

#### BEFORE WE MOVE FORWARD...

- Creation of ASR ensures policies and processes are in place
- "Say what you do; do what you say."
- Who is at the table?
- Does it reflect our hard work?
- Is it a useful document?

# WHEN IS AN INSTITUTION'S ANNUAL SECURITY REPORT DUE?



- A. By April 5th
- B. By September 1st
- C. By October 1st
- D. By October 15th

#### MULTIPLE TASKS AND MANY PARTNERS

#### Clery Compliance Team

- Oversees tasks
- Project management skills
- Coordinates collaboration and communication among partners

- Your Workbook activity includes a list of a few different Clery compliance tasks. Document who at your institution might play a role in implementation of each task
- These individuals may be a good fit for your Clery team

### SAMPLE ED FINDINGS: LACK OF ADEQUATE POLICY STATEMENTS; FAILURE TO PUBLISH AND DISTRIBUTE ASR

#### **FAST FACTS**

- Range of gaps, including:
  - Nonexistent policies
  - Existing policies and procedures but not one central, comprehensive ASR or missing specific policy statements
  - ASR with inaccurate information
  - Didn't compile complete crime statistics in ASR
  - Released after October 1

#### **ACTION ITEMS**

- ASR updates working group
- Reviewed/established required policies and reflected accurate policy statements within updated ASR
- Explanation and correction of crime statistics

# GENERAL AREAS GOVERNING ISSUANCE OF POLICY STATEMENTS

- Compiling the Annual Security Report
- Security Of and Access to Campus Facilities
- 3. Law Enforcement & Jurisdiction
- Reporting Crimes and Other Emergencies
- 5. Timely Warnings & Emergency Notification and Evacuation
- 6. Security Awareness Programs
- 7. Crime Prevention Programs
- 8. Alcohol and Other Drug Policies

- Dating Violence, Domestic Violence, Sexual Assault, Stalking
- 10. Student Disciplinary Proceedings Results
- Sex Offender Registration Policy
- Missing Student Notification Procedure
- 13. Fire Safety Report

#### FRAMING THE ANNUAL SECURITY REPORT

- Compiling the Annual Security Report
- Security of and Access to Campus Facilities
- Law Enforcement and Jurisdiction

# POLICIES FOR COMPILING THE ANNUAL SECURITY REPORT (ASR)

- Description of how the ASR is prepared and purpose
- Who prepares ASR
- How and from what sources crime statistics are collected

#### SECURITY AND ACCESS POLICY STATEMENT

- Security Of and Access To Campus Facilities
  - Including How:
    - Residences are secured and
    - Students and others access
- Security Considerations in the Maintenance of Campus Facilities

#### LAW ENFORCEMENT AND JURISDICTION

- Enforcement Authority and Jurisdiction
- Authority to Arrest and Relationships
- Monitoring & Reporting of Criminal Activity (noncampus locations of student organizations)
- Procedures for Voluntary Confidential Reporting

#### ENFORCEMENT AND JURISDICTION

Address the enforcement authority and jurisdiction of security personnel

#### **AUTHORITY TO ARREST AND RELATIONSHIPS**

- Be specific and indicate if no authority, limited authority, or who does or doesn't have arrest powers
- Describe the campus security or police department's working relationship with local and state agencies
- Disclose local agreements with law enforcement agencies for investigation of alleged criminal offenses

# MONITORING AND REPORTING OF CRIMINAL ACTIVITY

- Indicate whether the institution uses local police to monitor the activities of officially recognized student organizations
- Not mandated to monitor these activities with local police
- May monitor these activities themselves with campus police
- If the institution does not have any noncampus student organizations, it must state so in the policy

#### REPORTING

#### Reporting Crimes and Other Emergencies

- Accurate and Prompt Reporting
- Reporting of Criminal Offenses
- Voluntary Confidential Reporting
- Procedures for Confidential Reporting

#### ACCURATE AND PROMPT REPORTING POLICY

- Policy in place that encourages accurate and prompt reporting of all crimes to campus police and appropriate police agencies when the victim of a crime elects to or is unable to make such a report
- If the institution does not have a campus police/security department, this should be stated in the policy

#### REPORTING OF CRIMINAL OFFENSES

- Titles of each person/office to whom crimes should be reported
- Location and phone numbers of each person and/or office on campus (Promising Practice)
- The number and office of any off-campus reporting agency (Promising Practice)
- Use of emergency blue light telephone or any other reporting system (Promising Practice)

#### VOLUNTARY CONFIDENTIAL REPORTING

#### Institutions must disclose:

- Whether they have policies or procedures; and if so
- Provide a description of those policies and procedures

#### CONFIDENTIAL REPORTING PROCEDURES

- Procedures that encourage pastoral and professional counselors to inform persons they are counseling of voluntary, confidential reporting options
- Institutions are not required to have such procedures in place but they must be described if they exist

Turn to the **ASR Checklist** in the Workbook's Appendix.

