



**POLICIES OF COLORADO STATE UNIVERSITY PUEBLO  
UNIVERSITY POLICY**

Policy Title:  <b>Campus Safety (Clery Act)</b>	Policy ID #: 10-10-00  Category: 10. Campus Safety  Policy Owner: Vice President for Operations/Chief Financial Officer
<input checked="" type="checkbox"/> Draft <input type="checkbox"/> Final	Effective Date:
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy	Contact(s): Clery Manager/Office of Campus Safety and Emergency Management Lower Level, CSU Pueblo Administration Building 719-549-2373

**PURPOSE:**

CSU Pueblo holds no higher value than the safety and security of all those who attend or are employed by the University and all who visit our campus. As such, the University seeks to fully comply with the Jeanne Clery Campus Safety Act (“Clery Act”), and to be transparent in all aspects of safety on campus. The Clery Act requires colleges and universities receiving federal financial assistance to gather and make public information about certain crimes occurring on or near their campuses and to publish policy statements concerning campus safety and security. This policy outlines the institutional responsibilities and procedures for complying with the Clery Act.

**POLICY APPLIES TO (Persons affected by):**

This policy applies to the University as a whole, all University business units, and all members of the University community including all CSU Pueblo employees, students, affiliates, volunteers, and visitors.

**DEFINITIONS:**

*Annual Fire Safety and Security Report (AFSSR):* An annual report by the University that informs the public about important procedures, policies, and crime prevention programs; crime

statistics for the previous three years for reported Clery Crimes that occurred within the University's Clery Geography (see definition below); and fire statistics for fires in University Housing. The report must include the information listed in [Appendix A](#) to this policy. The AFSSR is [available online](#) and can be printed out, or a printed copy may be obtained by request from the Office of Campus Safety and Emergency Management (OCSEM).

*Campus Security Authority (CSA):* An individual at the University who falls under one of the following categories, CSAs are defined under the Clery Act as individuals at CSU Pueblo who, because of their function for the University, have an obligation to notify the Pueblo County Sheriff's Office at CSU Pueblo (PCSO) of alleged crimes that are reported to them, or that they personally witness. CSAs are defined by their CSU Pueblo function, not by job title. Human Resources, Department Chairs, Deans and Administration officials must assist the Clery Compliance Team in identifying those job descriptions that fall within the definition of a CSA. CSAs include, but are not limited to:

- Employees (including student employees and volunteers) who work in OCSEM or the PCSO.
- Any individual who has responsibility for campus security but who is not affiliated with OCESM, for example, one who is responsible for monitoring entrance into a building or area, or for monitoring a security camera.
- Other individuals who are specifically designated as CSAs or as someone to whom students and employees should report criminal offenses.
- University officials who have *significant* responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. These individuals will be designated as CSAs by the Clery Manager. Some examples of individuals who have such responsibilities include, but are not limited to:
  - Dean of Students
  - Student Conduct Officer
  - Athletics Directors
  - Athletics Coaches
  - Director of Residence Life and Student Housing
  - Faculty/staff advisors to chartered student organizations
  - Faculty/staff who lead or accompany students during university-sponsored travel

*Clery Act:* The Jeanne Clery Campus Safety Act is a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide other safety and crime information to members of the campus community. Amended in 2013 with the passage of the Violence Against Women Reauthorization Act (VAWA 2013), including provisions of the Campus Sexual Violence Elimination Act (Campus SaVE Act), the Clery Act now requires reporting of crime statistics for dating violence, domestic violence, and stalking.

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The Act was further amended in 2024 to include disclosure of hazing statistics. The Clery Act is codified at [20 U.S. Code § 1092\(f\)](#) and its implementing regulations are found in [34 C.F.R. §§ 668.41\(e\) and 668.46](#).

*Clery Crimes:* Crimes required by the Clery Act to be reported to the university community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, incest, and statutory rape); robbery; aggravated assault; burglary; motor vehicle theft; arson; Hate Crimes as defined below; dating violence; domestic violence; and stalking.

