



## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

### Operating Policy and Procedure

**HSCEP OP:** 76.40, **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure that Texas Tech University Health Sciences Center El Paso is in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act).

**REVIEW:** This OP will be reviewed by August 1 of every even-numbered year by the Campus Safety Survey Administrator, the Asst. VP for Student Services, the Executive Director for Human Resources, and the Office of General Counsel or designees, with recommendations for revision submitted to the Chief Financial Officer or designee by September 1.

#### **POLICY/PROCEDURE:**

1. By February 1 of each year, the Campus Safety Survey Administrator and the TTUHSCEP Office of General Counsel will review the laws pertaining to this act and determine the steps required for compliance. By February 15, the TTU Chief of Police or designee will request the required statistical information from the Campus Safety Survey Administrator and the Assistant Vice President for Student Services, as well as other department heads affected. These individuals will provide the required statistics and any additional information to the TTU Chief of Police no later than March 15. By April 1, the TTU Chief of Police or designee will request statistical information from applicable law enforcement agencies.
2. By July 15, the TTU Chief of Police or designee will provide all necessary statistics to the Campus Safety Survey Administrator for inclusion in the *Annual Campus Security Policy and Crime Statistics Report*. The Campus Safety Survey Administrator will publish the annual report and provide a copy to the TTU Chief of Police and the TTUHSCEP President no later than September 1.
3. The TTU Chief of Police will ensure the report is posted on the Texas Tech Police Department website no later than October 1. The TTU Chief of Police or designee will also ensure that all crime statistic information is submitted to the Department of Education no later than October 1.
4. The Campus Safety Survey Administrator, in coordination with the Office of Communications and Marketing, will ensure adequate notification is provided to the TTUHSCEP students, faculty, and staff regarding the availability of the report.