

SPST Policy: CCP 2

Collection and Disclosure of Crime Statistics for Saint Paul School of Theology

Adopted: 6/29/2015

Updated:

1. To facilitate the collection and dissemination of annual crime statistics, the Assessment and Compliance Coordinator will distribute a template for reporting crimes for Saint Paul's on-campus, public, and non-campus property. This distribution will occur annually in January. Categories will be updated according to federal requirements.
2. Collection of data, maintenance of records, and distribution of information is the responsibility of Saint Paul's Campus Security Authorities. In Kansas, the Associate Dean of Students. In Oklahoma, the Associate Dean of SPST at OCU. A community-wide announcement will be sent twice a year to all students and employees identifying Campus Security Authorities and the procedures for reporting of crimes and emergencies. These will also be posted in classrooms and facilities at both campuses.
3. After receiving the template for reporting crime statistics, the CSAs will contact local law enforcement and university authorities to collect required data. They will also refer to their file of reported incidents located in the "Dean of Students" folder on the secure drive. Saint Paul School of Theology is not required to maintain a daily crime log.
4. CSAs will also contact university authorities at Avila University (when housing SPST students) and Oklahoma City University (when housing SPST students) to obtain data on fire safety in dormitories.
5. CSAs will be responsible, under the supervision of the Clery Compliance Officer, for compiling the annual Security and Fire Safety Report which must be posted on the website by October 1st of each year. When the report becomes available, an e-mail notification will be issued to all students and employees that provides the web site URL to access this report. Copies of the report may also be obtained by contacting the Associate Dean of Students for SPST at Resurrection or the Associate Dean of SPST at OCU. All prospective employees may obtain a copy from Human Resources. Prospective students will receive notification at time of application.
6. Disclosure in the Annual Security and Safety report will be as follows:

Saint Paul School of Theology prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.spst.edu under "Safety and Security." This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses, Fox Hill offices, and Avila University library and housing. We gather information from Oklahoma City University, Avila University, and the Church of The Resurrection to ensure accuracy in reporting. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported by designated campus officials (campus security authorities), local law enforcement agencies, and the OCU Police. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.