*Clery Compliance Team (CCT):* A team headed by the Clery Manager and consisting of key compliance stakeholders from throughout the University that is charged with the responsibilities to establish procedures, identify communication points, classify Clery Crimes and establish an overall approach to campus safety.

*Clery Geography:* The areas as to which the University is responsible for reporting annual Clery Crime statistics to the public and the Department of Education, including:

- *Campus Property:* Any building or property owned or controlled by the University within the same reasonably contiguous geographical area, i.e., the CSU Pueblo main campus, and used in direct support of, or in a manner related to, the University's educational purposes.
- *Non-Campus Property:* Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the institution's educational purposes, and is frequently used by students, but is not within the same reasonably contiguous geographic area of the main campus. Non-campus property may be located anywhere in the world. Any building or property owned or controlled by a student organization that is officially recognized by the institution is considered Non-Campus Property.
- *Public Property:* All public property owned or controlled by a government entity other than CSU Pueblo, including thoroughfares, streets, sidewalks, and parking facilities, that is within the CSU Pueblo campus or immediately adjacent to and accessible from the campus.

*Daily Crime Log:* A log maintained by OCSEM of all alleged criminal incidents that are reported to that office or to PCSO at CSU Pueblo. Incidents are recorded in the daily crime log with the date and time the alleged crime is reported, the date and time the alleged crime occurred, the nature of the alleged crime and its general location. The daily crime log can be viewed online from the [PCSO website](#).

*Daily Fire Log:* A log maintained by the OCSEM of all reported fires in University Housing, with the following information: date the incident was reported; time and date of the incident;

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nature of the fire, and general location. The daily fire log can be viewed at the office, located in the lower level of the CSU Pueblo Administration Building.

*Emergency Notification:* An announcement to inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

*Hate Crimes:* All Clery Crimes, and any incidents of larceny-theft, simple assault, intimidation, or destruction, damage, or vandalism of property, that are motivated by bias toward race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.

*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, an affiliation with, or the maintenance of membership in, a student organization, club, group or team; 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. The full definitions of “hazing” in federal and state laws also apply ([P.L. 118-173, 138 Stat. 2597 \(2024, amending 20 U.S.C. § \(f\)\(1\)\); C.R.S. 18-9-124\(2\)\(a\),\(b\)](#)).

*Office of Campus Safety and Emergency Management (OCSEM):* The CSU Pueblo office that is primarily responsible for safety, security and law enforcement matters affecting the campus. The OCSEM is headed by the Director of Campus Safety and Emergency Management (hereinafter the “Director”) and includes the Clery Manager, who reports to the Director.

*Pastoral Counselor:* An individual employed by the University who is recognized by a religious order or denomination and whose responsibilities include providing confidential counseling. Pastoral Counselors, when acting in that capacity, are not CSAs.

*Professional Counselor:* An individual employed by the University whose responsibilities include providing mental health counseling to members of the university community and who is functioning within the scope of their professional license or certification. Professional counselors, when acting in that capacity, are not CSAs.

*Timely Warning:* An announcement made to alert the campus community about Clery Crimes that occur on Clery Geography the University considers an ongoing or serious threat to the safety of students or employees. For purposes of this policy, “timely” means as soon as reasonably practicable after an incident has been reported to the OCSEM or a member of the Clery Compliance Team.

*University Housing:* A residence hall or Walking Stick apartment that is owned or controlled by CSU Pueblo and maintained as a residential facility for students and their family members, that is located on Campus Property.

