

SUSSEX COUNTY COMMUNITY COLLEGE

Policy No.: 600.01

Area: Safety & Security

Approved: September 22, 2015

600.01 Annual Security Reporting

Preparation of the Annual Security Report

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act the College is required to compile and publish a yearly report that discloses certain timely and annual information about campus crime statistics and policies.

Pursuant to the Jeanne Clery Act, Sussex County Community College has designated the Director of Campus Safety, Security & Campus Operations as the responsible party for preparing and distributing the Annual Security Report (ASR) to all employees and students by October 1st of each year. In addition, the Director of Campus Safety, Security & Campus Operations shall also be responsible for ensuring compliance with the U.S. Department of Education by filing the required crime statistics as outlined in the Higher Education Act, section #485. The Director shall also complete any required Campus Safety and Security Self- Assessment Survey that may be required by the State of New Jersey Department of Education.

The Director of Campus Safety, Security & Campus Operations, along with other campus security authorities, compile statistics and essential policy components necessary for campus security. The sources of these statistics are compiled using both on campus records and contact with local law enforcement agencies for statistical data for crimes and other incidence's occurring on SCCC property.

The following properties shall be included within the report:

- Main Campus – 1 College Hill Road, Newton NJ 07860
- Sussex County Public Safety Training Academy - 114 Morris Turnpike, Newton NJ
- Any other property controlled by way of contract or agreement by Sussex County Community College.

Emergency Operations Plan

In addition, the Director of Campus Safety, Security & Campus Operations shall also be responsible for ensuring a complete and updated version of the college's Emergency Operations Plan is submitted to the College Board of Trustees for approval and that a memorandum of record, signed by the College President, that certifies the governing board of Sussex County Community College adopted the institutional Emergency Operations Plan (EOP), is filed annually with the NJ Department of Education.

The Director shall be required to comply with any changes and/or additions that may occur to the above mandates.