Clery Workbook

Contents

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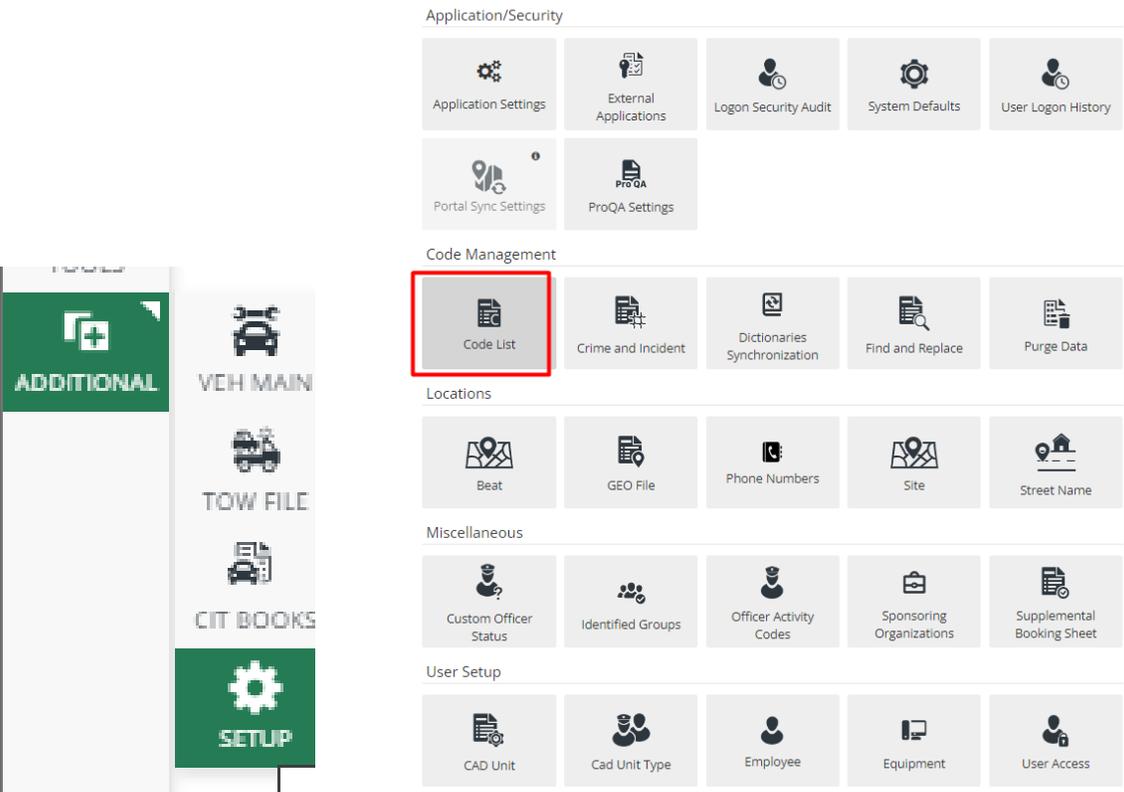
In the Code List Screen, Select Clery from Category Drop-down. There are three options in the Subcategory – Cause of Fire, Clery Act Data, and Hate Type. These three options are standardized codes from Clery.

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

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

Crime Codes

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

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)

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.

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.

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.

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.

⊘ Done

Adding incident

Incident*

AGGRAVATED ASSAULT WITH A FIREARM

Code Section

97-3-7(2)(B)

Crime Class

ASSAULT

UCR Data

41

Clery Crime Type

4

NIBRS data

13A

Domestic Violence

☐ Domestic Violence Related

☐ Senior Citizen Involved

Weapon Type (UCR)

○ N ○ F ○ K ○ P ○ O

N-None, F-Firearm, K-Knife, P-Personal Weapon (hands firsts 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

Completed ⌄

HATE

N\A ⌄

Location Type

SCHOOL/COLLEGE OR UNIVERSITY ⌄

Bias Motivation

NO BIAS ⌄

Number of Premises Entered

Method of Entry

N\A ⌄

Offender Suspected Of Using

☐ Alcohol

☐ Computer Equipment

☐ Drugs/Narcotics

☑ Not Applicable

Gang Information

☐ Juvenile Gang

☐ Other Gang

☑ None/Unknown

Loss to Organization

0.00

Recovery to Organization

0.00

Loss for Person

0.00

Recovery for Person

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.