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## **POLICY:**

The University recognizes the importance of safety awareness to our campus community and is committed to complying with the Clery Act and making its campuses safe and secure. In accordance with the requirements of the Clery Act, the University will:

1. Annually, no later than October 1, publish and provide the campus community and the public with online access to the AFSSR that includes Clery Crime statistics, hazing incidents, arrests and referrals for weapons law violations, drug abuse violations, and liquor law violations, and University Housing fires for the three most recently completed calendar years. The AFSSR shall include (but is not limited to) each of the items listed in [Appendix A](#) to this policy.
2. Issue a Timely Warning to alert students and employees of the occurrence of a Clery Crime that poses an ongoing or serious threat to the safety of students or employees. Timely warnings will be disseminated throughout the community as soon as pertinent information is available and will provide information that will allow the community to take precautions to protect themselves and help prevent similar crimes from occurring.
3. Issue an Emergency Notification to alert and inform the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. If an emergency notification is issued, the University will provide adequate follow-up information to the community as needed.
4. Maintain a Daily Crime Log of all crimes reported to the OCSEM. This log will be available for public inspection, upon request and posted to the [OCSEM website](#).
5. Maintain a Daily Fire Log of all fire-related incidents reported that occurred within University Housing. This log will be available for public inspection, upon request, at the OCSEM.
6. Collect reports of Clery Crimes made to CSAs and local law enforcement agencies for all Clery Geography of CSU Pueblo.
7. Annually submit statistics of Clery Crimes reports to the U.S. Department of Education.
8. Identify CSAs on a regular, ongoing basis, notify these individuals of their obligations under the Clery Act to report all Clery crimes that they witness or that are reported to them, and provide them with regular, mandatory training. Both in-person and online training and regular updates will be provided to CSAs.
9. Establish and conduct programs at all university campus locations to educate the campus community about the Clery Act and to promote general awareness of all crime and safety-related issues.

10. When a student is reported as missing for 24 hours, initiate specific notification procedures within 24 hours after receiving the report. See the Missing Students Notification section of this policy for additional information.
11. Provide a prompt, fair, and impartial process from initial investigation to the final result of any disciplinary proceedings arising from a reported offense of sexual assault, dating violence, domestic violence, or stalking, with all the procedural protections required by the Clery Act.

### **How Clery Crime Statistics Disclosures are Prepared**

Each year, the Clery Compliance Team gathers Clery Crime statistics for purposes of compiling the disclosures required by the Clery Act. These statistics are then reported as required to the U.S. Department of Education and published in the AFSSR. The statistics are compiled from reports made to the OCSEM by CSAs or received from other local law enforcement agencies with jurisdiction over Non-Campus Property or Public Property.

### **Campus Security Authorities (CSAs)**

The Clery Compliance Team will use their best efforts to identify its CSAs, notify them of their status as CSAs, train them on their responsibilities as CSAs, and receive and track all incident reports received from them. The University identifies Campus Security Authorities by examining the job descriptions or assignments of employees to determine whether they are expected, as part of their duties, to have security responsibilities or significant responsibilities for student or campus activities. Department directors are expected to assist in identifying employees who have such duties, even if on a temporary basis. All identified CSAs are notified upon identification and annually of their responsibilities by the Clery Compliance Team. CSAs will undergo in-person and online training on an ongoing basis as appropriate to enable them to remain current in their knowledge of their roles and responsibilities.

Campus Security Authorities are required to:

1. Participate in an annual CSA training and periodic additional trainings.
2. Report to the PCSO all alleged crimes and hazing incidents that occurred on CSU Pueblo's Clery Geography that are reported to them in good faith by others, as well as information of any alleged crimes or hazing incidents that they personally witness. It doesn't matter whether the individuals involved in the crime, or reporting the crime, are associated with the University, or when it allegedly occurred; all alleged crimes must be reported. To record and report information about a crime reported, the CSA should complete a Crime Report Form.
3. Immediately contact the PCSO if notified of a crime in progress or an ongoing threat to the CSU Pueblo campus community by calling 911 or 719-549-2373.

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Campus Security Authorities are not to investigate any circumstances, they are only to report what happened and where (as exactly as possible), what date and time the crime allegedly occurred, any names associated with the complaint, and the date and time the report is being made.

