

County College of Morris

Clery Act: Reporting Requirements for CCM sponsored Student Trips to Off-Campus Locations or Use of Off-Campus Academic Space

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires County College of Morris (CCM) to report publicly on any Clery Act defined crimes that occur:

- 1) On Campus** – any building or property owned or controlled by CCM within the same contiguous geographic area and used by CCM in direct support of, or in a manner related to CCM’s educational purposes.
- 2) On Public Property** within or immediately adjacent to CCM’s campus and accessible from the campus.
- 3) In an Off-Campus** building or property that CCM owns or controls that is used in direct support or, or in relation to, the institutions educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of CCM.

Note: (see CCM Public Safety Annual Security Report for crime definitions at: <http://www.ccm.edu/wp-content/uploads/pdf/safety/right-to-know.pdf>)

CCM personnel who are responsible for students on CCM sponsored trips (both domestic and international) are considered “Campus Security Authorities” (CSAs) under the Clery Act, and are responsible for completing the report form below and completing CSA training prior to student trips to off-campus locations.

To comply with the Clery Act, this form **MUST** be completed for **ANY** CCM sponsored trip off campus that involves any of the following:

- the rental of a room or facility (excluding lodging) for any length of time, or
- lodging for two or more nights, or
- lodging for only one night if there is **repeated use by CCM students** (example: stay in the same hotel / lodging each year)

Key considerations for “Student Trips to Off-Campus Locations”:

- If travel is involved, is it a CCM sponsored trip?
- Is there a written agreement of any type?
- Is this a repeated use of a location for CCM sponsored trips?
- Does the host institution make all the housing arrangements for our visiting students?
- Day / field trips do not require reporting

This report form MUST be completed and submitted within one week after the Off–Campus trip or use of Off-campus space. Completed forms are to be emailed to: publicsafety@ccm.edu

This reporting is required by law and represents our ongoing effort to be compliant with the Clery Act. If you have any questions, please contact the Department of Public Safety (973-328-5550) or the CCM College Compliance Officer (973-328-5551)

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This form **MUST** be completed for **ANY** Clery Act defined Off-Campus trips or use of Off-campus academic space.

This form **MUST** be submitted within one week after the Off-Campus trip to publicsafety@ccm.edu
Please answer every question. If not known, please enter “unknown”.

Is the travel a College sponsored trip? Yes No

Is there a written agreement of any type involved? Yes No

Copies of rental agreement (formal or informal) should be attached to this form when submitted.

If yes, explain details (contact person, dept., host institution, contact information)

Trip Date(s):

Starting:

Ending:

Check In Time:

Check Out Time:

College Department / Group Sponsoring Trip (example: Athletic Dept., Campus Life)

Name of Group / Organization / Team, etc. going on trip (example: Softball Team, SGA)

College Responsible Person (Clery Act – Campus Security Authority – “CSA”)

CSA’s Office Address / Office Phone #/ Cell # / Email Address

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The Clery Act outlines legal responsibilities of CSAs who must receive annual Clery Act training.

Has the CSA completed CCM's CSA Training within the past 12 months: Yes No

Name of Site / Building / Hotel / Location:

Address (City, State, Zip and Country) of Location:

Accommodations Information (Floor, Room #'s, Building, etc.):

Has your Department / Group used this location before? Yes No

Name / Title Contact Information for Location Representative:

Telephone and Email Contact Information for Location Representative:

Name of local Law Enforcement Jurisdiction for Clery Reporting Contact:

Did the Host Institution make all the housing arrangements for our visiting students (no College involvement)? Yes No

Any other pertinent information please include below:

Thank you for your assistance.

Email the completed form to: publicsafety@ccm.edu