



UNITED STATES DEPARTMENT OF EDUCATION

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Office of Postsecondary Education (OPE)

**Campus Safety and Security  
(CSS)  
Data Analysis Cutting Tool  
User Guide**

May 2017

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## 1 Introduction

Institutions of postsecondary education that participate in the Federal student financial assistance programs are required by section 485(f) of the Higher Education Act of 1965 (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), to provide the Secretary with campus crime statistics since 1990 and with fire statistics since the Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, reauthorizing the Higher Education Act of 1965, as amended.

Under the Clery Act, institutions must provide crime and fire statistics for the prior three years to the Department via the online Campus Safety and Security (CSS) data collection system at <http://surveys.ope.ed.gov/campussafety/>. The data collected is available to the public through the Campus Safety and Security (CSS) Data Analysis Cutting Tool at <http://ope.ed.gov/campussafety/>, brought to you by the Office of Postsecondary Education of the U.S. Department of Education.

This user guide is available to assist you, in a step-by-step and readable manner, in understanding and utilizing the CSS Data Analysis Cutting Tool. It is intended for use by the general public to give transparency to the CSS data reported by all of the qualified postsecondary institutions.

### 1.1 Commonly Used Abbreviations

Abbreviation	Meaning
<b>ED</b>	U.S. Department of Education
<b>OPE</b>	Office of Postsecondary Education
<b>HEA</b>	Higher Education Act, of 1965, as amended
<b>HEOA</b>	Higher Education Opportunity Act
<b>CSS</b>	Campus Safety and Security
<b>VAWA</b>	Violence Against Women Act

## 1.2 Helpful Hints and Tips

Below are some helpful hints and tips for using the CSS Data Analysis Cutting Tool. Detailed tips relating to specific functions within the application can be found in the corresponding sections of this guide.

- Favorites are a way to store frequently used institutions and campuses during your session. If the browser is closed, your favorites will not be saved. This feature is not available in the ***Generate Trend Report*** tool.
- Click on underlined glossary terms to view the definition. The definitions are the same as those found in the Dictionary.

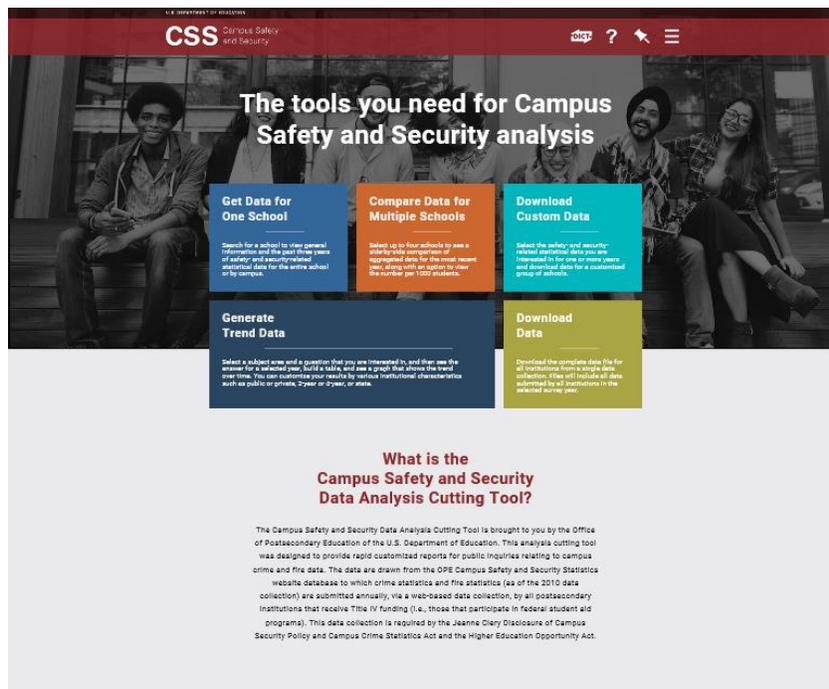
Criminal Offense	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Murder/Non-negligent manslaughter</u>	0	0	0
c. <u>The willful (non-negligent) killing of one human being by another.</u>	7	8	
d. <u>Fondling</u>			12
e. <u>Fondling</u>			9
f. <u>Sex offenses - Non-forcible</u>	0	0	
g. <u>Incest</u>			0
h. <u>Statutory rape</u>			0
i. <u>Robbery</u>	0	1	0
j. <u>Aggravated assault</u>	0	7	7
k. <u>Burglary</u>	27	20	8
l. <u>Motor vehicle theft</u>	0	0	1
m. <u>Arson</u>	5	8	4

- The *Enrollment* value is the Total Enrollment reported by the institution in the Integrated Postsecondary Education Data System (IPEDS) Fall Enrollment survey. More information about IPEDS can be found at <http://nces.ed.gov/ipeds>.
- When printing results, consider adjusting your print orientation to “landscape.”
- Throughout the system, the navigation buttons appear at the bottom of the page. This includes:
  - ◆ Back  : Return to the previous page.
  - ◆ Continue  : Move to the next page with any selections.
  - ◆ Clear  : Clear the selections on the current screen.
  - ◆ Start Over  : clear all selections from all screens and return to *Step 1*.

## 2 Homepage

The CSS Data Analysis Cutting Tool is available at <http://ope.ed.gov/campussafety/>. This analysis cutting tool was designed to provide rapid customized reports for public inquiries relating to campus crime and fire data. The homepage is shown in [Figure 1](#).

Figure 1: CSS Data Analysis Cutting Tool, Homepage



## 2.1 Data Tools

The site contains five tools for data analysis, which are explained in detail below:

- **Get Data for One School:** Search for a school to view general information and the past three years of safety- and security-related statistical data for the entire school or by campus.
- **Compare Data for Multiple Schools:** Select up to four schools to see a side-by-side comparison of aggregated data for the most recent year, along with an option to view the number per 1000 students.
- **Download Custom Data:** Select the safety- and security-related statistical data you are interested in for one or more years and download data for a customized group of schools.
- **Download Data:** Download the complete data file for all institutions from a single data collection. Files will include all data submitted by all institutions in the selected survey year.
- **Generate Trend Data:** Select a subject area and a question that you are interested in, and then see the answer for a selected year, build a table, and see a graph that shows the trend over time. You can customize your results by various institutional characteristics such as public or private, 2-year or 4-year, or state.

## 2.2 Navigation Bar

A header bar, located at the top of the website, is available throughout the system. The items found in this header are described below:

- Dictionary : A searchable list of all terms and definitions.
- Help : This screen contains some helpful resources, including help desk contact information.
- Favorites : A list of schools added as favorites. (**Note:** This feature is not available in the *Generate Trend Report* tool.)
- Menu : Switch between the five tools at any time.

