



University of Pittsburgh Campus Crime Awareness Policy Committee Charter

I. Preamble

This body is called the Campus Crime Awareness Policy Committee (“Committee”). It is authorized by the Chancellor and will serve at the Chancellor’s discretion. The Chancellor has authorized the Senior Vice Chancellor of Business and Operations (“SVC-BO”), or their designee, to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

This Committee is created to revise University Policy AO 07, Campus Crime Awareness: Crime Reporting, Crime Alerts, and Emergency Notification, and supporting documents, that would govern the University of Pittsburgh’s (“University”) compliance with relevant federal, state, and local laws including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”); the Higher Education Opportunities Act; and the Pennsylvania Uniform Crime Reporting Act.

III. Background

As stated above, this Committee is created to revise University Policy AO 07, and its supporting documents, to govern the University’s compliance with relevant laws at the federal, state, and local levels. Specifically, the operational objective for this Policy is to ensure that the University clearly defines its discretion and procedures regarding the use of timely warnings to the University community, including regional campuses, through the Campus Crime Alerts and ENS system. This Charter’s purpose is to outline a process that will help ensure the Policy that is developed complies with the Clery Act which requires “colleges and universities use timely warnings and emergency notifications to inform the campus community of potential threats against which they can take preventive measures. These ongoing disclosure requirements, when implemented, can help to create and promote a safe campus environment.”

IV. Scope and Authority

The Committee will recommend a revised University Policy AO 07 and its supporting documents. In doing so, the Committee's deliberations must address the following topics:

- **Review University Clery Act Practices.** Review current Clery Act-related University practices and determine if they accurately reflect the University's administration of Clery Act obligations or if they require modification or additional material. Example practices that should be considered during this review include, but are not limited to, those that address security and access to buildings, use of drugs/alcohol on campus, monitoring of off-campus crimes, emergency evacuation, and missing student protocols. Such a review may include making recommendations to specific units (e.g., University of Pittsburgh Police Department ("UPPD")) to update their Clery-related practices. Relatedly, the Committee should recommend any other University-level Policy revisions or creation to the Office of Policy Development and Management ("Policy Office") it finds may be appropriate to implement Clery Act requirements;
- **Compliance.** Ensure a revised AO 07 Policy complies with requirements found in federal, state, and local laws, including Clery Act;
- **Procedures and Guidelines.** Develop necessary procedures and guidelines for administrative responsibilities related to Campus Crime Awareness that will support the Policy, including those pertaining to timely warnings and communications to the University community regarding threats to campus safety. In doing so, the Committee must consider what information technology (IT) will be necessary to ensure messaging required under the Policy, including Clery reportable crimes that are imminent and/or on-going on or within campus jurisdiction, is delivered efficiently and effectively. Additionally, the method by which University members are enrolled and/or made aware of these messaging alerts will need to be considered;
- **Policy Implementation.** Establish authority to implement this Policy, including addressing the UPPD's jurisdiction over regional campuses; and
- **Clarity.** Ensure a revised Policy, and any associated procedures and guidelines, are provided in a format that is understood by the University community.

V. Responsibilities

As provided above, the Committee is created to revise University Policy AO 07. To perform this function, the Committee has the responsibility to:

- Discuss best practices in higher education related to Campus Crime Awareness, including benchmarking peer universities' respective policies on the matter;
- Consult with the Pitt IT when considering necessary technology to implement compliance with Campus Crime Awareness;
- Understand applicable local, state, and federal requirements and incorporate the associated requirements into the proposed Policy and/or accompanying procedures;
- Recommend a draft Policy for review pursuant to the process described in Section VII below, and consider feedback during that review;
- Recommend accompanying draft procedures needed for the effective and efficient implementation of the proposed Policy; and
- Review other institutional policies and procedures (e.g., UPPD unit-level policies and University-level Policies) that relate to compliance with the Clery Act to ensure these policies align with requirements as set forth by that Act.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the Committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

The Committee will be chaired by **Kathy Buccigrossi**, Clery Compliance Officer. The Committee will include the following members:

1. **Mark Burdsall**, Assistant Vice Chancellor, Consulting Services
2. **Sagnika Chanda**, GPSG Student Representative
3. **Jason Fredericks**, Systems Administrator
4. **Laurel Gift**, Assistant Vice Chancellor for Compliance, Investigations, and Ethics
5. **Holly Lamb**, Deputy Chief, UPPD
6. **Michael Mock**, Communications Sergeant, UPPD
7. **Andrew Redman**, Regional Commander, UPPD
8. **David Salcido**, Research Assistant Professor and Vice President of University Senate
9. **Luke Sciulli**, Compliance Coordinator, Office of Student Conduct
10. **Jennifer Seng**, Assistant Vice Chancellor and Deputy Chief Legal Officer
11. **Caroline Unger**, SGB Student Representative

Tyler Tenney, Policy Specialist, will help facilitate and support the work of the Committee on behalf of the Office of Policy Development and Management.

VII. Operations

The Committee will meet bi-weekly, or more frequently as circumstances dictate. The Committee's proposed Policy on Campus Crime Awareness will be submitted to the SVC-BO, or their designee, no later than the 2020-21 Academic Year. The SVC-BO may ask for interim status reports.

After the SVC-BO's, or their designee's, review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Proposed Policy Review Process

The review process for the Committee's recommended Policy is as follows:

- University comment period;
- Council of Deans;
- University Senate's Plant Utilization and Planning Committee;
- University Senate's Student Admissions, Aid, and Affairs Committee;
- Faculty Assembly;
- University Senate Council; and
- Administrative Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process.

Once this review process is complete, the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Campus Crime Awareness, unless otherwise directed by the Chancellor.