

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, CA 90802-4210  
(562) 951-4411

Date: October 12, 2004

Code: HR 2004-29

To: CSU Presidents

Reference: HR 2004-04

From: Jackie R. McClain  
Vice Chancellor  
Human Resources



Subject: **The Jeanne Clery Act**

The Jeanne Clery Act, Disclosure of Campus Security Policy and Campus Crime Statistical Act, 20 U.S.C. Section 1092, requires distribution of an annual campus security report to employees and students that includes statistics for the previous three (3) years concerning crimes on campus; in California State University (CSU) off-campus buildings or property; and on public property within or near the campus, including reports on alcohol and drug use, sexual assault and policies concerning campus security and crime prevention.

CSU campuses provide annual reports of campus crime statistics and security measures in a report published and distributed by October 1 of each year. Additionally, the published report is forwarded to the Chancellor's Office to the attention of the Police Coordinator by October 1st of each year. Report information can be accessed via <http://www.calstate.edu/clery>, or by contacting the campus police department.

The Jeanne Clery Act disclosure will be indicated on all CSU payroll warrants issued by the State Controller's Office between October 6 - 31, 2004. Further, **campuses must notify all employees of the Jeanne Clery Act by providing an Employee Information Notice (see attachment) as a "payroll stuffer" in the upcoming October 2004 "master" payroll warrants (including direct deposit advise notices) issued November 1, 2004.**

If you have any questions about the reporting policy, please contact the CSU Police Coordinator at (562) 951-4418 or (619) 594-6905. This memorandum is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAadm/memos.shtml>.

JRMcC/dth

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**IMPORTANT NOTICE**

**The Jeanne Clery Act**

**20 U.S.C. Section 1092**

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