Figure 2: CSS Data Analysis Cutting Tool, Homepage, Top Section

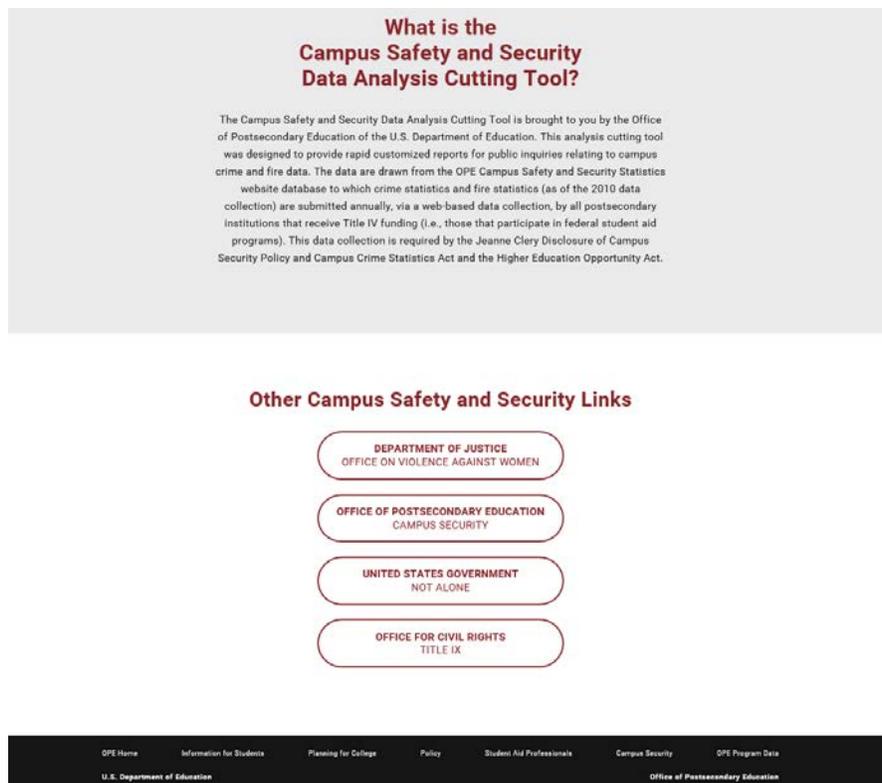


## 2.3 More Information

The homepage also contains a description of the CSS Data Analysis Cutting Tool and other Campus Safety and Security links.

The website footer contains additional links to Department of Education and Office of Postsecondary Education (OPE) webpages.

Figure 3: CSS Data Analysis Cutting Tool, Homepage, Bottom Section



## 3 Search for Schools

Some common functions exist for the *Get Data for One School*, *Compare Data for Multiple Schools*, and *Download Custom Data* tools: *Step 1: Search Institution/Campus* and *Step 2: Search Results*. For *Download Custom Data* an additional option is available on the search screen. These functions are explained below.

### 3.1 Search Options

The *Search Institution/Campus* screen includes options for finding the school or schools of interest. Two tabs are available to search by *Criteria* or from your list of *Favorites*. These are described below.

Figure 4: Search Institution/Campus Tabs

#### Step 1. Search Institution/Campus



#### 3.1.1 Criteria

When searching by *Criteria*, a list of search items is available for selecting your school(s) of interest. The available search criteria include the following:

- **Name:** This is an incremental search text field. Once three characters are entered, a list of up to eight schools matching your entry will appear. As additional characters are entered, the list will adjust.
- **City:** This is an incremental search text field. Once three characters are entered, a list of schools matching your entry will appear. As additional characters are entered, the list will adjust.
- **State or Outlying Area:** Clicking this option opens a list with checkboxes. In addition to all fifty states and the District of Columbia, the following outlying areas are available for selection: American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands.
- **Campus Country:** Clicking this option opens a list with checkboxes. Countries are listed for schools with campuses outside the US.

- **Institution Sector:** Clicking this option opens a list with checkboxes. Sectors are categories created by combining institutional control and level. Options include: Administrative Unit Only; Public, 4-year or above; Private nonprofit, 4-year or above; Private for-profit, 4-year or above; Public, 2-year; Private nonprofit, 2-year; Private for-profit, 2-year; Public, less-than-2-year; Private nonprofit, less-than-2-year; and Private for-profit, less-than-2-year.
- **Institution Enrollment:** Clicking this option opens a list with checkboxes. Options include 11 categories from ‘Less than 500’ to ‘30,000 and greater.’
- **Instructional Program:** Clicking this option opens a list with checkboxes. Options include 38 instructional programs available at schools.
- **Only include campuses with on-campus student housing facilities:** This option is a single checkbox. Clicking the checkbox will only include campuses that indicated providing on-campus student housing facilities in the CSS survey.

Figure 5: Search Institution/Campus by Criteria

### Step 1. Search Institution/Campus

CRITERIA

FAVORITES

Name

City

State or Outlying Area

Campus Country

Institution Sector

Institution Enrollment

Instructional Program

Only include campuses with on-campus student housing facilities



Find schools using  
the search to the left.

You can enter a name or city,  
select categories, or choose  
from your list of favorites.

CLEAR

CONTINUE

To search, use the text fields or click a search item and check the values in the list to the right. Value selections are indicated by blue circles with the number of values selected.

Figure 6: Search Institution/Campus by Criteria, Selections

**Step 1. Search Institution/Campus**

CRITERIA
FAVORITES
SELECT ALL

Name

City

State or Outlying Area 1 >

Campus Country >

Institution Sector 1 >

Institution Enrollment 1 >

Instructional Program >

Only include campuses with on-campus student housing facilities

SELECT ALL

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Federated States of Micronesia

CLEAR
CONTINUE

**3.1.2 Favorites**

Once institutions or campuses are added as favorites, they can be selected by clicking the *Favorites* tab. Click on a school to select it.

Figure 7: Search Institution/Campus by Favorites

**Step 1. Search Institution/Campus**

CRITERIA
FAVORITES

Select an institution or campus name, then click Continue.

INSTITUTION/CAMPUS	OPEID	CITY, STATE	ENROLLMENT
University of the United States	00000000	Washington, DC	13198 ×
Example University	00000000	Washington, DC	10002 ×

CONTINUE

Favorites can be added by selecting the pin icon from the search results screen (as described in [3.2 Search Results](#)) or the view data screen (as described in [4.3.1 General Information](#)).

When selecting a school or schools from the favorites list, the *Step 2: Search Results* screen is bypassed.

**Note:** Favorites are only saved in the current browser session.

### 3.1.3 Select All

The *Download Custom Data* tool also includes a third search option that allows you to select all schools and bypass the *Step 2: Search Results* screen. To use this option, click *Select All* to view the total number of institutions and campuses selected, then click *Continue*.

Figure 8: Search Institution/Campus by Select All

#### Step 1. Search Institution/Campus



6701 institutions with 11306 campuses found



## 3.2 Search Results

The *Search Results* screen includes a list of all schools that meet the selected search criteria. A notice at the top alerts you to the number of institutions and campuses found; for example, “2 institutions with 9 campuses found.” The search criteria used to determine the results is listed below this notice.