- Look at your ASR and begin to review your policy statements for the following sections:
  - Compiling the ASR
  - Security and access to campus facilities
  - Law enforcement and jurisdiction
  - Reporting of crimes and other emergencies
- Note whether the required elements are reflected in the ASR and draft next steps, responsible parties, and timelines.

#### ALERTING/ONGOING DISCLOSURES

Timely Warning and Emergency Notification and Evacuation Policy Statements

#### TIMELY WARNING POLICY COMPONENTS

- Circumstances regarding issuance
- Individual or office responsible
- Dissemination method(s)

# EMERGENCY NOTIFICATION AND EVACUATION POLICY COMPONENTS

- Procedures institution will use to immediately notify the campus community upon confirmation
- Process used to confirm significant emergency or dangerous situation involving immediate threat to health and safety
- Process to determine which segment(s) will receive notification
- Explanation of how the content of a notification will be developed
- Explanation of process to initiate notification system
- List of title or office of those responsible

# EMERGENCY NOTIFICATION AND EVACUATION POLICY COMPONENTS (CONT'D)

- Statement that notification will be made without delay and taking into account the safety of the community unless notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate emergency
- Procedures for disseminating emergency information to the larger community
- Procedures to annually schedule drills, exercises, and appropriate follow-through activities
- Procedures to annually publicize emergency response and evacuation in conjunction with a test and documentation of each test

### GENERAL PREVENTION AND AWARENESS PROGRAMS

- Security Awareness Programs
- Crime Prevention Programs
- Alcohol and Other Drug Policies

#### SECURITY AWARENESS PROGRAMS

- Describe type and frequency of security awareness programs designed to:
  - Inform campus community about safety procedures and practices
  - Encourage campus community to be responsible for their own security and the security of others
- State if no programs

#### CRIME PREVENTION PROGRAMS

- Describe programs designed to inform students and employees about crime prevention
- State if no programs

#### ALCOHOL AND OTHER DRUG POLICIES

- Alcohol Policy
  - Possession, Use, and Sale
  - Enforcement of State Underage Laws
- Drug Policy
  - Possession, Use, and Sale
  - Enforcement of State and Federal Laws
- Drug Free Schools and Communities Act (DFSCA) drug and alcohol abuse prevention program (DAAPP) description or cross-reference

# DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

- Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention and Response Policy Statements
- Student Disciplinary Procedures
- Sex Offender Registration

### DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING POLICY STATEMENTS – OVERVIEW

- Description of primary prevention programs and awareness campaigns for new and current students and employees
- Procedures to follow
  - Importance of preserving evidence
  - Reporting options
  - Involvement of law enforcement and campus authorities

# DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING POLICY STATEMENTS OVERVIEW (CONT'D)

- Confidentiality
- Written notification
  - All students and employees:
    - On/off campus services
  - Victims:
    - Accommodations (academic, housing, working, transportation, protective measures)
    - Rights and options
    - Disciplinary procedures (including timelines and sanctions)

Note breakdown in checklist per crime and per students vs. employees

#### STUDENT DISCIPLINARY PROCEDURES

Statement that upon request institution will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest or statutory rape) to:

The victim of such crime or offense OR

The next of kin, if the victim is deceased

#### REGISTERED SEX OFFENDER INFORMATION

- Advises the campus community where information provided by the state concerning registered sex offenders may be obtained
  - Only required to inform the campus community
  - NOT required to collect information

#### **WORKBOOK ACTIVITY**

WB 109

Turn to the **ASR Checklist** in the Workbook's Appendix.

- Look at your ASR and begin to review your policy statements for the following sections:
  - Timely warnings
  - Emergency notification
  - Dating violence, domestic violence, sexual assault, and stalking policy statements
  - Student disciplinary procedures
  - Registered sex offenders
- Pay attention to the nuanced breakdown of requirements per section, note whether the required elements are reflected in the ASR, and draft next steps, responsible parties, and timelines.

