THE CLERY ACT:

Campus Security Authorities Training Guide

Updated October 2026



OVERVIEW



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SECTION 1

THE CLERY ACT



Overview

- The Clery Act was named in memory of **Jeanne Clery**, who was raped and murdered in her Lehigh University residence hall room.
- The intent of the Clery Act is to provide *accurate, complete, and timely information* regarding crimes committed on or around the Kean University campus community as well as the safety resources and procedures used to keep the community safe.

Act Requirements

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Campus Crime Statistics Act (20 USC (20 USC § 1092(F))

- Requires universities to:
  - Issue timely warnings;
  - Issue emergency notifications;
  - Provide annual information about campus crime statistics and security policies.

Campus Safety Accurate Reporting

- Many crimes, particularly sexual assault, are not reported to police.
- The Clery Act requires that the University gather and publish crime data from multiple sources to ensure accurate information regarding potential dangers on campus.
- Students and employees are notified yearly by October 1 of the annual updated security report.
- The goal of the Clery Act is to maintain a well informed, safe campus community.

SECTION 2

THE ROLE OF CAMPUS SECURITY AUTHORITIES



Kean Campus Security Authorities

- Kean University Public Safety & Police
- Non-police security staff responsible for monitoring University property (ex: residence hall resident assistants and desk attendants)
- “Officials with significant responsibility for students and activities” (Athletics and Student Affairs administrative staff; academic deans; executive directors; academic advisement; student group faculty advisors)
- Designated individuals with responsibility for reporting crimes (Title IX officer and Title IX deputies)

Statistical Information Reporting

- In an effort to keep its community safe, Kean University encourages the following individuals to inform clients of procedures through which statistical information regarding crime on campus will be reported without identifying them personally.
- This ensures that the University will have a record that a crime has occurred for purposes of the Annual Security Report but the individual's personal identity will remain confidential.

Statistical Information Reporting

- The offices and departments include the following:
  - Kean Counseling Center Clinicians functioning within the scope of their license or certification
  - Student Health Services Clinicians
  - Student Support Services Advocates
  - University Chaplin
  - Cougar Connection Social Workers

SECTION 3

KEAN UNIVERSITY REPORTING



What incidents to report?

- Criminal Homicide
- Sex Offenses
- Aggravated Assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Arson
- Hazing
- Hate Crimes, including any crime motivated by race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability
- Arrests and student conduct referrals of students, staff and faculty for liquor, drug and weapons law violations
- Report any incident that is or that you believe may be a crime.

Report Definitions

- **Aggravated Assault:** An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).
- **Arson:** To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Report Definitions

- **Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- **Dating Violence:** Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic Violence:** Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Report Definitions

- **Drug Law Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.
- **Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent.

Report Definitions

- **Hazing:** Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:
  (I) is committed in the course of an initiation into, affiliation with or the maintenance of membership in, a *student organization; and
  (II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including;

Continued:

(aa) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;

(bb) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;

(cc) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;

(dd) causing, coercing, or otherwise inducing another person to perform sexual acts;

Continued:

(ee) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;

(ff) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

(gg) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Report Definitions

- **Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages.
- **Motor Vehicle Theft:** The theft of a motor vehicle.
- **Murder and Non-Negligent Manslaughter:** The willful killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through negligence.
- **Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. Incest and Statutory Rape.

Report Definitions

- **Robbery:** The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- **Stalking:** Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- **Weapons Law Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Definition

- ***Student Organization:** an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

What to document to make a report?

- As soon as an incident is reported to you make the report.
- Document as much information as possible: Who (if applicable), When, What, Where, How, and Resources Provided
- **WHEN** the incident occurred and **WHEN** it was reported to you.
- The law requires that a crime must be reported in the year that the crime was **reported** to a campus security authority- not when it occurred.
- Any incident that is **a crime or that you believe may be a crime.**

Annual Security Report Crime Statistics

- Crimes are classified using the FBI Uniformed Crime Reporting (UCR) Handbook, the National Incident Based Reporting System (NIBRS) Handbook, and New Jersey State Law, as indicated and appropriate. For Clery Act reporting purposes, all sexual assaults that are reported to a campus security authority (CSA) are reported in the Clery Act statistics. Crime statistics reflect the number of all reported offenses where the University has a good faith belief that a crime occurred, without regard to the findings of a court, coroner or jury, or the decision of a prosecutor.

Campus Resources

- If a violent crime is in progress, call 911 immediately.
- Offer resources and support to all involved parties, even if they wish to remain anonymous.
- Refer all individuals (including witnesses) involved in an incident to the following::
  - Kean University Public Safety & Police: (908) 737-4800
  - Kean Counseling Center: (908) 737-4850
  - Student Health Services: (908) 737-4880
  - Office of Student Accountability, Standards and Education: (908) 737-5240

SECTION 4

APPENDIX



Clery Act University Requirements

- Disclose, collect, classify and count crime statistics
- Issue Timely Warnings for ongoing threats to the safety of students and employees
- Issue Emergency Notifications of significant emergency of dangerous situations involving an immediate threat to health or safety of students and employees
- Publish an Annual Campus Security Report
- Submit crime statistics to the Department of Education
- Maintain a publicly available daily crime log
- Implement missing student notification procedures
- Maintain fire safety information

Campus Resources

- Annual Campus Security and Fire Safety Report, contact the Kean University Public Safety & Police: (908) 737-4800, view report https://www.kean.edu/offices/university-police/annual-campus-security-and-fire-safety-report
- Student Conduct Policies and Procedures, contact the Office of Student Accountability, Standards and Education: (908) 737-5240 or visit https://www.kean.edu/SASE
- For sexual misconduct or bias related incidents, contact the Title IX Coordinator: (908) 737-5980 or visit https://www.kean.edu/titleix

Acknowledgments

Information provided by:

- Clery Center
- Purdue University
- Rutgers University
- University of California at Davis
- U.S. Department of Education