



Clery Act Reporting

Introduction

This section will guide you through using the Residence Life Management System to create a **Clery Act** Report. Categories and Infractions are pre-loaded to comply with Clery Act Reporting requirements. The Clery Act Report provided allows you to report by mandatory categories for 4 years.

Clery Act Reporting involves the following components:

- Infraction Categories
- Infraction Offenses
- Clery Act Infractions
- Clery Act Reporting



Preparing for Clery Act Reporting

Infraction Category

Set Up SACR>Product Related>Student Life>Judicial Management>Infraction Category Table

Overview

The Infraction Category Table is delivered pre-loaded with Infraction Categories defined as hate crimes by the **Clery Act**. This table will only be maintained if or when information for Clery Act Reporting changes.

Infraction Category Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

SetID:

Infraction Category:

Include History Correct History

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search

SetID	Infraction Category	Description
UMS07	DISABILITY	Disability
UMS07	ETHNICITY	Ethnicity/National Origin
UMS07	GENDER	Gender
UMS07	RACE	Race
UMS07	RELIGION	Religion
UMS07	SEXUALITY	Sexual Orientation



Infraction Offense

Set Up SACR>Product Related>Student Life>Judicial Management>Infraction Offense Table

Overview

The Infraction Offense Table is delivered pre-loaded with Infraction Offenses defined by the Clery Act. This table will only be maintained if or when information for Clery Act Reporting changes.

Listing of Current Clery Act Offenses

Infraction Offense Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

SetID:

Infraction Offense:

Include History Correct History

[Basic Search](#)

Search Results

View All First 1-13 of 13 Last

SetID	Infraction Offense	Description
UMS07	0000000010	Murder/Non-Negl. Manslaughter
UMS07	0000000020	Negligent Manslaughter
UMS07	0000000030	Sex Offenses - Forcible
UMS07	0000000040	Sex Offenses - Non-Forcible
UMS07	0000000050	Robbery
UMS07	0000000060	Aggravated assault
UMS07	0000000070	Burglary
UMS07	0000000080	Motor Vehicle Theft
UMS07	0000000090	Arson
UMS07	0000000100	Weapon Law Violations
UMS07	0000000110	Drug Abuse Violations
UMS07	0000000120	Liquor Law Violations
UMS07	0000000130	Other



How To Add a Clery Act Infraction

Residence Life > Clery Act Infraction

Overview

The Clery Act Infraction screen includes assigning the offense and the hate offense category. You must also select where the offense took place. This information is used for statistical Clery Act Reporting.

Add a Clery Act Infraction

Submit a Clery Act Infraction

Academic Institution:

Campus:

Infraction Counter:

Infraction Offense:

1. **Enter the following required Information:**

- **Academic Institution:** Lookup and select or enter a valid Academic Institution Code that is reporting the infraction
- **Campus:** Lookup and select or enter a valid Campus that is reporting the infraction
- **Infraction Offense:** Lookup and select or enter a valid Infraction Offense

View Only Information

Infraction Counter: This is a system counter to track the number of infractions.

2. **Click Add to continue to the next screen.**



Report Clery Act Infractions

Institution UMS07 University Maine Presque Isle

Campus UMPI Presque Isle Campus

Infraction Details

Enter the Date and Infraction Offense for a single incident. Choose an Infraction Category if applicable.

*Date 01/28/2010

Infraction Number 5

*Offense 0000000060 Aggravated assault

Category ETHNICITY Ethnicity/National Origin

*Type On-Campus

Details: Student pushed another student to the ground during a heated argument. The student on the ground had to have 3 stitches in his elbow as a result.

3. **Enter the following required Information:**

- **Date:** Enter the date that the Infraction occurred
- **Offense :** Lookup and Select or Enter a valid Infraction Offense
- **Type:** Select Offense Type from the drop-down list. The Type is to designate where the Infraction took place. The choices include On-Campus, On-Campus Residence and Public Property. If you select On-Campus Residence, enter Residence Hall Information.

4. **Enter the following optional Information:**

- Category:** Lookup and Select or Enter a valid Category. These categories are used for Hate Offense Reporting in the Clery Act.
- Details:** Enter all details describing the Infraction.

5. **Click Save**



How To Create and View Clery Act Reports

Residence Life > Directories and Reports > Clery Act Report

Overview

The Clery Act Report allows you to report Clery Act Infraction for up to 4 years. You can run the report by On-Campus, On-Campus Residence and Public Property Offenses. You can enter a start date and end date for your statistical Clery Act Compliance.

Search Criteria

Statistical Report for Clery Act Compliance

Enter values in the Required Criteria section before clicking Search.

Required Criteria	
*Institution	UMS07
*Report Type	On-Campus
Start Date	
End Date	01/28/2010

SEARCH START A NEW SEARCH

- 6. Enter Search Criteria:**
 - Academic Institution:** Lookup and select or enter a valid Academic Institution Code where the student is enrolled.
 - Report Type:** Select Report Type from the drop-down list.
 - Start Date:** Enter the Start Date of the Infractions to include in the results.
 - End Date:** Enter the End Date of the Infraction to include in the results.
- 7. Click Search**



Results

Statistical Report in compliance with the Jeanne Clery Act for the four-year period ending 2010.

Statistical Report				
Offense	2007	2008	2009	2010
Murder/Non-Negl. Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0
Robbery	0	0	0	1
Aggravated assault	0	0	0	2
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	1
Arson	0	0	0	0
Weapon Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	0	0	0	1
Other	0	0	0	0

PRINT RESULTS