

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 308: Campus Security Reporting/Clery Act

## Safety and Reporting Procedures:

A-B Tech encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, Campus Security Authorities have a legal obligation to file a report of suspected criminal activity with Campus Police and with the Office of the Vice President for Student Services to ensure statistical inclusion of all Clery Act crimes in the College’s Annual Security Report when those crimes occur on or near College property. Any individual identified by the College as a Campus Security Authority shall receive notification of that designation and the requirement that the individual report information about Clery Act crimes. Training will also be provided to all so designated persons. While Campus Security Authorities must report any Clery Act crime that comes to their attention, they do not have to disclose the victim’s identity if the victim wishes to remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

1. Submit crime statistics to the United States Department of Education.
2. Maintain a daily crime log (open to public inspection).
3. Issue campus alerts to timely warn the College community when there is information that a Clery Act crime has occurred that represents a serious or ongoing threat to campus safety.
4. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.
5. Publish and maintain an Annual Security Report containing safety and security related policy statements and statistics of Clery Act crimes occurring on College property. To prepare the Annual Security Report, the College collects, classifies and counts crime reports and crime statistics. The Annual Security Report will be published and distributed no later than October 1 of each year in order to be compliant with the Clery Act. The report will be made available to students and employees through the College email system. Additionally, the Annual Security Report will be made available to the public through the College website, [A-B Tech Website](https://www.abtech.edu/). A paper copy of the report will also be available upon request through the A-B Tech Police and Security Department.

## Definitions:

Clery Act Crimes: The following crimes must be reported by Campus Security Authorities to law enforcement, and crimes that are listed in the College’s Annual Security Report:

1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or the destruction, damage, vandalism of property that were motivated by bias on race, religion ethnicity, national origin, disability, or actual or perceived gender, sexual orientation, and gender identity; and
3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.); drug abuse violations and liquor law violations.

College Property as related to the Clery Act as follows:

1. Campus Grounds, Buildings and Structures: any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College’s educational purposes; and any building or property that is within or reasonably contiguous to such buildings or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.
2. Off-Campus and Affiliated Property: any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support or, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
3. Public Property: all thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Owners: Vice President for Business and Finance/CFO, and Vice President for Student Services

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Pursuant to Board Policy 308, the Campus Security Report/Clery Act Procedure must be followed in order comply with the Campus Security Report/Clery Act Policy.