



Annual Security Report (ASR) Workshop

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Today's Goals

- Identify the requirements of an annual security report
- Analyze own annual security report for meeting requirements
- Discuss methods for publication and distribution

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During this Workshop

- Facilitated large group discussion
- Small breakout group activities
- Polls
- Clery Center Handouts & Resources
- Q & A Breaks

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Virtual Learning Norms

Be Present

- Engaged
- Growth mindset

Be Seen

- Webcams
- Slides

Be Heard

- Phones muted
- Participation in small groups



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Key Resources

- The Clery Act – [Statute](#) and [Regulations](#)
- [Clery Act Appendix for FSA Handbook](#)
- Westat
 - campussafetyhelp@westat.com
 - (800) 435-5985
- ED Program Review Findings

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Clery Act Overview

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

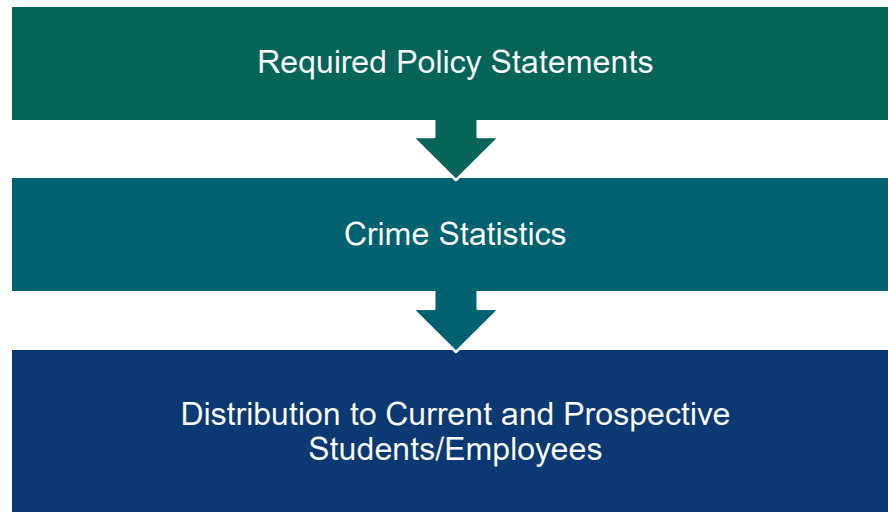
- Disclosures (timely warnings, emergency notification, daily crime log)
- Rights and options for victims of dating violence, domestic violence, sexual assault, and stalking

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

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Annual Security Report Overview



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What is your role with your institution's ASR?

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What is the easiest part of creating the ASR?

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What is the most difficult part of creating the ASR?

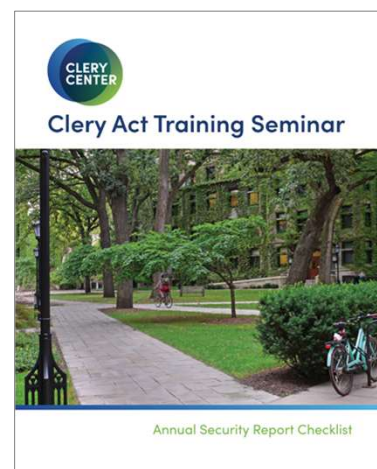
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Using the ASR Checklist

- Tool for institutional review
- Use to document whether or not policy statements exist, take notes, and indicate next steps, responsible parties, and timelines
- Will briefly practice this activity during this session



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Before We Move Forward...

- Creation of ASR ensures policies and processes are in place
 - Policy statements and other documents/locations
- Who is at the table?
- Does it reflect our hard work?
- Is it a useful document?

