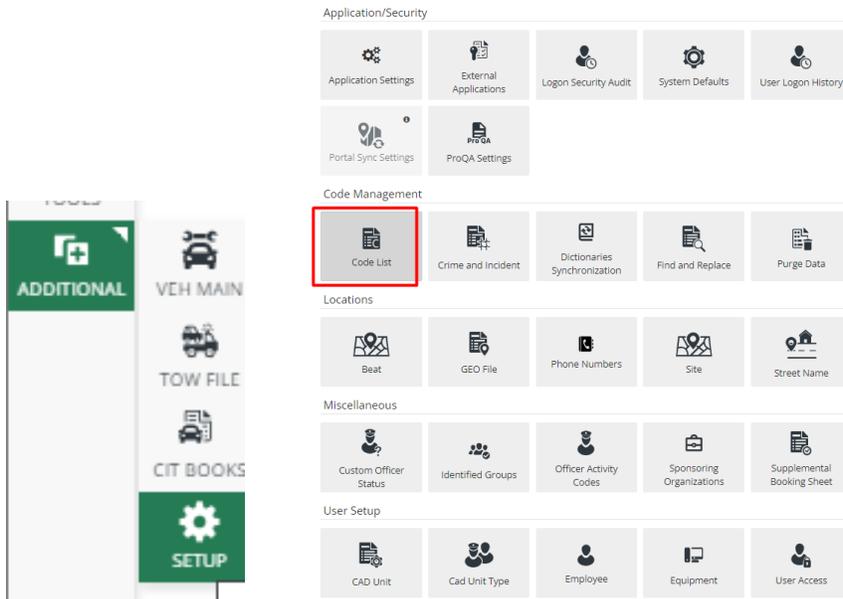


Clery Code Setup

Code List

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$58,328 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

To report Clery through ARMS, the first step is to set up all codes in the system. Start by hovering over the Additional tab from the ARMS home screen, select Setup, then select the Code List module.



In the Code List Screen, Select Clery from Category Drop-down. There are three options in the Subcategory – Cause of Fire, Clery Act Data, and Hate Type. These three options are standardized codes from Clery.

First select Cause of Fire from the Subcategory. Make sure all the codes and descriptions are added properly. Check similarly for the other two i.e. Clery Act Data and Hate Type.

The screenshot shows the 'Code List' interface. The 'Category' dropdown is set to 'Clery'. The 'Subcategory' dropdown is open, with 'Cause of Fire' selected. The table below lists various codes and descriptions, all with a status of 'Active'.

Code	Description	Status
11	Destruction/Damage/Vandalism	YES
12	Larceny	YES
1A	Murder & Non-negligent Manslaughter	YES
1B	Negligent Manslaughter	YES
2A	Rape (Sexual Assaults)	YES
2B	Fondling	YES
2C	Incest	YES
2D	Statutory Rape	YES
3	Robbery	YES
4	Aggravated Assault	YES
5	Burglary	YES
6	Motor Vehicle Theft	YES
7	Arson	YES
8	Other Crime - Bodily Injury	YES
9	Simple Assault	YES

The next Category to select is UCR, which is mainly used for Arson. Add all Arson Structure types in the Arson Structure Type Subcategory.

The screenshot shows the 'Code List' interface. The 'Category' dropdown is set to 'UCR'. The 'Subcategory' dropdown is open, with 'Arson Structure Type' selected. The table below lists various codes and descriptions, all with a status of 'Active'.

Code	Description	Status
97	Other	YES
A5	All Other Structures	YES
AST1	Single Occupancy Residence	YES
AST2	Other Residential (apartments, hotels, motels, etc.)	YES
AST3	Storage (barns, garages, warehouses, etc.)	YES
AST4	Industrial/Manufacturing	YES
AST5	Other Commercial (stores, offices, restaurants, etc.)	YES
C	Commercial	YES
CP	Community/Public	YES
IM	Industrial/Manufacturing	YES
MV	Motor Vehicles	YES
OM	Other Mobile	YES
OR	Other Residence	YES
S	Storage	YES
SO	Single Occup. Residence	YES

The next category is Arrest and the subcategory is Stat Code. All the codes in the system should match the description in the system.

Code List

Category: Arrest Subcategory: Stat Code Status: Active

Code	Description	Active
1	Citation	YES
2	Book	YES
3	Other	YES
4	Referral	YES

Found 4 record(s) << < > >>

Crime Codes

The next step for setting up Clery code is going to the Crime and Incident Module from the Setup menu.

