



Standard Administrative Procedure (SAP)

16.99.99.L0.01 Annual Security and Fire Safety Report (ASFSR)

First Approved: March 31, 2016
Revised: February 25, 2019
February 1, 2024
Next Scheduled Review: February 1, 2029

Procedure Statement and Reason for Procedure

In support of multiple compliance efforts, Texas A&M International University (TAMIU) is charged with publishing an Annual Security and Fire Safety Report (ASFSR). This Report is designed to inform all TAMIU community members and potential members of the community about certain criminal offenses, our processes in responding to such, and efforts to eliminate such offenses.

The purpose of this SAP is to outline the procedures and responsibilities for publishing the ASFSR.

Procedures and Responsibilities

1. GENERAL

- 1.1 The University Police Department (UPD) law enforcement records will be used to compile the Daily Crime and Daily Fire logs as required by federal law. UPD shall aggregate other statistical data from across the institution as part of the annual publishing of the ASFSR report.
- 1.2 UPD shall send appropriate notices and requests for information, as required by the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)* and other applicable legislation, to local law enforcement agencies, other jurisdiction law enforcement, Campus Security Authorities (CSA), and any other person/entity deemed appropriate.

- 1.3 Campus Safety and Planning is responsible for preparing and distributing the ASFSR to comply with the Clery Act. The ASFSR is published annually by October 1 and contains crime and fire statistics for the three previous calendar years, updated crime and fire safety information, and certain campus security policy statements in accordance with the Clery Act.
- 1.4 The authors compose the ASFSR and statistical information with input from various sources such as local law enforcement agencies, Housing and Residence Life, Division of Student Success, and other TAMIU officials.

2. COLLABORATIVE OFFICES AND AGENCIES

The compilation of an accurate and complete document is the result of significant collaboration between many TAMIU departments, TAMIU officials, and outside agencies.

- 2.1 Reporting Crime Statistics – All members of the TAMIU community have the obligation to report criminal activities or other emergencies. While TAMIU encourages all campus community members to promptly report all crimes and other emergencies directly to UPD, it is understood that some may prefer to report to other TAMIU departments or TAMIU officials. UPD shall reach out to the CSAs annually.
- 2.2 Reporting Fire Statistics – The Office of Housing & Residence Life is responsible for providing the Clery Act Compliance Officer updated information for the fire safety section of the ASFSR, including policy statements, information on fire systems utilized by housing facilities, fire statistics that occurred at housing, inspection dates, and other valuable information.

3. ASFSR COMMITTEE

- 3.1 Committee Charge – The Committee is charged with reviewing the ASFSR to ensure compliance with the Clery Act, as amended, and serves as a review body for the ASFSR prior to publication.
- 3.2 Committee Membership – The permanent membership of the committee is comprised of the following TAMIU officials:
 - Clery Act Compliance Officer
 - Chief of University Police
 - Police CID Lieutenant
 - Director of Housing and Residence Life
 - Title IX Coordinator
 - Director of Student Conduct and Community Engagement

4. PUBLICATION AND DISTRIBUTION

Notifications related to the ASFSR's availability is provided by multiple means as approved by the Office of Compliance.

- 4.1 Direct Email – TAMIU sends an email notification to each enrolled student and employee.
- 4.2 TAMIU Webpages – TAMIU posts information and direct links to the ASFSR regarding the availability of the report on employment and student recruitment webpages.
- 4.3 Booklet Notification – TAMIU includes information regarding the availability of the ASFSR and, minimally, a direct link to the ASFSR in booklets for prospective students.
- 4.4 Printed Copies – CSPL prints copies of the ASFSR for any individual who requests a printed copy. CSPL also prints ASFSR copies for key offices/individuals and distributes for quick reference usage.

Related Statutes, Policies, Regulations, or Rules

[34 C.F.R.668.46, Institutional Security Policies and Crime Statistics](#)
[System Policy 16.01, System Ethics and Compliance Program](#)
[System Regulation 16.01.01, System Ethics and Compliance](#)

Contact Office

Office of Campus Safety and Planning, 956-326-3310