

# Incident and Clery Reporting

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# Agenda

- Incident Types
- Incident Response Plans
- Structuring the Incident Response Process
- Clery Reporting Requirements
- Incident Reporting – Clery & Title IX implications
- Scenario based responses

# Risk Management Cycle

- Orientation
- Risk Registry



- Emergency Response Plan
- Emergency Response Team
- Can you reach your travelers?

- Monitor & Assess
- Policies

- Health & Safety
- Academic
- Financial



# Types of Incidents

- Serious accident, illness, injury, or death involving a traveler
- Emotional or psychological stress that requires intervention
- A traveler is the victim of a crime or accused of committing a crime
- A traveler goes missing
- An in-country situation arises that causes concern (political uprising, natural disaster, terrorist activity)
- Conduct issues



# General International Emergency

*If a disruptive international event or world-wide emergency (such as 9-11, the Madrid bombings, the London bombings, a threat to the security of the group or an individual, etc.) occurs:*

- On-site personnel (faculty, , etc.) should contact the appropriate local authorities -- which may include police, medical or counseling personnel, US embassy or consulate -- to begin local action necessary to handle the situation.
- On-site personnel contact the home campus. During normal business hours, contact the CIAP office; otherwise, contact the UA 24-hour number and/or the CIAP Director's emergency contact number. Provide a clear, factual description of the situation.
- If appropriate, CIAP Director or designated representative will notify appropriate campus personnel.
- If appropriate, CIAP Director or designated representative will notify the individuals listed as "emergency contacts" by the person/persons involved in the crisis.
- On-site personnel and CIAP staff will collaborate closely with each other and with officials in the US and in-country (State Department officials, consular officials, police, medical or counseling personnel, legal counsel, etc.) to take necessary action -- provision for medical care, emergency evacuation, etc.
- Other personnel/organizations (e.g., CISI company for insurance purposes, etc.) should be contacted for additional assistance.



# Incident Types per Clery

- murder
- sex offenses, forcible or nonforcible
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- manslaughter
- arson
- arrests or persons referred for campus disciplinary action for liquor law violations
- arrests or persons referred for campus disciplinary action for drug-related violations
- arrests or persons referred for campus disciplinary action for weapons possession



# Basic Elements of an Incident Report

- Affected Party(s) Identification and Bio Info
  - Already captured with integrated login for a registered user
- Incident Details
  - Time
  - Place
  - Incident Description/Narrative
  - Causal Factors
- Incident Review and Sign-off
  - Internal-use question item

**Guidelines -**  
FORUM Incident  
Reporting & Database



# Program Type - Incident Report

- Included:
  - Parameters
  - Identity Verification
  - OneStep
- Not Included:
  - Commitment panel for Accepted Registrations
  - Registration cycle
  - Decision dates
  - Rankings on Applicant Homepage

**Text Interface Flexibility**





# How to create Workflow off of Incident Report

- Triggers off of structured data
  - Resident director & international education
  - Include campus security
  - Include psychological services or medical
- Notify or prompt for specific action
- Consider batch registration for group incident



# Incident Follow-up

- Clery Reporting
    - Where
    - Robbery, Simple Assault
    - Can keep victim confidential
  - Title IX
    - Who
    - Ex. Sexual Assault, Sexual Discrimination, Sexual Harassment
    - Can't keep it confidential
- Clery
  - Title IX



# Understanding the Basics of the Clery Act

The requirements of the Clery Act fall into the following general categories:

1. Campus crime reporting
2. Timely warning notices
3. Emergency notifications and emergency response testing
4. Fire safety reporting and missing student procedures
5. Notices to prospective students and employees
6. Policy statements

Adapted from “A President’s Guide to the Clery Act” by American Council on Education - <http://www.acenet.edu/news-room/Documents/A-Presidents-Guide-to-the-Clery-Act.pdf>

# When to Report

- “Controlled” Program Building – regardless of rented or owned, used on a recurring basis
  - Incident Type – Define and categorize incidents
  - Geographic Area!!!
- 
- Clery reporting is based upon where an incident occurs.
    - Not who is affected by or who committed the incident.



# Summary & Action

- Report if and when you own or control space – used on a recurring basis and/or have a written agreement to use space.
- Need to report even if they aren't your students or staff, but incident occurs on your property or controlled/utilized space.
- Ensure institutional agreement in definition -> Identify local resources
  - Safety & Security
  - Risk Management
  - Legal Counsel
  - Student Affairs
  - Public Communication



# Scenario #1

Your phone rings at 3:00 am. The person identifies themselves as an operator with your campus police department. They inform you that a parent has called them to report that their daughter has not called them since she arrived in Spain. What do you do?



## Scenario #2

You receive a phone call from a faculty-led director at 6:00 am. He informs you that a female student on the program has been disrespectful, late to classes and events, and that she did not show up at the designated time that morning to depart for an excursion. He then informs you that she was left behind at the hostel and has been kicked off of the program. What do you do?

## Scenario #3

You receive a phone call from a faculty-led program director at 9:00 am. They inform you that a female student on a program has been sexually assaulted. What do you do?





# Discussion

- Is anyone doing something different?
- Any areas overlooked?
- Case Studies to share?

