



## Public Safety Department

**TO:** All College Security Officials  
**FROM:** Debra Kelly, Director of Public Safety  
**RE:** **Clery Act Compliance**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires higher education institutions to give timely warning of crimes that represent a threat to the safety of students or employees. It also requires that crime data is collected, reported, and disseminated to the campus community.

The Medaille College Public Safety Department is the conduit for the recording and reporting, however, the ***Clery Act Compliance is a college wide responsibility***. The Clery Act mandates that institutions must disclose statistics both for crimes reported to police and crimes reported to campus security authorities. ***“College Security Authorities”*** include; ***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. An official is defined as: “Any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”*** Institutions must look at the job functions and responsibilities of individuals or offices to identify College Security Authorities.

However, **athletics directors, coaches, faculty advisors, and resident advisors are specifically mentioned as College Security Authorities.** Faculty without responsibilities outside the classroom, clerical, maintenance, food service workers, medical doctors, and mental health counselors are exempt from mandatory disclosure requirements.

To be in compliance we request that you please advise us of any Clery Act reportable offenses that may not have been previously reported to Public Safety in this calendar year. These include the following: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Rape, Incest, Fondling, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Domestic Violence, Dating Violence, Stalking, Liquor Law Arrests, Liquor Law Violations Referred for Disciplinary Action, Illegal Weapons Possession Arrests, and Illegal Weapons Possession Violations Referred for Disciplinary Action. While we request this information annually you are encouraged to bring these matters to our attention when they occur or as soon as they are reported to you.

If this applies to you or your office, please complete the attached form returnable to Debra Kelly, Director of Public Safety. Please feel free to circulate this letter to any member of your staff that might be considered a **College Security Official**.

For specific information on the Clery Act go to: [www.ed.gov/admins/lead/safety/handbook.pdf](http://www.ed.gov/admins/lead/safety/handbook.pdf)

Sincerely,

*Debra Kelly*

Director of Public Safety  
Medaille College



# Public Safety Department

## Crime Incident Report Form

This forms should be completed by those individuals identified as “**Campus Security Authorities**” who are required to report information they receive about specified crimes (described below) pursuant to the federal **Clery Act**. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus Annual security Report.

It is the policy of Medaille College to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report College policy violations to the appropriate office (e.g. student conduct violations to the Office of Student Affairs). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without their consent.

Public Safety will use this form to determine the category of the crime and location under which the crime should be reported according to the requirements of the **Clery Act**. Please forward this completed form to: Debra Kelly at Public Safety, 2 Agassiz Circle, Buffalo, NY 14214 or at [Debra.D.Kelly@medaille.edu](mailto:Debra.D.Kelly@medaille.edu)

Person Receiving Report: \_\_\_\_\_ Phone Number \_\_\_\_\_

Report made by:  Victim  Third Party

Please identify relationship to victim: \_\_\_\_\_

Date, Time, and Location that the incident occurred: \_\_\_\_\_

Description of incident or crime:

---

---

---

---

---

---

