HOW TO AND FAQ GUIDE

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1. **What is the Texas A&M University Police Department requesting?**

   Please provide statistics for crimes that were reported during the 2018 calendar year at any of the locations included in Attachment 1, 2, or 3 as described below by Friday, May 31, 2019, to Sergeant Rodger T Paxton II. You may respond to this request by returning your response by email to rpaxton@tamu.edu, or you may mail your response to:

   Clery Compliance Local Law Enforcement Request  
   Attn: Sgt Rodger T Paxton II  
   Texas A&M University Police  
   MS 1231  
   College Station, TX  77843-1231

2. **Why is the Texas A&M University Police Department requesting the information?**

   In compliance with the Clery Act, Texas A&M University (TAMU) is required to request statistical information regarding certain criminal offenses occurring on TAMU property for the previous calendar year. We are required to disclose statistics reported to our department and those reported to the local police departments in an annual security report.

   In addition, TAMU has a responsibility to alert the campus community about any crimes, significant emergencies, or dangerous situations which pose a serious or continuing threat to the safety of the campus community or an immediate threat to health or safety of students or employees. Your cooperation is important in this matter. If a serious crime or other situation is reported to your agency and impacts the campus community, please immediately inform the University Police at 979-845-2345. If there is any question about whether an ongoing threat exists, immediately contact me at 979-845-8895 or Assistant Chief Mike Johnson at 979-845-8054.

3. **What locations are reportable?**

   For Clery purposes, TAMU property includes areas in or on campus, certain public areas within or immediately adjacent to and accessible from campus, non-campus property, and other campus properties. See below for descriptions and attachments for applicable properties.

   *Attachment 1: The Main Campus Clery Map for 2018* and *Attachment 2: The Public Property List*

   - Attachment 1 is a campus map with the blue area representing the main campus. The map includes buildings TAMU either owns or leases (highlighted in blue or purple) on the main campus. TAMU owned on-campus streets (in bluish color within the main campus on the map) are listed in Attachment 2. Applicable public property (in green on the map) is listed by street and block number in Attachment 2. Note: For public property that borders on-campus property, we only need to know about offenses/incidents occurring on the sidewalk adjacent to the TAMU campus, in the street, and on the far sidewalk from the TAMU campus.
*Although it is understood that your Department does not normally respond to on-campus incidents, we are requesting information on any offense listed below that you have a record of occurring at an on-campus street or location.

**Attachment 3: Non-Campus Property and other campus properties (Excel File)** - Attachment 3 is a listing of properties or offices by address that TAMU either owns or leases that are not part of the main TAMU campus. The listing includes, but is not limited to, TAMU fraternity and sorority house locations, RELLIS campus, University Farm campus, other locations outside of the main campus controlled by TAMU, etc.

4. **How do I search for my location (building, address, city, county, or general location) in Attachment 3?**
   
   A. Open the Excel file titled **Attachment 3**.
   
   B. Locate the tab at the bottom of the page that pertains to your location:
      
      a. **BCS-Outside of main campus** – will pertain to Bryan, College Station, and Brazos County TX areas
      
      b. **RELLIS** – will pertain to Bryan and Brazos County, TX
      
      c. **FARM** – will pertain to College Station, Somerville, Brazos & Burleson Counties TX
      
      d. **Not BCS – outside of main campus** - Jurisdictions outside of Brazos County, TX
   
   C. At the top of the Columns, next to the **City** or **Location Desc** columns, click on the button with the down arrow.

   ![Attachment 3 screenshot with marked columns](image-url)
D. When you click on the down arrow button, the box shown below will open. You may type the name of your city in the search box or uncheck the select all button and scroll down to your city, checking the button next to your location (building, address, city, or general location description). Select OK to filter the table.

E. If you need to clear the filter, make sure that a cell in the filtered portion of the page is selected, select the Data tab at the top of the page, and in the Sort and Filters box, click on the Clear button.
5. Our Department has had officers work over time, extra-duty events, or special events on the Texas A&M University campus, do we need to report any incidents in which they were involved? Yes. In some cases, the officer(s) may have already reported this information to our department, but we ask that you send us this information to make sure that we have recorded it. Please check with all of your officers who have worked events on the Texas A&M University campus and determine if they learned or were told about a crime that occurred on the Texas A&M University Campus, issued any citations, or made arrests for any of the offense listed below while they were on the Texas A&M University campus. Make sure your officers understand that Clery is allegation based for many of its offenses, so they may need to report incidents that could not be proven through probable cause.