The institutions are listed in alphabetical order with each campus name listed below the institution name. The institution’s OPE ID and enrollment are listed, as well as the city and state for the institution and each campus. A pin icon  is available next to each institution and campus name to add the school to your favorites list.

A drop-down list is available to sort the list of schools by Name, OPE ID, City, State, or Enrollment.

If the results contain more than 10 institutions, the list will be split into pages. You can navigate these pages by selecting the page number or arrows at the bottom of the list. All features are shown in [Figure 9](#).

Figure 9: Get Data for One School, Search Results

## Step 2. Search Results

2 institutions with 1 campus found

— Search Criteria

State or Outlying Area: DC  
Institution Sector: Private nonprofit, 4-year or above  
Institution Enrollment: Between 10,000 and 14,999  
With student residential facilities: Yes

Select an institution or campus name, then click Continue. Name (A to Z) ▾

INSTITUTION/CAMPUS	OPE ID	CITY, STATE	ENROLLMENT	
<b>United States University</b>	<b>00000000</b>	<b>Washington, DC</b>	<b>13,198</b>	
Main Campus		Washington, DC		
<b>Example University</b>	<b>00000000</b>	<b>Washington, DC</b>	<b>10,002</b>	

« < 1 > »

[BACK](#) [CONTINUE](#)

## 4 Get Data for One School

The *Get Data for One School* tool allows you to view general information and the past three years of safety- and security-related statistical data for a selected institution or campus.

### 4.1 Step 1: Search Institution/Campus

The first step to getting data for one school is to search for an institution or campus using the search options described in [3.1 Search Options](#).

**Note:** If an institution is selected from the favorites list, the *Step 2: Search Results* screen will be bypassed.

### 4.2 Step 2: Search Results

The *Search Results* screen, described in [3.2 Search Results](#), includes a list of all schools that meet the selected search criteria. Select one institution or campus and click *Continue*.

### 4.3 Step 3: View Data

The *View Data* screen contains the most recent information reported for the school selected. If an institution with multiple campuses is selected, the *Institution Details* page will be displayed. This page shows general information at the institution-level and aggregates the data for all campuses. If a campus, or institution with only one campus is selected, the page will display all information at the campus-level.

#### 4.3.1 General Information

For both the institution- and campus-level *View Data* screens, general information is available at the top of the page, along with a pin icon  to add the school to your favorites list.

On the *Institution Details* page, the general information at the top of the page includes the institution name, OPE ID, address, website, and total enrollment for the most recent year available. A *Select Campus* drop-down menu containing a list of all campuses is also available.

Figure 10: Get Data for One School, View Data, Institution-Level General Information

Step 3. View Data



**University of the United States** OPE ID: 00000000

0000 State Ave NW  
Washington, DC 20016  <http://www.uus.edu>

Total enrollment: 13,198 Students (2015)

Select Campus

When displaying information at the campus-level, the general information at the top of the page includes the school name, OPE ID, address, website, total enrollment for the most recent year available, campus location, whether or not the institution provides on-campus student housing facilities, whether or not local police crime statistics are included with the campus's statistics, and contact information for the security officer, fire safety officer, and lead Title IX coordinator.

Figure 11: Get Data for One School, View Data, Campus-Level General Information

Step 3. View Data



**University of the United States** OPE ID: 00000000

0000 State Ave NW  
Washington, DC 20016  <http://www.uus.edu>

Total enrollment: 13,198 Students (2015)

Main Campus

Campus Location: 0000 State Avenue, NW Washington, DC 20016-8068

**ON-CAMPUS STUDENT HOUSING FACILITIES**  
This campus provides On-campus Student Housing Facilities. On-campus Student Housing Facilities statistics are a subset of On-Campus statistics.

**LOCAL POLICE CRIME STATISTICS**  
Local police crime statistics are included with the campus's statistics.

<p><b>SECURITY OFFICER</b> </p> <p>Name: Officer Smith Title: Exec Director, University Police Address: 0000 State Avenue, NW Washington, DC 20016-8068 Phone: (202) 555-5555 Email: smith@uus.edu</p>	<p><b>FIRE SAFETY OFFICER</b> </p> <p>Name: Officer Smith Title: Exec Director, University Police Address: 0000 State Ave, NW Washington, DC 20016-8068 Phone: (202) 555-5555 Email: smith@uus.edu</p>	<p><b>LEAD TITLE IX COORDINATOR</b> </p> <p>Name: Jane Doe Title: Title IX Officer Address: 0000 State Ave Washington, DC 20016 Phone: (202) 555-5555 Email: doe@uus.edu</p>
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4.3.2 Crime Data

Below the general information is the most recently reported crime data for Criminal Offenses, Hate Crimes, VAWA Offenses, Arrests, Disciplinary Actions, Unfounded Crimes, and Fires (as applicable to the school). This data can be accessed by selecting the appropriate tab.

Each tab contains this data by Clery geography, which includes on campus, on-campus student housing facilities<sup>1</sup>, noncampus, public property, and reported by local police<sup>2</sup> (as applicable to the school). To collapse a Clery geography section, click the collapse icon – to the left of that item. The expand icon + will become available to re-open the section.

**Note:** When viewing the *Institution Details* page, the data displayed is aggregated at the institution-level for all campuses.

**Figure 12: Get Data for One School, View Data, Crime Data**

CRIMINAL OFFENSES	HATE CRIMES	VAWA OFFENSES	ARRESTS	DISCIPLINARY ACTIONS	UNFOUNDED CRIMES	FIRE STATISTICS
– Criminal Offenses - On campus						
<b>Criminal Offense</b>			<b>2013</b>	<b>2014</b>	<b>2015</b>	
a. Murder/Non-negligent manslaughter			0	0	0	
b. Negligent manslaughter			0	0	0	
c. Sex offenses - Forcible			8			
d. Rape				12	18	
e. Fondling				9	5	
f. Sex offenses - Non-forcible			0			
g. Incest				0	0	
h. Statutory rape				0	0	
i. Robbery			1	0	1	
j. Aggravated assault			7	7	7	
k. Burglary			20	8	9	
l. Motor vehicle theft			0	1	1	
m. Arson			8	4	1	
+ Criminal Offenses - On-Campus Student Housing Facilities						
+ Criminal Offenses - Noncampus						
+ Criminal Offenses - Public Property						
<p>The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.</p> <ul style="list-style-type: none"> <li>Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible.</li> <li>As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses – Nonforcible were no longer collected.</li> </ul>						

BACK

START OVER

To print this information, click the print icon  at the top of the page.

<sup>1</sup> On-campus student housing facility statistics are a subset of on campus statistics.

<sup>2</sup> Most institutions are able to combine statistics from local and state police with their own statistics and report this information in the on-campus, noncampus, and public property categories. However, if an institution has obtained statistics from local and state police for incidents that occurred on the institution's Clery Act geography, but is unable to determine whether the incidents occurred on on-campus, noncampus, or public property, the institution submits these statistics separately in the "reported by local police" category.