Show: ALL

Application/Security

- Application Settings
- External Applications
- Logon Security Audit
- System Defaults
- User Logon History
- Portal Sync Settings
- ProQA Settings

Code Management

- Code List
- Crime and Incident**
- Dictionaries Synchronization
- Find and Replace
- Purge Data

Locations

- Beat
- GEO File
- Phone Numbers
- Site
- Street Name

Miscellaneous

Department users can set their crime codes up in this module to report Clery data. Some crime codes may already be in the system.

The important thing to note while reporting for Clery is the Clery Act Data field. This field should be matched with the Offense Code, if the Clery Act Data is filled for the Crime Code

and is uploaded for Clery Review in Case then this will determine what crime codes show on ASR (Annual Security Report)

Home / Setup

Edit Crime Code

Offense Code 05	UCR Data 42	Code Section
Clery Act Data 4 -- Aggravated Assault	CAD Open Calls List: Unit Display B, P <input type="button" value="Clear"/>	NCIC Number
NIBRS Offense 13A	Description 123456789012	Classification ASSAULT
Portal Classification AS - Assault	Level of Offense M	Call Timer 5
Call Priority 2	State Offense Code	NIBRS Additional Code AGGRAVATED_ASSAULT

Standard Operating Procedure
test

Crime Types	Display this crime code in
<input checked="" type="checkbox"/> Include in Media Log	<input checked="" type="checkbox"/> Include in "Right To Know"
<input type="checkbox"/> Call For Service	<input type="checkbox"/> "Hate" Crime
<input checked="" type="checkbox"/> Crime Against Person	<input checked="" type="checkbox"/> Weapon Possession
<input type="checkbox"/> Crime Against Property	<input checked="" type="checkbox"/> Criminal
<input type="checkbox"/> Crime Against Society	<input checked="" type="checkbox"/> Include in Briefing Report
<input checked="" type="checkbox"/> UCR Part 1	<input type="checkbox"/> Secure Check
<input type="checkbox"/> UCR Part 2	<input checked="" type="checkbox"/> Active Code
<input type="checkbox"/> Drug Law	<input type="checkbox"/> Liquor Law
	<input checked="" type="checkbox"/> Computer Aided Dispatch
	<input checked="" type="checkbox"/> Case Management
	<input type="checkbox"/> Arrests
	<input type="checkbox"/> Event Tracker
	<input type="checkbox"/> Moving Criminal Citations
	<input type="checkbox"/> Parking Citations
	<input type="checkbox"/> Patrol Activity
	<input type="checkbox"/> Interview
	<input type="checkbox"/> Warrant
	<input type="checkbox"/> Restraining Order
	<input type="checkbox"/> Racial Profiling
	<input type="checkbox"/> Trespass
	<input type="checkbox"/> Criminal Complaint
	<input checked="" type="checkbox"/> Select all

Other parts which go into Clery Reporting through ARMS are in the Crime Types.

Include in "Right to Know" – Crime codes marked with this box will appear in the daily crime log regardless if it's a case or CAD event.

Drug Law, Liquor Law, and Weapon Possession are all related to Clery's Reporting. Weapon Possession is to track a call that has a Weapon Possession.

Any Clery Crime Types that are not UCR Reportable still need to have a value in the UCR Data field, in such case put code 99 to complete Clery Reporting. Code 99 is not related to any crime codes, it's just a way to show up this crime code in the list for review.

Home / Setup Delete Cancel Save

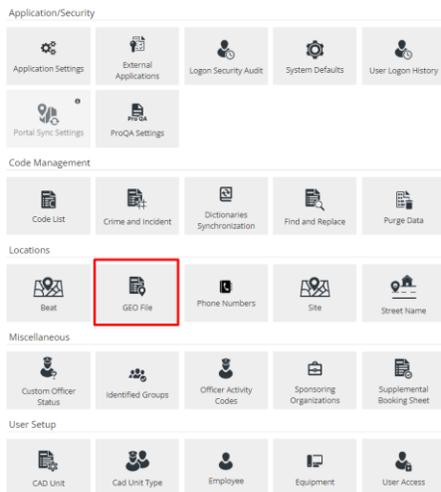
Edit Crime Code

Offense Code 05	UCR Data 99	Code Section
Clery Act Data 4 - Aggravated Assault	CAD Open Calls List: Unit Display B, P Clear	NCIC Number
NIBRS Offense 13A	Description 123456789012	Classification ASSAULT
Portal Classification AS - Assault	Level of Offense M	Call Timer 5
Call Priority 2	State Offense Code	NIBRS Additional Code AGGRAVATED_ASSAULT

Standard Operating Procedure

Location Codes

This is the last part of setting up Clery. For this go to Additional > Setup > Geo File.



