MEMORANDUM: September 1, 2014

TO: Deans, Directors and Department Heads; Faculty Advisors to Student Groups
FROM: Larry Walker, Chief of Campus Police
RE: Crime Reporting Requirements

As most of you receiving this communication probably know, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.


A "Campus Security Authority," as defined by the Department of Education, is any official of an institution who has significant responsibility for student and campus activities, or who manages or otherwise oversees student and campus activities. For example, staff responsible for campus student housing, a student center, or student extra-curricular activities; a director of athletics or a team coach; faculty advisors to student groups; staff responsible for student discipline; campus judicial staff.

New this year: On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which among other provisions, amended section 485 (f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by—

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  o the length of the relationship;
  o the type of relationship; and
  o the frequency of interaction between the persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

To help ensure compliance with the College’s obligations under Title IX as clarified by the Department of Education, Campus Security Authorities are required to notify any Prince George’s Community College student or staff member who is a victim of sexual assault by another College student of their right to file a Title IX sex discrimination complaint with the College. Sexual assault constitutes an extreme form of sexual harassment, which is prohibited under College procedures. Victims of sexual assault should be referred to the Title IX Coordinators, Ms. Alonia Sharps at 301-322-0170 or Dr. Tyjaun A. Lee, at 301-322-0412.

To be in compliance with Clery federal requirements, your duty as a campus security authority is to complete the Crime Statistic Report Form for each incident that was “not” reported to the Campus Police using the following criteria as a guideline.

1. If you observed a crime, a person revealed to you that he or she learned of, was the victim of, perpetrator of, or witness to a crime.
2. The crime is one of those in the bulleted list below.
3. The crime occurred on campus.
4. The crime was not reported to the Campus Police.
You may access the online Crime Statistic Report Form on the Campus Police website. In addition, the following supporting documents can be accessed on the Campus Police website: http://www.pgcc.edu/Campus_Info/campus_police/Campus_Police.aspx

1. Explanation of the Jeanne Clery Act
2. Definition of a Campus Security Authority
3. Clery Crime definitions
4. Clery geographic location definitions
5. Crime Statistic Report Form
6. Crime Statistic Sexual Assault Report Form

This federal law applies to crimes on any property owned, rented, or leased by Prince George’s Community College including: Joint Base Andrews, University Town Center, Laurel College Center, Westphalia Training Center, Skilled Trades Center, John E. Howard Elementary and any location(s) where college activities are taking place.

Please ensure that you complete all information on the form based on the information you possess. If you are in doubt as to whether a crime is reportable, please err on the side of caution and report the incident.

Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply report the information. Appropriate college personnel may later contact you or others to gather additional information. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made.

Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crimes
  - Theft
  - Simple assault
  - Intimidation
  - Destruction/damage/vandalism of property
  - Bodily injury
- All liquor, drug or weapons law violations resulting in an arrest
- Domestic violence
- Dating violence
- Sexual assault
- Stalking

For reporting purposes, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

If you have any questions regarding reporting obligations or need help completing a form, please contact Chief Walker by phone at 301-322-0666, or email at walkerlm@pgcc.edu.

Please forward any printed forms to: Larry Walker, Chief of Campus Police
Facilities Management Bldg – Room 109

Thank you for your attention to this new guidance.

Please disseminate this information to all departments and individuals within your area who meet the definition of Campus Security Authority and have a need to be aware of this responsibility. It is especially important to inform new employees of their responsibility in this capacity.