

Appendix C

Checklist for Campus Safety and Security Compliance

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Checklist for the Various Components of Campus Safety and Security Compliance

This list is designed to help you determine if you are meeting the various components of campus safety and security compliance. It is not a substitute for reading this handbook, as it provides only a brief description of the activities to be undertaken by an institution. Remember, if your institution has any separate campuses (see bullet no. 6 under “Other On-campus Considerations” in Chapter 2), the requirements must be met for each one individually.

I. Geography (Chapter 2) Mandatory for all institutions.

Office/Individual responsible	
Location where documentation is kept	
Date information was last updated	

Your institution must disclose statistics for *Clery Act* crimes that occur on campus, in or on noncampus buildings or property and on public property.

Do you have an up-to-date list of the buildings and properties that your institution owns or controls and addresses for those buildings/properties? ☐

Have you identified the appropriate geographic categories to which the buildings and property belong? ☐

Have you identified public property that is within your campus or immediately adjacent to and accessible from your campus? ☐

II. Crime Statistics (Chapter 3) Mandatory for all institutions.

Office/Individual responsible	
Location where documentation is kept	

Your institution must collect statistics for reported crimes on your *Clery* geography. You must disclose the statistics in your annual security report and provide the statistics to the Department through the annual Web-based data collection.

Do you have all records associated with your institution’s statistics? ☐

III. Campus Security Authorities (Chapter 4) Mandatory for all institutions.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

In addition to any campus police or security personnel, your institution must identify other individuals or offices with significant responsibility for student and campus activities. Alleged crimes reported *to* these campus security authorities are then reported *by* these campus security authorities to someone designated by the institution to collect such reports, such as the campus police or security department.

Have you identified all of your institution's campus security authorities? ☐

Have you provided your campus security authorities with the information and materials they need to document reported crimes? ☐

Do you have a procedure in place for collecting and reviewing crime reports from your campus security authorities? ☐

IV. Statistics From Local Law Enforcement Agencies (Chapter 4) Mandatory for all institutions.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution must make a good-faith effort to collect crime statistics for all *Clery Act* crimes committed in applicable geographic locations from all law enforcement agencies with jurisdiction for your institution.

Have you made a good-faith effort to obtain the crime statistics from all of the law enforcement agencies with jurisdiction for your *Clery* geography? ☐

Have you requested statistics for *all* of your *Clery* geography? ☐

Have you documented your institution's efforts to obtain the statistics and, if applicable, documented any nonresponse on behalf of an agency (or agencies)? ☐

V. The Daily Crime Log (Chapter 5) Mandatory for all institutions with a campus police or security department.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution must record all alleged criminal incidents, including non-*Clery Act* crimes, reported to the campus police or security department regardless of how much time has passed since the alleged incident occurred. Crimes are recorded in the crime log by the date they are reported. The log must be available for review by the public.

Do you have a hard copy or electronic crime log that includes information on all reported crimes, including

the nature of the crime? ☐

the date and time the crime occurred? ☐

the general location of the crime? ☐

the disposition of the complaint, if known? ☐

If you maintain an electronic log, do you have a back-up log in case there are technical problems accessing the log? ☐

Do you have more than one person trained to maintain the log? ☐

Do you notify the public how they can review the log? ☐

VI. Emergency Response and Evacuation Procedures (Chapter 6) Mandatory for all institutions.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution must immediately notify the campus community (or a segment or segments of the campus community) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Does your institution have written emergency response and evacuation procedures that include the following?

The procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus?..... ☐

A description of the process the institution will use to

- a) confirm that there is a significant emergency or dangerous situation as described above? ☐
- b) determine the appropriate segment or segments of the campus community to receive a notification? ☐
- c) determine the content of the notification? ☐
- d) initiate the notification system? ☐

A statement that the 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 the titles of the person or persons or organization or organizations responsible for carrying out the actions described in (a) through (d) above?..... ☐

The institution's procedures for disseminating emergency information to the larger community?..... ☐

The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis, including

tests that may be announced or unannounced? ☐

publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year? ☐

documenting, for each test, a description of the exercise, the date and time and whether it was announced or unannounced? ☐

Has your institution communicated with local police requesting their cooperation in informing the institution about situations reported to them that may warrant an emergency response? ☐

VII. Timely Warnings (Chapter 6) Mandatory for all institutions.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution must alert the campus community regarding any *Clery Act* crime that is reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat to students and employees.