It will show a list of all locations in the system and If their Clery location needs to be designated.

Locations are defaulted to On Campus. To modify this, go to Edit Location in Clery. Select the Clery Data tab. There are multiple options to choose from. Select the option most applicable. Choose from multiple radio buttons as per the location i.e. On campus, Non-

Campus building or property, Non- reportable Location, On Campus – in any student residential facility, Public Property, and Patrol Jurisdiction.

Home / Camp

Edit Location

Delete Print Cancel Save

General
Officer Safety
Security Matrix
Clery Data
Haz Materials
Contact Information
Photos
Other Media
Alias

On Campus
"Campus" means:
1. any building or property owned or controlled by the institution within the same reasonably contiguous geographic area of the institution
2. and issued by the institution in direct support of, or in a manner related to, the institution's educational purposes;
3. and property within the same reasonably contiguous geographic area of the institution but controlled by another person,
4. and is used by the students,
5. and supports institutional purposes.

Non-Campus building or property
"Non-Campus building or property" means:
1. any building or property owned or controlled by a student organization officially recognized by the institution
2. and building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes
3. and is frequently used by students,
4. and is NOT within the same reasonably contiguous geographic area of the institution.

Non-reportable location
All other non-campus locations NOT discussed above

On Campus - in any student residential facility
Residence halls or other residential facilities for students on campus

Public Property
"Public Property" means:
1. all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus,
2. or immediately adjacent to and accessible from the campus.

Patrol Jurisdiction
There is an additional geographic location that applies exclusively to the crime log. In addition to recording reported crimes that occurred on campus, in or on noncampus buildings or property or on public property within the campus or immediately adjacent to and accessible from the campus, reports of crimes that occurred within the patrol jurisdiction of the campus police or security department must also be entered into the crime log.

Data Entry

Case Data Entry

To add a case in Clery, first, add a case in ARMS through Case Management. Here we are describing only fields related to Clery Reporting. In the Face Page tab, important fields for Clery Reporting are Date Reported, Occurred To, Occurred From times, and Location to add information regarding where it occurred.

Home / Case Management / Cases Delete Case History Print Approval Records Cancel Save

Case #2211-00049 Non-Criminal Report Approval Status: NEW

Face Page Restrictions

Confidential Juvenile Sex Offense Sealed

Report Title: CRIM — CRIMINAL CASE REPORT Status: ACTI — ACTIVE

Related Agency: Related Number:

Date Reported: 11/11/2022 15:49 **Occurred From:** 11/01/2022 15:49 **Occurred To:** 11/10/2022 15:49

Officer: JANKI SHAH Entered By / Last Modified By: JANKI SHAH

Location

Common Name: BARR HALL Location Details:

Street Number: 193 Street Name: DORM ROW NORTH Apts/Suite Nbr: Floor: Building: BARR HALL

City: University State: MS Zip: 38677 County:

Disposition

Disposition:

Disposition Notes:

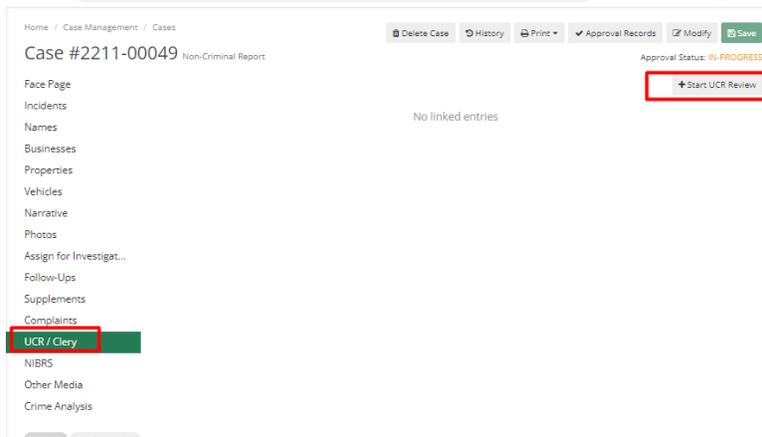
Sans Serif Normal B I U A MAP

In the Incident tab, add the Crime code and information related to Clery. These fields if not filled by an Officer, then can be added later by an Administrator in UCR/Clery Review.

