

# UNIVERSITY of HOUSTON

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## POLICE DEPARTMENT

Dear Campus Colleague(s),

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) requires colleges and universities to disclose statistics annually both for crimes reported to local agencies and crimes reported to campus security authorities. The University of Houston Police Department is responsible for the annual collection of Clery Act crime statistics, and for reporting such information directly to the U.S. Department of Education and to the University of Houston community, the Clery Act-mandated Annual Security Report published each year.

You are receiving this letter because you are a Campus Security Authority (CSA) as defined by the Clery Act and recognized as such by this institution. The attached informational packet explains, in detail, the Clery Act, your role as a CSA, and the responsibilities you have in this role. Whether you are new to the CSA role or have long been identified as a CSA, please do not hesitate to contact me with any questions. As the University of Houston System Clery Compliance Coordinator, I conduct annual CSA trainings and can provide additional trainings upon request.

The Clery Act requires that we include in our annually published statistics any Clery Act crime reported to a CSA. Those offenses are: murder and non-negligent manslaughter, manslaughter by negligence, sex assault (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, and stalking. We are also required to report statistics for arrests or campus disciplinary referrals for liquor law violations, drug related violations, and/or weapons possession. Finally, the Clery Act requires that we report statistics for certain bias related (hate) crimes. These Clery Act crimes are defined further in the enclosed packet.

We are required to disclose such statistics for offenses that occur (1) on the UH campus, (2) on adjacent public property, including thoroughfares, streets, sidewalks, and parking facilities, within or immediately adjacent to the UH campus, and (3) in or on non-campus buildings or property. The Clery Act defines non-campus buildings or property as those owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

To ensure that the University meets this, and other compliance requirements set forth under the Clery Act, I am writing you to ask that you to provide information concerning the occurrence of any such Clery Act crimes reported to you and your office for the calendar year beginning on January 1; I ask that you promptly forward any such reports either by contacting the University of Houston Police Department directly at (713) 743-3333 or by using the University's Incident Report Form which can be found at [https://www.uh.edu/police/about/csa/csa\\_incident\\_report.pdf](https://www.uh.edu/police/about/csa/csa_incident_report.pdf). There is no need to forward reports that you have already provided to the University of Houston Police Department or have submitted via the University's Incident Report Form.

CSAs are encouraged to report Clery Act crimes to the University of Houston Police Department as soon as they become aware of any such offense. The Clery Act requires that the University provide timely warnings to all staff, students, and faculty of any crimes that pose an ongoing threat to the campus community. The intent of these warnings is to enable people to protect themselves. This means that a

warning should be issued as soon as pertinent information is available. In the event that you are made aware of a Clery Act crime, even if you are not sure whether an ongoing threat exists, immediately contact the University of Houston Police Department directly at (713) 743-3333 so that we may determine whether the Clery Act's timely warning requirement has been triggered and, if so, promptly issue a "Crime Alert" to our community. Timeliness is essential.

For your information, please check the University of Houston's Annual Security Report at <https://www.uh.edu/police/records-reports/annualreport/>. If you have specific questions regarding any of the points in this letter, please contact me directly either by phone at, (713) 743-3229, or email [wagraha2@central.uh.edu](mailto:wagraha2@central.uh.edu).

Respectfully,

Wiley A. Graham, UH System Clery Coordinator  
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