



Annual Security Report (ASR) Checklist

CLERY CENTER CONTACT INFORMATION

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REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?	NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
<i>Does the annual security report (ASR) include the following elements?</i>		
POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT		
1. Description of how the annual security report is prepared?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Who prepares the annual security report?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
3. How and from what sources the crime statistics are reported?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
REPORTING OF CRIMINAL OFFENSES		
1. A list of the titles of persons or offices to which the institution wants students and other members of the community to report crimes?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
VOLUNTARY CONFIDENTIAL REPORTING		
1. Does the institution disclose whether it has policies or procedures to allow victims or witnesses to report crimes on a voluntary, confidential basis?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. If the institution has policies or procedures of this type, are they described in the ASR?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
SECURITY OF & ACCESS TO CAMPUS FACILITIES		
1. Security of and access to campus facilities, including campus residence halls?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Security considerations used in the maintenance of campus facilities?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?	NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
<i>Does the annual security report (ASR) include the following elements?</i>		
LAW ENFORCEMENT & JURISDICTION POLICY STATEMENTS		
A. Law Enforcement Relationships & Jurisdiction		
1. Addresses the enforcement authority and jurisdiction of security personnel.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
B. Authority to Arrest & Relationships		
2. Addresses the working relationship of campus security personnel with State and local police agencies, including:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Whether those security personnel have authority to make arrests;	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Any agreements, such as written memoranda of understanding (MOU), between the institution and such agencies for the investigation of alleged criminal offenses.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
C. Accurate & Prompt Reporting		
1. Describes the institution's policies to encourage accurate and prompt reporting of all crimes to the campus police and appropriate police agencies when the victim of crime elects to or is unable to make such a report? (<i>Note: If the campus does not have a police or security department, that should be stated in the policy.</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
D. Confidential Reporting - Pastoral and Professional Counselors		
1. Does the institution disclose whether it has a confidential reporting procedures that encourage pastoral 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?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. If the institution has a process of this type, is it described in the ASR?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
MONITORING AND RECORDING OF CRIMINAL ACTIVITY		
1. Describes how the institution monitors and records through local police agencies criminal activity by students at noncampus locations of student organizations officially recognized by the institution, including student organizations with noncampus housing facilities? (<i>Note: If the institution does not have any off-campus student organizations then that information must also be disclosed.</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?	NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
<i>Does the annual security report (ASR) include the following elements?</i>		
POLICIES FOR TIMELY WARNINGS		
1. Circumstances in which a warning will be issued?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. The individual or office responsible for issuing the warning?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
3. The manner in which the warning will be distributed?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?	NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
<i>Does the annual security report (ASR) include the following elements?</i>		
EMERGENCY NOTIFICATION POLICY		
1. Describes the process used to confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Discloses process to determine which segment or segments will receive notification?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
3. Explains how the content of the notification will be developed?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
4. Explains process to initiate the notification system?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
5. Identifies by title or office the individuals or offices responsible for these decisions or actions?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
6. 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?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
7. Explains the institution's procedures for disseminating emergency information to the larger community?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
EMERGENCY DRILLS, TESTING & EVACUATION PROCEDURES		
1. Procedures to annually schedule drills, exercises and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Procedures to annually publicize emergency response and evacuation procedures in conjunction with the test and to document, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?	NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
<i>Does the annual security report (ASR) include the following elements?</i>		
PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT & STALKING POLICY STATEMENTS		
1. A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking that includes:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
A. A description of the institution's primary prevention and awareness programs for all incoming students and new employees, which must include	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. The definitions of dating violence, domestic violence, sexual assault, stalking, and of consent, in reference to sexual activity, in the applicable jurisdiction? <i>(Note: You cannot cross-reference or link to definitions; must be included in your programs and ASR policy statement.)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. A description of safe and positive options for bystander intervention?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. Information on risk reduction?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
B. A description of the institution's ongoing prevention and awareness campaigns for students and employees?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
PROCEDURES TO FOLLOW IF A CRIME OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING HAS OCCURRED		
1. A description of the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. How and to whom the alleged offense should be reported?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
Notify proper law enforcement authorities, including on-campus and local police?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