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

Delete Case | History | Print ▾ | ✔ Approval Records | ☑ Modify | 💾 Save

Approval Status: NEW

- Face Page
- Incidents
- **Names** [1]
- Businesses
- Properties
- Vehicles
- Narrative
- Photos
- Assign for Investigat...
- Follow-Ups
- Supplements
- Complaints
- UCR / Clery
- NIBRS
- Other Media
- Crime Analysis

+ Add | No Categories

+ Add Involved Person | + Unknown Suspect

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

Person details ⧉

Print | + Add Complaint | ✎ Edit Person | ✎ Edit Linked Info | 🗑 Remove from case

Name	Suffix
JOHNSON JOEY	
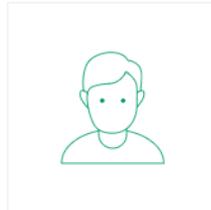
DOB (Age)	Race
	White

Sex	Gender
MALE	

Ethnicity	SSN
Non - Hispanic	

Drivers License	Student Id	Classification/Occupation

Email	Officer Safety	Last NCIC update
	⊙ MAP	

Involvement	Name Type
ARRESTEE	FACULTY

Arrest

+ Add Arrest

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

Modify   Save

Editing UCR Review, #2208-00036

General info
Properties ⁰

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 firsts 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.

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.

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

Report Center

Overview

To create a report in ARMS, start with the Report Center module. From there a user can select a Canned Report (a report with predetermined fields) or create a custom report to fulfill their needs.
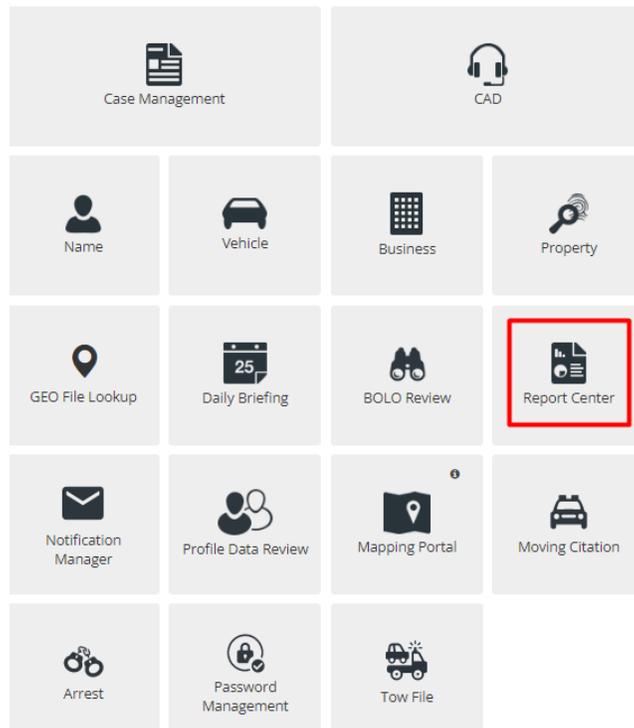
The first page shows Recently Accessed and Popular Reports. Recently accessed are reports that were used lately by the user. The reports displayed in this section will vary from user to user.

Reports that display in the popular section are the most frequently used by the department. This section will look the same for all users.

On the left, there is a menu with multiple options for reports that are separated category-wise. It also has a search option that searches from the list of reports provided in ARMS.

If we click any of them, it will divide into two parts Canned Reports and Custom Reports. Canned Reports are created by ARMS and can be filtered as per one's needs. Custom Reports are created by the User.