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Topics Addressed in ASR

Policy Statements

1. Compiling the ASR
2. Security of and Access to Campus Facilities
3. Law Enforcement & Jurisdiction
4. Reporting Crimes and Other Emergencies
5. Timely Warnings
6. Emergency Notification and Evacuation Policies
7. Alcohol and Other Drug Policies
8. Hazing Policies and Prevention Programs
9. Dating Violence, Domestic Violence, Sexual Assault, Stalking
10. Student Disciplinary Proceedings
11. Missing Student Notification Procedure

Descriptions

1. Security Awareness Programs
2. Crime Prevention Programs

Statement

Sex Offender Registration

Statistics

Clery Crimes in Clery Geography

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Slide 14

- 1 Add in Hazing PS Slides from SCHA Trainings around slide 47 before the break
Simone Dixon, 5/8/2025

Framing the Annual Security Report Overview

- Compiling the ASR
- Security of and Access to Campus Facilities
- Law Enforcement and Jurisdiction

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Compiling the ASR

- Description of how the ASR is prepared and purpose
- Who prepares ASR
- How and from what sources crime statistics are collected

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Security and Access

- Security Of and Access To Campus Facilities
 - Including How:
 - Residences are secured and
 - Students and others access
- Security Considerations in the Maintenance of Campus Facilities

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Law Enforcement and Jurisdiction: Overview

1. Enforcement Authority and Jurisdiction
2. Authority to Arrest and Relationships
3. Monitoring & Reporting of Criminal Activity
(noncampus locations of student organizations)
4. Procedures for Voluntary Confidential Reporting

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Enforcement and Jurisdiction

- Address the enforcement authority and jurisdiction of security personnel

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Authority to Arrest and Relationships

- Be specific and indicate if no authority, limited authority, or who does or doesn't have arrest powers
- Describe the campus security or police department's working relationship with local and state agencies
- Disclose local agreements with law enforcement agencies for investigation of alleged criminal offenses

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Monitoring and Reporting of Criminal Activity

- Indicate whether/ how the institution monitors the activities of noncampus locations of **officially recognized** student organizations
 - Not mandated to monitor these activities with local police
 - May monitor these activities with campus police
- If there are no student organizations with noncampus locations, state so in the policy
- If you do not monitor these locations, state this

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Reporting Overview

Reporting Crimes and Other Emergencies

- Accurate and Prompt Reporting
- Reporting of Criminal Offenses
- Voluntary Confidential Reporting
- Procedures for Confidential Reporting

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Accurate and Prompt Reporting

- Policy in place that encourages accurate and prompt reporting of all crimes to campus police and appropriate police agencies **when the victim of a crime elects to or is unable to make such a report**
- If the institution does not have a campus police/security department, this should be stated in the policy

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Reporting of Criminal Offenses

- Titles of each person/office to whom crimes **should** be reported.
 - Location and phone numbers of each person and/or office on campus
 - The number and office of any off-campus reporting agency
 - Use of emergency blue light telephone or any other reporting system

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Voluntary Confidential Reporting

- Disclose policies or procedures for reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics; and if so
- Provide a description of those policies and procedures
- If no policies exist, state this in your disclosure

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Confidential Reporting Procedures

- Procedures encouraging pastoral and professional counselors to inform their clients of voluntary, confidential reporting options
- Institutions are not required to have such procedures in place, but they must be described if they exist

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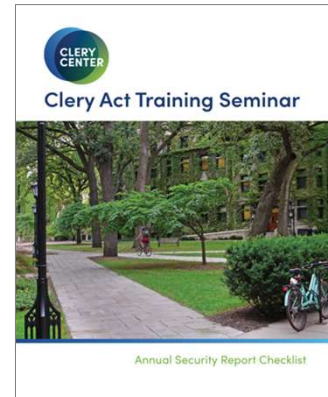
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Practice Using ASR Checklist



Open the ASR Checklist:

- Look at your ASR and begin to review your policy statements for one of the following sections, choose the one you have the most questions about:
 - Compiling the ASR
 - Security and access to campus facilities
 - Law enforcement and jurisdiction
 - Reporting of crimes and other emergencies
- Note whether the required elements are reflected in the ASR and draft next steps, responsible parties, and timelines.



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Which Policy Statement did you review?


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What next steps will you take?

