POLICY STATEMENT

In order to fulfill the requirements of the Clery Act, it Upstate Medical University’s policy to compile a report of crime statistics, safety information, and procedures to follow to report crime. The report is prepared by the Office of the Chief of University Police and is available at http://www.upstate.edu/universitypolice.

PROCEDURE SUMMARY

This Procedure is intended to implement the legal requirements of the United States Code regarding the Disclosure of Campus Security Policy and Campus Crime Statistics, 20 U.S.C. §1092 (f), also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (hereinafter Clery Act). It outlines the specific reporting procedures that University campuses must follow to ensure compliance with the law.

Accordingly, each University campus shall do the following:

- Collect specific information with respect to campus crime statistics and security policies and each year distribute such information, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request.
- Make timely reports to the campus community about crimes considered to be a threat to students and employees that are reported to campus law enforcement or local police agencies.
- Make, keep, and maintain a daily log, written in a form that can be easily understood, recording all crimes reported to such police or safety department.
- Develop and distribute, as part of the report, a statement of policy regarding the campus’ sexual assault prevention programs, which shall be aimed at prevention of sex offenses; and the procedures followed once a sex offense has occurred.
- Submit, on an annual basis, to the U.S. Secretary of Education a copy of the statistics required to be made available pursuant to 20 U.S.C. §1092 (f) and in accordance with the definitions used in the Uniform Crime Reporting system.
- Distinguish, by means of separate categories, any criminal offenses that occur on campus; in or on a non-campus building or property; on public property; and in dormitories or other residential facilities for students on campus.

Additionally, each state-operated campus shall do the following:

- Submit, on an annual basis, on or before each October 15, to the System Administration Office of University Police a digital copy of the Annual Security Report issued to that state-operated campus’s community, pursuant to federal law and regulation and to this Procedure.
- The College President, or their Senior Staff designee, shall review and certify to the Chancellor, the accuracy of each Annual Security Report.

The System Administration of the State University of New York shall do the following:

- The Office of University Police shall review the State-operated Campus’ Annual Security Reports on a rotating basis; each campus’ Annual Security Report shall be reviewed at least every three (3) years. Additionally, the Office of University Police, in coordination with the Office of University Life and the Office of University Counsel shall periodically provide guidance and training to campus and system officials charged with compliance with the Clery Act.
- The Office of University Audit shall periodically, and as resources permit, perform an audit of selected campus’ compliance with the Clery Act.
- The Office of University Counsel shall maintain an Internet ListServ to provide guidance to campus and System Administration officials charged with compliance with the Clery Act and assist the Office of University Police in providing guidance on complying with the Act.

RESPONSIBILITIES

Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.