### **Reporting a Crime, Hazing Incident, or Other Emergency**

Information on how to report a crime will be included in the AFSSR. Colorado State University Pueblo has designated the [OCSEM](#) as the office to which anyone may report any and all crimes and hazing incidents. **To report a crime or hazing incident in progress or an immediate threat to campus safety, DIAL 911 from any phone and identify your location to the dispatcher.**

**To report a fire, DIAL 911 from any phone and identify your location and the location of the fire.**

**To report any other emergency in progress, DIAL 911.**

To report a crime or hazing incident that is no longer in progress and is not an immediate threat, use the forms on [the OCSEM web page] or call (719) 549-2373.

The University encourages the prompt reporting of crimes, hazing incidents and other emergencies to law enforcement. This prompt reporting allows for investigation, crime reduction, community awareness, and accurate statistical data, all of which enhance safety.

Crimes may be reported anonymously by calling the CSU Pueblo Tip Line at (719) 549-2376 or by reporting it to any CSA, or to the [Office of Institutional Equity \(OIE\)](#).

The AFSSR will contain a description of procedures for students and others to report criminal acts or other emergencies occurring on campus, including a list of the titles of each person or organization to whom students and employees should report information concerning a crime or emergency.

The AFSSR will also contain information for students and employees on what to do in the case of an incident of sexual assault, domestic violence, dating violence, stalking, or hazing, how to report such incidents, and the confidential and non-confidential resources provided by the University to respond to these incidents and assist those involved.

### **Reporting Crimes on a Voluntary, Confidential Basis**

Victims or witnesses to a crime or hazing incident may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of Clery Crime statistics. Procedures for doing so will be included in the AFSSR. Among the confidential resources to whom such reports may be made are designated victim advocates, Pastoral Counselors, and Professional Counselors.

Pastoral Counselors and Professional Counselors who are appropriately credentialed and hired by the University to serve in a counseling role are not considered CSAs when they are acting in

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their primary role as counselors. However, the University encourages Pastoral and Professional Counselors to notify those whom they are counseling of the many available reporting options, including all voluntary, confidential reporting processes.

The University will not publish the names or other identifying information (addresses, ID numbers, etc.) of victims of sexual or gender violence crimes in any public record (unless required to do so by law), including in the Daily Crime and Daily Fire Logs, Timely Warnings, or Emergency Notifications, nor publish any accommodations or protective measures provided to a victim unless such confidentiality impairs the effectiveness of the measure.

### **Clery Compliance Team**

The Clery Compliance Team (CCT) includes, but is not limited to, the Clery Manager, Deputy General Counsel, Title IX Coordinator, Student Conduct Director, Director of Campus Safety and Emergency Management, PCSO Campus Leadership, and Public Information Officer. The Clery Manager may invite to the CCT any other campus representatives, as needed, such as representatives from Facilities Management, Residence Life, Human Resources, Environmental Health and Safety, and Athletics.

Responsibilities of the CCT include, but are not limited to, preparing the AFSSR, gathering annual crime and fire statistics, identifying CSAs, developing training for CSAs and other campus stakeholders, liaising with the Title IX Coordinator in the Office of Institutional Equity, and advising the Clery Manager on the issuance of Timely Warnings and Emergency Notifications, and developing an annual Campus Hazing Transparency Report to be published in or in addition to the AFSSR in compliance with 20 U.S.C. § 1092(f).

The CCT meets periodically and as necessary to carry out its functions.

### **Notifications to the Campus Community of Crimes and Emergencies**

The University has a separate [policy on Timely Warnings and Emergency Notifications](#) that it will follow in the event of an incident occurring on its Clery Geography.