## 5 Compare Data for Multiple Schools

The *Compare Data for Multiple Schools* tool allows you to select up to four schools to see a side-by-side comparison of aggregated data for the most recent year, along with the number per 1000 students based on enrollment size.

### 5.1 Step 1: Search Institution/Campus

The first step to comparing data for multiple schools is to search for an institution or campus using the search options described in [3.1 Search Options](#).

**Note:** If an institution is selected from the favorites list, the *Step 2: Search Results* screen will be bypassed.

### 5.2 Step 2: Search Results

The *Search Results* screen, described in [3.2 Search Results](#), includes a list of all schools that meet the selected search criteria. Select one or more institutions and click *Continue*.

**Note:** Only institutions can be compared using this tool. Comparisons are only displayed for between 2 and 4 institutions, you can finalize your list of institutions in the next step.

To select all institutions and campuses on a page, click the checkbox located next to the *Institution/Campus* header.

Figure 13: Compare Data for Multiple Schools, Search Results

## Step 2. Search Results

4 institutions with 3 campuses found

— Search Criteria

State or Outlying Area: DC  
Institution Enrollment: Between 10,000 and 14,999, Between 15,000 and 19,999

Select two or more institution or campus names, then click Continue. Name (A to Z) ▾

<input type="checkbox"/> INSTITUTION/CAMPUS	OPE ID	CITY, STATE	ENROLLMENT	
<input checked="" type="checkbox"/> University of the United States	00000000	Washington, DC	13,198	🔗
Main Campus		Washington, DC		🔗
<input checked="" type="checkbox"/> Example State University	00000000	Washington, DC	18,459	🔗
School of Continuing Studies		Washington, DC		🔗
<input checked="" type="checkbox"/> Example University	00000000	Washington, DC	10,002	🔗
University Main Campus		Washington, DC		🔗
<input checked="" type="checkbox"/> United States College	00000000	Washington, DC	16,980	🔗

« < 1 > »

BACK CONTINUE

## 5.3 Step 3: Confirm Institutions for Comparison

All institutions selected in *Step 2: Search Results* are displayed on this screen. A drop-down list is available to sort the list of schools by Name, OPE ID, City, State, or Enrollment.

To include additional schools in this list, click *Add Schools*. You will be directed to *Step 1: Search Institution/Campus* in order to perform an additional search. The previously selected institutions will remain in your confirmation list during the current browser session.

Select up to four institutions for comparison and click *Continue*.

Figure 14: Compare Data for Multiple Schools, Confirm Institutions for Comparison

## Step 3. Confirm Institutions for Comparison

Select up to 4 institutions, then click Continue. Institution (A to Z) ▾

INSTITUTION	OPE ID	CITY, STATE	ENROLLMENT
<input checked="" type="checkbox"/> University of the United States	00000000	Washington, DC	13,198
<input checked="" type="checkbox"/> Example State University	00000000	Washington, DC	18,459
<input checked="" type="checkbox"/> Example University	00000000	Washington, DC	10,002
<input checked="" type="checkbox"/> United States College	00000000	Washington, DC	16,980

BACK ADD SCHOOLS CONTINUE

## 5.4 Step 4: Compare Data

The comparison data displayed on this screen is aggregated at the institution-level across all Clery Act geographical areas for all campuses in the United States and its outlying areas. The four institutions selected in *Step 3: Confirm Institutions for Comparison* are listed and associated with a letter block: **A**, **B**, **C**, and **D**. These letters are used to represent the institution in the comparison data table.

Figure 15: Compare Data for Multiple Schools, Total Number

**Step 4. Compare Data for year 2015** 

Comparison data is aggregated at the institutional level across all Clery Act geographical areas for all campuses in the United States and its outlying areas.

**A** United States College (00000000) | 🌐 Total Enrollment: 16,980  
**B** University of the United States (00000000) | 🌐 Total Enrollment: 13,198  
**C** Example State University (00000000) | 🌐 Total Enrollment: 18,459  
**D** Example University (00000000) | 🌐 Total Enrollment: 10,002

Total Number    Number Per 1000 Students

CRIMINAL OFFENSES   VAWA OFFENSES   **ARRESTS**   DISCIPLINARY ACTIONS   UNFOUNDED CRIMES

**Arrests**

Law Violation	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
a. Weapons: carrying, possessing, etc.	4	0	0	6
b. Drug abuse violations	20	0	3	16
c. Liquor law violations	70	1	0	3

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

[BACK](#)   [START OVER](#)

The table includes the most recently reported crime data for Criminal Offenses, VAWA Offenses, Arrests, Disciplinary Actions, and Unfounded Crimes (as applicable to the school). This data can be accessed by selecting the appropriate tab.

In addition to displaying the *Total Number*, the comparison data is also available to display by *Number Per 1000 Students*.

Figure 16: Compare Data for Multiple Schools, Number Per 1000 Students

Step 4. Compare Data for year 2015



Comparison data is aggregated at the institutional level across all Clery Act geographical areas for all campuses in the United States and its outlying areas.

- A** United States College (00000000) | 🏫 Total Enrollment: 16,980
- B** University of the United States (00000000) | 🏫 Total Enrollment: 13,198
- C** Example State University (00000000) | 🏫 Total Enrollment: 18,459
- D** Example University (00000000) | 🏫 Total Enrollment: 10,002

Total Number     Number Per 1000 Students

CRIMINAL OFFENSES    VAWA OFFENSES    **ARRESTS**    DISCIPLINARY ACTIONS    UNFOUNDED CRIMES

**Arrests**

Law Violation	A	B	C	D
a. <u>Weapons: carrying, possessing, etc.</u>	0.24	0	0	0.6
b. <u>Drug abuse violations</u>	1.18	0	0.16	1.6
c. <u>Liquor law violations</u>	4.12	0.08	0	0.3

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

[BACK](#)    [START OVER](#)

To print this information, click the print icon  at the top of the page.

## 6 Download Custom Data

The *Download Custom Data* tool allows you to select the safety- and security-related statistical data you are interested in for one or more years and download the data for a customized group of schools.

### 6.1 Step 1: Search Institution/Campus

The first step to comparing data for multiple schools is to search for an institution or campus using the search options described in [3.1 Search Options](#).

**Note:** If an institution or campus is selected from the favorites list, the *Step 2: Search Results* screen will be bypassed.

### 6.2 Step 2: Search Results

The *Search Results* screen, described in [3.2 Search Results](#), includes a list of all schools that meet the selected search criteria. Select one or more institutions or campuses and click *Continue*.

**Note:** If an institution is selected, all of its campuses will also be selected (whether or not they are shown on the screen for the current search results). If a campus is selected for an institution with only one campus, the institution will also be selected.

To select all institutions and campuses on a page, click the checkbox located next to the *Institution/Campus* header. You can also select all institutions and campuses found with your search criteria by clicking the *Continue with all found* button.