ARMS
Automated Records Management System

Search

- ⌄ Arrest
  - ⌄ **Canned Reports**
    - Arrest Log
    - Arrest Log grouped by Offi...
    - Arrest Log grouped by Age
    - Arrest Log grouped by Cha...
    - Booking Photo Report
    - Arrest Log grouped by Rac...
    - Arrest Log grouped by Rac...
    - NCIC Arrest Log Demograp...
    - NCIC Arrest Log Demograp...
    - Arrest Log grouped by Offi...
    - Arrest Log grouped by Cha...
  - ⌄ **Custom Reports**
    - ⌄ Arrest Reports
      - Add New Report
      - ❯ **Saved Reports**
    - ❯ Arrest Charge Reports
- ❯ CAD
- ❯ Case Management
- ❯ Clery Statistics
- ❯ Crime Analysis
- ❯ Field Interview
- ❯ Geo File
- ❯ Master Name
- ❯ Media History
- ❯ Moving Citation

Recently Accessed

Admin Report

This report will act as an overview of the administrative segment, to allow administrators to quickly review all of their nibrs review records within a specified time frame.
Fixed Reports, November 7, 2022

Overview Report

This report acts as a NIBRS Log, to allow administrators to quickly review all of their NIBRS review records within a specified time frame.
Fixed Reports, November 7, 2022

Arrest Comparison

This report is responsible for showing a department their documented arrests versus the arrests that have been recorded in the NIBRS review step 7.
Fixed Reports, November 7, 2022

Code Comparison

This report will be used by agencies to compare the CrimeCodes entered into Case Mgmt with those entered into NIBRS Offense Segments. It searches the Case Mgmt >> Date Occured From and the NIBRS Incident Date/Hour.
Fixed Reports, November 7, 2022

Error Dictionary

This report will display the code and description for all NIBRS rules evaluated.
Fixed Reports, November 7, 2022

Popular

📄 **Case - All**

This report serves to display all cases in the chosen range
Case Crime Reports, January 26, 2022

📄 **Summary. Graphs**

This report serves to display information about incidents as graphs of a selected type
CAD Reports, March 29, 2022

Evidence Inventory Report

Evidence Inventory
Fixed Reports, October 28, 2022

📄 **Incident All**

This report serves to display all incidents in the chosen range
CAD Reports, November 17, 2021

Student Right To Know Report

This will print a count of all the Part1 crimes necessary for the "Right to know" legislation,along with the arrests for Liquor Law,Drug Abuse and Weapon Possession violations.
Fixed Reports, June 16, 2022

To view the open calls or the status of an officer select Dispatch Display from the side menu.

In Reports Management an officer can search based on report name or the user who created the report. If a user can delete reports a trash icon will display.

Canned Reports

Canned Reports are pre-created reports that are available for immediate use. To find a Canned Report hit the drop-down arrow of a category. Hit the drop-down arrow of Canned Reports

A list of reports will display select a report. Within the report a user can modify the dates, sites, and other fields displayed for the report. Click Apply and a report will be created.
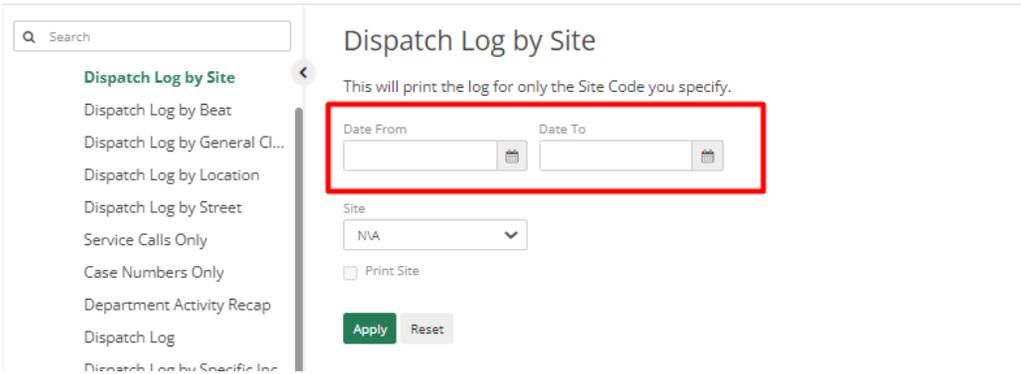
All reports can be Printed. Exported to PDF, exported to Excel, or Exported to RTF file.

