

# Kirkwood

COMMUNITY COLLEGE

September 23, 2019

TO: Campus Security Authorities

FROM: Dr. Lori Sundberg, President  
Melissa Jensen, Senior Director, Public Safety

RE: Crime Reporting Requirements  
Campus Security Authority

According to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act, the “Clery” or “Campus Security” Act requires Kirkwood to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”

If you are receiving this letter, you are a “Campus Security Authority.” The law defines “Campus Security Authority” as individuals of the institution with significant responsibility for campus and student activities. This includes public safety, but is also not limited to, student discipline and housing and campus judicial proceedings. Examples would be the dean of students, student center, or extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, a coach, or a 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. Clerical staff as well, are unlikely to have significant responsibility for student and campus activities. To be exempt from disclosing reported offenses, a pastoral or licensed professional counselor must be acting in the role of pastoral or professional counselor, and functioning within the scope of his or her license.

The reporting requirements of the law are complex. The most reasonable and effective way to manage the reporting is as follows: **If you observe any crime listed below, or if any person reveals to you that he/she learned of, or were a victim of, the perpetrator of, or a witness to any crime listed below, immediately notify Public Safety. Do not investigate or attempt to determine whether a crime actually took place.** Appropriate Kirkwood personnel may later contact you to gather additional information.

Criminal offenses that must be reported are:

- Murder
- Manslaughter, non-negligent and negligent
- Sex offenses
- Robbery
- Aggravated assaults
- Burglary
- Motor vehicle theft
- Arson
- Liquor law violation
- Drug abuse violations
- Weapons: carrying, possessing etc.

We are also required to report bias related (hate) crimes for the above as well as:

- Larceny / theft
- Vandalism
- Intimidation
- Simple assault
- Damage / destruction of property

The following are also required to be reported:

- Domestic violence
- Dating violence
- Stalking

We are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by Kirkwood, and public property within or immediately adjacent to campus. We are not required to report crimes under the Act that occur in the privately owned apartment complexes around campus. Examples of privately owned apartments are Kirkwood Village and Kirkwood Courts. There may be some exceptions to this requirement however, and depend on how we interact with the apartments.

**If you are in any doubt as to whether a crime is reportable, you must err on the side of reporting.** It does not matter whether an arrest is made. For purposes of your reporting, please assume that a hate crime is any crime which shows evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

**The Campus Security or Clery Act applies to crimes on any of our locations** (Main Campus, Iowa City, Johnson County, Linn Regional, KCETC, Tippie-Mansfield, Jones Regional, Cedar County Ctr., Benton County Ctr., Washington Regional, Iowa County Ctr., etc.), **public properties adjacent** (streets and sidewalks) to each of these campuses, and **locations where other college activities are taking place.**

Kirkwood has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and as such, campus security authorities are obligated by law to report crimes to Kirkwood Public Safety. Even if you are not sure whether an ongoing threat exists, immediately notify Public Safety.

If you have any questions regarding reporting obligations, please contact Melissa Jensen, Senior Director, Public Safety. Thank you for your assistance in complying with this federal law.



Dr. Lori Sundberg, President  
Kirkwood Community College



Melissa Jensen, Senior Director  
Kirkwood Community College

