

CRIME REPORTING POLICY

PURPOSE

To establish guidelines for the reporting of crimes on campus.

POLICY

1. Westfield State University regards crime prevention and the protection of life and property on campus as priorities. Crime reporting and notification policies at Westfield State University flow from an emphasis on education, crime prevention, and safety. The University does not regard a crime to be “reported” unless and until it has in fact been reported to, and investigated by, the Department of Public Safety. The Department is responsible for emergency response, law enforcement, security, and crime prevention. The University strongly urges that a crime or incident be reported immediately to the Department of Public Safety.
2. Under the Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is responsible for documenting and investigating crimes that occur on the Campus. Officers of the Department of Public Safety are available 24 hours a day. The Department is staffed by trained professional police officers.
3. All members of the community have a responsibility to notify the Department of Public Safety about campus crime, if they are the victim of a crime or have knowledge of a crime having been committed. The Department recognizes the importance of confidentiality issues, and will protect victims and witnesses in this regard. Nonetheless, it is required by federal law to record and act upon certain information affecting the safety of the entire University.
4. Recipients of crime information should strongly encourage victims to report crimes to the Department of Public Safety and should also advise them of the campus resources available to assist them, e.g., the Counseling Center, Office of Student Conduct, Residential Life staff, or the Title IX Coordinator for matters involving sexual violence or sexual misconduct. Despite any implied confidentiality, all University staff, except when restricted by law must report criminal incidents that are brought to their attention to the Department of Public Safety.

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5. The Department of Public Safety will provide as much information as possible about campus crime or other matters relating to the safety and well-being of the University community, provided this information, as governed by law, does not impede an ongoing investigation or affect an individual's right to privacy.
 - a. The Director of Public Safety will work with the University's Director of Campus Communications to disseminate public safety information appropriately.
 - i. The University's Director of Campus Communications will be the official University spokesperson regarding campus crime information, and all inquiries should be directed initially to the University's Director of Campus Communications.
 - ii. The Director of Public Safety will provide relevant information to the University's Director of Campus Communications. In the absence of the University's Director of Campus Communications, an appropriate official will be designated by the President.
 - b. In accordance with the Clery Act, statistical information will be published annually and sent via the Internet to the Secretary of Education. The information will also be available to the campus community via the campus web page. The information will include statistics regarding the number of occurrences of murder, sexual offenses, forcible and non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession. Hate crimes, as defined by the act, must also be reported along with domestic violence, dating violence and stalking crimes.
 - c. In accordance with the Annual Fire Safety Report, statistical information will be published annually and sent by the internet to the Secretary of Education.
6. The Department of Public Safety will issue information in a timely manner regarding incidents that may be a threat to the campus community. These timely warnings are the responsibility of the Director of Public Safety, and will

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publish them upon determination that a crime has occurred and such crime is a threat to the University community.

- a. Each bulletin will contain information regarding the date, time, general location and nature of the incident.
- b. Bulletins will include recommended precautionary measures that should be observed by members of the University community.
- c. Bulletins will be posted at designated areas across the campus and distributed to faculty, staff, and students through campus email.
- d. The RAVE notification system may also be used, if deemed appropriate, to send out timely warnings.

REVIEW

This policy will be reviewed annually by the Director of Public Safety and the Vice President for Student Affairs.