Figure 17: Download Custom Data, Search Results

## Step 2. Search Results

2 institutions with 1 campus found [CONTINUE WITH ALL FOUND](#)

— Search Criteria

State or Outlying Area: DC  
Institution Sector: Private nonprofit, 4-year or above  
Institution Enrollment: Between 10,000 and 14,999  
With student residential facilities: Yes

Select one or more institution or campus names, then click Continue. Name (A to Z) ▾

<input type="checkbox"/> INSTITUTION/CAMPUS	OPE ID	CITY, STATE	ENROLLMENT	
<input type="checkbox"/> University of the United States	00000000	Washington, DC	13,198	
<input type="checkbox"/> Main Campus		Washington, DC		
<input type="checkbox"/> Example University	00000000	Washington, DC	10,002	

« < 1 > »

[BACK](#) [CONTINUE](#)

### 6.3 Step 3: Select Year and Category

A notice at the top alerts you to the number of campuses that will be included in your data file; for example, “9 campuses selected.”

Select the relevant years and categories to download a data file that includes the final data submitted for the selected year(s) at the campus-level. Sections are available to separate the reporting categories. To collapse a section, click the collapse icon – to the left of that item. The expand icon + will become available to re-open the section.

Once all sections have been made, click the *Download* button.

**Note:** The *Download* will only be enabled once at least one year and one category are selected.

Figure 18: Download Custom Data, Select Year and Category

**Step 3. Select Year and Category**

7 campuses selected\*

Data files will include the final data submitted for the selected year(s) at the campus level.

\*All campuses related to the selected institutions will be included in the download file. Data can be further restricted once downloaded.

SELECT ALL YEARS

- 2001       2002       2003       2004       2005       2006       2007
- 2008       2009       2010       2011       2012       2013       2014
- 2015

SELECT ALL CATEGORIES

+ Criminal Offenses

+ Hate Crimes

- VAWA Offenses

SELECT ALL

- VAWA Offenses - On campus
- VAWA Offenses - On-campus Student Housing Facilities
- VAWA Offenses - Noncampus
- VAWA Offenses - Public Property
- VAWA Offenses - Reported by Local & State Police

+ Arrests

+ Disciplinary Actions

+ Unfounded Crimes

+ Fire Statistics

[BACK](#)      [START OVER](#)      [DOWNLOAD](#)

### 6.3.1 Access Downloaded Files

A zip file will download to your computer containing .CSV files for each of the categories selected. The files will contain data for all years selected.

Figure 19: Download Custom Data, ZIP file



To extract the files from the folder, open the folder and click “Extract All.” Then, follow the instructions on your computer.

## 7 Download Data

The *Download Data* tool allows you to download the complete data file for all institutions from a single data collection. Files will include all data submitted by all institutions in the selected survey year.

### 7.1 Select Year, File Type, and Data Files

Select the relevant years and file types to view the data items available for download. The list of data files available will change dynamically based on the years and file types selected. Click on a data file to download it.

**Note:** The data files will include all data submitted through the Campus Safety and Security Survey during the selected collection year. Each annual survey collects data for the previous three calendar years which allows institutions to correct previously submitted data in a subsequent collection year. Data files are created immediately following each data collection and therefore do not include any corrections made following the close of the selected collection year.

Figure 20: Download Data, Select Options

#### Select Year, File Type, and Data Files

Data files will include all data submitted through the Campus Safety and Security Survey during the selected collection year. Each annual survey collects data for the previous three calendar years which allows institutions to correct previously submitted data in a subsequent collection year. Data files are created immediately following each data collection and therefore do not include any corrections made following the close of the selected collection year.

SELECT ALL YEARS

2016     2015     2014     2013     2012     2011     2010     2009     2008

SELECT ALL FILE TYPES

Excel     SAS     SPSS

---

#### 2015

[Data for calendar years 2012-14](#) – Data are stored in 29 Excel files. The files contain a record for every institution. In addition, codebooks for each file are provided in Microsoft Word format, as well as a ReadMe.txt file containing file descriptions.

[Aggregated Data for calendar years 2012-14](#) – Aggregated data are stored in seven Excel files.

[All data combined for calendar years 2012-14](#) – Data are stored in 29 files in SAS format. In addition, a ReadMe.txt file containing file descriptions is provided.

---

#### 2014

[Data for calendar years 2011-13](#) – Data are stored in 23 Excel files. The files contain a record for every institution. In addition, codebooks for each file are provided in Microsoft Word format, as well as a ReadMe.txt file containing file descriptions.

[Aggregated Data for calendar years 2011-13](#) – Aggregated data are stored in five Excel files.

[All data combined for calendar years 2011-13](#) – Data are stored in 23 files in SAS format. In addition, a ReadMe.txt file containing file descriptions is provided.



## 8 Generate Trend Data

The *Generate Trend Data* tool allows you to select a subject area and question of interest and instantly view the answer for the most recent year. The answer can then be used to trend the number for all years available or build a table using row and column variables. Once a table is created, the row, column, and cell values can also be trended. These features and more are explained below.

### 8.1 Getting Started

#### 8.1.1 Subjects and Questions

To begin, select a subject to view the available questions, then click on a question to continue.

Figure 22: Generate Trend Data, Subjects and Questions

#### Subjects and Questions

Click on a subject of interest to see the answer, build tables and view trends.

<b>Criminal Offenses</b>	▶
<b>Hate Crimes</b>	▶
<b>VAWA Offenses</b>	▶
<b>Arrests And Disciplinary Actions</b>	▶
<b>Unfounded Crimes</b>	▶
<b>Student Housing Fires</b>	▶



The Generate Trend Data tool allows you to select a question about the number of reported offenses relating to a specific aspect of campus security and see the number of offenses reported for the most recently available year. You will also be able to build a table and see a graph that shows the trend over time. You may further break down the number of reported offenses by institution type, type of offense, and year.

A comprehensive list of available subjects and questions is below:

#### Criminal Offenses

- How many criminal offenses were reported?

#### Hate Crimes

- How many hate crimes were reported?

## VAWA Offenses

- How many VAWA Offenses were reported?

## Arrests and Disciplinary Actions

- How many arrests were reported?
- How many disciplinary actions were reported?

## Unfounded Crimes

- How many Unfounded Crimes were reported?

## Student Housing Fires

- How many fires occurred in on campus student housing facilities?
- How many injuries or deaths due to fires were reported in on campus student housing facilities?

### 8.1.2 Main

Once a question is selected, the *Main* page is displayed. The list of available subjects and questions continues to appear in a panel to the left. This panel can be opened and closed as needed by clicking the hide panel icon . Once this is clicked, the show panel icon  will be available.

On the *Main* page, the answer is displayed for the most recent year. The number of institutions and campuses used to determine the answer is also displayed. For example, the answer may state “In year 2015, the number of reported criminal offenses is 36,248. This is based on 6,701 institutions with 11,306 campuses.”