Each Canned Report has different options to be filled by the Officer as per the type of the Report. Reports that display in table form look best when exported to Excel.

Custom Reports

Custom reports allow users to tailor a report to their specific needs. To create a Custom Report, start by clicking the drop-down arrow of the category of their choosing. Hit the drop-down arrow on Custom Reports.

There are two options Add New Report and Saved Reports. Add New Report will create a new report as per the information selected and Saved Reports will display all the reports saved by other Employees in the department.

After clicking Add New Report, it will display a few entries with default setup which can be changed by selecting fields as per the type of report. The three main things for customizing reports are Filters, Group By and Fields. Filters are what an Officer searches. Group By is used to categorize but is not necessary.

Fields are headers or data.

New Report - "Case"

+ Add filter   **+ Add Computed filter**

🗑 Case Number	Equals	[____]		🗑 Date Occurred From	Greater Than	[____] 📅
🗑 Date Occurred To	Less Than	[____] 📅		🗑 Site Code	In	+ None selected

Run Report Save As

Table Detailed Pivot

« ‹ › »   1 - 100 (869 records)

⚑ Group By ☰ Fields 📄 Export to CSV 📄 Export to PDF

Case Number ⇕	Date Reported ⇕	Report Title ⇕	Business ⇕	Crimes ⇕
13-0159	10/08/2013	Incident Report	JOHNNY WILLIAMS GENERATI...	Abandoned Vehicle/Property
13-0162	10/04/2013	(Empty)	CROSBY HALL	Aggravated Assault with a Fir...
13-0165	10/07/2013	(Empty)	FLAG POLE AT UNIV. CIRCLE	Simple Assault, Fear of bodily...
13-0167	10/13/2013	(Empty)	FASER HALL	Simple Assault, causing bodil...
13-0169	12/13/2013	(Empty)	(Empty)	(Empty)
14-0004	02/19/2014	CRIMINAL CASE REPORT	ANDERSON HALL	Robbery, Armed,Trespass les...
14-0006	02/19/2014	(Empty)	(Empty)	(Empty)
14-0007	02/19/2014	Information Report	(Empty)	Alarm-Panic
14-0008	03/04/2014	(Empty)	HEDLESTON DORMITORY	Disturbing the Peace,Aggrava...
14-0012	11/01/2013	(Empty)	ACCELERATOR BUILDING	123456789012,Stalking - VAWA
14-0030	04/24/2014	CRIMINAL CASE REPORT	TRIPLETT ALUMNI CENTER	Robbery, Armed
14-0031	05/07/2014	(Empty)	CARRIAGE HOUSE	Robbery, Armed
14-0032	05/07/2014	(Empty)	(Empty)	Administering Poison to Anim...
14-0033	05/09/2014	CRIMINAL CASE REPORT	HEALTH AND SAFETY DEPT.	Destroying Public Property, $...
14-0034	05/14/2014	(Empty)	(Empty)	(Empty)
14-0035	05/20/2014	(Empty)	GUESS HALL	Special Detail
14-0036	06/02/2014	CRIMINAL CASE REPORT	(Empty)	(Empty)
14-0037	06/06/2014	CRIMINAL CASE REPORT	INTERCOLLEGIATE ATHLETICS	RUDE INDIVIDUAL THAT IS VE...
14-0038	06/06/2014	CRIMINAL CASE REPORT	MILLER HALL	RUDE INDIVIDUAL THAT IS VE...
14-0039	06/10/2014	(Empty)	GEORGE PEABODY HALL	RUDE INDIVIDUAL THAT IS VE...
14-0040	06/11/2014	CRIMINAL CASE REPORT	INTERCOLLEGIATE ATHLETICS	Boot a vehicle
14-0041	06/11/2014	CRIMINAL CASE REPORT	ACCELERATOR BUILDING	Boot a vehicle

