



Annual Security Report/Annual Fire Safety Report Development Policy

Effective Date:

Office: University Police
Department

PURPOSE: This section should include reason or rationale for the policy.

This policy develops a process to publish the Annual Security Report/Annual Fire Safety Report.

**REFERENCE DOCUMENTS/
RELATED INFORMATION:** List
any other policies or information
that should be cross referenced.

SCOPE: Who is affected by this policy or needs to read it?

This policy affects every faculty/staff and student associated with the University of Indianapolis.

POLICY HISTORY: Include any
information about previous versions
or whether this replaces an existing
policy.

POLICY STATEMENT: State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. How-to procedures can be elaborated on in the Procedures section.

It is the policy of the University of Indianapolis for the university police to prepare an Annual Security Report/Annual Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act by using information maintained by the University Police, Information provided other University Offices such as the Office of Student Affairs, Office, Residential Life, other Campus Security Authority, and information provided by local law enforcement agencies surrounding the University of Indianapolis Campus. Each of these office provides updated policy information and crime data.

The report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by University of Indianapolis. This report also includes institutional policies concerning campus security, sexual violence, alcohol and other drugs, missing residential, Title IX, VAWA information, other policy statements and fire safety.

The University distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the university community. Anyone, including prospective student and employees, may obtain a paper copy of this report by contacting the university police at 317-788-3386. There is also a notification of our ASR/Crime Statistics on the employment websites, as well as the Admissions website.

Annual Timeline for Development and Revisions of the ASR/AFSR

Action	Process Begins	Person/Office Responsible
<u>Collection of Crime Statistics</u> <ul style="list-style-type: none"> Send Letters; <ul style="list-style-type: none"> Law Enforcement Agencies Center for Global Engagement – Student Conduct Center for Global Engagement – Student Travel Office of Athletics Office of the Registrar – Non-Campus Property Office of Human Resources Health and Wellness Center Counseling Center 	January	University Police
<u>Collection of Fire Statistics</u> <ul style="list-style-type: none"> Review federal laws for additional revisions and requirements in The final ASR/AFSR 	July	University Police
<u>Revisions of Content</u> <ul style="list-style-type: none"> Review federal laws for additional revisions and requirements. Send notices to: <ul style="list-style-type: none"> Associate Dean of Student/Residence Life Title IX Coordinator/VAWA Director of Health and Wellness Director of Human Resources DFSCA Coordinator General Counsel Office of Risk Management Assistant Dean of Student Affairs/RSO 	January – June June	Chief and Assistant Chief of Police University Police

Policy Title UIPD ASR/AFSR Development Policy

- to review and revise the categories associated with their department's information published for the previous years.
- Upon review, the responding parties sign a memorandum of understanding their information was reviewed and noted.
- Necessary changes made to ASR/AFSR based upon the Information provided from the above responding parties.
- Meet with key constituents responsible for content in the ASR/AFSR to confirm submissions.
- Draft ASR/SFSR Reviewed by Senior Leadership

June

Respective Offices/
Directors
University Police

August
August

Chief/Assistant Chief of Police
Senior leadership

- Review ASR/AFSR Development Policy and revise as necessary for production.
- Approval of the ASR in Accordance with the Clery Act 34 C.F.R...668.41(e)
- President
- Vice President of Student Affairs and Campus
- The UIndy ASR/ASFR Development Team

December

Chief/Assistant Chief

July

Chief/Assistant Chief of Police

Certification of Crime Statistics with US DOE

- Receive Password from Department of Education (campus safety and security data analysis cutting tool).
- Upload statistics

August

Chief/Assistant Chief of Police

September

University Police

Publication of the ASR/AFSR

- Converted to Web Acceptable Document
- Posted on the UIPD Website
- Send to UIndy Print Shop

September

University Police

Communication

- Distribute a notice to all students and employees that includes a statement of the reports availability and its exact electronic address, a description of its contents and an advisement that a paper copy will be provided upon request.
- Notify UIndy admissions and Human Resources for information and access by prospective students and employees.
- Send Notice of the Drug Free Schools and Communities Act (DFSCA) to the all Faculty, Staff and Students

On or Before
October 1

Chief/Assistant Chief of Police

