



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
Next Scheduled Review: February 25, 2024

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) shall act as the custodian of ASFSR records. The records will also be used to compile the Daily Crime and Daily Fire logs as required by federal law.
- 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, including international jurisdictions, Campus Security Authorities (CSA), and any other person/entity deemed appropriate.

- 1.3 UPD 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.
- 1.5 Reduction/Elimination of Crime – UPD and other TAMIU offices use the information contained in the ASFSR to make a variety of decisions (e.g., resource deployment, programming and outreach efforts, community support programs).

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 CSA's 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
 - Director of University Police
 - Police Captain
 - Director of Housing and Residence Life
 - Title IX Coordinator
 - Associate VP for Student Success
 - Director of Student Conduct and Community Engagement
 - Director of Athletics
 - Director of International Engagement

4. PUBLICATION AND DISTRIBUTION

Notifications related to the ASF SR'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 Communication Portal – TAMIU utilizes Uconnect to post an announcement to all enrolled students and employees.
- 4.3 TAMIU Webpages – TAMIU posts information and direct links to the ASF SR regarding the availability of the report on employment and student recruitment webpages.
- 4.4 Booklet Notification – TAMIU includes information regarding the availability of the ASF SR and, minimally, a direct link to the ASF SR in booklets for prospective students.
- 4.5 Printed Copies – UPD prints copies of the ASF SR for any individual who requests a printed copy. UPD also prints ASF SR 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

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