### **Security of and Access to Campus Facilities**

Physical security is a critical part of the safety we enjoy at CSU Pueblo. The OCSEM, Residence Life and Housing, and Facilities Management are key partners in the maintenance of the security effort. They meet regularly to ensure prompt repair of safety-related maintenance issues like door locks, lighting, surveillance systems, etc. Work orders with safety implications are prioritized for immediate review and repair as quickly as possible. University Housing units are secured by exterior key card access after daylight hours. It is the responsibility of all students, employees and others with access to university buildings to use the locks provided, and not defeat them by blocking open a door or lending out keys or key cards, pass codes, or identification cards.

### **Emergency Response and Evacuation**

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The University has procedures for emergency response and for evacuating the campus, or portions of the campus, when required. These procedures will be described in the AFSSR. In accordance with Clery Act requirements, the University must publish information about the exercises it uses to test its emergency response plans in the AFSSR.

The Clery Act requires that drills be conducted at least annually. Drills may be announced or unannounced. Announced drills will be publicized in advance, and all drills will be documented.

### **Missing Student Notification Procedures**

The University has a separate policy, Missing Student Notification Procedures, on what to do when a student who resides in University Housing is reported missing.

### **Collecting Fire Statistics**

The OCSEM must collect, disclose and publish in the AFSSR fire statistics for each on-campus student housing facility separately for the three most recent calendar years for which data are available. Each such facility must be identified in the statistics by name and street address, regardless of whether any fires have occurred.

Additionally, the AFSSR will provide a description of the fire safety system in each student housing facility. These descriptions should include mechanisms (e.g., fire extinguishers, fire doors, posted evacuation routes, etc.) or systems related to the detection, warning and control of a fire.

### **Distribution of the Annual Security and Fire Safety Report**

The University will distribute the AFSSR to every student and employee by sending an email by October 1 of each year. This email will contain a summary of the report, the exact URL of the location where CSU Pueblo community members may view the report, and instructions for how to request a paper copy. It also provides a similar statement to every prospective employee and every prospective student by providing notices within job applications and on the Admissions website.

### **Records Retention**

The supporting records used in compiling the AFSSR shall be retained by OCSEM for three years from the latest publication of the report to which they apply. Records to be kept include, but are not limited to, copies of crime reports; the Daily Crime and Daily Fire Logs; records of arrests and referrals for disciplinary action; Timely Warning and Emergency Notification reports; documentation, such as letters to and from law enforcement agencies having to do with Clery Crimes occurring on the University's Clery Geography; letters to and from Campus Security Authorities; correspondence with the Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the AFSSR. All documentation should be dated.

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**Pueblo County Sheriff’s Office Jurisdiction**

PCSO maintains an office on the CSU Pueblo campus and is directly responsible for law enforcement activities on the campus. The Office of Campus Safety and Emergency Management shares that office and maintains a close working relationship with PCSO.

The Pueblo County Sheriff and all PCSO deputies are state certified through the Colorado Police Officers Standards and Training (POST) board. They have jurisdiction and authority to enforce all the laws of the state of Colorado. PCSO maintains an office at CSU Pueblo whose primary focus is on campus safety and security. PCSO also may have mutual aid agreements with the Pueblo Police Department and other law enforcement agencies to address contingencies for emergencies including natural disasters, civil disturbances, and major incidents.

**RELATED LAWS, POLICIES & PROCEDURES:**

- Jeanne Clery Disclosure of Campus Safety Act ([20 U.S.C.A. §1092\(f\)](#) and implementing regulations, [34 C.F.R. §668.41 and 668.46](#))
- CSU Pueblo Policy, [Timely Warnings and Emergency Notifications](#)
- CSU Pueblo Policy, Missing Student Notification Procedures

**FORMS:**

Crime Reporting Form

**HISTORY:**

Adopted:

Revised:

APPROVED:

COLORADO STATE UNIVERSITY PUEBLO

By: \_\_\_\_\_  
Armando Valdez, President

Date: \_\_\_\_\_

## **APPENDIX A**

### **Items Required to be Included in Annual Fire Safety and Security Report (AFSSR)**

1. Information about how the AFSSR was prepared.
2. A list of titles of each person or organization to whom students and employees should report Clery Act crimes for the purpose of making both timely warning reports and the annual crime statistics disclosure
3. Institutional policies and procedures for victims or witnesses to report Clery Act crimes on a voluntary, confidential basis for inclusion in the annual crime statistics disclosure
4. Current policies concerning the security of, and access to, campus facilities and residences, as well as security considerations in the maintenance of campus facilities
5. Policies regarding alcoholic beverages and underage drinking laws
6. Policies regarding illegal drugs and applicable federal and state drug laws
7. Programs and policies on substance abuse, including policies regarding the possession, use, and sale of alcoholic beverages and illegal drugs, as well as policies regarding the enforcement of State underage drinking laws and Federal and State drug laws, and a description of any drug or alcohol abuse education programs required by the Department of Education in 34 CFR Part 86 and § 120(a) – (d) of the Higher Education Act.
8. Programs to prevent dating violence, domestic violence, sexual assault stalking, and hazing, and the procedures institutions will follow when such crimes are reported, including:
  - a. A statement that it will simultaneously provide in writing to both the accused and accuser the results of any disciplinary proceeding conducted by such institution against a student accused of such crimes;
  - b. Procedures for the accused and accuser to appeal the result of the institutional disciplinary hearing, if such procedures are available;
  - c. Any changes to the result; and
  - d. When the results become final
9. Information regarding sex offenders
10. Descriptions of emergency response and evacuation procedures
11. Policies regarding missing student notifications
12. Campus crime statistics for the current year and the preceding three years, including:

- a. Clery Crimes, which include: murder, manslaughter (negligent or non-negligent), aggravated assault, arson, burglary, robbery, motor vehicle theft, sex offenses (rape, fondling, incest, and statutory rape); and VAWA crimes (dating violence, domestic violence, and stalking)
  - b. All arrests, and referrals for disciplinary action if an arrest was not made, for liquor law violations, drug law violations, and weapons law violations
  - c. Hazing incidents
  - d. Hate Crimes by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, national origin, gender identity and disability. Statistics are required for the offenses listed above in addition to the four additional categories listed below, if the crime committed is classified as a Hate Crime:
    - Larceny/Theft
    - Simple Assault
    - Intimidation
    - Destruction/Damage/Vandalism of Property
13. A disclosure of any of the previously listed crimes that were determined to be “unfounded.” The Clery Act has specific guidelines for classifying a reported offense as “unfounded.”
  14. Policies concerning the monitoring and recording, through local police agencies, of criminal activity by students at non-campus locations of officially recognized student organizations
  15. Policy on accurate and prompt reporting of crimes
  16. Policies regarding procedures for reporting criminal actions or other emergencies on campus
  17. Policies on security of and access to campus facilities
  18. Policies on law enforcement authority of security personnel; working relationship of campus security personnel with State and local police agencies
  19. Policy statement on pastoral and professional counselors with a description of any procedures that exist that encourage pastoral and professional counselors, when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics
  20. List of programs on campus security procedures and practices, including a description of programs designed to inform students and employees about the prevention of crimes, the types and frequency of programs designed to inform the campus

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community of security procedures, and practices to encourage students and employees to be responsible for their own security and the security of others

21. Fire statistics for University Housing, including the number of fires and causes of each fire, as well as fire-related injuries, deaths, and/or fire-related property damage for each on-campus housing facility.
22. Description of University Housing facilities' fire safety systems
23. Number of fire drills during the previous calendar year
24. Policies on portable electrical appliances, smoking, and open flames in University Housing
25. Procedures for evacuation due to fires in University Housing
26. Policies on fire safety education and training programs
27. List of titles of persons to report fires on campus, for purposes of inclusion in statistics
28. Plans for future improvement in fire safety in University Housing, if any