Does your institution have a written timely warning policy? ☐

Does your institution have an individual or office responsible for issuing timely warnings? ☐

Does your institution have one or more methods of disseminating timely warnings? ☐

Has your institution communicated with local police requesting their cooperation in informing the institution about crimes reported to them that may warrant timely warnings? ☐

VIII. Annual Security Report (Chapters 7–9) Mandatory for all institutions.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution is required to publish and distribute an annual security report by Oct. 1 to all enrolled students and all employees. You must provide notice of the availability of the report to all prospective students and employees. The report must contain crime statistics and various policy statements. The statements must accurately reflect how your institution's policies are currently implemented.

Policy statements

Does your annual security report have statements addressing the following?

Current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus? Does this statement include your institution's policies concerning its response to these reports, and does it specifically address the following areas?

Policies for making timely warning reports to members of the campus community regarding the occurrence of *Clery Act* crimes? ☐

Policies for preparing the annual disclosure of crime statistics? ☐

- A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure? This statement also must disclose the institution's policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report..... ☐
- Current policies concerning the following:
- Security of and access to campus facilities, including campus residences? ☐
 - Security considerations used in the maintenance of campus facilities? ☐
- Current policies concerning campus law enforcement, including the following:
- The law enforcement authority and jurisdiction of campus security personnel? ☐
 - The working relationship of campus security personnel with state and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses?..... ☐
 - Policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies?..... ☐
 - A description of procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics?..... ☐
 - A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others? ☐
 - A description of programs designed to inform students and employees about the prevention of crimes?..... ☐
 - A policy concerning the monitoring and recording, through local police agencies, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities? ☐
 - A policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws? ☐
 - A policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws? ☐

A description of any drug or alcohol abuse education programs as required under Section 120(a) through (d) of the *HEA*. For the purpose of meeting this requirement, an institution may cross-reference the materials it uses to comply with Section 120(a) through (d) of the *HEA*? ☐

A statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense? If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.. ☐

A statement regarding your institution's emergency response and evacuation procedures? (See this checklist's no. VI for details.) ☐

A statement regarding your missing student notification procedures? (See this checklist's no. X for details.) ☐

Does your annual security report have a statement addressing your institution's program to prevent dating violence, domestic violence, sexual assault and stalking? Does your statement specifically include the following?

A description of educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault and stalking, including the following?

A description of the 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 those terms are defined for purposes of the *Clery Act*? ☐

The definition of "dating violence," "domestic violence," "sexual assault" and "stalking" as those terms are defined in the applicable jurisdiction? ☐

The definition of "consent" in reference to sexual activity in the applicable jurisdiction? ☐

A description of safe and positive options for bystander intervention? ☐

Information on risk reductions? ☐

A description of the ongoing prevention and awareness campaigns for students and employees that provide the same information as above? ☐

Procedures students should follow in the case of alleged dating violence, domestic violence, sexual assault, or stalking, 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 authorities and campus authorities, including notification of the victim's option to
- Notify proper law enforcement authorities, including on-campus and local police? ☐
 - Be assisted by campus authorities in notifying law enforcement authorities if the victim 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 your institution will follow in the case of alleged dating violence, domestic violence, sexual assault, or stalking, including the following?
- Information about how the institution will protect the confidentiality of victims and other necessary parties? Does your statement specifically address how your institution will do the following?
- Complete publicly available recordkeeping, including *Clery Act* reporting and disclosures, without inclusion of personally identifying information about the victim? ☐
 - 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? ☐
- A statement 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? ☐
- A 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. ☐
- A clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking and that includes the following?

- Describes 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? ☐
- Describes 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? ☐
- Lists 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? ☐
- Describes 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? ☐
- Provides that the proceeding will accomplish the following?
- 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 the victims and promotes accountability? ☐
 - 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? ☐
 - Require simultaneous notification, in writing, to both the accuser and the accused of the following?
 - 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? ☐

A statement that, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options?

