

Setting Up for Clery Act Reporting

This is a step-by-step guide for setting up for Clery Act Reporting.

Step 1: Set up your Location Types

Location Types tell the system which of your campus locations count as "on-campus," "on-campus student housing," "public property," or "non-campus" — the categories the Clery Act requires.

[Refer to this document for Location Setup details.](#)

You'll see five ready-made types:

- On-Campus (General)
- On-Campus Student Housing
- Public Property (Within Bounds)
- Public Property (Adjacent)
- Noncampus Buildings and Property

You can rename these, add new ones, or archive ones you don't need — nothing is fixed. Archiving hides a type everywhere (lists, dropdowns) without deleting its history.

Next, tag your actual buildings: go to your Locations list and, for each building, choose the appropriate Location Type from the dropdown on that

location's edit screen. A building with no type assigned won't show up correctly on the Fire Safety Report or the Annual Crime Statistics Report, so this step matters.

Step 2: Set up Category Types & Turn on Reporting

Category Types group your incident Categories into broader buckets — "Criminal Offenses," "Hate Crimes," "Hazing," "VAWA Offenses," "Arrests & Referrals" by default.

[Refer to this documentation for Category Setup details.](#)

Same idea as Location Types — five ready-made defaults, fully editable, archivable.

The Annual Crime Statistics report only shows a crime category if **two separate switches** are both turned on. Missing either one means that category just won't show up at all — not with zeros, it simply won't be there.

In your Incident Categories do the following:

- **Turn on "Include in Reports" on the Category itself.** Click the pencil icon next to a Category (e.g. "Homicide/Murder") to open its edit form. There's an "Include in Reports" switch — turn it on.
- **Turn on "Reporting" on each Sub-Category you want included.** Click the "Sub" button next to that same Category to open its Sub-Category list. Each row (e.g. "Murder CCC 229") has its own "Reporting"

toggle — turn it on for each one you want to appear on the report.

- Flag which Categories should show the Hazing Form and Fire Form.

When someone is entering an incident, the Hazing Transparency Form or Fire Safety Form should pop up automatically based on the incident's Category

- **"Trigger Hazing Form"** — turn this on for any Category where a hazing incident would be logged (e.g. a "Hazing" category).
- **"Trigger Fire Form"** — turn this on for any Category involving fires (e.g. a "Fire Reports" category).

How you name and organize Sub-Categories controls what the report looks like. There is no fixed list of crime types built into the system — instead, set up your Categories and Sub-Categories to match what you need reported. For example:

- Category "Homicide/Murder" → Sub-Categories "Murder," "Manslaughter"
- Category "Sex Offenses" → Sub-Categories "Rape," "Fondling," "Incest," "Statutory Rape"
- Category "Drug Violations" → Sub-Categories "Arrest," "Judicial Referrals"
- Category "Liquor Violations" → Sub-Categories "Arrest," "Judicial Referrals"
- Category "Weapons Violations" → Sub-Categories "Arrest," "Judicial Referrals"

Each Sub-Category becomes its own row on the report, indented under its Category, which is in turn indented under its Category Type (or "Uncategorized").

Once set, whoever is entering an incident will see the matching form appear the moment they pick that Category from the dropdown — no page reload needed.

Step 3: (For Hazing reporting) Set up Student Organizations

Where: Incidents → Student Organizations

Add the student organizations you'll need to tag on hazing incidents (fraternities, sororities, clubs, teams, etc.). You can archive an organization later if it's inactive — archived organizations disappear from the selection list but stay on any past hazing report they were already tagged on.

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