

SCampus Part H

H. Safety

1. Department of Public Safety

Please visit dps.usc.edu for a complete list of services, safety tips and training, alerts and statistics, and information about DPS staff.

2. Mandatory Federal Reporting and Campus Crime Statistics

I. Clery Act

The Clery Act requires the university to disclose campus crime statistics and security information. The requirements of the Clery Act are complex and require significant coordination and organization among campus officials, but can be condensed into three primary categories:

- a. **Policy Disclosure Statements.** The policy disclosure mandate requires the university to create and publish policy and information disclosure statements, which must be contained in a single document titled the Annual Security Report (ASR). The university publishes its ASR on the Department of Public Safety website at dps.usc.edu/alerts/annual-report/.
- b. **Records Collection and Retention.** The records collection and retention mandate requires the university to collect information concerning certain crimes reported to campus police or individuals identified in the law as “Campus Security Authorities” for crimes occurring on Clery geography, defined as: on-campus; non-campus locations; or certain public property within or near campus. USC is also required under this mandate to maintain a daily crime log and to make it accessible to the public during normal business hours. USC’s Daily Crime and Fire Log can be accessed on the Department of Public Safety’s website, at dps.usc.edu/alerts/log.
- c. **Information Dissemination.** The information dissemination mandate requires the university annually publish by October 1 campus crime statistics and policy disclosure statements in one document entitled the Annual Security Report. The Annual Security Report includes Clery crime statistics for the three-year period prior to the report and is disseminated to current and prospective students and employees. Data identical to that contained in the Annual Security Report must be entered on the university’s survey website prior to October 1 of each year. The Department of Education is charged under the Clery Act with monitoring compliance with the act and for enforcement.

There are three new crime categories for which statistics must be collected under the Violence Against Women Reauthorization Act amendments to the Clery Act: domestic violence; dating violence; and stalking. For further information on the definitions of the VAWA crimes which must be reported for the Clery Act refer to the Annual Security Report posted on the Department of Public Safety’s website, at dps.usc.edu/alerts/annual-report/.

II. Campus Security Authorities

A Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- a. a campus police department or a campus security department of an institution;
- b. any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- c. any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and
- d. 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.

Students, faculty and staff can contact a CSA to confidentially report a crime pursuant to the Clery Act. CSAs who are not employed by the USC Department of Public Safety complete a confidential online *Campus Security Authority Crime Incident Report* or (CSACIR) when they receive a report of a crime. The CSACIR can be located on the Department of Public Safety website at dps.usc.edu/contact/report/security-authorities. Completion of a CSACIR does not require a reporting party's personal identifying information unless the reporting party chooses to provide their information. The CSACIR is transmitted to the Clery Compliance Program Manager and remains confidential. Only the location where the crime occurred, the crime classification and the date the crime occurred are required for completion of a CSACIR. The intent of the CSACIR is to assist the university in its efforts to gather mandatory crime statistics required by the Clery Act.

III. Housing and Residential Education

Resident Assistants (RAs), Residential College Coordinators (RCCs), Graduate Residential College Coordinators (GRCCs), and their supervisors, are designated and trained CSAs and are instructed to complete a CSACIR upon receipt of a report of a crime. As previously mentioned, confidential CSACIRs do not require disclosure of personal information.

IV. More Information

For more information on the Clery Act, refer to the U.S. Department of Education Handbook for Campus Safety and Security Reporting (2016) at www2.ed.gov/admins/lead/safety/handbook.pdf, or contact Mardi Walters, Ed.D., Clery Compliance Program Manager, at (213) 309-7569 or mwalters@dps.usc.edu.

3. Preparedness

See safety.usc.edu/emergency-preparedness

Questions about individual policies should be directed to the "responsible office" listed at the end of each policy. General questions may be emailed to scpolicy@usc.edu.