Information

Jeanne Clery Campus Safety (Clery Act)

Applicability

This policy applies to the University and its related entities, the University of Louisville Police Department (University Police) and designated Campus Security Authorities (CSAs).

Administrative Authority

Executive Vice President for Finance and Administration

Responsible Unit

University of Louisville Police

Belknap Campus

Louisville, KY 40292

502-852-7236

History

Revision Date(s): March 6, 2020; December 14, 2023; March 5, 2024; April 16, 2025

Reviewed Date(s): March 6, 2020; May 18, 2023; February 6, 2025

Categories

Reason for Policy:

The University of Louisville (University) is required by federal law to produce and distribute an annual security and fire safety report containing crime and fire statistics and statements of security policy to the University community, and the U.S. Department of Education. Failure to provide required information or inclusion of inaccurate information can result in fines up to $71,545 per violation. This policy implements the federal Jeanne Clery Campus Safety Act (Clery Act).

Statement:

I. Crimes Which Shall be Reported by Campus Security Authorities

A. The following crimes shall be reported immediately to the University Police:

1. Murder/Non-negligent Manslaughter.

2. Manslaughter by Negligence.

3. Sex Offenses - Forcible and Non-forcible.

4. Robbery.

5. Aggravated Assault.

6. Burglary.

7. Motor Vehicle Theft.

8. Arson.

9. Hazing.

B. Hate Crimes - In addition to the above-referenced crimes, crimes of larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability shall be reported at least annually.

C. VAWA (Violence Against Women Act) Offenses - Any incidents of Domestic Violence, Dating Violence, or Stalking shall be reported.

D. Incidents where students are referred for campus disciplinary action related to liquor law, drug law, or illegal weapons violations shall be reported.

II. Fires Occurring in On-Campus Student Housing Facilities Shall Be Reported to University Police

A fire is defined as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

III. Geographic Definitions for Reporting Requirements

For the purposes of this policy, the geographic areas for reporting are defined as:

A. All buildings or property owned, leased, rented, controlled, or managed by the University of Louisville;

B. All public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus, or immediately adjacent to the campus;

C. All buildings or property owned, leased, rented, or controlled by a registered student organization including fraternities and sororities; and

D. Any other building or property owned, leased, or controlled by the University that are used in direct support of, or in relation to, the University's educational purposes and are frequently used by students. This includes University of Louisville Foundation property used for educational purposes.

IV. Cooperation with Other Agencies

The University Police shall make reasonable, good faith efforts to obtain the required statistics from local police agencies concerning campus crimes reported to those agencies.

V. Reporting Requirements

A. Timely Warning Reports

The University Police and/or Communications and Marketing will timely alert the campus community when a reported incident poses a serious or ongoing threat to the campus community. The timely warnings will be made in a manner that aids in the prevention of similar crimes.

B. Emergency Notification

The University Police and/or Communications and Marketing will immediately notify the campus community 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 campus, utilizing the Rave system.

C. Missing Student Notification

The University has a policy designed to comply with the Higher Education Opportunity Act of 2008 for colleges and universities to establish a missing person policy for its on-campus residents. The policy is included in the University's Annual Security and Fire Safety Report (ASR).

D. Crime Log

1. The University shall make available to the public, in written form upon request, and on the World Wide Web, an easily understood daily crime log those records, by the date the crime was reported, any crime that occurred on campus. The log is maintained by the University Police. The log must include the nature, date, time, and general location of each crime, and the disposition of the complaint, if known. https://louisville.edu/police/crime-log

2. The University Police may withhold information required in the log only if there is clear and convincing evidence that the release of that specific information may jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. This information shall be disclosed once the adverse effect is no longer likely to occur.

E. Fire Log

1. The University shall make available to the public in written form upon request, and on the World Wide Web, an easily understood daily fire log that records by date the fire was reported any fire that occurred in on-campus student housing facilities. The log shall include the nature, date, time, and general location of each fire. https://louisville.edu.police/fire-log

2. The University Police shall complete the Annual Fire Report and include in the University's ASR pursuant to the Clery Act.

