

Do it yourself: A Clery Act audit checklist

CRIME LOG

Does the school keep a crime log?

- Yes
- No

Where on campus can you view the crime log? _____

Does the school let students know the crime log exists?

- Yes
- No

Does each crime in the crime log include:

- Date the crime was reported
- Date the crime occurred
- Nature of the crime
- General location of the crime
- Disposition of the complaint, if known

Are the most recent 60-days of the crime log available upon request?

- Yes
- No

Does the school require a written request for access to the crime log? (this is not allowed)

- Yes
- No

Can anyone view the crime log? (anyone should be able to access it)

- Yes
- No

How soon does the school provide access to portions of the crime log that is older than 60 days? (It is required to provide access within two business days) _____

How many years of archived crime logs does the school maintain? (Seven are required)

FIRE LOG

Does the school keep a fire log?

- Ⓒ Yes
- Ⓒ No

Where on campus can you view the fire log? _____

Does each entry in the fire log include:

- Ⓒ Date the fire was reported
- Ⓒ Date and time the fire occurred
- Ⓒ Nature of the fire
- Ⓒ General location of the fire

Are the most recent 60-days of the fire log available upon request?

- Ⓒ Yes
- Ⓒ No

How soon does the school provide access to portions of the fire log that is older than 60 days? (It is required to provide access within two business days) _____

Does the school require a written request for access to the fire log? (this is not allowed)

- Ⓒ Yes
- Ⓒ No

Can anyone view the fire log? (anyone should be able to access it)

- Ⓒ Yes
- Ⓒ No

ANNUAL SECURITY REPORT and ANNUAL FIRE SAFETY REPORT

If your school has on-campus housing facilities, it is required to issue both an annual security report and an annual fire safety report. Your school can publish these reports separately or individually, but each section must be clearly labeled if the reports are published together.

Are the reports published and distributed by Oct. 1 of each year?

- Yes
- No

Does the annual security report include three years worth of Clery crime statistics?

- Yes
- No

Does the school include a map to depict areas included in the Clery statistics?

- Yes
- No

Is the annual report contained within a single document? (The fire and crime reports can be published separately, but the individual sections that make up each report have to be published as one document)

- Yes
- No

If your school has multiple campuses, does the school produce separate annual reports for each campus?

- Yes
- No
- Not applicable - my school does not have multiple campuses

Does the annual security report include hate crime statistics?

- Yes
- No

How does the school distribute the annual report?

- Campus mail
- Email
- USPS
- Posted online
- Other: _____

If the report is available online, what is the URL to view it? _____

Is a free paper copy of the annual security report available upon request?

- Ⓒ Yes
- Ⓒ No

Are the school's policies written in an easy-to-understand way?

- Ⓒ Yes
- Ⓒ No

Does the school describe how the annual report is prepared?

- Ⓒ Yes
- Ⓒ No

Does the school describe who prepares the annual report?

- Ⓒ Yes
- Ⓒ No

Does the annual report explain the purpose of the report?

- Ⓒ Yes
- Ⓒ No

Does the Annual Security Report include policies that explain (Check all that apply)

- Ⓒ to whom students should report crime?
- Ⓒ whether it has any policies that allow victims to report crimes on a confidential basis?
- Ⓒ the security of and access to campus facilities, including campus housing?
- Ⓒ the security considerations used in the maintenance of campus facilities?
- Ⓒ the scope of the enforcement authority of your school's security personnel?
- Ⓒ the working relationship of campus security personnel with state and local law enforcement?
- Ⓒ the policies which encourage individuals to report crimes to campus police and other appropriate law enforcement agencies?
- Ⓒ the procedures in place to encourage pastoral and professional counselors to inform the person they are counseling to report crimes on a voluntary, confidential basis?
- Ⓒ the programs designed to inform students about campus safety procedures and crime prevention?
- Ⓒ whether the school uses local police to monitor and document criminal activity by students at off-campus locations of student organizations?
- Ⓒ the policy regarding the possession, use and sale of alcoholic beverages and the enforcement of state underage drinking laws?
- Ⓒ the policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws?
- Ⓒ any drug or alcohol abuse education programs available to students?
- Ⓒ that it will disclose the results of a student disciplinary proceeding for any violent crime or non-forcible sex offense?

Regarding sexual offenses, does the Annual Security Report explain (Check all that apply)

- ⑥ its educational programs to promote the awareness or rape, acquaintance rape and other forcible and non-forcible sex offenses?
- ⑥ the procedures students should follow if a sex offense occurs?
- ⑥ to whom students should report sexual offenses?
- ⑥ students' right to report sexual offenses
- ⑥ that the school will assist students in notifying appropriate law enforcement authorities to report sexual offenses?
- ⑥ the services available to victims of sexual assault?
- ⑥ that it will change a victim's academic and living situations after a sexual offense if requested by the student
- ⑥ the procedures for campus disciplinary action in cases of an alleged sex offense?
- ⑥ the sanctions that may be imposed following a sex offense-related disciplinary proceeding?

Regarding timely warnings to students, does the Annual Security Report explain

- ⑥ the circumstances when it will issue a timely warning?
- ⑥ the individuals or office responsible for issuing timely warnings?
- ⑥ how the timely warnings will be disseminated?
- ⑥ what types of information will be included in timely warnings?

Regarding the school's timely warnings, do they

- ⑥ include information that would help students protect themselves from similar crimes?
- ⑥ include information about the crime(s) that triggered the warning?

Regarding emergency response and evacuation procedures, in the Annual Security Report, does the school explain

- ⑥ how it will notify the campus of an immediate threat on campus?
- ⑥ the process it will use to confirm there is a dangerous situation?
- ⑥ how it will make the decision to notify or not notify specific segments of the campus, depending on emergency situation?
- ⑥ how it will determine what to include in an emergency notification?
- ⑥ how it will initiate notification of the campus community?
- ⑥ that it will issue notifications without delay upon confirming any significant emergency situation?
- ⑥ who or what office is responsible for carrying out the school's emergency notification procedures?
- ⑥ how it will share emergency information with the larger community?

Does the school test its emergency response procedures at least once every year?

- ⑥ Yes
- ⑥ No

Does the school describe its procedures for testing an emergency response and evacuation procedures on at least an annual basis?

- ⑥ Yes
- ⑥ No

In the Annual Security Report, for each emergency response test, does the school document

- ⑥ a description of the test/exercise?
- ⑥ the date the test was held?
- ⑥ the time the test started and ended?
- ⑥ whether the test was announced or unannounced?