

## Short-term or Repeated Use Locations and Clery Act Reporting

### Clery Act Disclosure Requirements

According to provisions of the Clery Act, Prairie View A&M University (PVAMU) must collect, classify, count and disclose statistics for allegations of certain crimes occurring in one of the university's Clery geographic categories, including non-campus property. Short-term or repeated use locations often qualify as non-campus property.

### Campus Security Authorities

Faculty and staff involved with student travel, having the responsibility for students on short trips and study abroad activities need to be aware of their duties and obligations under the Clery Act as they are by definition CSAs. The best practice is for employees to submit incidences regarding allegations of Clery-reportable crimes received during the course of short trips or study abroad activities to the Clery Coordinator as soon as they become aware via the CSA Reporting Form located on the University Compliance website at

[https://cm.maxient.com/reportingform.php?PrairieViewAMUniv&layout\\_id=10](https://cm.maxient.com/reportingform.php?PrairieViewAMUniv&layout_id=10).

### Non-campus Property

Short-term or repeated use locations often qualify as non-campus property. Non-campus buildings and property are either owned or controlled by an institutionally-recognized student organization (regardless of the location); or are owned or controlled by the institution, frequently used by students, used by the institution for educational purposes and not reasonably contiguous with the core campus.

Only those portions of such buildings and property which the institution controls pursuant to a written agreement (informal agreements and even hotel receipts have been deemed to constitute "written agreements" for these purposes) qualify as non-campus locations for Clery reporting, and only during the timeframe(s) specified in the written agreement. Frequently used by students means: the institution's students make repeated use of a location on a reasonably regular basis (i.e., at least annually), or students stay overnight at the location for more than one night.

Therefore, the Clery Coordinator should be informed of such locations (including the address and date(s) the location is to be, or has been, used) via email as soon as an employee becomes aware of them. Because an employee may not be aware of the use of a particular location by another employee, the Clery Coordinator should be informed of any location that students are sent to for educational or other university-related purposes by completing the PVAMU Short-term or Repeated Use Facility Clery Reporting Form (see below).

Note: Locations where one or more students go to pursuant to programmatic arrangements (i.e. student teaching, internships, field trips, class observations, etc.) DO NOT qualify as non-campus property, and the requirements below do not apply. There must be a written agreement for use/control of the location for it to qualify as non-campus property if the other criteria given above are not met.

### Reporting

CSAs should submit any crime reports that they receive to the Clery Coordinator as soon as possible preferably through the [CSA Reporting Form](#) or via email to [clery@pvamu.edu](mailto:clery@pvamu.edu).

### Examples

- A PVAMU athletic team participates in a tournament. The team stays in a hotel for more than one night. The rooms they stay in are considered to be non-campus property for Clery reporting purposes. The person organizing the trip, or their designee, should inform the Clery Coordinator of the accommodation details as soon as they are known using the PVAMU Short-term or Repeated Use Facility Clery Reporting Form.
- PVAMU arranges for students to stay at a hotel for more than one night on a study abroad trip. The person organizing the trip, or their designee, should inform the Clery Coordinator of the accommodation details as soon as they are known using the PVAMU Short-term or Repeated Use Facility Clery Reporting Form.
- The PVAMU band stays at a hotel. The person organizing the trip, or their designee, should inform the Clery

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Coordinator of the accommodation details as soon as they are known using the PVAMU Short-term or Repeated Use Facility Clery Reporting Form.

- PVAMU leases an athletic facility for an intercollegiate sporting event. The location qualifies as non-campus property during the time that the written agreement gives PVAMU control of the facility. The Clery Coordinator should be informed of the details as soon as they are known using the PVAMU Short-term or Repeated Use Facility Clery Reporting Form.
- A PVAMU recognized student organization leases the same recreation center each year for a social gathering. The lease gives the recognized student organization effective control of the location for the date and time-range during which the gathering takes place. The Clery Coordinator should be informed of the details as soon as they are known using the PVAMU Short-term or Repeated Use Facility Clery Reporting Form.
- A PVAMU student frequently goes to an elementary school to do their student teaching. There is no written agreement giving PVAMU control of the location. Therefore, the location does not qualify as non-campus property, and there is no need to notify the Clery Coordinator.
- A PVAMU student frequently goes to a location to participate in an internship program. The internship agreement is programmatic in nature and does not give PVAMU control of the location. Therefore, the location does not qualify as non-campus property, and there is no need to notify the Clery Coordinator.
- PVAMU sends students on a field trip to a certain location every year. The field trip arrangements do not include a written agreement providing PVAMU with control of the location. Therefore, the location does not qualify as non-campus property, and there is no need to notify the Clery Coordinator.

### Questions

If you need additional assistance, please contact:

Craig Nunn

Compliance Officer and Clery Coordinator

Prairie View A&M University

Office of University Compliance

W R Banks Building, Suite 224

Tel. 936-261-2117 | <https://www.pvamu.edu/universitycompliance/clery-compliance/>

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## Short-term or Repeated Use Locations and Clery Act Reporting

### Short-Term or Repeated Use Location Clery Reporting Form

**\*Name of Employee(s)/Sponsor(s)**

**\*Name of Student Group and/or Departmental Unit**

**\*Provide the specific physical address of the facility (e.g., hotel)**

**If applicable, provide the specific rooms used (e.g., provide room numbers)**

**\*Provide the date/time range for use of the facility**

**If known, provide the name and contact information for the local law enforcement agency having jurisdiction at the facility**

**\*denotes information that is required.**

If you are aware of an incident occurring in a facility you had use of, please complete the CSA Reporting Form, or notify the Clery Coordinator as soon as possible via email at [clery@pvamu.edu](mailto:clery@pvamu.edu). Provide as much detail as possible regarding the incident. Please include when, where, and what happened (exact date/time or date/time range).

Please return completed forms to Craig Nunn at [clnunn@pvamu.edu](mailto:clnunn@pvamu.edu).