Adding incident

Incident*	Code Section
AGGRAVATED ASSAULT WITH A FIREARM	97-3-7(2)(B)
Crime Class	UCR Data
ASSAULT	41
Clery Crime Type	NIBRS data
4	13A
Domestic Violence	Weapon Type (UCR)
<input type="checkbox"/> Domestic Violence Related	<input type="radio"/> N <input type="radio"/> F <input type="radio"/> K <input type="radio"/> P <input type="radio"/> O
<input type="checkbox"/> Senior Citizen Involved	N=None, F=Firearm, K=Knife, P=Personal Weapon (hands fists or feet), and O=Other Damage
Type of Weapon/Force Involved (No more than 3 items)	
N/A	
Type Of Criminal Activity (No more than 3 items)	
N/A	
Attempted/Completed	HATE
Completed	N/A
Location Type	Bias Motivation
SCHOOL/COLLEGE OR UNIVERSITY	NO BIAS
Number of Premises Entered	Method of Entry
	N/A
Offender Suspected Of Using	Gang Information
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Juvenile Gang
<input type="checkbox"/> Computer Equipment	<input type="checkbox"/> Other Gang
<input type="checkbox"/> Drugs/Narcotics	<input checked="" type="checkbox"/> None/Unknown
<input checked="" type="checkbox"/> Not Applicable	
Loss to Organization	Recovery to Organization
0.00	0.00
Loss for Person	Recovery for Person
0.00	0.00

In the UCR/CLERY tab, click on Start UCR Review.



It will pull data from Case Entry. Scroll down on the screen to go up to the Clery section and tick mark the one that applies. Once done hit Save.

A screenshot of a form with two columns. The left column is titled 'Clery ACT - TITLE IX - SaVE ACT' and contains several sections: 'Title IX Compliance' with radio buttons for 'No' and 'Yes'; 'SaVE Act' with radio buttons for 'No' and 'Yes'; 'Domestic Violence - VAWA' with radio buttons for 'No' and 'Yes'; 'Dating Violence - VAWA' with radio buttons for 'No' and 'Yes'; 'Stalking - VAWA' with radio buttons for 'No' and 'Yes'; a question 'Did a forcible or non-forcible sex offense occur in addition to an already counted murder or manslaughter?' with radio buttons for 'No' and 'Yes'; a 'Sex Offense' dropdown menu with 'NVA' selected; and a 'Clery Information' section with 'Clery Crime Type' set to 'NVA' and 'Hate Type' dropdown menu with 'NVA' selected. The right column is titled 'Arson' and contains: 'Cause of Fire' dropdown menu with 'NVA' selected; 'Structure Type' dropdown menu with 'NVA' selected; an 'Unoccupied Structure' checkbox; 'Number of Injuries' text input field with '0'; 'Number of Deaths' text input field with '0'; 'Property Loss Total' text input field with '0.00'; and a 'Mobile' dropdown menu with 'No Vehicle Involved' selected.

Arrest Data Entry

For reporting Weapon Possession information in Clery, the officer needs to add arrest information. Select the Names tab from Case and click on Add Arrest.

Case #2208-00036 Non-Criminal Report

Approval Status: NEW

• **Face Page**

[+ Add Involved Person](#) [+ Unknown Suspect](#)

Incidents

Name	Involvement	DOB (Age)	Race	Sex	Ethnicity	Arrest / Ref...
JOHNSON JOEY	ARRESTEE		White	MALE	Non - Hispanic	NO

Businesses

Properties

Vehicles

Narrative

Photos

Assign for Investigat...

Follow-Ups

Supplements

Complaints

UCR / Clery

NIBRS

Other Media

Crime Analysis

[+ Add](#) [No Categories](#)

Person details [↗](#)

[Print](#) [+ Add Complaint](#) [Edit Person](#) [Edit Linked Info](#) [Remove from case](#)



Name	JOHNSON JOEY	Suffix	
DOB (Age)		Race	White
Sex	MALE	Gender	
Ethnicity	Non - Hispanic	SSN	
Drivers License		Student Id	
		Classification/Occupation	
Email		Officer Safety	
		Last NCIC update	
		MAP	
Involvement	ARRESTEE	Name Type	FACULTY

Arrest

[+ Add Arrest](#)

First, fill in the required General Information in the General Info tab,

Editing UCR Review, #2208-00036

General Info
Properties

Crime

Select the crime to be counted for the Return A - Monthly Return of Offenses, Property Stolen By Classification and Clery Report

