

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 308: Campus Security Reporting/Clery Act

It is the policy of the A-B Tech Board of Trustees that the College shall strive to maintain a safe and secure learning and working environment for all students, employees, and visitors. In order to facilitate this action, the College will comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The A-B Tech Police Department will prepare and publish an Annual Security Report. This report will provide readers with important information about safety, security, and statistics regarding crime on campus. Campus crime, arrests, and referral statistics, including those reported to A-B Tech Police and Security Department and Campus Security Authorities will be highlighted in the Annual Security Report. A-B Tech also requests statistics for crimes on or near our campuses and non-campus properties that are reported directly to other law enforcement agencies.

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 paper copy of the report will also be available upon request, through the A-B Tech Police and Security Department.

## Scope

Applies to all A-B Tech employees, students, and visitors.

## Definitions

Student: A person who is registered for, enrolled in, or attending an A-B Tech course, regardless of the course location.

Employee: A person who is hired to provide services to the College on a regular basis in exchange for compensation and who does not provide these services as part of an independent business.

Visitor: A person on the College’s premises or attending any College-sponsored activity who is not a student or employee.

Campus Security Authority: A Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution’s police department or campus security department;
2. Any individual(s) who has 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 the College’s property);
3. 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
4. An official who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College’s behalf.

## References

Reviewed by the Executive Leadership Team, November 11, 2014

Reviewed by the College Attorney, December 5, 2014

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

Higher Education Opportunity Act or HEOA (Public Law 110-315)

## Owners

Vice President for Student Services, Ext. 7146

Vice President for Business and Finance/CFO, Ext. 7111

See Campus Security Reporting/Clery Act Procedure

Approved by the Board of Trustees on February 2, 2015.