To remove filters, click the trash can icon to the left of the filter . To add a new filter, click the add Filter button and choose from the list. After selecting filter it can be searched by those selected options.
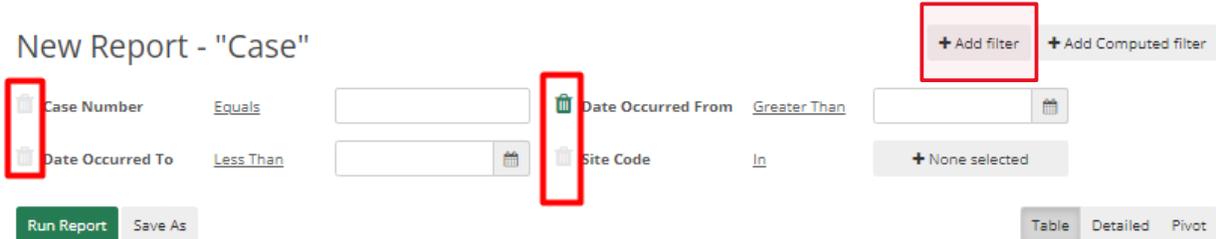
By clicking on Equals, an Officer can filter in multiple other ways using Starts with, Ends With, Contains, Does Not Contain, Equals, and Does Not Equal.
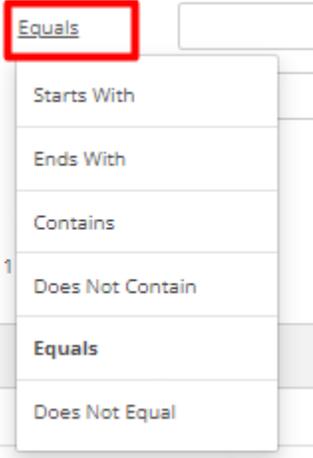
To use a more descriptive filter, click On the Add Computed Filter button. For example, instead of filtering by dates, users can filter by Week, Weekday, Month, Quarter, etc.

Group by has similar options like a filter i.e., Add Filter and Add Computed Field, but it can be grouped by unit, etc.
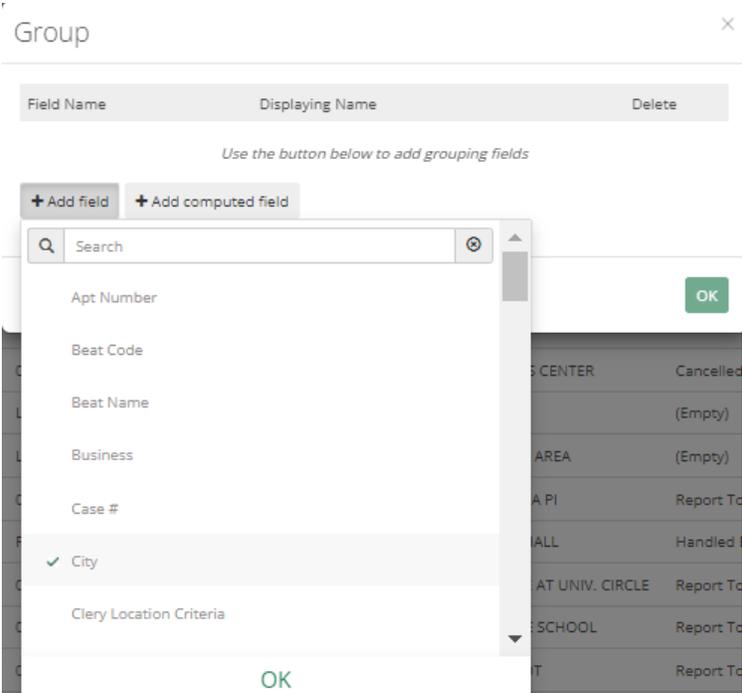
Applied Group By filters can be removed by clicking on the trash can icon.

Fields are the information displayed in the table. The unnecessary fields can be removed by clicking on the trash can icon and required fields can be added by clicking on Add Field button. Computed fields can be added by clicking on Add Compute Field button.

