

Policies of the University of North Texas at Dallas	Chapter 7.000 Student Affairs, Education, and Funding
7.010 Annual Campus Security Report	

Policy Statement. The University of North Texas at Dallas values the safety and security of students, faculty, staff, administrators, and campus visitors, and recognizes the importance of publishing annual reports to ensure that the campus community is informed about campus safety policies and statistics.

Application of Policy. This policy applies to all members of the university community including students, employees, campus visitors, prospective students, and prospective employees.

Definitions.

1. **Annual Security Report (ASR).** The annual report must be published and distributed by the University no later than October 1st of each calendar year. It describes campus safety and security policies and reports University crime and fire statistics.

2. **Arson.** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

3. **Assault, Aggravated.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

4. **Assault, Simple.** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.

5. **Burglary.** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny;

housebreaking; safecracking; and all attempts to commit any of the aforementioned.

6. University Police. The University of North Texas at Dallas Police Department (UNTDPD).
7. Campus Security Authority (CSA). An individual or organization including:
 - a. UNTDPD;
 - b. Individuals with responsibility for campus safety and security including individuals with significant responsibility for student and campus activities, individuals who are responsible for monitoring buildings or University grounds or with similar security responsibilities who are not part of University Police;
 - c. Individuals or organizations that are specifically identified by the university to receive reports of criminal offenses; and
 - d. University officials with significant responsibility for student and campus activities, including but not limited to student housing, student conduct, athletic coaches and trainers, and advisors to student organizations.
8. Cause of Fire. The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
9. Clery Crimes. The specific criminal acts that the university must report in the Annual Security Report including: aggravated assault, arson, burglary, dating violence, domestic violence, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, robbery, stalking, forcible and non-forcible sex offenses, and hate crimes.
10. Clery Geography. Specific geographic locations as defined by law for which the university has an obligation to report Clery crimes including on-campus buildings and property, non-campus buildings and property, and public property within or immediately adjacent to the campus.
11. Daily Crime Log. Log maintained by the UNTDPD and available for public inspection that records alleged criminal incidents reported to the UNTDPD.

12. Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
13. Destruction, Damage, or Vandalism of Property. To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.
14. Domestic Violence. A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
15. Drug Abuse Violations. Violations of Texas state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
16. Employee. Includes faculty, staff, and administrators employed by the University.
17. Fire. Any instance of open flame or other burning in a place not intended to contain the burning, or in an uncontrolled manner.
18. Fire-Related Death. Any instance in which a person: (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of fire.
19. Fire-Related Injury. Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire.
20. Fire Drill. A supervised practice of a mandatory evacuation of a building for a fire.
21. Fire Log. Log maintained by Risk Management Services and available for public inspection to record any fire occurring in on-campus student housing and reported to a Campus

Security Authority or law enforcement.

22. Fire Safety System. Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire such as horns, bells, or strobe lights; smoke-controlled and reduction mechanisms; and fire doors and walls that reduce the spread of fire.
23. Fire Statistics. Statistics of reported fires occurring in on-campus student housing facilities.
24. Sex Offenses. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. The four types of sexual offenses are rape, fondling, incest, and statutory rape.
25. Hate Crime. Any occurrence of murder and non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property and other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity of the victim.
26. Liquor Law Violations. The violation of laws or ordinance prohibiting: the manufacturing, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
27. Missing Resident. A student residing in on campus housing whose whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the student's behavior patterns, plans, or routines.
28. Motor Vehicle Theft. Theft or attempted theft of a motor vehicle.
29. Murder and Non-negligent Manslaughter. The willful (non-negligent) killing of one human being by another.