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Ongoing Disclosure Policy Statements

- Timely Warnings
- Emergency Notification and Evacuation Policy Statements

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Timely Warning Policy Statement Components

- Circumstances regarding issuance
 - Minimum: a Clery crime, reported to a CSA, occurring on Clery Geography, presenting a serious or ongoing threat
 - May be broader in scope
- Individual or office responsible
 - Who makes the determinations?
 - Who sends the alerts?
- Dissemination manner
 - How do we get this information to our community?

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Emergency Notification Policy Requirements

- Articulate 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 occurring on campus
- Disclose the **process** used to determine which segment(s) receive notification
- Explain **how** the content of the notification will be developed

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Emergency Notification Policy Requirements

- Disclose which officials by title are responsible for each step
- Initiate notification ***without delay and taking into account the safety of the community***
 - unless notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency
- **Procedures** for disseminating emergency information to the larger community

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Emergency/Evacuation Response Testing Procedures

- **Procedures** to annually schedule drills, exercises, and appropriate follow-through activities
 - Whether these tests are announced or unannounced
- **Procedures** to annually publicize emergency response and evacuation in conjunction with a test.

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Documentation of Emergency/ Evacuation Procedures Test

- **A Statement** that the institution keeps documentation for each test, including:
 - A description of the exercise
 - The date and time of the exercise
 - Whether it was announced or unannounced

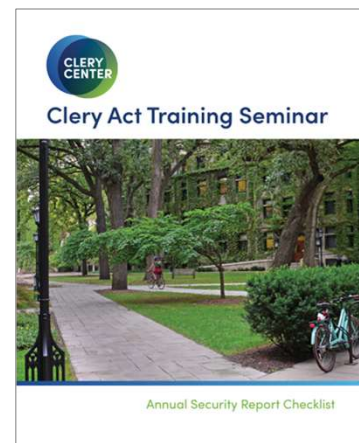
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Practice Using ASR Checklist

Open the ASR Checklist:


- Look at your ASR and begin to review your policy statements for one of the following sections:
 - Timely Warnings
 - Emergency Notification & Evacuation
- Note whether the required elements are reflected in the ASR and draft next steps, responsible parties, and timelines.




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Which Policy Statement did you review?


 Start presenting to display the poll results on this slide.

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What next steps will you take?

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General Prevention and Awareness Programs

- Crime Prevention Programs
- Security Awareness Programs
- Alcohol and Other Drug Policies

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Crime Prevention Programs

- Describe programs designed to inform students and employees about crime prevention
 - Examples of information to include:
 - explanation of program
 - target audience (e.g. students, employees, both)
- State if no programs

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Security Awareness Programs

- Describe **type** and **frequency** of security awareness programs designed to:
 - Inform campus community about safety procedures and practices
 - Encourage campus community to be responsible for their own security and the security of others
- State if no programs

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Program Examples

Crime Prevention

- Personal safety
- Theft prevention
- Campus watch program
- Crime bulletins
- Student/employee safety brochures
- Website postings – crime log, handouts, tips, etc.

Security Awareness

- University 100/101 Classes
- “Don’t Cancel That Class”
- Student organization-specific (like Greek life)
- Theater
- Posters (university reporting, disciplinary process, etc.)
- Training for RAs
- Safe Spring Break

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Alcohol and Other Drug Policies

- Alcohol Policy
 - Possession, Use, and Sale
 - Enforcement of State Underage Laws
- Drug Policy
 - Possession, Use, and Sale
 - Enforcement of State and Federal Laws
- Drug Free Schools and Communities Act (DFSCA) drug and alcohol abuse prevention program (DAAPP) description or cross-reference

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Drug-free Schools and Communities Act (DFSCA)

- Section 120 (a) through (d) of the Higher Education Act
 - Annual notification of
 - Drug and alcohol abuse prevention program (DAAPP)
 - To all students and employees
 - Biennial review of the effectiveness of the DAAPP