F. Campus Security Authorities

Campus Security Authorities (CSAs) shall report to University Police any allegations of Clery Act crimes that they feel were made in good faith. It is irrelevant who is involved as complainant or respondent, if a crime occurred in a location described in III above. University Police will inform the Department of Human Resources (complaints against employees), or the Dean of Students Office (complaints against students) as needed. Reports can be made using the CSA Reporting Form: https://cm.maxient.com/reportingform.php?UnivofLouisville&layout_id=11

G. Dean of Students Office, Housing Office, and Department of Human Resources

Shall report to University Police any allegations of Clery Act crimes that were brought to their attention if made in good faith. It is irrelevant who is involved as a complainant or respondent if a crime occurred in a location described in III above.

H. Data Collection and Verification

The University Police will work annually to compile the necessary data for the ASR and reconcile data with the Campus Safety and Security Analysis Cutting Tool (CSSDACT).

Related Information:

Jeanne Clery Campus Safety Act (20 USC 1092(f))

Responsibilities:

Under the direction of the President and Provost, the following offices are responsible for ensuring that the University maintains compliance with all requirements of the Clery Act.

A. The University Police are responsible for:

- Preparing and submitting Annual Security and Fire Safety Report pursuant to the Clery Act by October 1 each year. https://louisville.edu/police/clery-crime-reports

- Creating and posting the daily crime log available to the public. https://louisville.edu/police/crime-log
- Reporting any fire that occurs in an on-campus student housing facility pursuant to the Clery Act.
- Marketing the daily fire log available to the public. https://louisville.edu/police/fire-log
- Notifying the Communications and Marketing Office of the Annual Security and Fire Safety Report availability.

B. The Office of Communications and Marketing (OCM) is responsible for:

- Announcing the availability of the ASR to faculty, staff, students, prospective students, and prospective employees.
- Notifying the University community on how to obtain a paper copy of the ASR that will be included in the electronic circulation of the ASR.

C. The University Fire Marshal is responsible for following up with the U.S. Department of Education and Kentucky Council on Postsecondary Education regarding issues related to fires.

D. Student Affairs is responsible for maintaining records required by the Clery Act.

E. Each vice president and department head shall fully cooperate with University Police and the University Fire Marshal to ensure that the employees in their respective areas comply with the requirements of the regulation and this policy. They are also responsible for attending training regarding Clery Act reporting, identifying the applicable campus security authorities in their respective units, and providing them with information regarding roles and responsibilities of a reporter.

F. Federal law requires University employees that are defined as Campus Security Authorities (CSAs) to report all campus crimes and fires of which they become aware. A CSA is broadly defined as an individual having responsibility for campus security and officials having significant responsibility for student and campus activities. CSAs may include, but are not limited to:

- Vice presidents, deans, department chairs, and directors.
- Assistant or associate vice presidents, deans, and provosts.
- Athletic directors, coaches, and trainers.
- Housing directors and resident assistants.

- Coordinator of Greek affairs.
- Any faculty member responsible for supervising any activities or programs that include direct contact with students, outside of classroom (including faculty advisors to Recognized Student Organizations).
- University Police Officers, Security Officers, and contract security officers.
- Any faculty or staff employee that leads or participates in student travel experiences, international or domestic, sponsored or organized by the University.

Exceptions:

Pastoral counselors and professional counselors are not required to report when functioning within the scope of their official capacity. A pastoral counselor is defined as a person associated with a religious order or denomination and is recognized by that religious order or denomination as someone who provides confidential counseling. A professional counselor is defined as a person licensed or certified pursuant to Kentucky statute whose official responsibilities include providing mental health counseling to members of the University community. Pastoral counselor includes individuals who are not yet licensed or certified as a counselor but are acting under the supervision of a licensed or certified professional counselor. Medical professionals are not required to report under these acts.