30. Negligent Manslaughter. The killing of another person through gross negligence.
31. Non-campus Buildings or Property.
- a. Any building or property owned, leased, or controlled by a student organization that is officially recognized by UNTD; or
 - b. Any building or property owned or controlled by UNTD that is used in direct support of, or in relations to, UNTD's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of UNTD.
32. Non-forcible Sex Offense. Unlawful, non-forcible sexual intercourse. The two types of Non-forcible sex offenses are incest and statutory rape.
33. On-Campus Building or Property:
- a. Any building or property owned, leased, or controlled by UNTD within the same reasonably contiguous geographic area and used by UNTD in direct support of, or in a manner related to, UNTD's educational purposes, including residence halls; and
 - b. Any building or property that is within or reasonably contiguous to property identified in section (a), that is owned by UNTD but controlled by another person, is frequently used by students, and supports UNTD purposes (such as a food or other retail vendor).
34. Prospective Student. An individual who has contacted the University requesting information concerning admission.
35. Prospective Employee. An individual who has contacted the University for the purpose of requesting information regarding employment.
36. Public Property. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

37. Resident Student. A student who resides in a University housing facility.
38. Robbery. The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.
39. Stalking. A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
40. Student. An individual who has applied for admission or readmission to the University of North Texas at Dallas, who is registered or enrolled in one or more courses for credit at the University, or who currently is not enrolled but has a continuing academic relationship with the University.
41. Timely Warning. An alert to the campus community regarding the occurrence of a Clery Act crime reported to Campus Security Authorities or law enforcement that represents a serious or continuing threat to the University Community.
42. Value of Property Damage. The estimated value of the loss of the structure and contents, in terms of the cost of replacement, in like kind and quantity. This estimate includes contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as a business interruption.
43. Weapon Law Violations. The violation of laws or ordinances dealing with weapon offenses regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Procedures and Responsibilities.

1.1 Procedures and Responsibilities for the Publication and Distribution of the Annual Security Report.

A. The Annual Security Report ("ASR") will be prepared, published, and distributed under the direction of the UNTD Clery Compliance Committee (Committee) which is

chaired by the Dean of Students. The committee includes representatives from the Dean of Students office, UNT Dallas College of Law, University Police, Risk Management Services (RMS), the Division of Student Access and Success, and Marketing and Communications. Each area represented on the committee will provide current information regarding university safety and security policies, statistics, and educational initiatives and programs to address campus safety.

Responsible Party: UNTD Clery Compliance Committee.

B. The Committee will prepare a letter to all deans, directors, and department heads containing the following information:

1. A summary of reporting requirements specified for CSAs under Clery;
2. A request for crime statistics from any CSA working in their unit;

(Note: Every member of the Committee is a CSA including the Chief of Police and the Dean of Students. The Chief of Police reviews every recorded incident for determination of whether it is Clery reportable or not. Clery reportable statistics are included in the ASR. A request for crime statistics is also sent to the University-wide community via e-mail so that non-CSAs may also report incidents to University Police/Dean of Students for determination of inclusion in the ASR.)

3. And, a notice stating where training materials are available for CSAs.

Responsible Party: University Police and Dean of Students

C. CSA training is available for the campus community and is offered on a semester-basis. A roster of participants as well as evaluations of the training program are maintained by University Police. Departments with many CSAs (such as residence life, admissions, student affairs, etc.) may request CSA training for their units at their availability and more than once per semester). CSA training includes topics on contacting public safety, defining Clery Reportable offenses, and campus safety resources.

Responsible Party: University Police

D. The UNTDPD will annually collect and compile campus Clery crime statistics to prepare the ASR and report to the U.S. Department of Education. Collection of Clery crime

statistics will be coordinated with other local law enforcement and CSAs. Annually, the University Police will:

1. Coordinate how the COL will compile and submit ASR with UNT Dallas
2. Confirm all on-campus and non-campus buildings and property maintained by the University in the previous calendar year; and
3. Make a written request for a report of all Clery crimes that were reported during the previous calendar year to all local law enforcement agencies that have jurisdiction over the institution's Clery geography.