**Crime Categories:**

- Murder and non-negligent manslaughter
- Manslaughter by negligence
- Sex offenses, rape
- Sex offenses, fondling
- Sex offenses, incest
- Sex offenses, statutory rape
- Robbery
- Aggravated assault
- Burglary of a structure
- Motor vehicle theft
- Arson
- All hate crimes involving larceny-theft, simple assault, intimidation, destruction/damage/vandalism in addition to the previously listed criminal offenses
- Domestic violence
- Dating violence
- Stalking
- Arrests for liquor law violations, excluding DWI and public intoxication
- Arrests for weapons possession offenses
- Arrests for drug law violations
- Unfounded crimes *(Provide statistics for the crimes listed above that were determined through investigation by sworn or commissioned law enforcement that the crime report is false or baseless.)*
6. Our Department has had officers work overtime, extra-duty, or special events on the Texas A&M University Campus, is there any special training they must complete? 

Yes. If any of your officers have worked on the Texas A&M University campus, we need to make sure that they complete the Campus Security Authority (CSA) training. This training must be completed every calendar year for each CSA who works on the Texas A&M University campus. If they have not completed this training, please have them contact Sergeant Rodger T Paxton II by email at rpaxton@tamu.edu to request a link to the training. Failure to complete this training could result in a substantial fine, currently $57,317 per incident.

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7. I have statistics I need to report; how should I respond to this request?

A. There are two ways that you can respond to this request for information. For less complex cases such as alcohol violations a simple chart with the following headings should be created and emailed to rpaxton@tamu.edu:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Case / Citation Number</th>
<th>Date Reported</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Location</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

The Disposition column should indicate the most recent way the incident was closed, some examples of a Disposition include:

Active
Cleared by Arrest
Cleared by Arrest (citation)
Cleared by Other Agency
Cleared by Other Agency (Arrest)
Administratively Closed
Exceptionally Cleared
Inactive
Warrant Being Sought
Warrant Obtained
Referred
Unfounded

B. For more complex cases, such as sexual assault, domestic or dating violence, or cases of stalking, it is best to send the entire police report. Often cases of this nature contain more than one Clery statistic, and are best evaluated by allowing one of our Clery compliance professionals to read the entire report. Please provide these reports in a PDF format to rpaxton@tamu.edu, or you may mail them to:

Clery Compliance Local Law Enforcement Request
Attn: Sgt Rodger T Paxton II
Texas A&M University Police
MS 1231
College Station, TX 77843-1231
8. I am planning to send an export from one of our databases, can I send you this data?
   Yes. An Excel file containing data of this nature can be emailed to rpaxton@tamu.edu. We ask that you create separate columns for the block number and street number so that this file may be sorted by street then by block number. If you have cross streets, make sure that both cross streets are listed in the Street Column. Please keep in mind that we may have multiple follow-up questions, or request specific reports.

9. Can I respond to your request by exporting our UCR data or data showing crime trends?
   No. An export of UCR data or crime trends is not specific enough for us to complete an accurate count for Clery Purposes. Clery is geography based, and this request needs to be answered based on specific crimes that occurred at a particular location. Please see “I have statistics I need to report; how should I respond to this request?”

10. I have crimes that occurred in a location that you are asking about, but none of the parties involved are students. Do I still need to report this information?
    Yes. Clery is based on locations and a person’s status as a student or any possible associations with a university or school do not matter. Please see number 7. I have statistics I need to report; how should I respond to this request?

11. Our department charges for police reports. Are you going to pay us for compiling this information?
    We are complying with a federal law, the Clery Act. In this law it states that we are exempt from paying for copies of reports or for the information requested. We are also an accredited law enforcement agency and are asking for this information as a courtesy.
12. The police report(s) you have requested contain sensitive data, do we have to send these reports to you or can we remove the names from the reports?

The Texas A&M University Police Department is an accredited law enforcement agency for the State of Texas and employs certified Texas Peace Officers. We are familiar with the procedures required in handling sensitive data including Texas Crime Information Center Data, National Crime Information Center Data, Criminal History Data, etc. Personal information provided in the requested reports will be kept in the strictest confidence and will not be released to complete Clery Statistics.

In more complex cases, such as a sexual assault, domestic or dating violence, and stalking, we request that the police report be sent as a response to a request for information as there may be multiple Clery countable crimes in reports of this nature. Often the Clery definition of a countable crime does not match the State Code definition for that same offense.

We ask that you send the complete report and ask that you do not edit any names out of the report. The Clery Annual Statistical Report will not contain any names, nor will we release the names of anyone to the public. In certain Clery reportable offenses, such as Stalking, we are required to track the names of victim’s and suspect’s as we are only supposed to count a victim / suspect pair one time per calendar year. In certain cases, we are required to send reports to our Department of Civil Rights and Equity Investigation (Title IX) to provide victims with certain rights and opportunities, but we will work with your department to make sure that any investigations conducted by this office do not interfere with a police investigation.

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