☐

Have you provided a 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 agency with jurisdiction for the campus or a computer network address?

☐

Crime statistics

Does your annual security report contain statistics reported by year and geographic location for the following crimes?

Offenses

Murder and Non-negligent Manslaughter?
 Manslaughter by Negligence?
 Rape?
 Fondling?
 Incest?
 Statutory Rape?
 Robbery?
 Aggravated Assault?
 Burglary?
 Motor Vehicle Theft?
 Arson?

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Hate Crimes

Murder and Non-negligent Manslaughter?
 Rape?
 Fondling?
 Incest?
 Statutory Rape?
 Robbery?
 Aggravated Assault?
 Burglary?
 Motor Vehicle Theft?
 Arson?
 Larceny-Theft?
 Simple Assault?
 Intimidation?
 Destruction/Damage/Vandalism of Property?

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VAWA Offenses

Domestic Violence?
 Dating Violence?
 Stalking?

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Arrests and referrals for disciplinary action

Weapons: Carrying, Possessing, Etc.? ☐

Drug Abuse Violations? ☐

Liquor Law Violations? ☐

IX. Report to the Department via the Web-based Data Collection (Chapter 9) Mandatory for all institutions.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution is required to submit the crime statistics from the annual security report to the Department via an annual Web-based data collection. If your institution has one or more on-campus student housing facilities, you must submit the fire statistics from the annual fire safety report as well.

Have you completed the Web-based data collection? ☐

X. Missing Student Notification Procedures (Chapter 10) Mandatory for all institutions with on-campus student housing facilities.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

If a student who lives in on-campus student housing is determined to have been missing for 24 hours, you have only 24 hours after receiving the report in which to initiate specific notification procedures. You must include your missing student notification policy and procedures in your annual security report.

Does your policy statement do the following?

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? ☐

Do your procedures include the following?

If the student has designated a contact person, notifying that contact person within 24 hours that the student is missing? ☐

If the student is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing? ☐

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing? ☐

XI. Fire safety log (Chapter 12) Mandatory for all institutions with on-campus student housing facilities.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution must maintain a written, easily understood fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility. Fires are recorded by the date they are reported.

Do you have a hard copy or electronic fire log that includes the following?

the date the fire was reported? ☐

the nature of the fire? ☐

the date and time of the fire? ☐

the general location of the fire? ☐

Do you notify the public how they can review the log? ☐

XII. Fire Safety Statistics (Chapter 13) Mandatory for all institutions with on-campus student housing facilities.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution must collect statistics for reported fires in on-campus student housing facilities. You must disclose the statistics in your annual fire safety report and provide the statistics to the Department through the annual Web-based data collection.

Do you have statistics for each on-campus student housing facility for the following?

- the number of fires and the cause of each fire? ☐
- the number of persons with fire-related injuries for each fire? ☐
- the number of fire-related deaths for each fire? ☐
- the value of property damage caused by each fire? ☐

XIII. Annual Fire Safety Report (Chapter 14) Mandatory for all institutions with on-campus student housing facilities.

Office/Individual responsible	
Location where documentation is kept	
Date policy and procedure were last updated	

Your institution is required to publish and distribute an annual fire safety report by Oct. 1 to all enrolled students and all employees. You must provide notice of the availability of the report to all prospective students and employees. The report must contain fire statistics and various policy statements. The statements must accurately reflect how the policies are currently implemented by your institution.

Policy statements

Does your annual fire safety report have statements addressing the following?

- A description of each on-campus student housing facility fire safety system? ... ☐
- The number of fire drills held during the previous calendar year? ☐
- Policies or rules on portable electrical appliances, smoking and open flames in a student housing facility? ☐
- Procedures for student housing evacuation in the case of a fire? ☐
- Policies regarding fire safety education and training programs provided to the students and employees? In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire. ☐
- For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred? ☐
- Plans for future improvements in fire safety, if determined necessary by the institution? ☐

Fire statistics

- Does your annual fire safety report contain the required fire statistics? ☐