Responsible Party: University Police

- E. The UNTD and the UNT Dallas College of Law will publish and distribute the ASR no later than October 1 of each calendar year.
1. The full text of the ASR will be posted on the UNTD and UNT Dallas College of Law website, and print copies will be available upon request in the office of the Dean of Students.
 2. All enrolled students and current employees will be given electronic notice to their campus email address stating the exact electronic address where the ASR can be accessed, a brief description of the contents of the report, and a statement confirming that copies of the report are available upon request in the office of the Dean of Students.
 3. The notice also shall include information concerning employees' and students' responsibilities related to protecting minors who participate in programs, activities, and camps sponsored by UNTD or conducted on University property

Responsible Party: Dean of Students, University Police, and Departments of Marketing and Communications

- F. Upon request, all prospective applicants for enrollment and employment will receive notice stating the exact electronic address where the ASR can be accessed, a brief description of the contents of the report, and a statement

confirming that copies of the report are available upon request to the office of the Dean of Students.

Responsible Party: Human Resources Director, University Admissions, Dean of Students Office, and University Police.

2. **Contents of Campus Security Report.** An annual Campus Security Report will be prepared and published. The report must include the following:
 1. **Crime reporting policy:** A statement of current campus policies regarding procedures and facilities to be used by students and others to report criminal actions or other emergencies occurring on campus and the University process for responding to such reports;
 2. **Campus security policy:** A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities;
 3. **Campus law enforcement policies:** A statement of current policies concerning the UNTDPD, including:
 - i. Scope of jurisdiction of University Police;
 - ii. The working relationship between UNTDPD and state and local law enforcement agencies, including a description of any agreements or written memorandum of understanding with other law enforcement agencies for the investigation of alleged criminal offenses; and
 - iii. Policies which encourage accurate and prompt reporting of all crimes to the UNTDPD and the appropriate law enforcement agencies when the victim of such crimes elects to, or is unable to, make such reports.
 4. **Individual security programming:** A description of the type and frequency of campus education programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

5. Crime prevention programming: A description of programs designed to inform students and employees about the prevention of crime.

6. Crime Statistics: A report of the following criminal offenses occurring on the institution's Clery geography during the most recent calendar year and during the two preceding calendar years as reported to campus security authorities or local law enforcement:
 - i. murder;

 - ii. sex offenses, forcible or non-forcible;

 - iii. robbery;

 - iv. aggravated assault;

 - v. burglary;

 - vi. motor vehicle theft;

 - vii. manslaughter;

 - viii. arson;

 - ix. dating violence;

 - x. domestic violence;

 - xi. stalking;

 - xii. arrests or persons referred for campus disciplinary action for liquor law violations; drug-related violations; weapons possession;

 - xiii. statistics listed for crimes (i.) through (viii.) in addition to: larceny-theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person, in which the victim

is intentionally selected because of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim that are reported to CSAs or local law enforcement must be collected and reported according to the category of prejudice.

xiv. statistics listed in crimes (i.) through (viii.) above will be reported according to the location where the crime occurred including:

- a. on campus;
- b. in or on a non-campus building or property;
- c. on public property; and
- d. in residence halls or in any other residential facility for students on campus; and

xv. statistics will not identify the victims of crimes or persons accused of crimes.

7. Monitoring criminal activity at non-campus locations utilized by student organizations policies: A statement of policy concerning the monitoring and recording, through local law enforcement, of criminal activity at non-campus locations utilized by student organizations which are recognized by UNTD.
8. Alcohol policies: A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws;
9. Illegal drugs policies: A statement of policy regarding possession, use, and sale of illegal drugs and enforcement of federal and state drug laws;
10. Drug and alcohol abuse education: A description of drug or alcohol abuse education programs.
11. Sex offender registry: A statement advising the campus community where information concerning registered sex offenders may be obtained.
12. Emergency response and evacuation policies: A statement of campus policies and procedures to immediately notify the campus community upon the confirmation of a

significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, unless issuing a notification will compromise efforts to contain the emergency. The statement must include the university's procedures to:

