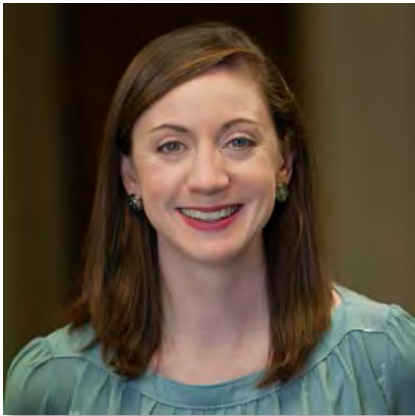


# Statement of Policy or Description of Practice? What Should Be In Your ASR

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# Today's Presenters



**Laura Egan**  
*Senior Director of Programs*



**Abby Boyer**  
*Associate Executive Director*



**Caitlin McCamish**  
*Director of Training &  
Technical Assistance*

# Clery Center: Mission and Values

## **Mission Statement**

Working together with college and university communities to create safer campuses.

## **Values and Distinguishing Characteristics**

- We honor our organization's history by leading with mind and heart.
- We are collaborative and pursue strong partnerships that are based on joint success and open, constructive communication.
- We believe that prevention is critical to campus safety.
- We are persistent, action-oriented, and deliver results that have real impact.

# Jeanne Ann Clery



## Today's Goals

- Review which statements within your ASR must be grounded in policy
- Examine how to evaluate if the information within your ASR aligns with current practice on campus and Clery requirements
- Discuss helpful strategies for developing policies for the required areas

## During This Webinar

- Polls
- Discussion Questions
- Highlighted Resources
- Participant Questions

# Clery Act: Overview

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**Who:** Campus Security Authorities (CSAs) and local law enforcement

**Where:** Clery Act geography

**What and How:** Annual

- Annual security report (statistics, policy statements)
- Statistics to Department of Education

Ongoing

- Disclosures (timely warnings, emergency notification, daily crime log)
- Rights and options for victims of dating violence, domestic violence, sexual assault, and stalking

**Enforcement:** U.S. Department of Education (ED) Clery Compliance Division

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# Annual Security Report Overview

Required Policy Statements



Crime Statistics



Distribution to Current and Prospective  
Students/Employees



## Your ASR is..

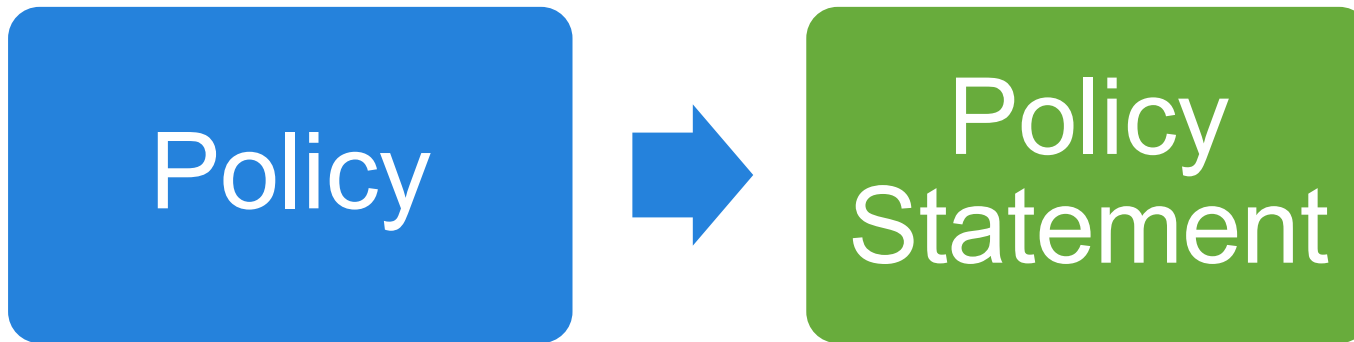
- A snapshot of existing policies and procedures
- A reference document “showing your work”
- Not intended to be read cover to cover
- A living, outward-facing document that will be read

# Poll



When is your institution's annual security report (ASR) due?

- A. October 15<sup>th</sup>
- B. October 1<sup>st</sup>
- C. April 15<sup>th</sup>
- D. January 2<sup>nd</sup>



OR

Description, Statement, or Statistics

# Reading the Regulations

- Your statements or descriptions of policies must accurately reflect your institution's **current procedures and practices**.
- If your institution does not have a policy or program responding to one or more of the categories listed in the regulations, you must disclose this fact.