Figure 23: Generate Trend Data, Main



### 8.1.3 Next Steps

Once you have selected a question and viewed the answer, you can add a filter, build a table, or create a trend. These options are outlined below:

- **Filter By:** On the *Main* page, you can filter the answer for a subset of schools. For example, you can view the answer for schools in the District of Columbia only. The filtered result can also be used to build a table or view a trend for that subset of schools. Instructions for filtering the result are available in [8.2 Filter](#).
- **Build Table:** From the *Main* page, you can select *Build Table* to view the *Table* page. Once a table is built, options are available to add or modify the filter and trend the data. Instructions for building a table are found in [8.3 Table](#).
- **Trend:** From the *Main* page, you can select *Trend* to view the *Trend* page. Data can also be trended from the *Table* page. Instructions for trending from the *Main* page or *Table* page are covered in [8.4 Trend](#).

## 8.2 Filter

To filter the results so the answer, trend, and tables are only displayed for certain schools, select *Filter By* at the top of the page. This option is available on the *Main* page and the *Table* page.

**Note:** Filters are not required.

Clicking the filter option will open a panel at the bottom of the page with a list of variables. Click on a variable to select it and view the definition. Once a variable is selected, the available categories will be displayed.

Figure 24: Generate Trend Data, Filter Panel

The screenshot displays a web interface for a data visualization tool. At the top, the question "How many criminal offenses were reported?" is shown, followed by a summary: "In year 2015, the number of reported criminal offenses was 36,248. This is based on 6,701 institutions with 11,306 campuses." Below this, a "Main" section contains three buttons: "Filter By", "Build Table", and "Trend". A large circular graphic in the center displays the number "36,248". At the bottom, a "Filter By" panel is open, showing a list of variables: "Sector of Institution", "Level of Institution", "Control of Institution", "Clery Geography", and "State or Outlying Area". The "State or Outlying Area" option is selected with a red radio button. To the right, a "Categories" panel is visible, listing various jurisdictions: Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia (checked with a red box), and Federated States of Micronesia. At the bottom of the filter panel are "CLEAR" and "SUBMIT" buttons.

Select one or more categories and click *Submit* to view the answer with the selected filter applied. By default, no categories are selected. The filter will be indicated below the answer. The number of institutions and campuses used to determine the answer is updated based on this filter.

**Figure 25: Generate Trend Data, Filter Applied**



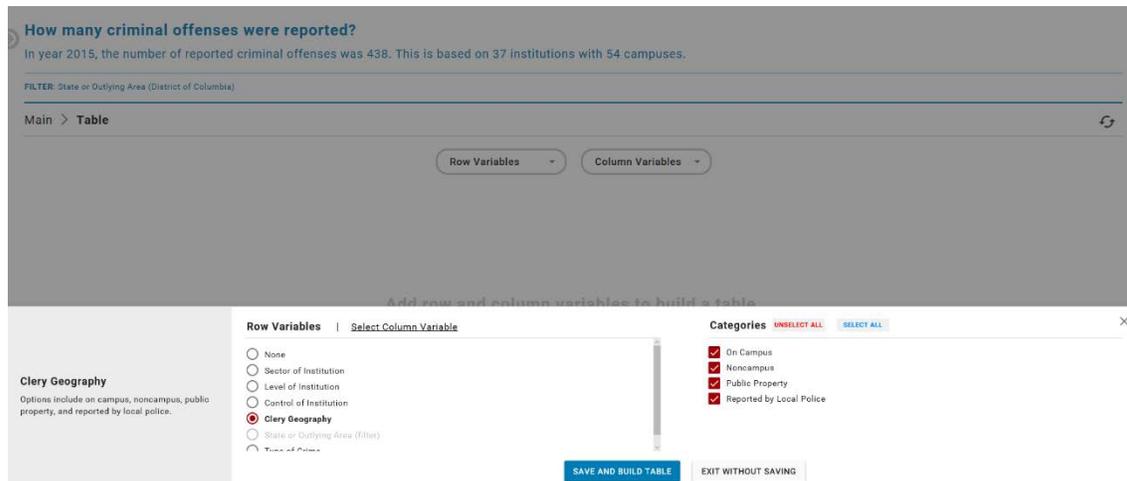
To clear all changes, click the clear all icon ↻.

From the *Main* page, the filtered answer can be used to create a table or a trend. To create a table, follow the steps in [8.3 Table](#). To trend the answer, follow the steps in [8.4.1 Trend from Main](#). To trend from a filtered table, follow the steps in [8.4.2 Trend from Table](#).

## 8.3 Table

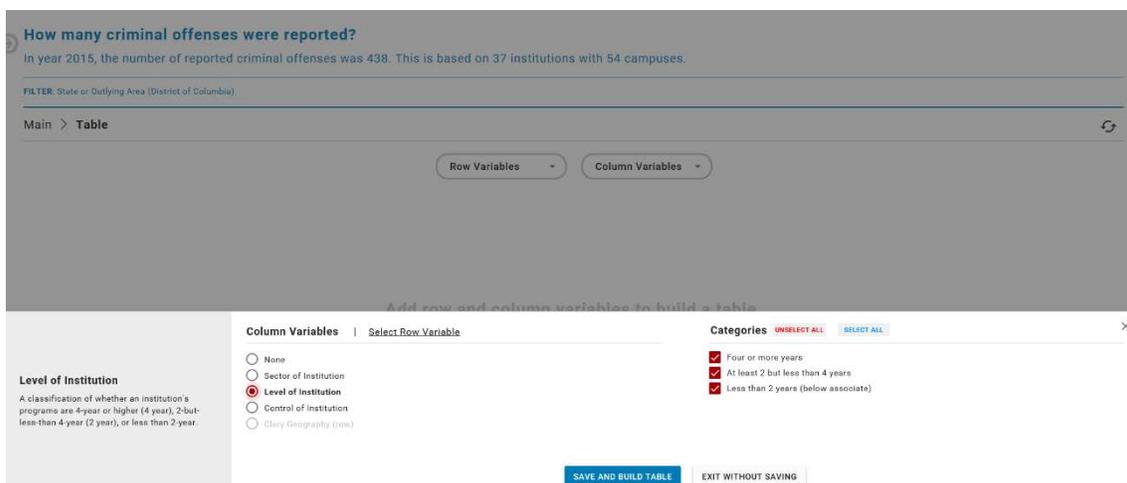
To build a table from the answer provided, click *Build Table* at the top of the page. Clicking this option will display the *Table* page and open a panel at the bottom of the page with available *Row Variables*. Click on a variable to select it and view the definition. Once a variable is selected, the available categories will be displayed. By default, all categories are selected. Select one or more categories.

Figure 26: Generate Trend Data, Table, Add Row



Next, click *Select Column Variable* to select a column variable for your table. The panel at the bottom will display all available *Column Variables*. Click on a variable to select it and view the definition. Once a variable is selected, the available categories will be displayed. By default, all categories are selected.