N/A

Clearance Status

Date Cleared

Unfounded
 Exceptional Clearance
 Cleared By Juvenile Arrest

Domestic Violence

Domestic Violence Related
 Senior Citizen Involved

Weapon Type

N F K P O

N-None, F-Firearm, K-Knife, P-Personal Weapon (hands fists or feet), and O-Other Damage

Vehicle Recovery

Recovery Type

No Vehicle Recovered

Recovery Date

Law Enforcement Officers Killed Or Assaulted

Type of Activity

N/A

Personal Injury

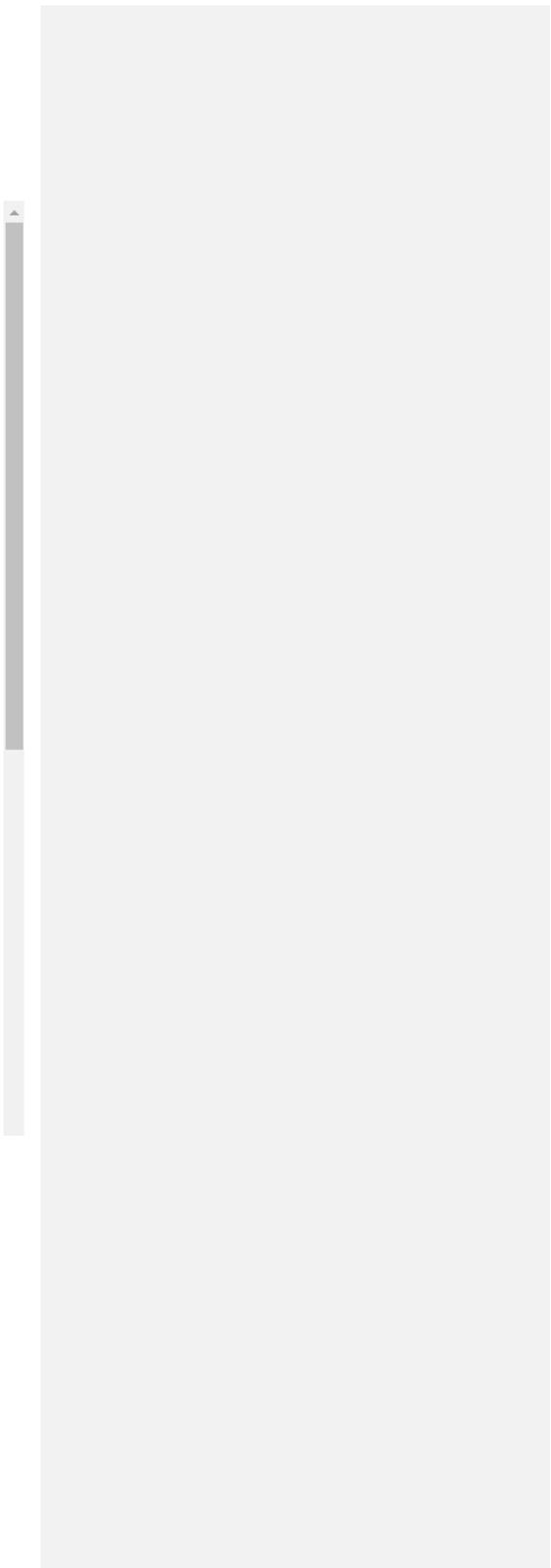
With Personal Injury
 Without Personal Injury

Type of Assignment

Alone or Assisted

Two-Officer Vehicle Alone
 One-Officer Vehicle Assisted
 Detective or Special Assignment
 Other

Officer Killed



then add charges detail in the Charges Tab. Charges added here need to be checked with Drug Law, Liquor Law, or Weapon Possession.

Home / Arrests

Editing Arrest

Charges

Type here to add new Charge

Code Section	Classification	Description	
97-37-19	WEAPON	Exhibiting of a Weapon	Remove
MS 97-3-79	ROBBERY	Robbery, Armed	Remove

Multiple charges can be added. For Location, the location must be a Clery Reportable Location. The most important and required tab for Clery Reporting is the UCR Statistics tab.

Commented [JW1]: Is this supposed to be Clery?
Commented [JS2R1]: I dint understand

Home / Arrests

Editing Arrest

UCR Statistics

Stat Code

- N/A
- Book
- Citation
- Other
- Referral

Stat Code – They are code that to be looked on Code List and can be used to find out whether it is booking, referral or citation