

IUPASRDDevelopmentHandbook– January2015

“The University Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the University Police, information provided by other University offices such as Student Affairs, Office of Housing, Residential Living, and Dining, Student Conduct, other Campus Security Authority Coordinators and information provided by local law enforcement agencies surrounding the Indiana, Punxsutawney, Northpointe, and Monroeville campuses. Each of these offices provides updated policy information and crime data.

This 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 Indiana University of Pennsylvania. Report by October 1 of each year to every member of

University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the University Police at 724-857-2141 or by visiting www.iup.edu/police

The process used to develop and publish the Annual Security Report is outlined in detail in IUP’s ASRD Development Handbook, which is available on the Office of Public Safety and Police website www.iup.edu/police and can be requested by calling University Police at 724-857-2141.”

Annual Timeline for Development and Revision of the ASR/AFSR

Action	Due Date	Person/Office Responsible
<u>Collection of Crime Statistics</u>		
x Send Letter to Law Enforcement Agencies with Jurisdiction at Indiana, Regional and Sites Requesting Crime Statistics	x	Necessary changes made to ASR/AFSR based on information provided from the above responding parties.
x Send Letter to the IU Office of Student Conduct requesting Student Conduct Statistics	x	Meet with key constituents responsible for content in the ASR/AFSR to confirm accuracy of submissions.
x Review Data and Begin to Populate Crime Statistics Template	x	Draft ASR/AFSR reviewed by Senior Leadership
x Meet with Office of Student Conduct to Review Data and Insure Accuracy		

	x	Review ASR/AFSR	
		January June June	Director of Public Safety Office of Public Safety
		June	Respective Offices/Directors Office of Public Safety
		July July	Director of Public Safety University Legal Counsel/University Senior Leadership (including Director of Public Safety, other Cabinet members and/or their designees) Director of Public Safety
Development Handbook and revise as necessary for production of the next ASR/AFSR		December	Director of Public Safety
<u>Approval of the ASR in Accordance with the Clery Act 34 C.F.R. 668.41(e).</u>		July	Director of the Office of Public Safety
x University Vice President of Administration and Finance			
x University President			
x University Legal Counsel			

Certification of Crime Statistics with USDOE

- x Receive Password from DOE for (Campus Safety and Security Data Analysis Cutting Tool" (CSSDACT).
- x Upload Statistics