Figure 27: Generate Trend Data, Table, Add Column

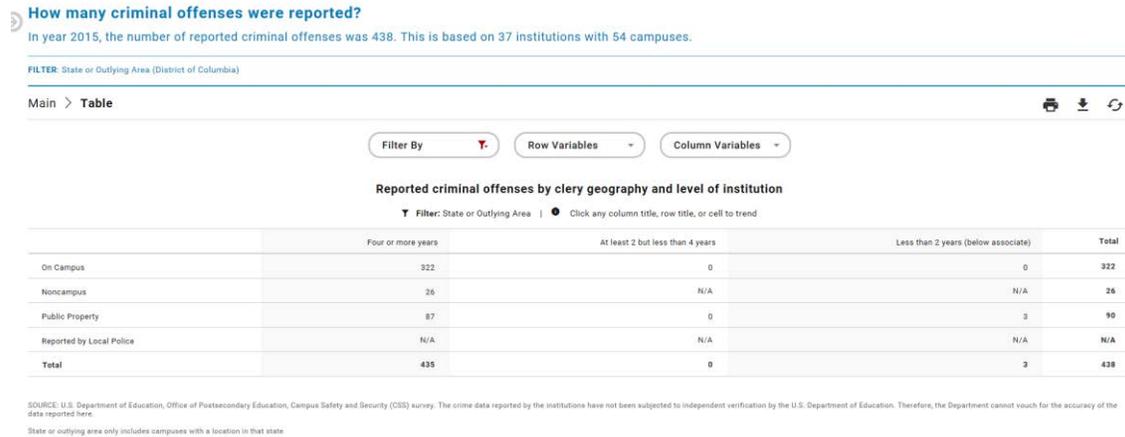


In order to create a one-dimensional table, select *None* for either the row variable or the column variable.

**Note:** If a variable was used for the filter or row, it will be disabled. Additionally, if a variable intersects with another variable that is in use, it will be disabled. For example, “sector” is created by combining “control” and “level.” If level is selected as a column variable, then both “level” and “sector” will be disabled for the row variable and filter.

Click *Save and Build Table* to accept all selections and view your table. If a filter was added, it will be applied to the table created.

**Figure 28: Generate Trend Data, Table**



Once a table is created, the *Row Variables* and *Column Variables* can be modified by selecting the appropriate button at the top of the page. Additionally, a filter can be added or the current filter can be modified. To add or modify a filter, follow the steps in [8.2 Filter](#). To trend an element of the table, follow the steps in [8.4.2 Trend from Table](#).

Options are available to print the page using the print icon , or download the information found on the page using the download icon . To clear all changes and return to the *Main* page, click the clear all icon .

## 8.4 Trend

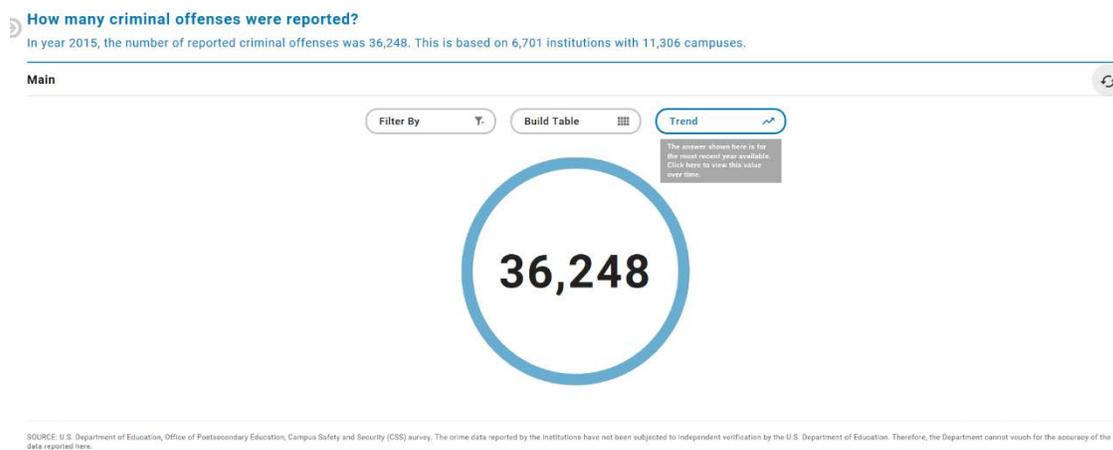
Options are available to trend the answer from the *Main* page or the *Table* page. These options are outlined below.

**Note:** The trend function is only available for questions with at least two years of data.

### 8.4.1 Trend from Main

From the *Main* page, you can display the answer in a table and graph for all years available. To begin, click *Trend* from the top of the page.

Figure 29: Generate Trend Data, Main, Trend



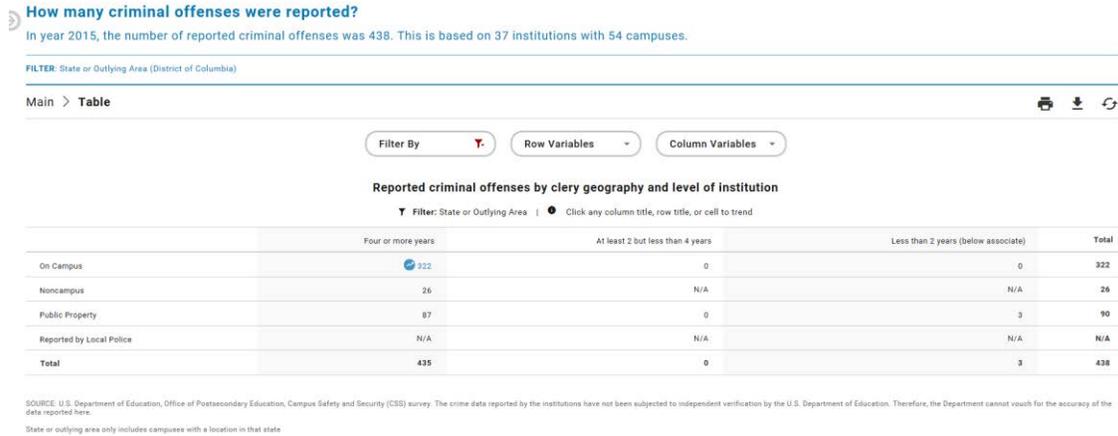
The trend page displays that value for all available years. If a filter was added, it will be applied to the trend created.

### 8.4.2 Trend from Table

Once a table is created, the columns, rows, and cells can be clicked to trend the data for that item. Data values available for trend will display a trend icon  when your mouse hovers over the item. For example, in

Figure 30 you can click the number “24,028” in the cell for “On Campus” and “Four or more years.” The trend page displays that value for all available years. If a filter was added, it will be applied to the trend created.