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<i>Does the annual security report (ASR) include the following elements?</i>		
PROCEDURES TO FOLLOW IF A CRIME OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING HAS OCCURRED		
Be assisted by campus authorities in notifying law enforcement authorities, if the victim so chooses?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
Decline to notify such authorities?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
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?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
CONFIDENTIALITY		
2. Provides information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Complete publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. 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 accommodations or protective measures?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
WRITTEN NOTIFICATION		
1. 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 to victims, both within the institution and in the community?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Statement that the institution will provide written notification to victims about available options and assistance in the following, including how to request these changes and who to contact at the institution:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Academic situations?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Living situations?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Transportation situations?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

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<i>Does the annual security report (ASR) include the following elements?</i>		
WRITTEN NOTIFICATION		
d. Working situations?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
e. Protective measures?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
3. Statement that accommodations or protective measures are available 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?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
4. Statement that, following a report 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?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
5. An explanation of the institution's procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking? (<i>see next page</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
REGISTERED SEX OFFENDER POLICY STATEMENT		
1. Informs the campus community where information provided by the state concerning registered sex offenders on campus (students and employees) may be found?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

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<i>Does the annual security report (ASR) include the following elements?</i>		
DISCIPLINARY PROCEDURES - POLICY STATEMENTS		
1. Explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, including:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Description of each type of disciplinary proceeding used by the institution (students, staff, faculty)?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Information about how to file a disciplinary complaint?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. How the institution determines which type of proceeding to use based on the circumstances of an allegation?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
e. Description of the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
f. List of all possible sanctions the institution may impose following the results of any disciplinary proceeding?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
g. Description of the range of protective measures that the institution may offer to the victim following an allegation?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Statement that the proceedings will:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Include a prompt, fair, and impartial process from the initial investigation to the final result?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. 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? (Note: See clarification below.)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

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<i>Does the annual security report (ASR) include the following elements?</i>		
DISCIPLINARY PROCEDURES - POLICY STATEMENTS		
3. States that the institution will simultaneously notify, in writing, both the accuser and the accused of:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Any change to the result?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. When such results become final?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS POLICY STATEMENT		
1. Statement that, upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense (<i>statutory rape, incest</i>) to:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. The alleged victim?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Or next of kin, if the victim is deceased?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

NOTE - ADVISOR OF CHOICE: The institution may not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. The institution may, however, establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

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<i>Does the annual security report (ASR) include the following elements?</i>		
SECURITY AWARENESS PROGRAMS POLICY STATEMENT		
1. Describes the <u>type</u> of security awareness programs offered to inform the campus community about campus security procedures and practices and to encourage the campus community to be responsible for their security and that of others?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Indicates the <u>frequency</u> with which these security awareness programs are offered?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
CRIME PREVENTION PROGRAMS POLICY STATEMENT		
1. Describes programs designed to inform students and employees about crime prevention?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
DRUG, ALCOHOL, & SUBSTANCE ABUSE POLICY STATEMENTS		
1. Describes the institution's policies regarding the possession, use and sale of alcoholic beverages ?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Describes the institution's policies regarding enforcement of State underage drinking laws ?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
3. Describes the institution's policies regarding the possession, use, and sale of illegal drugs ?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
4. Describes the institution's policies regarding enforcement of Federal and State drug laws ?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
5. Describes the institution's drug and alcohol abuse programs required under the Drug-Free Schools and Communities Act (DFSCA) or cross-references the materials the institution uses to comply with the DFSCA?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

