



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Responsible Office	University Public Safety	Effective Date	09/01/2026
Responsible Official	Clery Compliance Officer	Last Revision	

CLERY ACT COMPLIANCE POLICY

I. POLICY STATEMENT

Fairleigh Dickinson University (“FDU”) is committed to promoting the safety and well-being of all students, faculty, staff, and third parties (“FDU Community”) engaged in programs and activities associated with the institution. The following policy has been established to meet the requirements of the Jeanne Clery Campus Safety Act, 20 U.S.C. §1092 (“Clery Act”), as required of all colleges and universities participating in federal financial aid programs.

II. PURPOSE OF POLICY

The purpose of this Clery Act Compliance Policy (“Policy”) is to codify FDU’s compliance responsibilities required by the Clery Act.

III. SCOPE OF POLICY

This Policy applies to students, faculty, staff, administrators, trustees, recognized or established organizations or groups, and third parties while on-campus, including visitors, alumni, guests, and the agents, representatives, and employees of suppliers and vendors (the “FDU Community”).

IV. DEFINITIONS

Annual Security Report (“ASR”): An annual report made available to the public and disseminated to the FDU Community on or before every October 1st. This report includes statistics of Clery Act Crimes for the three most recent calendar years, along with policy statements and procedures related to campus and personal safety.

Campus Security Authority (“CSA”): Any FDU employee who is designated because their job functions obligate them under the Clery Act to notify FDU Public Safety of alleged Clery Act Crimes observed by or reported to them in good faith. These individuals typically fall under one of the following categories:

- A. A member of the FDU Public Safety Department;

- B. Individuals who have responsibility for campus security in some capacity, who are not members of Public Safety;
- C. Individuals or departments expressly named in FDU policies as being recipients of criminal offense reports (e.g., Title IX Coordinator); or
- D. An official of FDU who has significant responsibility for student and campus activities and who has the authority and the duty to take action or respond to particular issues on behalf of the University, including but not limited to Athletic Directors and Coaches, Advisors to student organizations, Dean of Students staff, and Housing and Residence Life staff.

Clery Act Crime: A crime required by the Clery Act to be reported in the Annual Security Report. Crimes that fall under the Clery Act reporting requirements include:

- A. Criminal Offenses – murder and non-negligent manslaughter, manslaughter by negligence, sexual assault (including rape, criminal sexual contact, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- B. Hate Crimes – any of the above mentioned Criminal Offenses and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism to property that were motivated by bias
 - a. Under the Clery Act, the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability;
- C. Violence Against Women Act (“VAWA”) Offenses – domestic violence, dating violence, and stalking;
- D. Weapons, Drug, and Liquor Law Violations – arrests and referrals for disciplinary action for violations of these laws; and
- E. Hazing.

Clery Geography: Buildings and property on each campus that is considered to be:

- A. “on campus” – buildings or property owned or controlled by FDU within the same reasonably contiguous geographic area; or buildings or property within the same reasonably contiguous areas, owned by the institution but controlled by another person or entity, frequently used by students, and supporting educational purposes;
- B. “non-campus building or property” – building or property owned or controlled by FDU that is used in direct support of, or in relation to, the University’s educational purpose, is frequently used by students, but is not within the reasonably contiguous geographic area of the University; or building or property owned or controlled by a registered student organization;
- C. “public property” – thoroughfares, streets, sidewalks, waterways, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus; and
- D. “separate campus” – additional location that (a) the institution owns or controls, (b) is not reasonably geographically contiguous with a campus, (c) has an organized program of study, and (d) there is at least one person on-site acting in an administrative capacity.

Emergency Notification: An announcement issued to the FDU Community using FDU Alert that informs them about a significant emergency or dangerous situation involving an immediate threat

to the health or safety of students or employees occurring on one or more of the campuses. An Emergency Notification expands upon the definition of Timely Warning as it includes both Clery Act crimes and other types of emergencies such as a disease outbreak or weather emergency.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. Smoke without flame does not constitute a fire under the Clery Act.

Fire Safety Report (“FSR”): An annual report that is published along with the Annual Security Report. The Fire Safety Report includes but is not limited to fire statistics for the last three years for all residential housing buildings along with a list of fire safety systems in all residential housing buildings, fire drill protocols, fire safety tips, and fire safety education and training programs. A Fire Safety Report is not required for the Vancouver Campus because the campus does not have residential housing.

Timely Warning: Notification to one or more campuses that a situation has arisen either on campus or in the immediate area of the campus that, in the judgment of the university Director of Public Safety, or designee, in consultation with other members of the University Emergency management Team (“UEMT”), poses an ongoing or continuing threat to the campus community.

V. POLICY

FDU shall appoint a Clery Compliance Officer (“CCO”) who shall be responsible for ensuring that the following requirements of the Clery Act are met in a timely manner:

- A. Every year, an ASR, with accompanying FSR, shall be published for each campus on or before the first day of October.
 - a. Notification that the reports have been published to the Public Safety website shall be emailed to all members of the FDU Community;
 - b. Crime Statistics for the previous three years must also be uploaded to the U.S. Department of Education prior to their annually published deadline; and
 - c. As part of the annual crime statistics collection process, the CCO shall request and collect reports of Clery Crimes made to all CSAs and other law enforcement agencies.
- B. The Campus Hazing Transparency Report shall be updated twice annually. This report shall include each incident, if any, involving a student organization for which a finding of responsibility is issued relating to a hazing violation.
- C. Each campus shall maintain a Daily Crime Log documenting the nature, date, time, general location, and disposition (if known) of each reported crime occurring within FDU’s Clery Geography in the last sixty (60) days. Reported crimes must be entered into the log within two business days of receiving the report. The Daily Crime Log for each New Jersey campus is available at its Public Safety office, and the Daily Crime Log for the Vancouver Campus is available from the Executive Director of Operations. Requests for public inspection of Daily Crime Log entries beyond sixty (60) days must be made in writing and will be made available within two business days of the request.

- D. Each New Jersey campus shall maintain a Daily Fire Log documenting the nature of the fire, date, time, and general location (typically the residential housing building) of each reported fire within the last sixty (60) days. Reported fires must be entered into the log within two business days of receiving the report. The Daily Fire Log for each New Jersey campus is available at its Public Safety office. Requests for public inspection of Daily Fire Log entries beyond sixty (60) days must be made in writing and will be made available within two business days of the request.

The University Director of Public Safety shall be responsible for ensuring that the following requirements of the Clery Act are met in a timely manner:

- A. Timely Warnings are issued immediately upon the decision that an incident poses an ongoing or continuing threat to the campus community, per the Timely Warning Policy;
- B. Emergency Notifications are issued as needed to alert the FDU Community of potential threats to health and safety;
- C. Receive and investigate all reports of suspected hazing; and
- D. Receive and immediately investigate all reports of a missing student in compliance with the Missing Student Notification Policy.

VI. RECORD RETENTION

All records pertaining to a Clery Crime or other Clery Act requirement shall be maintained for a period of seven (7) years from the date of the incident. Records to be maintained include, but are not limited to, copies of incident reports; Daily Crime Logs; Daily Fire Logs; records for arrests and referrals for disciplinary action; Timely Warning and Emergency Notification reports; letters/emails pertaining to Clery Act compliance to and from law enforcement agencies; letters/emails to and from CSA's; correspondence with the United States Department of Education regarding Clery Act compliance; and copies of annual notices to students and employees about the availability of the ASR.