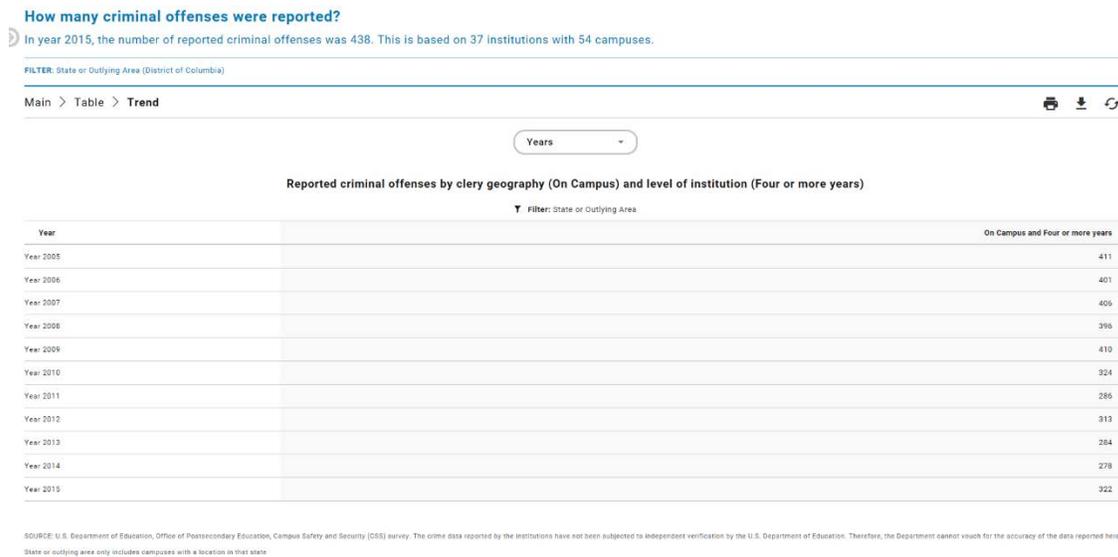
Figure 30: Generate Trend Data, Table, Trend Cell



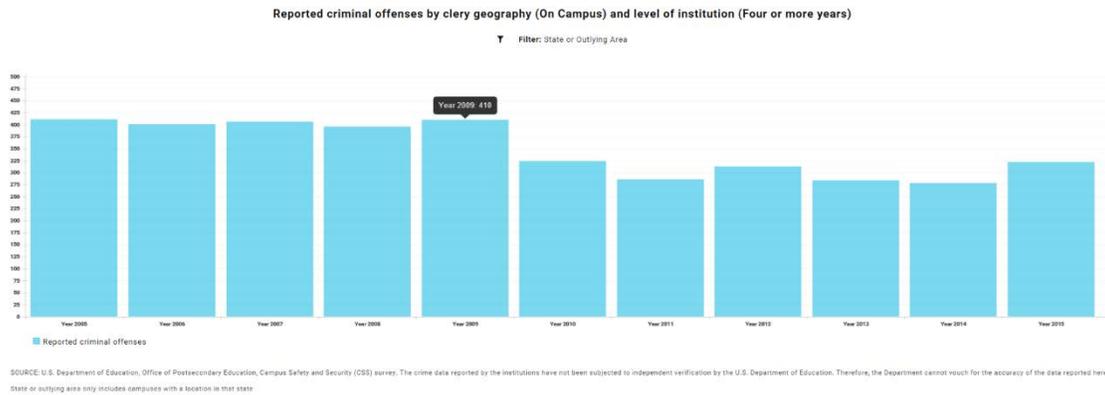
### 8.4.3 Trended Data

Whether the trend was created from the *Main* page or *Table* page, the *Trend* page will be displayed. On the *Trend* page, the answer is provided for all available years in the form of a chart and graph.

Figure 31: Generate Trend Data, Trend, Chart



**Figure 32: Generate Trend Data, Trend, Graph**



**Note:** The graph includes a feature that allows you to view the exact number (as shown in the chart) by hovering over the bar.

To change the years displayed on the trend screen, click *Years* at the top of the *Trend* page. Clicking this option will open a panel at the bottom of the page. Select one or more years and click *Submit* to view the changes. By default, all years are selected.

**Figure 33: Generate Trend Data, Trend, Change Years**

How many criminal offenses were reported?  
In year 2015, the number of reported criminal offenses was 438. This is based on 37 institutions with 54 campuses.

FILTER: State or Outlying Area (District of Columbia)

Main > Table > Trend

Years

Reported criminal offenses by clery geography (On Campus) and level of institution (Four or more years)

Filter: State or Outlying Area

Year	On Campus and Four or more years
Year 2005	411
Year 2006	401
Year 2007	406

Add/Remove years  
Please select/unselect years to update trend data.

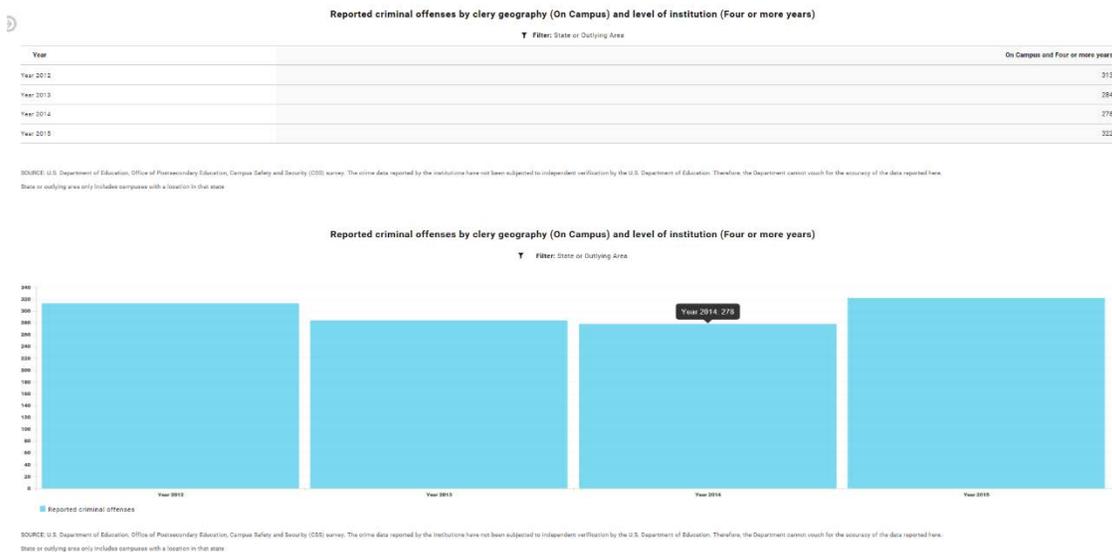
Years UNSELECT ALL SELECT ALL

- Year 2009
- Year 2010
- Year 2011
- Year 2012
- Year 2013
- Year 2014
- Year 2015

SUBMIT

The changes will be displayed instantly in the chart and graph.

**Figure 34: Generate Trend Data, Trend, Years Applied**



Options are available to print the page using the print icon , or download the information found on the page using the download icon . To clear all changes and return to the *Main* page, click the clear all icon .

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