



# University of New Haven

## POLICIES AND PROCEDURES

**Policy Title:**

**Clery Act Student Travel Policy**

<b>Policy No.:</b>	8608
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**Responsible Office:** Public Safety and Administrative Services

**Responsible Official:** Associate VP for Public Safety and Administrative Services

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**Introduction:**

The Clery Act, officially known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (section 485 of the higher education act, codified at 20 U.S.C. 1092 (f)), is a federal law requiring colleges and universities across the United states, that receive Title IV funding, to disclose information about particular crimes, on and around their campuses, and safety related policies.

## Reason for the Policy

Pursuant to the Clery Act (a federal law), the University of New Haven is required to disclose on an annual basis certain reported crime statistics that occur during University sponsored/arranged domestic and international student trips. University personnel who are responsible for students on University-sponsored trips (both domestic and international) are considered "Campus Security Authorities ("CSAs") under the law, and are legally obligated to report those crimes.

### 8608.1 Definitions

**Campus Security Authority (CSA)** - has been legally defined 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."

**Non Campus Property**- is defined in the Clery Act as: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**On Campus**-The institution's core, main campus.

**Public Property**-The public property that immediately borders and is accessible from the campus. This is the public sidewalk that borders the campus, the public street and the public sidewalk on the other side of the street.

**Repeated Use** -University sponsored travel that occurs more than once in any 365-day period. Example --- A student group travels to the same off campus location every semester and stays at the same hotel each trip.

**Short-stay away from Main Campus trips** – University sponsored trips of more than one night for student travel. Include information about lodging and any classroom (other) space sponsored by the University.

## **8608.2 CSA RESPONSIBILITIES**

Any member of the University of New Haven community who has significant responsibility for student and campus activities **may** be deemed a CSA. Faculty without responsibility for students beyond the classroom, clerical staff, and maintenance/facility employees are not considered CSAs. For the University of New Haven, the following populations have been identified as Campus Security Authorities:

1. University Public Safety (including police department and contract security officers),
2. Office of Residence Life Professional and Student Staff,
3. Student Affairs Professional Staff,
4. Athletics Department Professional Staff and Coaches,
5. Faculty Advisors for University Recognized Student Organizations,
6. Living Learning Community Faculty Coordinators,
7. Charger Recreation Professional and Student Staff,
8. Title IX Coordinator(s), and
9. May include additional campus representatives as necessary.

The role of a Campus Security Authority is to promote the safety and security of a given campus, reporting all crimes to the institution, and knowing the appropriate safety resources available to the students. Campus Security Authorities are required to report all suspicious behavior, crimes, and violations of campus policy to the University of New Haven Police Department. CSAs are obligated to report in a timely manner so that the University may deliver a timely warning notification to University members if necessary.

### **8608.2.1 CSA TRAINING REQUIREMENTS**

The University of New Haven recognizes that individuals in the role of Campus Security Authority will have additional duties and responsibilities as identified in the Clery Act. All identified CSAs are required to complete a training program to comprehend their legal obligations under the Clery Act on an annual basis. Instructions for participation in annual training will be detailed in the annual notice, with periodic announcements and updates communicated by the Clery Compliance Team.

An annual notice will be distributed to all identified Campus Security Authorities, informing each individual of their responsibilities under the Clery Act and University policy via individuals' official University (newhaven.edu) email addresses.

## 8608.3 PROCEDURE

### Clery Act Reportable Travel Procedure

All university-sponsored travel that is considered “Clery Reportable Travel” must be documented and reported on a calendar year basis. Information collected should include:

- Location Name and Address (Including City, State & Zip Code)
- Dates of Stay
- Students/Employees traveling
- Rooms

To assist the University of New Haven in complying with this portion of the Clery Act, completely fill out the Clery Act [Student Travel Form](#) when student travel is planned and submit to [clery@newhaven.edu](mailto:clery@newhaven.edu).

### **Clery Reportable Trips**

Not all student trips need be reported. For trips to be reportable, student trips must meet certain requirements. The University must have control over the trip or program accommodation and any related academic space used in conjunction with the trip. Control, as defined by the Clery Act, means that there is a written agreement (no matter how informal) directly between the University and the end provider for use of the space.

In addition, the controlled space must be used in direct support of, or in relation to, the institution’s educational purposes and frequented by students. Some examples of a written agreement include renting hotel rooms, leasing apartments, leasing space in a student housing facility or academic space on another campus and even an e-mail agreement for use of space free of charge. Hostels are not normally reportable unless the written agreement gives the University control over the space within the accommodation. To assist in determining if trip qualifies as a Clery Reportable Trip, refer to the Student Travel Matrix located below.

### **Why is this information needed?**

Information on qualifying student trips is needed by the Clery Compliance Officer for follow-up with the local law enforcement agency associated with the trip location. A request will be sent to the trip location law enforcement agency with jurisdiction to determine if any Clery Act qualifying crimes (occurring during the trip time frame and at the University arranged accommodation and/or related academic space) were reported to local law enforcement.

## 8608.4 Student Trip Matrix

TRIP ACCOMMODATIONS AND/OR ACADEMIC SPACE USAGE AGREEMENT	STUDENT TRIP ACCOMMODATIONS	STUDENT TRIP DURATION	STUDENT TRIP FORM REQUIRED
The University has a written agreement with an end provider to use trip accommodations and/or academic space by 2 or more students	The same accommodations are used in two or more consecutive years	1 night or more	YES
The University has a written agreement with an end provider to use trip accommodations and/or academic space by 2 or more students	You do not anticipate using the accommodation every year	2 or more nights	YES
The University has a written agreement with a third party to arrange for trip accommodations and/or academic space usage.	The same accommodations are used in two or more consecutive years	1 night or more	YES
The University has a written agreement with a third party to arrange for trip accommodations and/or academic space usage.	You do not anticipate using the accommodation every year	2 or more nights	YES
University sponsored trip	None	Day Trip	NO
Student organized or private trips - no University agreements		1 night or more	NO

The University of New Haven's Annual Security and the Annual Fire Safety Report is available for public review and inspection. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires all colleges and universities to annually disclose information about crime on and around their campuses.

The report is available here

[University of New Haven's Annual Security and the Annual Fire Safety Report](#)

For questions regarding this reporting requirement, please contact Chief of Police Adam Brown (203) 932-7254 or Executive Director of Fire, Environmental and Workplace Safety Chris Reed at (203) 932- 7010.

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***This Policy's Contact Person:***

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