

CLERY – REQUIRED POLICY STATEMENTS CHECKLIST

The following is a list of the policy statements that must be included in the Annual Security Report, including a checklist of the components that should be included in each policy and in the narrative statement included in the Annual Security Report.

General Policies

- Reporting procedures to report criminal actions or other emergencies occurring on campus, including policies concerning the response to these reports:
 - Timely warning policy:
 - Circumstances for which a warning will be issued.
 - Individual or office responsible for issuing the warning.
 - Manner in which the warning will be disseminated (i.e. email, text, phone, etc.).
 - Policies for preparing annual crime statistics disclosure:
 - Purpose of report.
 - Who prepares the report.
 - How and from what sources crime statistics are collected.
 - List of titles of each person/organization to whom students/employees should report criminal offenses for purposes of making timely warning reports and the annual statistical disclosure (this policy does NOT have to include all Campus Security Authorities; it can be a list of those to whom you would *prefer* crimes be reported):
 - Describe institutional policies and procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.
- Security policies related to security of and access to campus facilities and security considerations used in maintenance of facilities:
 - If no campus residences, state so in policy.
 - Explain how access is granted (i.e. keycards for residences).
- Campus law enforcement policies:
 - Law enforcement authority of campus security personnel (i.e. Are they commissioned? Can they make arrests?).
 - Working relationship of campus security personnel with state and local law enforcement agencies.
 - Whether security personnel have authority to make arrests.
 - Disclose if you have a memorandum of understanding or any other written agreement with any law enforcement agencies.
 - Disclose if you have any agreements, such as written memoranda of understanding between the institution and such agencies, for the

- If alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of disclosure under this policy.

- Statement of policy regarding emergency response and evacuation procedures:
 - Procedure to be used to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
 - Description of process institution will use to confirm there is a significant emergency or dangerous situation, determine the appropriate segment(s) of the campus community to receive a notification, determine the content of the notification, and initiate the notification system.
 - Statement that institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
 - A list of titles/persons/organizations responsible for making the determinations described above.
 - Institution's procedures for disseminating emergency information to the larger community.
 - Institution's procedures to test emergency response and evacuation procedures on at least an annual basis, including:
 - Tests that may be unannounced.
 - Publicizing emergency response and evacuation procedures in conjunction with at least one test per calendar year.
 - Document, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

- Statement of policy for missing student notifications (required ONLY for institutions with on-campus student housing):
 - Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours.
 - Require that any missing student report must be referred immediately to the institution's police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area.
 - Contain an option for each student to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency.
 - Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
 - Advise students that if they are under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any

- additional contact person designated by the student.
- Advise students that the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Policies on Sex Offenses, VAWA Crimes and Offenders

- Policy regarding the institution's educational programs and campaigns to promote awareness of dating violence, domestic violence, sexual assault, and stalking. The statement must include:
 - A description of the institution's primary prevention and awareness programs for all incoming students and new employees.
 - A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act.
 - The definition of "dating violence," "domestic violence," "sexual assault," and "stalking"
 - The definition of "consent"
 - A description of safe and positive options for bystander intervention.
 - Information on risk reduction.
 - A description of the institution's disciplinary proceedings for incidents of dating violence, domestic violence, sexual assault and stalking.
 - A description of the institution's ongoing prevention and awareness campaigns for students and employees. This statement must also include the elements listed in the 6 above items.

- Procedures victims should follow in the case of alleged dating violence, domestic violence, sexual assault, or stalking occurs, including **written information** about:
 - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
 - How and to whom the alleged offense should be reported.
 - Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
 - Notify proper law enforcement authorities, including on-campus and local police. Include contact information for law enforcement.
 - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses.
 - Decline to notify such authorities.
 - Where applicable, the rights of victims and the institution's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

- Procedures the institution will follow in the case of alleged dating violence, domestic violence, sexual assault, or stalking:
 - Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:
 - Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying

information about the victim, as defined in section 4002 (a)(20) of the Violence Against Women Act of 1994.

- Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
- State who is responsible for determining what information about a victim should be disclosed and to whom this information will be disclosed, as well as how the decision to disclose will be made.
- Specify that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community:
 - Provide specific information identifying available services.
 - Provide information about how a student or employee can access these services or request information.
 - If no on or off campus services, state this.
- Statement that the institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
 - State that institution is **obligated** to comply with a student's reasonable request for a living and/or academic situation following an **alleged** sex offense.
 - Identify all available options.
 - Identify how you will determine what measures to take and who will be responsible for making that decision.
- Statement that when a student or employee reports he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, the institution will provide a written explanation of the student's or employee's rights and options.
- A clear statement of policy that addresses the procedures for institutional disciplinary action in cases of an alleged dating violence, domestic violence, sexual assault, or stalking:
 - Describe each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking.
 - Describe, in detail, how an individual can file a complaint. Provide contact information for the person or office to which the complaint should be made, the location of any forms required, and the options for filing the complaint (i.e. in person, electronically, by phone).
 - Describe how the institution decides which type of proceeding will be used for which cases and who makes the decision (i.e. do sexual assaults automatically get assigned a formal hearing).
 - Include disciplinary procedures for faculty and staff (e.g. any form of adjudication for a code of conduct ranging from disciplinary action from a supervisor to a formal hearing.)

- Describe the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.
- List all the possible sanctions that the institution may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking (cannot list just a range).
- Describe the range of protective measures that the institution may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking (not required to list all examples, but must describe a range).
- Provide that the proceedings will:
 - Include a prompt, fair, and impartial process from the initial investigation to the final result.
- Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - Your statement must describe the training. Training should address, but not be limited to: relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.
- Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
- Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Require simultaneous notification, in writing, to both the accuser and the accused of:
 - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking.
 - The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available.
 - Any change to the result.
 - When such results become final.
- Statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus or a computer network address.

Fire Safety

- Maintain a fire log that is available to the public to view. Include: the date a fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. Update information within two business days of receiving a report of a fire.
- A description of each on-campus student housing facility fire safety system

- The number of fire drills held during the previous calendar year.
- The institution's policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.
- The institution's procedures for student housing evacuation in the case of a fire.
- Policies regarding fire safety education and training programs provided to students and employees. Describe procedures students and employees should follow in the case of a fire.
- List of titles of each person/organization to which students and employees should report that a fire occurred.
- Plans for future improvements for fire safety, if determined to be necessary by the institution.
- Fire statistics:
 - Identify each campus housing facility by name and street address.
 - For each facility, disclose the number of fires and cause of each fire.
 - Disclose the number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.
 - Disclose the number of deaths related to a fire.
 - Disclose the value of property damages caused by each fire.