When a user has finished adding all the fields or groupings, they may select "Run Report" to run the report or "Save As" to save the report. All agency employees can view the report if the officer selects the "Save As Agency Report" checkbox. If not, only the Officer who created it can view it.

Report Types

There are three types of Reports in ARMS. Table, Detailed, and Pivot.

Table Type - By default reports can be viewed in a Table format, can be exported in a CSV file, and manipulated further if required.

Detailed - This format is similar to Report or Log. It can be exported as a PDF.

				Table	Detailed	Pivot

« ‹ › » 1 - 100 (2419 records) Group By | Fields | Sort | Export to PDF

∨ City : (Empty)

Incident #:	13-10-22-000122
Case #:	(Empty)
Date Entered:	10/22/2013
Time Entered:	03:37
Initial Incident Code:	LOGON
Final Incident Code:	LOGON
Business:	(Empty)
Disposition:	Cancelled Event
Priority:	(Empty)
Street Name:	(Empty)
Street #:	(Empty)
Unit Name:	BRYANT MICHAEL STUART, DOWNS JOSHUA, HOWARD, KAREN, CASSANDRA, JAYSON WIRTH

Incident #:	13-10-22-000124
Case #:	(Empty)
Date Entered:	10/22/2013
Time Entered:	03:56
Initial Incident Code:	LOGOFF
Final Incident Code:	LOGOFF
Business:	(Empty)
Disposition:	(Empty)
Priority:	(Empty)
Street Name:	(Empty)
Street #:	(Empty)
Unit Name:	JAYSON WIRTH

Pivot Type Report- it is used to create graphs and various tables. Both an X and Y axis are present. As a result, fields can be Added or Dragged to the X-axis and Y-axis as needed.

There are multiple options to view this type of report. They are Table, Table Bar chart, Heat Map, Row Heatmap, Col Heatmap, Line Chart, Bar Chart, Stacked Bar Chart, Area Chart, and Pie Chart.

Below is an example of a pie chart.

