

<b>SUPERSEDES: June 2015</b>	<b>SECTION: 500-Academic and Student Services</b>
<b>POLICY AND PROCEDURE MANUAL MERCY COLLEGE OF OHIO, TOLEDO, OHIO</b>  Signature on file  Signature: Dr. Susan Wajert, President	<b>CODE NO. 520</b>
	<b>SUBJECT: Clery Act Compliance Policy</b>
	<b>DATE ORIGINATED: April 2015</b>
	<b>DATE COMMITTEE BOARD APPROVED: 08/21/2018</b>
	<b>DATE BOARD APPROVED: 09/11/2018</b>
	<b>DATE OF NEXT REVIEW: 2021 July 1-31</b>

## Clery Act Compliance Policy

### PURPOSE:

Institutions of higher education participating in federal financial aid programs are required to comply with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act of 1998 (20 USC § 1092(f)), or the “Clery Act.” The Clery Act is enforced by the United States Department of Education (“ED”).

### POLICY:

In order to comply with the Clery Act, Mercy College of Ohio (“the College”) takes the following steps.

- Tracks crime statistics for incidents reported to have occurred on campus, on public property immediately adjacent to, or running through the campus, and at certain non-campus buildings or property.
- By October 1 each year, publishes an Annual Security Report (“ASR”) for each campus containing security-related statements of policy, procedure and programming, as well as crime statistics for the past three calendar years.
- Submits crime statistics to ED via its online survey each fall.
- Issues timely warnings when a reported crime presents an ongoing danger to the College community.
- Devises an emergency response, notification and testing policy.
- Retains documentation of the College’s Clery compliance efforts.

Because the College’s campuses also have security departments (as that term is defined by the Clery Act and related guidance published by ED), the College also has and maintains a daily crime log that is available to members of the College community and the public upon request.

### **Preparing the Annual Security Reports**

Separate ASRs are prepared for the Toledo campus and Youngstown location. The reports are prepared by the Vice-President of Student Affairs or his/her designee, along with the Director of Compliance and Risk Management. The reports are prepared in cooperation with campus security/police officials including Mercy Public Safety- Toledo Campus and Mercy Health Youngstown Police Department. *The Handbook for Campus Safety and Security Reporting* is ED’s key guidance document related to the Clery Act, and the current version is available at:

<https://www2.ed.gov/admins/lead/safety/handbook.pdf>). This document is reviewed and utilized in preparing the ASRs.

### **Availability of the Annual Security Reports**

ASRs are updated annually and published on the College website on or before October 1 each year. The campus community is notified of the availability of the reports by email and newsletter when the reports are published.

### **Reporting of Criminal Offenses**

To report a crime, call 911 (emergencies) or campus police/security (emergencies and non-emergencies).

Mercy Public Safety-Toledo Campus

419-251-4444

Mercy Health Youngstown Police

330-480-3288

The following sections regarding Emergency Notification and Evacuation and Timely Warnings are also included in the ASRs and expanded upon in the College's Emergency Response Plan, which is available on the College website at <https://mercycollege.edu/student-affairs/campus-safety>

### **Emergency Notification and Evacuation Policy**

Emergency Notification Policy. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist the victim or to contain, respond to or otherwise mitigate the emergency.

Confirmation. Determination of an emergency or dangerous situation will be made by any or all of the following:

1. Mercy Health police/security
2. National Incident Management System (NIMS) campus incident management team (Mercy Healthcare Campus, Mercy St. Vincent Medical Center, or St. Elizabeth Health Center).
3. President or his/her designees

Notification. The President, his/her designee and any advisory staff will determine if the situation affects the entire campus or a segment of campus, and whether the entire campus or only a segment should be notified. This will be based on geography, impact on operations, and safety. The situation will be assessed continually.

Content/initiation of notification. The content of the notification will be developed with input from campus security/police/NIMS team, the President (or designee), as well as any advisory staff. Notification will be made through applicable and multiple means, if necessary, including email, text message, TV/radio message, phone message, alarms, PA announcements, and signage.

Persons responsible for carrying out the actions described above include:

Campus police/security/NIMS team President or designee, and Vice-Presidents Director of Communication

Emergency Drills, Testing, and Evacuation Procedures.

Annual testing. On an annual basis, the institution will test its emergency response and evacuation procedures. Each test will be documented with a description of the exercise, the date, start/end time, and whether the test was announced or unannounced.

Annual notification. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year.

### **Timely Warnings**

In the event of crimes, either on or off-campus, that in the judgment of the head of security (Mercy Public Safety Director of Emergency Management-Toledo Campus or Mercy Health Youngstown-Chief of Police), or his/her designee constitute an ongoing or continuing threat, a campus wide “timely warning” will be issued. In the event a warning is needed, the Director or Chief, or his/her designee, shall provide the Vice- President of Student Affairs or his/her designee with the specifics of the case for the purposes of drafting the timely warning notice. The warning will be issued through the RAVE Emergency Alert system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, notices may be posted around campus, as well.

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Board Approved: September 11, 2018

Board Committee Approved: August 21, 2018

Reviewed/Revised: August 2018 (*Removed policy statements regarding student housing*)

Board Approved: September 8, 2015

Board Committee Approved: August 25, 2015