



TO: Deans, Directors and Department Heads

FROM: Jerry Roderick
Director, Public Safety

DATE: April 10, 2014

RE: Reporting Crimes

According to a federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, are unlikely to have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, arson, liquor law violations, drug abuse violations and/or illegal weapons possession.

We are also required to report statistics for hate (bias) related crimes for the following offenses: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, intimidation, and simple assault.



We are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

Please forward this letter and the attached form to all individuals in your department who fit the definition of a Campus Security Authority, as previously described. If those individuals are aware of any crimes that were reported to have occurred on campus in **2013** that were not reported to the Public Safety Department, it is important that they forward the information no later than **May 10, 2013**. If available, provide the date, location, and a brief description of the incident. If the exact date is unknown, please give the date or timeframe when it was reported. If the exact location is unknown, provide as much detail as possible, i.e., occurred in a residence hall, an academic building, on campus, or whatever is known that will help us properly classify the crime.

Our school has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the Public Safety Department. If a serious crime that may cause an ongoing threat to the campus community is reported to anyone who is defined as a Campus Security Authority, that individual should not wait until the end of the year to report the incident to Public Safety. Even if you are not sure whether an ongoing threat exists, immediately contact the Public Safety Department.

If you have any questions about this request or would like to discuss the specifics about an incident, please contact me at 410-778-7810.

Thank you for your assistance in complying with this federal law. Please return all completed incident forms to me at Washington College, Public Safety Department, 300 Washington Avenue, Chestertown, MD 21620.

Enclosure