Count vs Final Incident Code
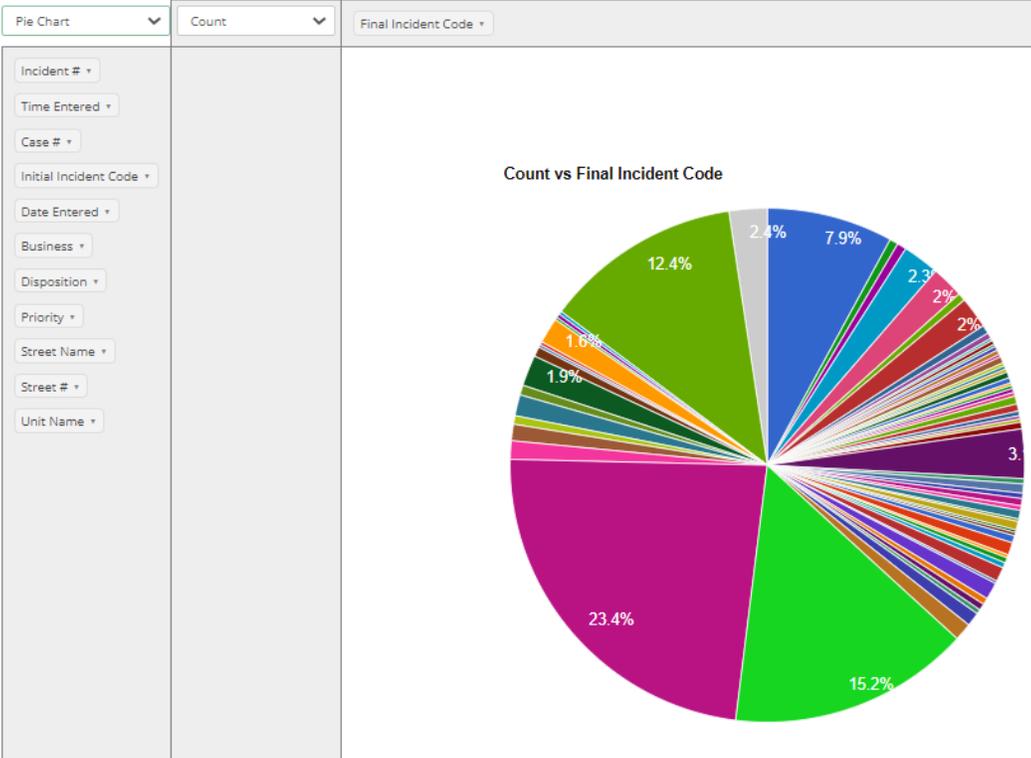
Reporting

Clery Daily Crime Logs

In Report Center, Clery Statistics contains all reports specific to Clery. Go to Clery Statistics > Canned Reports > Clery Daily Crime Log - Case Management. This will pull out the case entered as per the date. It can be searched by Date From, Date To, Last Modified Date from, Last Modified Date To, and Site.
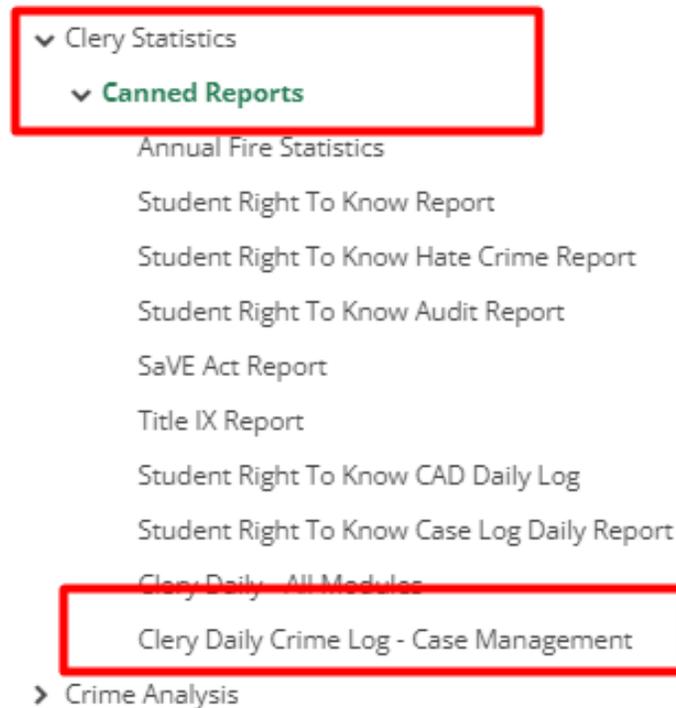
Hit Apply and a report will generate. The report will pull cases from the selected dates. It will display the following information Date Reported, Report #, General Location, Date Occurred From, Incident/Offenses, Date Occurred To, Disposition (if any), and Modified Date.

This report can be Printed, Exported to PDF, Exported to Excel, and Exported to RTF.

Student Right To Know (SRTK) / Annual Security Report (ASR)

In Report Center, Clery Statistics contains all reports specific to Clery. There are three reports for SRTK. They are Student Right To Know Report, Student Right To Know Hate Crime Report, and Student Right To Know Audit Report. Go to Student Right To Know Report under Canned Reports in Clery Statistics.

Student Right To Know Report – This will pull all offenses that occurred as per the Year selected or by the site selected. Hit Apply and a 3-page report will generate.

- First Page - Displays offenses that occurred
- Second Page - Displays the Number of Arrests, Referrals for Drug Violations, Liquor Law Violations, and Weapon Violations.
- Third Page - Displays the Number of Incidents for selected Clery categories

UNIVERSITY OF END2END
UPD
Student Right To Know Report
UM OXFORD MS

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Building & Property	Public Property	Total	Unfounded*
Murder & Non-negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Any Forcible Sex Offense Total	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Rape (Sexual Assaults)	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Fondling	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Any Non-Forcible Sex Offense Total	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Aggravated Assault	2022	1	0	0	0	1	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Other Crime - Bodily Injury	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Totals		1	0	0	0	1	0

* Unfounded counts are not included in other count or total fields in this report other than the total field for the Unfounded column.