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Policy Statement: Drug and Alcohol Abuse Prevention Program (DAAPP)

Clery Act requires description and allows for **cross-reference** to DFSCA materials which include:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees
2. A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol
3. A description of the health risks associated with the abuse of alcohol or use of illicit drugs

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Policy Statement: DAAPP *(cont'd)*

4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students
5. A clear statement that the institution of higher education will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution

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Hazing Policy Statement #1

- A statement of current policies related to hazing as defined by the institution:
 - Institutional policies are not required to use the same definition as used for Clery Act ASR reporting
- The policy statement must include:
 - How to report incidents of hazing
 - The process used to investigate incidents of hazing
 - Information on applicable local, State, and Tribal laws on hazing

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Hazing Policy Statement #2

- A statement of current policy regarding hazing prevention and awareness programs which includes:
 - A description of research-informed campus-wide prevention programs designed to reach students, staff, and faculty

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Dating Violence, Domestic Violence, Sexual Assault and Stalking (DVSAS)

- Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention and Response Policy Statements
- Student Disciplinary Procedures
- Sex Offender Registration

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Policy Statement: Programs to Prevent

- Primary prevention and awareness programs for all **incoming students and new employees** that include, at a minimum....

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Policy Statement: Programs to Prevent



Statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined under Clery.

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Policy Statement: Programs to Prevent



Definition of dating violence, domestic violence, sexual assault, and stalking in the applicable jurisdiction.
 Definition of consent in reference to sexual activity in the applicable jurisdiction.

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Different Definitions for Different Requirements

What Clery Requirement	Which Definition	Why
Annual Crime Statistics Reporting and Annual Security Reporting	Clery Act definitions of sexual assault (which includes rape, fondling, incest, and statutory rape), dating violence, domestic violence, stalking	Consistent definitions across institutions
Disciplinary Procedures Policies on Adjudication/ Resolution of Complaints of DVSAS	Clery Act definitions of sexual assault dating violence, domestic violence, stalking	Base definitions across institutions
DVSAS prevention programming policy	Jurisdictional definitions for dating violence, domestic violence, sexual assault, stalking, and consent (in reference to sexual activity)	Community understanding of criminal code vs. campus policy

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Policy Statement: Programs to Prevent



Description of safe and positive options for bystander intervention.

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Bystander Intervention

- Safe and positive options to prevent harm or intervene including:
 - Recognizing situations of potential harm
 - Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene

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Policy Statement: Programs to Prevent



Information on risk reduction.

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Risk Reduction

- Options designed to:
 - Decrease perpetration and bystander inaction
 - Increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence

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IT'S NOT SEX...

WHEN HE CHANGES HIS MIND
sex without ongoing consent = sexual assault

DON'T BE THAT GUY.

Save | SAVEEdmonton.com

Risk reduction under Clery

- Decrease perpetration

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WANT QUICK ACCESS TO INFORMATION ABOUT SEXUAL ASSAULT POLICIES, RESOURCES, AND PROGRAMS?
DOWNLOAD THE REACH OUT APP.

- Search "Reach Out Editions" in the app store
- Select "University of Pennsylvania" as your school

App Store | Google Play

Risk reduction under Clery

- Empowerment for victims
- Addressing bystander barriers

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Risk Reduction under Clery

Help individuals and communities address conditions that facilitate violence.

Having a conversation about problematic sexual behavior can be difficult.

whether you are telling someone they hurt you, talking to a peer about why their behavior is problematic, or learning that you yourself have crossed a line...

remember to:



breathe

Your body might start to feel panicky. That's ok. Take deep breaths.



listen

Try to understand what the other person really means. Don't interrupt and don't assume.



think

This is serious, and it is natural to want to respond immediately. Take the time to digest what you just heard before responding.

"Breathe, Listen, Think",
National Sexual Violence
Resource Center
https://www.nsvrc.org/sites/default/files/2023-12/breathe_listen_think.pdf

nsvrc

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Policy Statement: Programs to Prevent



Procedures for response and disciplinary process.

