

Clery Team Minutes July 17, 2012

Attendees: Mary Chatigny, Gene Hatem, Nita Lamborghini, Maggie Lucey, Andrea McPherson-Mesa, Heather Mores

Meeting with Consultant Frank O'Brien to discuss his findings:

- The team needs to enhance the report. Frank will produce a report informing us what needs to be updated.
- Clery gets specific with its language and we need to make those adjustments
- Clery Geography: we should have clear geography (maps). Haverhill campus is easy as it is enclosed. Lawrence should be broken into sections.
- It is important to document the process (even if it didn't happen on campus, but there was some campus involvement).
- Always keep minutes of Clery Team Minutes, who attended, what was discussed
- Need to separate the crime statistics between campuses, policies and procedures might have slight differences for each campus, contact numbers may differ.
- Riverwalk is Non-campus property; we control third and fourth floor, common areas, plus entire parking lot. We can have designated parking but there is a chance people will park out of those areas.
- Suggestion to make request from law enforcement for crime stats, see if they comply, you can research/Google a crime, ask additional questions to see what they provide to pinpoint what happened.
- When filling out Clery Report you can use comment section if needed to describe incident, for example if something occurred in Buckley Garage off hours.
- The main goal is to report the information, put in as much detail, and err on the side of caution. For example we have increased the amount of Public Safety on both campuses.
- Gene Hatem: needs to document any conversation between Lawrence and Haverhill police with email can be produced as evidence.
- Ask is it a Clery Crime? Did it happen on public property?
- Next year there will be additional areas of compliance and changes in reporting:
 - Violence against women, domestic violence, stalking, sexual assault, hate crimes
- Crimes off campus: arrest made on campus (make note on record, err on safe side).
- Need to add CSA's (Campus Security Authorities) to document:
 - Members of Clery Team
 - Care and Concern Team
 - Local Crisis Centers
 - Use titles and contact info
 - Who would you go to if violated?
 - HR
 - PSSO, top level for each campus, with contact info
 - Who has been trained

- HR may use training through Stafford Associates (online)
- ? at HR Orientation, mention briefly Clery Team and PSSO.
- Annual Report:
 - We did a good job of reporting
 - Web page up front, easy to find
 - Check your links from time to time in case something is broken
 - Crime statistics don't appear reasonable for Lawrence. When compiling look at other community colleges, what do you think is reasonable, look at other inner city schools.
- Recommendation: See Holyoke Community College's form. Suggestion to create similar form and add to our website.
- Need to beef up timely warnings related to Clery Crimes—imminent threat etc.
- Frank O'Brien will send his recommendations and will point out where in the handbooks the language is located so we will know what to add.
- Crime Logs: Need a summary of crimes on campus, not just Clery, all incidents such as car, or fall in hallway.

Here is the Sexual Assault form from Holyoke Community College and their Clery Report

<http://www.hcc.edu/about-hcc/campus-safety>

and:

<http://www.hcc.edu/about-hcc/campus-safety/sexual-assault-report>.

Frank thinks we should make it a Crime Incident Report rather than Sexual Assault Report.