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<i>Does the annual security report (ASR) include the following elements? NOTE: ON-CAMPUS HOUSING ONLY</i>		
MISSING STUDENT NOTIFICATION POLICY		
1. Does the institution have on-campus student housing facilities?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. If the institution has on-campus housing facilities, is there a policy statement that:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Identifies to whom reports should be made if a student living on campus is missing more than 24 hours?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Communicates a requirement that all official missing student reports are immediately referred to campus police or security department (or, in their absence, to the local law enforcement agency with jurisdiction)?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Explains the option to identify a contact person who will be notified within 24 hours if student is determined to be missing?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. Advises students that their missing person contact information is registered and confidential, accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
e. Informs students under 18 and not emancipated that parents and contact will be contacted within 24 hours of being determined missing?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
f. Advises students that the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

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<i>Does the annual security report (ASR) include the following elements?</i>		
CRIME STATISTICS - GENERAL		
1. Are crime statistics presented in table format?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Does the ASR include statistics for the three most recent calendar years?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
3. Does the ASR disclose the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics? (<i>Note: The institution must maintain documentation as to why the crime was unfounded.</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
PRIMARY CLERY CRIMES REPORTING		
1. Does the ASR report statistics for each of the required crimes?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Murder/Non-negligent Manslaughter	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Negligent Manslaughter	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Sex Offenses (<i>rape, fondling, incest, statutory rape</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. Robbery	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
e. Aggravated Assault	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
f. Burglary	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
g. Motor Vehicle Theft	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
h. Arson	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
i. Liquor Law Arrests	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
j. Liquor Law Referrals for Disciplinary Action	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
k. Drug Law Arrests	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
l. Drug Law Referrals for Disciplinary Action	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
m. Illegal Weapons Possession Arrests	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
n. Illegal Weapons Possession Referrals for Disciplinary Action	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

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<i>Does the annual security report (ASR) include the following elements?</i>		
2. Does the ASR report statistics for each of the required geographic areas?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. On-campus	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Residential Facilities (<i>Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Non-campus Buildings or Property (<i>Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. Public Property	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
VAWA CRIMES REPORTING		
1. Does the ASR report statistics for each of the required crimes?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Domestic Violence	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Dating Violence	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Stalking	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Does the ASR report statistics for each of the required geographic areas?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. On-campus	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Residential Facilities (<i>Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Non-campus Buildings or Property (<i>Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. Public Property	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

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<i>Does the annual security report (ASR) include the following elements?</i>		
HATE CRIMES REPORTING (Note: Institutions can present their hate crime statistics in either a narrative or tabular format.)		
1. Does the ASR report hate crimes for the three most recent calendar years?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. Are hate crimes noted by category of bias (race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability)?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
3. Does the ASR report statistics for each of the required crimes?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. Murder/Non-negligent Manslaughter	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Negligent Manslaughter	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Sex Offenses	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. Robbery	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
e. Aggravated Assault	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
f. Burglary	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
g. Motor Vehicle Theft	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
h. Arson	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
i. Larceny-theft	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
j. Simple Assault	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
k. Intimidation	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
l. Destruction, Damage, or Vandalism of Property	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
4. Does the ASR report statistics for each of the required geographic areas?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. On-campus	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. Residential Facilities <i>(Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Non-campus Buildings or Property <i>(Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. Public Property	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	

REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?	NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
<i>Does the annual security report (ASR) include the following elements? NOTE: ON-CAMPUS HOUSING ONLY</i>		
FIRE SAFETY REPORT & STATISTICS		
1. Does the institution have on-campus student housing facilities?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
2. If the institution has on-campus housing facilities, is there an annual fire safety report?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
3. Within the annual fire safety report, are there the required statistics for each on-campus student housing facility for:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. The number of fires and the cause of each fire?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. The number of persons with fire-related injuries for each fire?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. The number of fire-related deaths for each fire?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. The value of property damage caused by each fire?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
4. Does the annual fire safety report contain a statement that addresses:	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
a. A description of each on-campus student housing facility fire safety system?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
b. The number of fire drills held during the previous calendar year?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
c. Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
d. Procedures for student housing evacuation in the case of a fire?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
e. Policies regarding fire safety education and training programs provided to students and employees? In these policies, the institution must describe the procedures that students and employees should follow in case of a fire.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
f. 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?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	
f. Plans for future improvements in fire safety, if determined necessary by the institution?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Incomplete	