(Handbook for Campus Safety & Security Reporting, page 7-1)

# Reading the Regulations

- If you are compiling security reports for **multiple campuses**, make sure your policy statements accurately reflect the current policies and practices of each separate campus.
- Do not just repeat your policy statements from year to year; evaluate your policy statements to ensure they reflect current policies and procedures.

(Handbook for Campus Safety & Security Reporting, page 7-2)

# Policy Statements

- 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; MOU; accurate and prompt reporting; voluntary, confidential reporting procedures and procedures for counselors to remind of such options)
- Monitoring and reporting (noncampus locations of student organizations)

# Policy Statements

- Possession, use, sale, and enforcement – alcohol
- Possession, use, sale, and enforcement – illegal drugs
- Dating violence, domestic violence, sexual assault and stalking programs (DVSAS) and procedures
- Emergency response and evacuation

# Descriptions

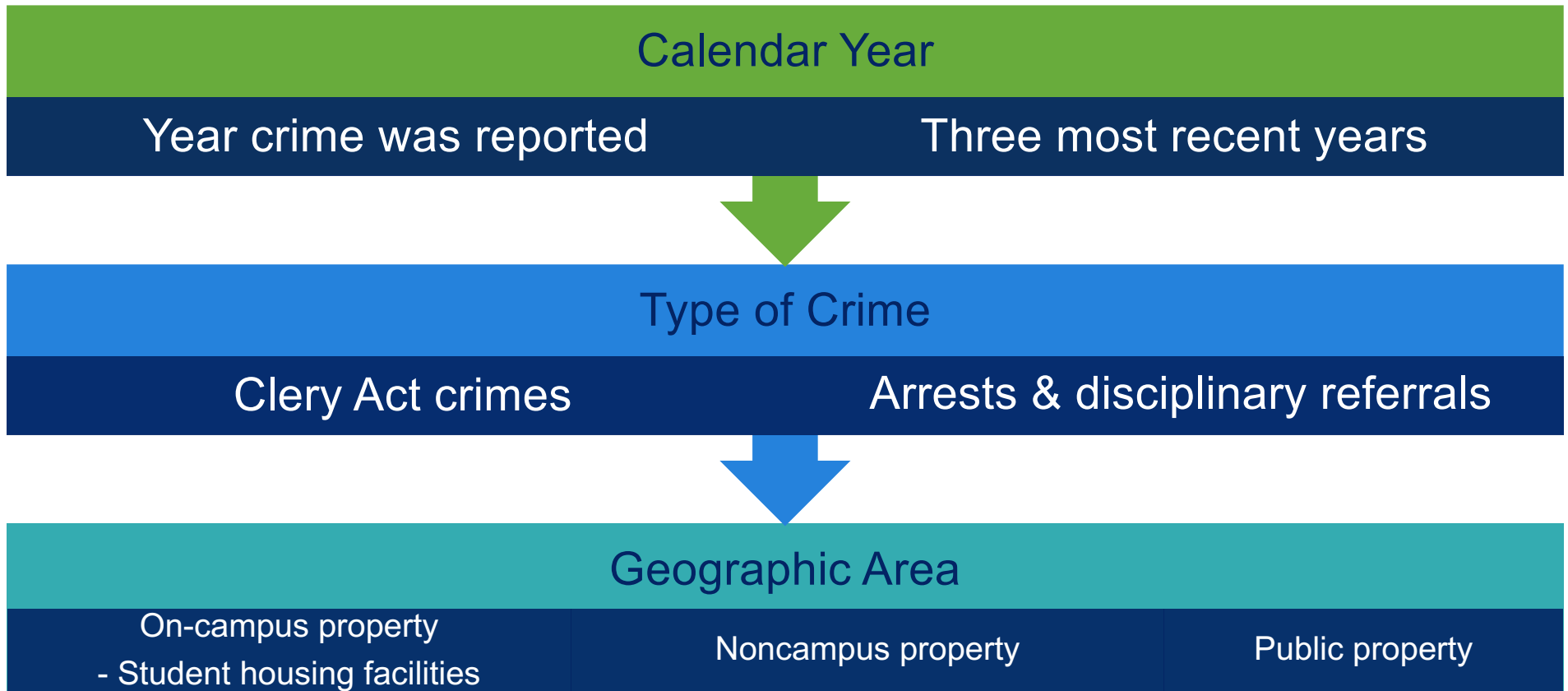
- Security awareness programs
- Crime prevention programs
- Drug or alcohol-abuse education programs  
(Drug and Alcohol Abuse Prevention Programs –  
DAAPP – requirements under DFSCA)