# ON-CAMPUS STUDENT HOUSING FACILITY SPECIFIC POLICY STATEMENTS

- Missing Student Notification
- Fire Safety Report

#### On-campus student housing facility

A dormitory or other residential facility for students that is located on an institution's campus

## MISSING STUDENT NOTIFICATION POLICY STATEMENTS

- List of titles of persons or offices to report
  - 24 hours missing
- Immediate referral to campus security, police, or law enforcement
- Option to identify contact person

# MISSING STUDENT NOTIFICATION POLICY STATEMENTS (CONT'D)

- Advise that contact information is registered and confidential
- Advise if under 18 & not emancipated that custodial parents must be notified within 24 hours
- Advise that local law enforcement will be informed within 24 hours

#### FIRE SAFETY

Only for institutions with on-campus student residential housing

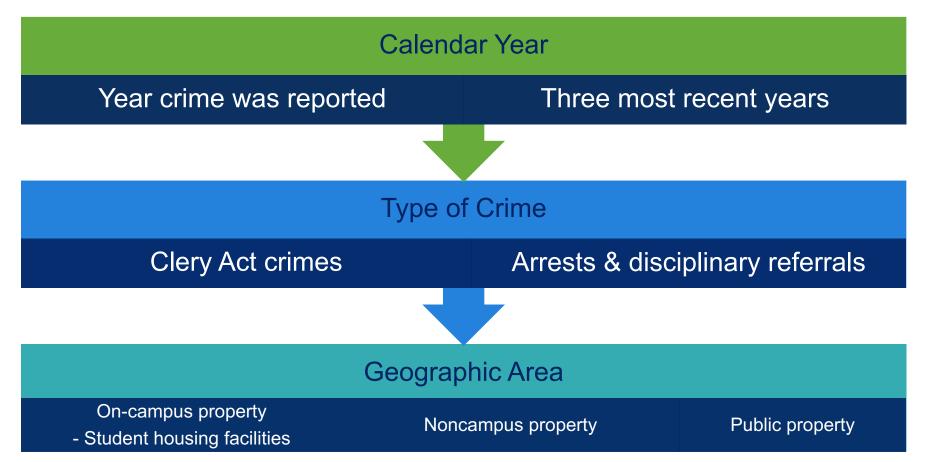
#### ANNUAL FIRE SAFETY REPORT

- A description of each on-campus student housing facility fire safety system
- The number of fire drills held during the previous calendar year
- Institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility
- Institution's procedures for student housing evacuation in the case of a fire

### ANNUAL FIRE SAFETY REPORT (CONT'D)

- Policies regarding fire safety education and training programs provided to students and employees
  - Describe procedures that students/employees should follow in the case of a fire
- A list of titles to which students and employees should report that a fire occurred
- Plans for future improvements in fire safety

## CRIME PRESENTATION: THREE REQUIRED ELEMENTS



#### **CRIMINAL OFFENSES**

- Criminal Homicide
  - Murder & Non-negligent Manslaughter
  - Manslaughter by negligence
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

#### HATE CRIMES

#### All Criminal Offenses Plus:

 Larceny-theft, simple assault, intimidation, destruction/damage or vandalism of property

#### **Bias Categories:**

 Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability

#### **VAWA OFFENSES**

- Dating violence
- Domestic violence
- Stalking

#### ARRESTS AND REFERRALS

#### **ARRESTS**

- Weapons law violations
- Drug abuse violations
- Liquor law violations

### REFERRALS FOR DISCIPLINARY ACTION

- Weapons law violations
- Drug abuse violations
- Liquor law violations

#### GEOGRAPHIC AREA: FOUR REQUIRED AREAS

On-Campus
Property
On-Campus Student
Housing

**Public Property** 

Noncampus Property

### KEY POINTS: PRESENTATION OF CRIME STATISTICS

Present crime statistics for the preceding three calendar years for:

- All Clery crimes
  - Reported to a campus security authority or local police
  - Which occurred in one of the four designated geographic areas

## KEY POINTS: PRESENTATION OF CRIME STATISTICS (CONT'D)

#### Clery Crimes include:

- Criminal offenses
- Hate Crimes
- VAWA Crimes
- Arrests and referrals for disciplinary action for:
  - Weapons law, drug abuse, and liquor law violations

## KEY POINTS: PRESENTATION OF CRIME STATISTICS (CONT'D)

#### **Unfounded Crimes**

- Present in either a tabular format or in a narrative or descriptive format
- One statistic for each of the three most recent calendar years
- Total number of unfounded crimes across all Clery Act geographic areas
- Not required to break down by geographic category or type of crime

