

**ADMINISTRATIVE POLICY**  
**REPORTING CAMPUS CRIMES**

*This policy pertains to community, employees, and students.*

Students, staff, or visitors who observe or suspect that a crime has been committed at any Fox Valley Technical College (FVTC) campus, training or regional center or on property controlled by FVTC should promptly report it to Security Services and/or local law enforcement. This includes when the victim of the crime elects not to or is unable to make such a report. These reports should be made in an accurate and timely manner. Contact information for Security Services can be found at [fvtc.edu/CampusSafety](http://fvtc.edu/CampusSafety). In case of a life-threatening emergency, dial 911 immediately.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act, in section 485(f) of the Higher Education Act of 1965 (HEA), Fox Valley Technical College has designated certain employees as Campus Security Authorities (CSAs). CSAs have a federally mandated responsibility to report alleged Clery Act crimes that they witness or that are reported to them. A Clery Act crime is considered “reported” when it is brought to the attention of a CSA by a victim, witness, third party or the respondent. Clery Act crimes include:

1. Criminal Homicide
2. Sexual Assault (Sex Offenses)
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Hate Crimes
9. Violence Against Women Act (VAWA) Offenses
  - a. Dating Violence
  - b. Domestic Violence
  - c. Stalking
10. Weapons Law Violations
11. Drug Abuse Violations
12. Liquor Law Violation

Fox Valley Technical College employees with significant responsibilities for campus security and for student and campus activities are designated as CSAs. CSAs are required to report any notification of an alleged Clery Act crime to Security Services. These reports will be evaluated for inclusion in the Annual Security Report (ASR). Examples of positions that are designated as CSAs include:

1. Security Services Managers
2. Academic Deans
3. Student Life Staff
4. Regional Center Staff

5. Faculty and Staff Advisors to Student Organizations
6. Campus Conduct Officials
7. Peer Advisors and Tutors

For a full list of designated CSAs, see [fvtc.edu/CampusSafety](https://fvtc.edu/CampusSafety).

Any report of a Clery Act crime will be recorded by Security Services and reported in the Annual Security Report (ASR), which will be made available to all students, faculty and staff on or before October 1 of each year. For a full list of Clery Act crime statistics at FVTC, and to view the most recent ASR, visit [fvtc.edu/CampusSafety](https://fvtc.edu/CampusSafety).

### **Timely Warnings**

The campus community will be alerted to certain crimes (reported to campus security authorities or local police agencies) that are considered to be a serious or ongoing threat to students and employees. An alert email will be sent to all students and staff and a notice will be posted on the College's website. Text messages will also be sent to those staff and students that have a mobile phone number listed on their Workday account. If the situation warrants reaching a larger community, Security services will work with local law enforcement and the Manager of Media Relations.

The decision to issue a timely warning will be made on a case-by-case basis, taking into account the nature of the crime, the danger to the campus community, and the possible risk of compromising law enforcement efforts. Security Services is responsible for determining the proper circumstances under which a timely warning will be issued, and a Security Services manager will initiate all timely warnings.

Timely warning notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

*Adopted: 08/06/2018*

*Reviewed: 09/28/2021, 09/17/2024*

*Revised: 01/20/2025*