Annual Crime Statistics Report

> This article outlines the setup and use of compliance and reporting features designed to align with "The Jeanne Clery Campus Safety Act, at 20 U.S.C. § 1092(f)." The primary purpose of these tools is to allow institutions to map existing local incident codes and campus buildings into broader reporting classifications without complicating standard data entry. While built to satisfy US Clery Act compliance, institutions not obligated by this legislation—such as Canadian colleges and universities—can also leverage this report to track geographic incident trends, evaluate campus hot spots, and compile year-over-year safety metrics. This guide is intended for OPSCOM administrators.

Setup & Configuration

Configuring these features requires mapping your campus geography and incident categories using the administrative portal so data populates accurately on the Annual Crime Statistics Report.

Location Types Configuration

Location types classify campus locations according to standard geographic categories. This is critical for the Annual Crime Statistics report, which groups and tallies incident data by location geography.

1. Hover over **System Configuration**, then **Manage Locations**, and click **Locations**.

2. Click the **Edit** button next to a specific location.
3. In the **Manage Locations** modal, click the **Location Type** drop-down menu and select the appropriate classification:
   - **Noncampus Buildings and Property**
   - **On-Campus (General)**
   - **On-Campus Student Housing**
   - **Public Property (Adjacent)**
   - **Public Property (Within Bounds)**
4. Click **Save Changes**.

Category Types & Reporting Configuration

Category types group your specific incident categories into broader reporting classifications defined by Clery Act reporting mandates. For incidents to appear on the Annual Crime Statistics Report, both the parent category and its individual subcategories must have reporting enabled.

1. Hover over **System Configuration**, then **Incidents**, and click **Categories**.
2. From the **Incident Categories** list on the left, select the category you want to configure (e.g., *Abduction*).
3. In the top section for the category:
   - Select the appropriate classification from the **Category Type** drop-down menu.
   - Toggle the **Include In Reports** switch to **ON**.
4. Scroll down to the **Subcategories** section on the same page.
5. For each subcategory you want tracked, toggle the **Include In Reports** switch to **ON**.

6. Click **Save** at the bottom of the page to apply your changes.

> **Important:** Both switches are required. If a category has **Include In Reports** enabled but its subcategories have it toggled off (or vice versa), incident data under those classifications will not appear on the report.

Generating Compliance Reports

To view and export the compiled statistics:

1. Hover over **Incidents**, then **Reports**, and click **Annual Crime Statistics Report**.
2. In the **Through Year** field at the top, enter the target year and click **Search** to display data for that year and the two preceding years (e.g., entering 2023 displays 2023, 2022, and 2021).
3. Review the populated matrix, which breaks down incident counts by crime classification (**Crimes**) across federal geography types:
   - **Noncampus Buildings and Property**
   - **On-Campus (General)**
   - **On-Campus Student Housing**
   - **Public Property (Adjacent)**
   - **Public Property (Within Bounds)**
4. Click the green **Export to Excel** button in the upper-right corner to download the formatted dataset for audits, compliance filings, or annual security publications.

Best Practices & Considerations

- **Assign Location Types to Every Active Location:** Leaving the Location Type set to **None** will prevent incidents at that location from displaying on the Annual Crime Statistics Report. Sub-locations automatically inherit the Location Type assigned to the primary location.
- **Uncategorized Incidents:** Categories lacking an assigned Category Type will still report if flagged for reporting. The system groups those incidents under an "Uncategorized" header to ensure data is never silently dropped.
- **Zero-Count Transparency:** Every configured crime category or location type will always display a row on your report, even if the count is zero, providing complete visibility and audit integrity.
- **Color Shading Volume Indicators:** When reviewing the Annual Crime Statistics Report, cells feature dynamic red shading. Darker red highlights higher incident volumes relative to the highest single count in your dataset, making hot spots easy to identify.
- **Troubleshooting Missing Data:** If a specific incident or crime type is missing from your Annual Crime Statistics report, verify the following three settings:
  1. The building has an active **Location Type** selected (not set to "None") under **Manage Locations**.
  2. The category has **Include In Reports** toggled **ON** under **Categories**.
  3. The specific subcategory has **Include In Reports** toggled **ON** under the category's **Subcategories** list.

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