JEANNE CLERY TRIP DOCUMENTATION

Clery Reportable Trips

Pursuant to the Clery Act, Grinnell College is required to disclose on an annual basis certain reported crime statistics that occur during College sponsored/arranged domestic and international student trips. Community members who are administratively responsible for domestic and international student trips are expected to report student trip information to the College Security office for compliance.

Clery Reportable Trips

Not all student trips need be reported. For trips to be reportable, student trips must meet certain requirements. The College must have control over the trip or program accommodation and any related academic space used in conjunction with the trip. Control, as defined by the Clery Act, means that there is a written agreement (no matter how informal) directly between the College and the end provider for use of the space.

In addition, the controlled space must be used in direct support of, or in relation to, the institution’s educational purposes and frequented by students. Some examples of a written agreement include renting hotel rooms, leasing apartments, leasing space in a student housing facility or academic space on another campus and even an e-mail agreement for use of space free of charge. Hostels are not normally reportable unless the written agreement gives the College control over the space within the accommodation.

Why is this information needed?

Information on qualifying student trips is needed by Campus Safety and Security for follow-up with the local law enforcement agency associated with the trip location. Campus Safety and Security will send a request to the trip location local law enforcement agency to determine if any Clery Act qualifying crimes (occurring during the trip time frame and at the College arranged accommodation and/or related academic space) were reported directly to the local law enforcement and thus may not be known to College personnel.
### Guidelines for Trips

<table>
<thead>
<tr>
<th>Trip Accommodation and/or Academic Space Usage Agreement</th>
<th>Student Trip Accommodation</th>
<th>Length of Student Trip</th>
<th>Clery Act Reportable Student Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>The College has a written agreement with end provider for trip accommodations and/or academic space for use of the accommodations or space</td>
<td>The same accommodations are used every year or more frequently</td>
<td>1 night or more</td>
<td>Yes</td>
</tr>
<tr>
<td>You don’t anticipate using the same accommodation every year</td>
<td></td>
<td>3 or more nights</td>
<td>Yes</td>
</tr>
<tr>
<td>Same accommodation used every year or more frequently</td>
<td></td>
<td>1 night or more</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College sponsored trip</th>
<th>None</th>
<th>Day trip</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student organized or private trips – no College agreement</td>
<td>1 night or more</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

### Questions?

If you have any questions on whether your trip or program should be reported, please contact the Clery Compliance Officer, Stephen Briscoe, at 641-269-4570 or email briscoe@grinnell.edu.
Jeanne Clery Act Domestic and International Student Trip Documentation

*Required

Last Name*

First Name*

Contact E-Mail Address*

Contact Phone Number*

Sponsoring Department Or College Organization *

CSA Training Completed*
  ☐ Yes
  ☐ No

Start Date Of Trip*

End Date Of Trip*

Hotel, Building Name, etc.*

Address*

City*

Zip Code

State*
Country
If Other Than USA

Occupied Room Numbers, Floors, etc.*

Contact Information For Police Of Jurisdiction Visiting
E-Mail
Jurisdiction Address

Jurisdiction Telephone Number

Any Comments?