



Central Baptist Theological Seminary

Jeanne Clery Act Compliance Policy

Effective Date: August 1, 2013
Responsible Seminary Official: Executive Vice President

Introduction

The Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act of 1998, a part of the Higher Education Act of 1965, was extended by the Higher Education Opportunity Act of 2008 (collectively known as the “Clery Act”) and requires colleges and universities receiving federal financial assistance to gather and make public information about certain crimes on or near their campuses and publish policy statements concerning campus safety and security.

Policy

Central Baptist theological Seminary shall comply with all requirements of the Clery Act. This policy sets forth guidelines and procedures intended to insure the Seminary’s ongoing compliance with the Clery Act’s crime and fire reporting and disclosure obligations, and its obligations to make available to the campus community and the public, campus security and safety policy statements as prescribed by the law.

Purpose

The purpose of this policy is to insure the Seminary’s compliance with the Clery Act. Compliance requires that the Seminary:

- Compile and disclose statistics of reports of the types of crimes specified in the Clery Act (“Clery Crimes”) for its campus and the immediately adjacent public areas.
- Collect reports of Clery Crimes made to Seminary officials, local law enforcement, and others associated with the seminary that have significant responsibility for student and campus activities.
- Make an annual report to the Department of Education with statistics of Clery Crimes for the last three years and Seminary policy statements addressing campus security and safety (“Clery Report”).
- Maintain a crime log, available to the public, of all crimes reported to Seminary officials.
- Facilitate awareness through avenues of student and public communication.

Personnel Affected

This policy applies to all Seminary personnel who have responsibility for an aspect of campus security or significant responsibilities for student or campus activities. Following is a list of some Seminary offices and individuals with an obligation to assist with the Seminary's Clery Act compliance: all Seminary Vice Presidents, all offices of student services, all facilities management personnel.

Responsibilities

The Seminary's Vice President for Finance and Operations compiles statistics of reported crimes for the Seminary's annual crime report to the Department of Education. Copies of the annual report will be distributed to Seminary employees and students, and will be made available to prospective employees, prospective students, and the public.

Procedures

Gathering and Compiling Statistics of Clery Crimes:

The Vice President for Finance and Operations will collect and compile statistics regarding Clery Crimes.

Clery Report:

The Clery Report will be published and distributed by October 1st of each year. The Clery Report must be distributed to all currently enrolled students and all employees in one of two ways: 1) Directly by publications and mailings via the US Postal Service, campus mail, email, or a combination of these methods; or 2) Posting the Report on the Seminary's website which is accessible to enrolled students and current employees. The notice should include: a statement of the report's availability; a list and brief description of the information contained in the report; the exact address (URL) of the website at which the report is posted (a direct link to the annual security report must be provided); and a statement that the Seminary will provide a paper copy of the annual security report without fee upon request, written or otherwise. The Clery Report must also be provided to prospective students and prospective employees upon request.

Records Retention:

The supporting records used in compiling the report shall be retained for three years from the latest publication of the report to which they apply.

Submitting Crime Statistics to the Department of Education (DOE):

The seminary is required to submit crime statistics from the Clery Report to the DOE. During late summer, the DOE conducts the annual Campus Safety and Security Survey. This web-based survey is used to collect statistical data which is then posted on the DOE public website for use by higher education consumers. The site is located at <http://www.ope.ed.gov/security> Each year, prior to the data collection exercise, the DOE sends a letter and registration certificate to the CEO of the Seminary. The certificate contains information necessary to access the survey and enter data. The letter and certificate will be routed to the Seminary's Vice President of Finance and Operations for an appropriate response.