

Policy Title: **REPORTING CAMPUS CRIMES**

All students and staff are encouraged to report crimes to campus officials and/or local law enforcement. This includes when the victim of a crime elects to or is unable to make such a report. These reports should be made in an accurate and timely manner. Students or staff who wish to report a crime that they believe to have been committed on the Fox Valley Technical College (FVTC) campus or on property controlled by FVTC should report to Security Services. Contact information can be found at [fvtc.edu/CampusSafety](http://fvtc.edu/CampusSafety). In all cases of a life-threatening emergency, dial 911 immediately.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act, in section 485(f) of the Higher Education Act of 1965 (HEA), Fox Valley Technical College has designated certain employees as Campus Security Authorities (CSAs). CSAs have a federally mandated responsibility to report alleged Clery Act crimes that they witness or that are reported to them. A Clery Act crime is considered “reported” when it is brought to the attention of a CSA by a victim, witness, third party or the respondent. Clery Act crimes include:

1. Criminal Homicide
2. Sexual Assault (Sex Offenses)
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Hate Crimes
9. Violence Against Women Act (VAWA) Offenses
  - a. Dating Violence
  - b. Domestic Violence
  - c. Stalking
10. Weapons Law Violations
11. Drug Abuse Violations
12. Liquor Law Violation

Fox Valley Technical College employees with significant responsibilities for campus security and for student and campus activities are designated as CSAs. CSAs are required to report any notification of an alleged Clery Act crime to Security Services. These reports will be evaluated for inclusion in the Annual Security Report (ASR). Examples of positions that are designated as CSAs include:

1. Security Services Managers
2. Academic Deans
3. Student Life Staff
4. Regional Center Staff
5. Faculty and Staff Advisors to Student Organizations
6. Campus Conduct Officials

## 7. Peer Advisors and Tutors

For a full list of designated CSAs, see [fvtc.edu/CampusSafety](http://fvtc.edu/CampusSafety).

Any report of a Clery Act crime will be recorded by Security Services and reported in the Annual Security Report (ASR), which will be made available all students, faculty and staff on or before October 1 or each year. For a full list of Clery Act crime statistics at FVTC, and to view the most recent ASR, visit [fvtc.edu/CampusSafety](http://fvtc.edu/CampusSafety).

### **Timely Warnings**

In the event of a major emergency, or an event that poses an ongoing or continuing threat to students, employees, or patrons, a warning is distributed by utilizing several resources. The Office of Security Services is responsible for determining the proper circumstances under which a timely warning will be issued. A Security Services manager initiates all timely warnings. An all campus email will be sent to all students and staff as well as a notice that is posted on the college's website. Students and staff may sign up text messaging for Emergency Alerts. This information is posted on the college's website for notification under the Security Services tab.

*Adopted: 08/06/18*

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