- i. publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and employees; and
 - ii. test emergency response and evacuation procedures on an annual basis.
13. Timely warning policy: A statement of procedures to make timely reports to the campus community about the occurrence of Clery crimes considered to represent a serious or continuing threat to students and employees that are reported to a campus security authority or the UNTDPD. The procedures must confirm that reports will be provided to students and employees in a manner that is timely, will aid in the prevention of similar occurrences and that the names of victims will be kept confidential. Timely warning notification will be disseminated by the Marketing and Communications department via email, Alertus, and JAG Alert.
14. Domestic violence, dating violence, sexual assault, sexual offenses and stalking programs and reporting: A statement of policy regarding:
- i. Programs to prevent domestic violence, dating violence, sexual assault, and stalking including:
 - a. Primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaign for current students and faculty which includes:
 - i. A statement that UNTD prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
 - ii. The definitions of domestic violence, dating violence, sexual assault, and stalking;
 - iii. The definition of consent in reference to sexual activity;

- iv. Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual;
- v. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- vi. Possible sanctions or protective measures that may be imposed by the university following a final determination of a disciplinary proceeding for violations of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking; and
- vii. Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about:
 - 1. Who should be contacted to report the alleged offense;
 - 2. The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protective order;
 - 3. Options regarding law enforcement and campus authorities including notice of the victim's option to:
 - a. Notify proper law enforcement authorities, including UNTDPD and local police,
 - b. Be assisted by campus authorities in notifying law enforcement authorities if the victim chooses,
 - c. Decline to notify any authorities; and

4. Where applicable, the rights of victims and UNTD's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

viii. Disciplinary procedures in cases of alleged domestic violence, dating violence, sexual assault, or stalking, including a clear statement that:

1. The proceedings shall:

a. Provide a prompt, fair, and impartial investigation and resolution; and

b. Be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process which protects the safety of victims and promotes accountability.

2. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and

3. Both the accuser and the accused shall be simultaneously informed in writing of:

a. The outcomes of any campus disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;

b. The procedures for the accused and the victim to appeal the results of the disciplinary proceeding;

c. Any change to the results that occurs prior to the time that such results become final; and

d. When such results become final.

- ix. Information about how UNTD will protect the confidentiality of victims, including how public records will be maintained without including identifying information about the victim, to the extent permitted by law.
- x. Written notification to students and employees about counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on campus and in the community;
- xi. Written notice to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to the UNTDPD or local law enforcement;
- xii. Procedures followed by UNTD once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any conduct proceeding arising from such a report.
- xiii. A student or employee who reports to UNTD that they have been a victim of domestic violence, dating violence, sexual assault, or stalking will be provided with a written explanation of their rights and options as described in this section, regardless of whether the alleged offense occurred on or off campus.

15. Missing Resident Student Notification – A statement of policy regarding missing student notification procedures for students who reside in on-campus housing facilities which must:

- i. Inform resident students of the option to identify an individual to be contacted by the University no later than 24 hours after a student is determined missing;
- ii. Inform resident students of the process to designate an individual to be contacted in the event that the student is determined to be missing; and that the identity of the contact person will be maintained confidentially as permitted by law and will be accessible only to authorized campus officials.

- iii. Advise resident students under 18 years of age and not yet emancipated of the University's obligation to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing;
- iv. Advise resident students that the University will notify law enforcement no later than 24 hours after the time that a student is determined missing;
- v. Require the University to initiate emergency contact procedures in accordance with the student's designation if campus security or law enforcement have been notified and have determined that a student has been missing.

16. Missing Resident Student Notification Procedures – A statement of official notification procedures for missing resident students that:

- i. Lists the title of the person or organization in the University to which students, employees, or other individuals should report that a student has been missing;
- ii. Includes procedures for official notification of appropriate individuals at the University when a student has been missing;
- iii. Requires that official missing person reports for resident students must be referred immediately to UNTDPD;
- iv. Requires, in circumstances where the UNTDPD determine that a resident student has been missing, that UNTDPD contact:
 - a. The contact person identified by the missing student;
 - b. The student's custodial parent or legal guardian if the student is under 18 years of age and not emancipated;
 - c. The parent or guardian of any student to the extent permitted by the Family Education Rights and Privacy Act (FERPA); and
 - d. Contact local law enforcement agencies.

