

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:**           **Publication of the Annual Security and Fire Report Policy**

**TIU POLICY #:**       **P-725**

**STATUS:**             **Approved, September 2013**  
                              **Updated, May 2016**

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### **I. PURPOSE:**

The purpose of this policy is to comply with Department of Education requirements by clarifying procedures for publishing and distributing an annual security report.

### **II. SCOPE:**

This policy applies to the Vice President of Student Life, who will officially designate a Clery Compliance Officer or committee, and give them the training, authority, and responsibility to manage compliance with the Clery Act on behalf of Trinity International University (University).

### **III. POLICY:**

The Safety and Security Manager will maintain records for the annual security report. All Campus Security Authorities (see Policy P-721) will submit all reports of Clery crimes to the Safety and Security Manager within two business days. The Safety and Security Manager will publish the required statistics and policy information as required by the Department of Education for the Annual Clery Security and Fire Report.

Prior to the release of the annual security report, the report will be reviewed by an interdepartmental committee appointed by the Vice President of Student Life to ensure complete compliance.

The annual report will be published by October 1 annually and made available to all employees and enrolled students as well as to all prospective students and employees, as appropriate by the following means:

- The Annual Security and Fire Safety Report link is emailed to all faculty, staff and students on their tiu.edu email address prior to October 1<sup>st</sup> of each calendar year.
- The Annual Security and Fire Safety Report will be made available on the University website at: <http://www.tiu.edu/about/consumer-information/campus-safety/crime-statistics/>

- A paper copy will be made available through Security Services at: 2065 Half Day Road Bannockburn IL 60015, or a mailed copy can be requested by calling (847) 317-7126.

Upon request, prospective students and employees can receive a copy of The Annual Security and Fire Safety Report by the following means:

- Request a copy from the Admissions Department at (800) 822-3225.
- Contact Human Resources at (847) 317-7085.
- Through the University website at: <http://www.tiu.edu/about/consumer-information/campus-safety/crime-statistics/> or <http://www.tiu.edu/becoming-a-student/our-location/>
- Contact Security Services at: 2065 Half Day Road Bannockburn IL 60015, or a mailed copy can be requested by calling (847) 317-7126.