CLERY ACT
REQUIRED POLICY AND PROCEDURE CHECKLIST

☐ A statement of current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement must include the institution’s policies concerning its response to these reports, including--

Location of policy statement(s) in compliance document-Page #(s): ______________________________

☐ Policies for making timely warning reports to members of the campus community regarding the occurrence of crimes listed in the Clery Act.

Location of policy statement(s) in compliance document-Page #(s): ______________________________

☐ Policies for preparing the annual disclosure of crime statistics

Location of policy statement(s) in compliance document-Page #(s): ______________________________

☐ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure.

Location of policy statement(s) in compliance document-Page #(s): ______________________________

☐ Disclose whether the institution has any policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, and if so, a description of those policies and procedures.

Location of policy statement(s) in compliance document-Page #(s): ______________________________

☐ A statement of current policies concerning security of and access to campus facilities, including campus residences.

Location of policy statement(s) in compliance document-Page #(s): ______________________________

☐ Security considerations used in the maintenance of campus facilities.

Location of policy statement(s) in compliance document-Page #(s): ______________________________

☐ A statement of current policies concerning campus law enforcement that--

☐ Addresses the enforcement authority of security personnel

Location of policy statement(s) in compliance document-Page #(s): ______________________________

☐ Their relationship with State and local police agencies.
Whether those security personnel have the authority to arrest individuals

- Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies

- Describe 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 statement of 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 statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws.

- A statement of 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 the institution uses to comply with section 120 (a) through (d) of the HEA.
POLICIES REGARDING SEXUAL ASSAULT

☐ A statement of policy regarding the institution's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs. The statement must include--

☐ A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses

Location of policy statement(s) in compliance document-Page #(#s): _________________

☐ Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the alleged offense should be reported

Location of policy statement(s) in compliance document-Page #(#s): _________________

☐ Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel

Location of policy statement(s) in compliance document-Page #(#s): _________________

☐ Notification to students of existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses

Location of policy statement(s) in compliance document-Page #(#s): _________________

☐ Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available

Location of policy statement(s) in compliance document-Page #(#s): _________________

☐ Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that--

Location of policy statement(s) in compliance document-Page #(#s): _________________

☐ The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding

Location of policy statement(s) in compliance document-Page #(#s): _________________
Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Location of policy statement(s) in compliance document-Page #: __________________

Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

Location of policy statement(s) in compliance document-Page #: __________________

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