# Statement

- Sex offender registration information

# Clery Act Crime Statistics



## On-campus Student Housing Only

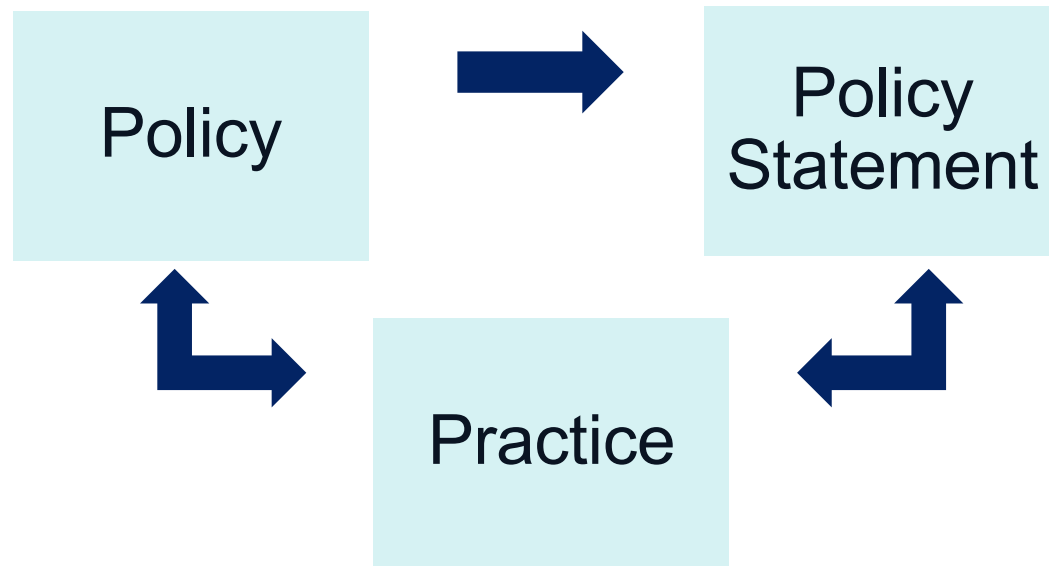
- Missing student notification policy statement
- Annual Fire Safety Report
  - Fire statistics

## Institutional Responsibility: Where do these policies “live”?

- Silos are unhelpful, but departmental accountability is good
- Who is/should be responsible for implementing?  
Do they recognize it is a Clery requirement?
- Many areas require accountability from multiple departments – for example, dating violence, domestic violence, sexual assault, and stalking (DVSAS) and Prevention

# ASR Self-Assessment

- Use the Handbook (Chapters 7, 8, & Appendix C) and previous training materials as guides for assessing what policies exist
- Determine if policies accurately reflect existing procedures
- Assess whether existing policies and procedures align with Clery requirements



## Remember...

- Creation of ASR ensures policies and processes are in place
- “Say what you do; do what you say.”
- Who is at the table?
- Does the ASR reflect our hard work?
- Is it a useful document?

*What policies have you modified or created?  
What steps did you take to get there?  
With whom did you work?*

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# Effective Strategies for Developing Needed Policies

- If not already established, develop a Clery Compliance Team or Committee
- Identify strategic campus partners that have access to upper level leadership
- Share program review findings related to lack of adequate ASR information with committee and upper level leadership
- Share completed ASR self-assessment with campus partners and team
- Establish committees per needed policy to draft sample language and share with upper level administration

*What unexpected partner/role you initially didn't think of as associated with Clery has helped advance your Clery efforts?*

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## Clery Center Resources to Help

- Composing the ASR
- DFSCA: Fitting into the ASR
- Clery Act Essentials
- Rights & Options
- ASR Project Plan
- Common Program Review Findings

# NCSAM 2019 Upcoming Webinars

- **September 18:** Using Evidence to Implement Real Change: Improving Campus Safety Practices (EVERFI)
- **September 19:** Improving Your Clery Act Reporting Procedures (TrackTik)
- **September 25:** Evaluating Your Drug and Alcohol Abuse Prevention Programs: Biennial Reviews (D. Stafford and Associates and NASPA)

*Questions?*

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