

Checklist for Policy 108 Implementation
Disclosure of Campus Security Policies and Campus Crime Statistics (CLERY)

#	ITEM	YES	NO	N/A
	NOTE: POLICY IMPLEMENTED ON 9/12/12			
1	Is a copy of this Policy available to all commissioned officers?			
2	Is there a training roster or other documentation showing that officers were trained on this policy?			
3	Are personnel knowledgeable on this policy (establish through verbal discussion with personnel)?			
4	Is the institution the department serves required to comply with Clery (it receives Title IV student financial assistance)? (section I)			
4a	A search of the institutions website for an Annual Security Report (ASR) should reveal if the institution is required to comply with Clery.			
5	Is the department responsible for filing the ASR with the Dept. of Education? (section III.A.2)			
6	Did the institution meet the October 1 st deadline for filing the ASR with the US Department of Education? (section III.A.2)			
7	Is the department responsible for distributing the ASR to the campus community (students, employees, prospective students/employees? (section III.A.3)			
7a	The ASR is usually available online. The university will typically send out an email and have a link on the website. Hardcopies are available upon request.			
8	Did the institution meet the October 1 st deadline for distributing the ASR to the campus community? (section III.A.3)			
9	Does the department have an SOP for the compilation and dissemination of Clery statistics and the ASR? (section III.B.1)			
10	Does the SOP identify positions within the department responsible for compliance with Clery? (section III.B.2)			
11	Does the department collect crime reports and statistics for Clery related crimes? (section III.B.3.a)			
12	Does the department maintain a Daily Crime Log? (section III.B.3.b) (definition of a Daily Crime Log – section II.D)			
12a	The log must be available on site to the public and contain the most recent 60 days of crime records (updated w/in 2 days)			
13	Does the department write the policy statements related to: Timely Warnings, Emergency notifications and Missing student notifications? (section III.B.3.d.1-3)			
14	Does the department write the policy statements related to: Security of and access to campus facilities? (section III.B.3.d.4)			
14a	This statement addresses the security of campus facilities, including campus residences, and access to campus facilities and residences.			
15	Does the department write the policy statements related to the security considerations used in the maintenance of facilities? (section III.B.3.d.5)			
15a	This addresses security considerations in campus facilities: make sure pathways are well lighted and egress lighting is working in hallways and stairwells.			
16	Does the department write the policy statements related to the LE authority of campus police and security personnel? (section III.B.3.d.7)			

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17	Does the department write the policy statements related to the prompt reporting of crime? (section III.B.3.d.7)			
17a	Titles of persons Clery crimes can be reported to, phone numbers and other means by which crimes can be reported.			
18	Does the department write the policy statement related to security awareness and crime prevention programs? (section III.B.3.d.7)			
19	Does the dept. write the policy statement regarding possession, use and sale of illegal drugs and enforcement of drug laws? (section III.B.3.d.10)			
19a	The policy will also include information on education programs			
20	Does the dept. write the policy statement regarding possession, use and sale of alcohol and enforcement of state underage drinking laws? (section III.B.3.d.10)			
20a	The policy will also include information on education programs			
21	Does the department write the policy statement regarding sex offenses and offenders? (section III.B.3.d.11)			
21a	Statement reflects what institution does to prevent sex offenses and the procedures it follows when a sex offense or alleged sex offense occurs.			
22	Does the department write the policy statement regarding disclosure of student disciplinary hearing results? (section III.B.3.d.12)			
23	Does the department write the policy statement regarding emergency response and evacuation procedures? (section III.B.3.d.13)			
24	Is the department responsible for the annual fire safety report (only required for campuses with student housing)? (section III.B.3.e)			
25	Is the department responsible for the identification and classification of institution property? (section III.C.1)			
25a	Property classifications: On-campus, On-campus student housing, Non campus, and Public.			
26	Does the department collect Clery crime statistics from local LE with jurisdiction over parts of the institutions Clery geography? (section III.C.2)			
27	Does the department assist with the training of Campus Security Authorities? (section III.C.3) (definition in section II.C)			
28	Does the department conduct or assist with emergency plan and capability drills? (section III.C.4)			
28a	Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.			
29	Does the department retain Clery related records as required by the retention schedule or for 7 years, whichever is longer? (section III.D)			
30	Are the department's SOPs or policies consistent with this policy?			