Crime Classification		Campus		Noncampus	Public Property	Total
		On Campus Student Housing	On-Campus Total			
Murder/Non- Negligent Manslaughter	2018	1	1	0	0	1
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Rape	2018	10	12	1	0	13
	2017	13	13	0	0	13
	2016	8	9	2	0	11
Fondling	2018	4	5	0	2	7
	2017	3	3	1	2	6
	2016	5	6	1	4	11
Incest	2018	1	1	0	0	1
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Statutory Rape	2018	1	1	0	0	1
	2017	0	0	1	0	1
	2016	0	0	0	0	0

**NOTE:** References sample structure only – the above table does not include all crime categories.

#### FIRE STATISTICS

- Reported fires in on-campus student housing facilities
- Identify each facility by name and street address
- Disclose:
  - Number of fires and cause of each fire
  - The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an oncampus health center
  - The number of deaths related to a fire
  - The value of property damage caused by a fire

### WHICH OF THE FOLLOWING MAY AN INSTITUTION EXCLUDE FROM ITS ANNUAL SECURITY REPORT?

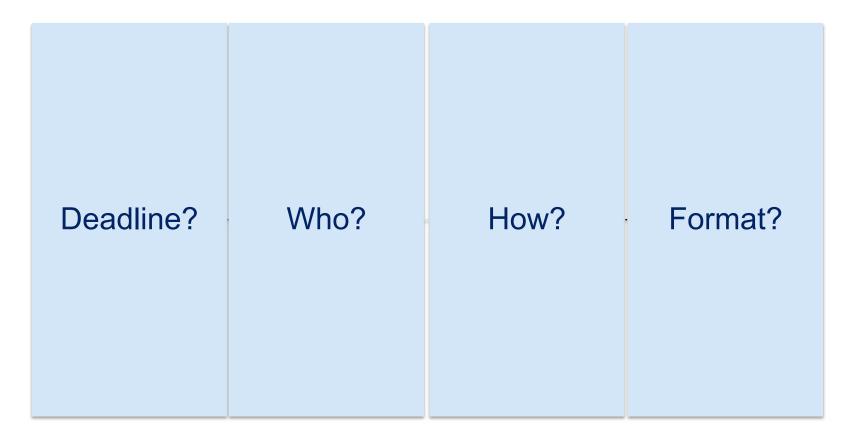


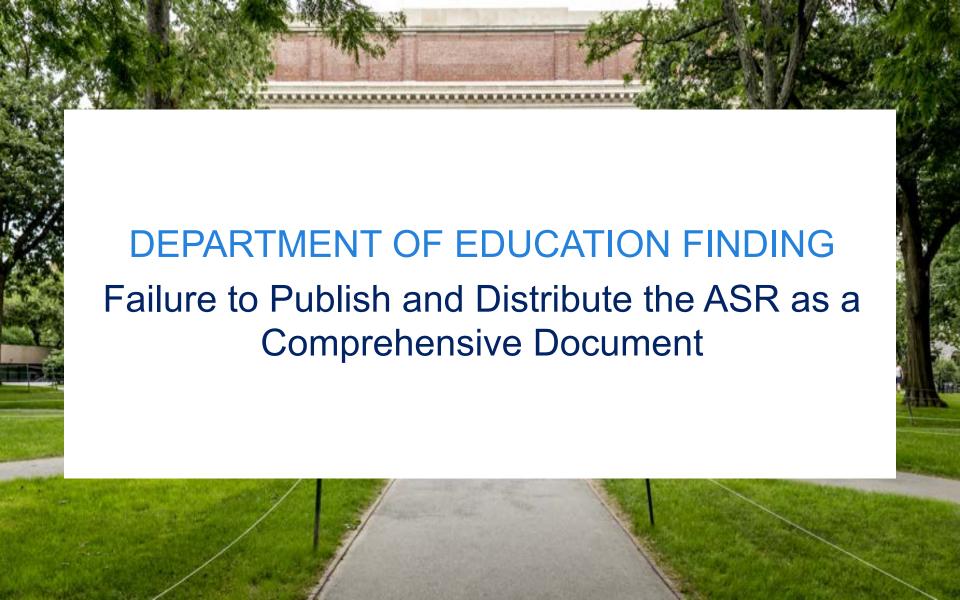
- A. Three years worth of crime statistics
- B. Timely warning policy statement
- C. Statement on the accessibility of crime log
- D. Information about crime prevention programming

# Turn to the **ASR Checklist** in the Workbook's Appendix.

- Review your ASR Checklist for any remaining policy statements and statistics that you have not yet checked against your ASR/fire safety report.
- Work to complete those sections.
- Note whether the required elements are reflected in the ASR, and draft next steps, responsible parties, and timelines.

