## IUP ASR Development Handbook - January 2015

"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 (IUP). This report also includes institutional policies concerning campus security, sexual violence, alcohol and other drugs, missing residential students, 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 students and employees, may obtain a paper copy of this report by contacting the University Police at 724-357-2141 or by visiting <a href="https://www.iup.edu/police">www.iup.edu/police</a>.

The process used to develop and publish the Annual Security Report is outlined in detail in IUP's ASR Development Handbook, which is available on the Office of Public Safety and Police website <a href="www.iup.edu/police">www.iup.edu/police</a> and can be requested by calling University Police at 724-357-2141."

## Annual Timeline for Development and Revision of the ASR/AFSR

Action	Due Date	Person/Office Responsible
Collection of Crime Statistics	January	Office of Public Safety
Send Letter to Law Enforcement Agencies with Jurisdiction at Indiana,		
Regional, and Sites Requesting Crime Statistics		
Send Letter to the IUP Office of Student Conduct requesting Student Conduct	onduct February	Office of Public Safety and
Statistics		
Review Data and Begin to Populate Crime Statistics Template		
Meet with Office of Student Conduct to Review Data and Insure Accura	ncy March	Office of Student Conduct
Collection of Fire Statistics	July	Office of Public Safety
Review Daily Log and compile statistics, including cause of fire, for publ	lication	
in the final ASR/AFSR		
Revision of Content		
Review federal laws for additional revisions and requirements.	January - June	Director of Public Safety
Send notice to:	June	Office of Public Safety
<ul> <li>Executive Director of Housing, Residential Living, and Dining</li> </ul>		
Director of Public Safety		
<ul> <li>Executive Director for the Center for Health and Well-Being</li> </ul>		
<ul> <li>Associate Dean of Students, Student Life and Community Engagem</li> </ul>	nent	
<ul> <li>Associate VP of Human Resources</li> </ul>		
<ul> <li>Assistant Director of Alcohol, Tobacco, and other Drugs Program</li> </ul>		
<ul> <li>Director of Admissions</li> </ul>		
<ul> <li>Compliance Officer/Title IX Coordinator</li> </ul>		
to review and revise the categories associated with their department's		
published information for the previous year.		
<ul> <li>Upon review, the responding parties sign a memorandum of understandard</li> </ul>		Respective
that their information was reviewed and necessary revisions were note		Offices/Directors
<ul> <li>Necessary changes made to ASR/AFSR based on information provided f</li> </ul>	from	Office of Public Safety
the above responding parties.		
<ul> <li>Meet with key constituents responsible for content in the ASR/AFSR to</li> </ul>		Director of Public Safety
confirm accuracy of submissions.	July	University Legal
<ul> <li>Draft ASR/AFRS reviewed by Senior Leadership</li> </ul>		Counsel/University Senior
		Leadership, including
		Director of Public Safety,
		other Cabinet members
		and/or their designees)
Review ASR/AFRS Development Handbook and revise as necessary for	December	Director of Public Safety
production of the next ASR/AFSR		
Approval of the ASR in Accordance with the Clery Act 34 C.F.R. 668.41(e).	July	Director of the Office of
University Vice President of Administration and Finance		Public Safety
University President		
University Legal Counsel		

Cert	tification of Crime Statistics with US DOE	August	Director of the Office of
•	Receive Password from DOE for (Campus Safety and Security Data Analysis		Public Safety
	Cutting Tool" (CSSDACT).		
•	Upload Statistics	September	
Pub	lication of the ASR	September	Office of Public Safety
•	Sent to IUP Printing Office for Printing		
•	Converted to Web Accessible Document		
•	Posted on the IUP Police Website		
Con	nmunication_	On or Before	Director of the Office of
•	Distribute a notice all students and employees that includes a statement of	October 1	Public Safety
	the report's availability and its exact electronic address, a description of its		
	contents and an advisement that a paper copy will be provided upon request.		
•	Notify IUP Admissions and Human Resources for information and access by		
	prospective students and employees.		