Figure 1 First Page

UNIVERSITY OF END2END
UPD
Student Right To Know Report

Number of Arrests/Referrals for Selected Offenses

		Arrests					Judicial Referral				
	Year	On Campus	Resid. Facilities	Non-Camp. Buildings	Public Property	Total	On Campus	Resid. Facilities	Non-Camp. Buildings	Public Property	Total
Drug Violations	2022	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	2022	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0	0
Weapons Violations	2022	1	0	0	0	1	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0	0
Totals		1	0	0	0	1	0	0	0	0	0

Figure 2 Second Page

UNIVERSITY OF END2END
UPD
Student Right To Know Report

Number of Incidents for Selected Clery Categories

	Year	On Campus	Residential Facilities	Non-Campus Building & Property	Public Property	Total
Domestic Violence	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Totals		0	0	0	0	0

Figure 3 Third Page

Other Reports

There are multiple reports such as Annual Fire Statistics, SaVe Act Report, and Title IX Report.

They have been set up using similar filters. Annual fire reports generate Arson Reports.
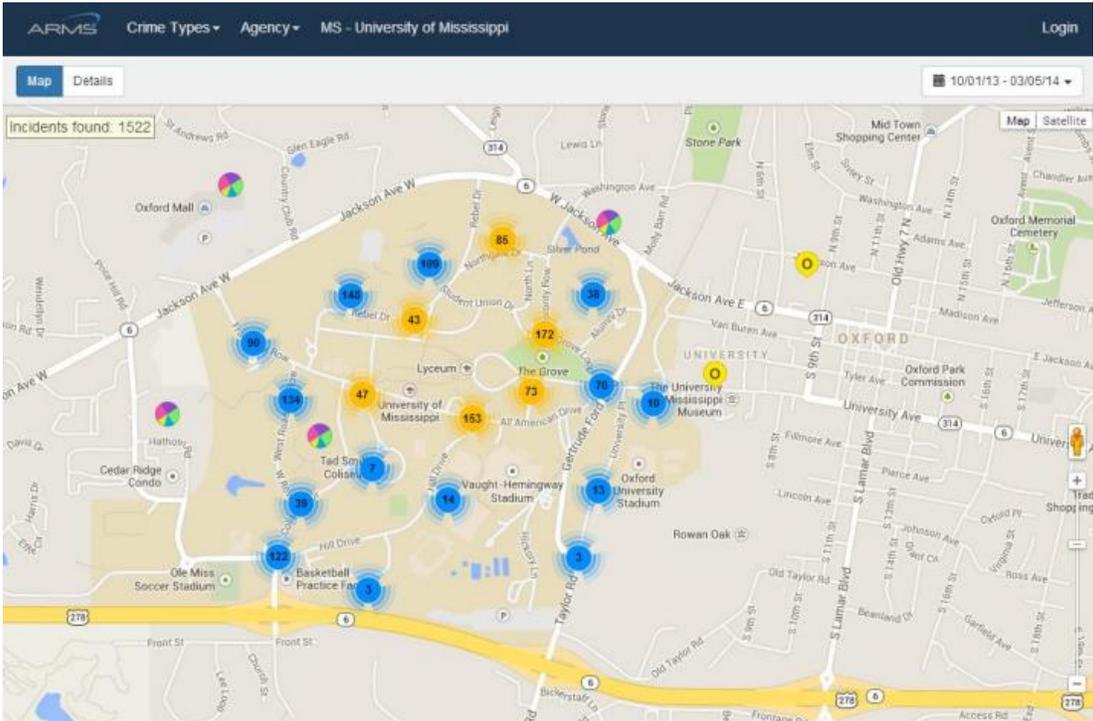
SaVe Act Report and Title IX Report pull data from the radio button and checkboxes selected at the time of Clery Review.

Mapping Portal

Overview

ARMS includes a Mapping Portal feature. This portal is used for reporting and logging daily Clery reports.

Incidents are displayed on the map. To see a more detailed view of incidents zoom in on an area of the map.

Visit Clery Mapping Portal Document for additional information