July 15. The Chief of Police or designee will ensure that all statistical information is submitted to the Department of Education no later than October 1.