

GRCC

GRAND RAPIDS COMMUNITY COLLEGE
Campus Police Department

TO: Campus Security Authorities

FROM: Robin Graves
Police/Clery Compliance
Officer

RE: Reporting Crimes

According to federal law, specifically *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (a.k.a., the Clery Act), the Grand Rapids Community College Police Department is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or to a Campus Security Authority. Your position has been identified by Federal Law as a “Campus Security Authority.”

The definition of “Campus Security Authority” includes, but is not limited to: *“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.”* For example, a Dean of Students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a Director of Athletics, team coach, or faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. Also, clerical staff are unlikely to have significant responsibility for student and campus activities.

Campus Security Authorities also include all employees of the campus police/security department as well as individuals who have responsibility for campus security but who do not work for the campus police/security department. 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 is also considered as Campus Security Authority.

The criminal offenses that we are required to report are murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, statutory rape, and incest), robbery, aggravated assault, burglary, motor vehicle theft, domestic violence,

dating violence, stalking, arson, liquor law violations, drug violations, and/or illegal weapons possession.

We are also required to report statistics for hate (bias) related crimes for the following classifications: murder/non-negligent manslaughter, sex offenses (rape, fondling, statutory rape, and incest), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault.

We are required to report offenses that occur on campus, in or on noncampus buildings and property and on public property that is within or immediately adjacent to and accessible from the campus.

If you have a crime to report, I need you to timely (as soon as possible) complete the "**Reporting a Clery Crime for Campus Security Authority**" form and return it to me via email, robingraves@grcc.edu. The crime needs to be placed on the crime log, maintained at GRCC Police, within two days of disclosure to a CSA. We also have an obligation to assess the crime for a Timely Warning or Emergency Notification.

It would be very helpful if you could provide me with the date and the location of the incident. If you don't know the date it occurred, give me the date or time-frame when it was reported to you. If you don't know the exact location, provide as much information as you have, i.e., occurred in the Student Center, an academic building, on campus or whatever you know that will help me properly classify the crime from a geographical perspective. In addition, I need a brief description of the incident so that I can appropriately classify it in accordance with the crime categories and definitions required by the Clery Act.

In addition, if a serious crime that may cause an ongoing threat to the Grand Rapids Community College community is reported to anyone who is defined as a Campus Security Authority, that individual should not wait until the end of the year to report that incident to the Campus Police Department. The institution has a responsibility to notify the campus community about any crimes which may pose a serious or ongoing threat to the community, and as such, Campus Security Authorities are obligated by law to report crimes immediately to the GRCC Campus Police Department. If there is any question about whether an ongoing threat exists, immediately contact me (robingraves@grcc.edu or 616-234-4013, or in my absence, the Chief of Police, Rebecca Whitman (rwhitman@grcc.edu or 616-234-4012), to discuss the matter further.

If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact me at (616)234-4013 or robingraves@grcc.edu.

Thank you for your assistance in complying with this federal law. Please return all completed forms to me at GRCC Police, 143 Bostwick Ave. NE, Grand Rapids, MI 49503 or email it to me at robingraves@grcc.edu.