COMPOSING YOUR ASR

Annual security reports (ASRs) reflect an institution's current, existing policies and procedures and require different elements to convey that information. Use this reference guide as a tool to determine which elements must be included and how they should be represented.

Statements of Policy

A **statement of policy** or **policy statement** must reflect required elements supported by an **institutional policy**.

- Procedures for students and others to report criminal actions or other emergencies (timely warnings; annual disclosure of crime statistics; list of titles for reporting; voluntary, confidential reporting)
- Security of and access to campus facilities and security considerations for maintenance of campus facilities
- Campus law enforcement (enforcement authority; jurisdiction; working relationship; arrest authority; agreements; accurate and prompt reporting; voluntary, confidential (counselors))
- Monitoring and recording (noncampus locations of student organizations)
- Possession, use, sale, and enforcement – alcohol & drugs
- Dating violence, domestic violence, sexual assault and stalking (DVSAS) prevention, response, and disciplinary procedures
- Emergency response and evacuation
- Missing student notification (on-campus student housing)

Statement

A **statement** directs readers to specific information.

- Registered sex offenders

Descriptions

A **description** provides an overview of campus practices in a specific area.

- Security awareness programs
- Crime prevention programs
- Drug or alcohol-abuse education programs (Drug and Alcohol Abuse Prevention Programs (DAAPP) requirements under the Drug-Free Schools and Communities Act)

Clery Act Crime Statistics

Crime statistics provide information on crimes reported for the previous three calendar years.

- Criminal Offenses
- Hate Crimes
- VAWA (Violence Against Women Act) Offenses
- Arrests & Referrals for Weapons, Liquor, and Drug Law Violations

Note: The Higher Education Act also requires institutions with on-campus student housing facilities to publish an annual fire safety report that contains fire safety policies and fire statistics for each of those facilities. This report can be published in tandem with or separate from the ASR.

Please see the Handbook for Campus Safety and Security Reporting for more information regarding any of the content in this document: https://www2.ed.gov/admins/lead/safety/handbook.pdf