17. Annual Fire Safety Report: A statement specifically describing how to directly access the Annual Fire Safety Report.

Responsible Party: University Police, Dean of Students Office, Risk Management

3.1 Daily Crime Log.

A. The UNTDPD shall make, keep, and maintain a written daily log that records all crimes reported to the UNTDPD including the nature, date, time, and general location of each crime and the disposition of the complaint if known. The daily crime log shall be maintained for a period of seven (7) years after publication of the annual report.

1. Maintained in a manner that is easily understood and published within two days of the initial report;
2. The crime log for the most recent 60 days of information is available for public inspection, upon request, free of charge during normal business hours. Information beyond the most recent 60 days must be made available within two business days of a request;
3. Updated with new information no later than two days after new information becomes available;
4. Information may be withheld from the daily crime log if there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, or cause a suspect to flee or evade detection, or result in the destruction of evidence. Information that is withheld must be made publicly available when damage is no longer likely to occur from the release of such information.

Responsible Party: UNTDPD

4.1 Procedures and Responsibilities for Publication and Distribution of the Annual Fire Safety Report.

- A. The Annual Fire Safety Report (AFSR) will be prepared, published, and distributed by Risk Management Services.

- B. Risk Management Services will publish and distribute the AFSR no later than October 1st of each year to disclose fire safety policies and procedures related to on-campus student housing and to disclose statistics for fires that occurred in those facilities.
 - 1. The full text of the AFSR will be posted on the University website and print copies will be available upon request in the Office of Risk Management Services.

 - 2. All enrolled students and current employees will be given electronic notice to their campus email addresses stating the exact electronic address where the AFSR can be accessed, a brief description of the contents of the report, and a statement confirming that copies of the report are available upon request to the Office of Risk Management Services.

 - 3. Upon request, all prospective applicants for enrollment and employment will receive notice stating the exact electronic address where the AFSR can be accessed, a brief description of the contents of the report, and a statement confirming that copies of the report are available upon request to the office of the Dean of Students.

Responsible Party: Risk Management Services

5.1 Content of the Annual Fire Safety Report (AFSR).

- A. The AFSR will include all of the following content:
 - 1. Statistics concerning the following in each on-campus student housing facility during the seven most recent calendar years for which data is available as reported to any university official:
 - a. The number of fires and causes of each fire;

 - b. The number of persons who received fire-related injuries that

resulted in treatment in a medical facility, including at the Student Health and Wellness Center;

- c. The number of deaths related to a fire; and
 - d. The value of property damage caused by a fire.
2. A description of each on campus housing facility fire safety system, including the fire sprinkler system.
 3. The number of fire drills held during the previous year.
 4. Policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evaluation, and policies regarding fire safety education and training programs provided to students, faculty, and staff.
 5. Policies or rules for on campus housing evacuation in the case of a fire. Policies must be described clearly so that readers understand the procedures for evacuation and the order in which the procedures should be followed.
 6. Policies regarding fire safety education and training programs for students and employees, including procedures to be followed in case of a fire.
 7. Plans for future improvements in fire safety, if determined necessary.
 8. A list of the titles of each person or organization within UNTD to which students and employees should report that a fire occurred.
 9. Annual Security Report: A statement specifically describing how to directly access the Annual Security Report.
- B. Risk Management Services will be responsible for submitting the fire statistics identified in paragraph A1 to the U.S. Department of Education each year.

Responsible Party: Risk Management Services

6.1 Fire Log.

A. Risk Management will make, keep, and maintain a log recording all fires in on-campus student housing facilities, including the nature of the fire, date, time of the fire, the date the fire was reported, and the general location of each fire.

1. The fire log must be:

- a. Maintained in writing in an easily understood format.
- b. Available for public inspection, upon request, on-site at the University Police Department for the most recent 60 days of information.
- c. Information beyond the most recent 60 days must be made available for public inspection within two business days of a request; and
- d. Updated within two business days of receiving reported information.

2. Archived annual fire logs must be maintained for seven years following publication of the last annual fire safety report to which it applies.

B. University Police will issue an annual report to the campus community regarding fires in on-campus student housing facilities.

Responsible Party: Risk management

References and Cross-references.

Regents Rule 04.1101

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