## PUBLICATION & DISTRIBUTION: FOUR COMPONENTS





### October 1

Earlier

Not Later No Grace Period

## WHO GETS THE ANNUAL SECURITY REPORT?

**Current Students Current Employees Prospective Students Prospective Employees** 

#### PROSPECTIVE STUDENTS/EMPLOYEES

Individuals who have contacted an eligible institution requesting information about:

- Admission
- Employment

If institution solicits application for position through an advertisement, it is required to provide a notice of the availability of the ASR to those individuals it interviews.

### ASR DISTRIBUTION METHODS: CURRENT STUDENTS & EMPLOYEES

- Direct Distribution
  - US Postal Service
  - Campus Mail System
  - Email
  - Any of the Above
- Posting on the Internet/Intranet

### INTRA OR INTERNET DISTRIBUTION METHODS: CURRENT STUDENTS/EMPLOYEES

#### Must Include:

- A statement of the report's availability
- A list and brief description of the content
- Exact electronic address (URL)
- Statement that a paper copy will be provided upon request

#### AN EXACT URL

- The exact address wherein the report lies
  - Can't be the institution's homepage
- Permissible to provide links to other pages that provide information on additional required elements or resources such as:
  - Crime log
  - Annual security reports for other campuses
  - Local victim assistance agencies

### ASR DISTRIBUTION METHODS: PROSPECTIVE STUDENTS & EMPLOYEES

- Notice of the report's availability
- Description of its content
- Opportunity to request a copy
- Unlike current students and employees, this notice may be provided along with other information

### INTERNET DISTRIBUTION METHODS: PROSPECTIVE STUDENTS & EMPLOYEES

- Exact URL where report is posted
- Brief description of the report
- Statement that a paper copy is available upon request

### ANNUAL SECURITY REPORT SAMPLE NOTICE OF AVAILABILITY

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by (name of institution); and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

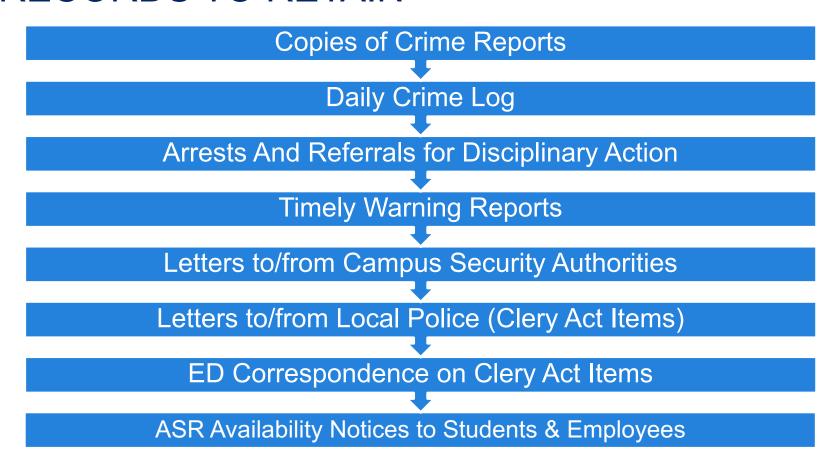
You can obtain a copy of this report by contacting (name of office) or by accessing the following web site (address of web site).



#### CORRECTING THE ASR

- If institution makes correction following release, must update ASR
- If institution corrects crime statistics for previous calendar year, must correct statistics in all previous ASRs that included the statistics
  - Ex. December 2015 update to 2013 statistics -> correct 2013 statistics in 2014 and 2015 ASRs
- If policies are updated, must update information in most recent ASR
- Add caveats to note changes (what change was made, date the change was made, and reasons for change)
- Redistribute

#### RECORDS TO RETAIN



Take a minute on your own to note on your Reminders: Putting It All Together page a few key messages about a team approach to Clery compliance and the ASR that you would like to share with your campus community.

#### SUMMARY OF MAJOR POINTS

- Notice/disclosure must be met by October 1st
- Must distribute ASR to all current students and employees
- Must provide an ASR summary to prospective students/employees and copies upon request
- Crime statistics must be retained for 3 years after the last release (7 years total)
- The actual ASR is retained for 3 years



#### **CLERY CENTER**

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