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Dating Violence, Domestic Violence, Sexual Assault, & Stalking (DVSAS) Programs

- **Ongoing** prevention and awareness campaigns for **students and employees** including the information previously covered for incoming students and employees

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ASR Content Chat

Open your ASR:

- Review your policy statements about
 - Programs to prevent dating violence, domestic violence, sexual assault, and stalking
- Discuss as a group the elements you have in your statement and what you are missing

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Which of the required areas of the DVSAS prevention program policy statement are you missing? Select all that apply.

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Policy Statement: Procedures to Follow

Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about—

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Procedures to Follow: Preserving Evidence

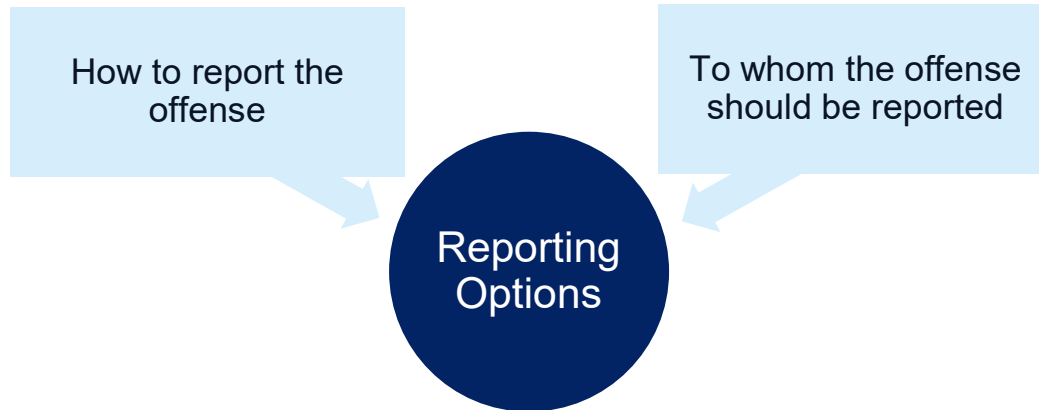
Importance of Preserving Evidence

- **Proof in a criminal or campus disciplinary proceeding**
- **May be helpful in obtaining a protection order**
- Knowledgeable of what may be preserved and for how long
- Recent/fresh complaints
- Basic preservation instructions/tips

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Reporting Options



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Policy Statement: Rights of Reporting Parties

Involvement of law enforcement and campus authorities, including notification of the victim's option to:

- **Notify** proper law enforcement authorities, including on-campus and local police
- **Be assisted** in notifying law enforcement authorities if victim so chooses
- **Decline** to notify authorities
- **Rights of victim and institution's responsibilities** for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal court or by the institution

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Policy Statement: Confidentiality

Information about how the institution will protect the confidentiality of victims and other necessary parties

- Publicly available record-keeping (ex: timely warnings, daily crime log)
- Without the inclusion of personally identifying information about the victim
- Any accommodations or protective measures provided to the victim (to the extent it will not impair institution's ability to provide them)

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Accommodations

- Must be provided in writing
- Options for, available assistance in, and how to request changes to:
 - Academic
 - Living
 - Transportation
 - Working
 - Protective Measures
- If requested by the victim
- If reasonably available
- Regardless of whether the victim chooses to report to campus police or local law enforcement

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Procedures to Follow: Written Information

To Students & Employees

- Notification of on- and off- campus services
- Counseling
- Health
- Mental Health
- Victim Advocacy
- Legal assistance
- Visa and immigration assistance
- Student financial aid
- Other services available for victims

To Victims After a Report

- Accommodations
- Rights & options

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Procedures to Follow: Institutional Disciplinary Action

- Explanation of procedures, including:
 - Type of **proceeding**
 - Steps involved
 - How institution determines which type to use
- How to file a disciplinary complaint

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Proceeding Under Clery

Includes:

- Fact-finding investigations
- Formal or informal meetings
- Hearings

Does Not Include:

- Communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim

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Procedures to Follow: Institutional Disciplinary Action

- Range of protective measures institution may offer following an allegation
- Describe the standard of evidence
- List all possible sanctions

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Disciplinary Process

Proceedings will

- Include a prompt, fair, and impartial process from the initial investigation to the final result
- Be conducted by officials who receive annual training
- Afford opportunity to have others present including an advisor of choice

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Simultaneous Written Notification

- Result of any institutional disciplinary proceeding
 - Procedures for accused and victim to appeal the result, if such procedures are available
 - Any change to the result
 - When such results become final
- Must include rationale for the results and the sanctions

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Student Disciplinary Procedures

Statement that upon request institution will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest or statutory rape) to:

The victim of such crime or offense
OR
The next of kin, if the victim is deceased

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Registered Sex Offender Information

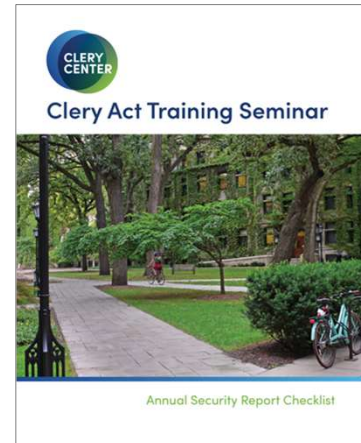
- Advises the campus community where information provided by the state concerning registered sex offenders may be obtained
 - Only required to inform the campus community
 - NOT required to collect information
 - Must include the exact URL in the ASR

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Practice Using ASR Checklist

- Open the ASR Checklist
- Look at your ASR and begin to review your policy statements for one of the following sections:
 - DVSAS response and disciplinary procedures
 - Student disciplinary procedures
 - Registered sex offenders
- Pay attention to the nuanced breakdown of requirements, note whether the required elements are reflected in the ASR, and draft next steps, responsible parties, and timelines.



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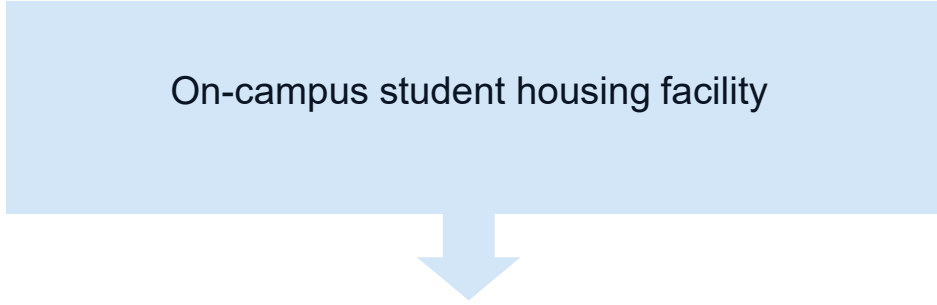
On-campus Student Housing Facility Specific Policy Statements

- Missing Student Notification
- Fire Safety Report

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On-campus student housing facility



A dormitory or other residential facility for students
that is located on an institution's campus

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Missing Student Notification Policy Statements

- List of titles of persons or offices to report
 - 24 hours missing
- Immediate referral to campus security, police, or law enforcement
- Option to identify contact person

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Missing Student Notification Policy Statements

- Advise that contact information is registered and confidential
- Advise if under 18 & not emancipated that custodial parents must be notified within 24 hours
- Advise that local law enforcement will be informed within 24 hours

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Annual Fire Safety Report

- A description of each on-campus student housing facility fire safety system
- The number of fire drills held during the previous calendar year
- Institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility
- Institution's procedures for student housing evacuation in the case of a fire

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Annual Fire Safety Report (cont'd)

- Policies regarding fire safety education and training programs provided to students and employees
 - Describe procedures that students/employees should follow in the case of a fire
- A list of titles to which students and employees should report that a fire occurred
- Plans for future improvements in fire safety

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Self-Reflection

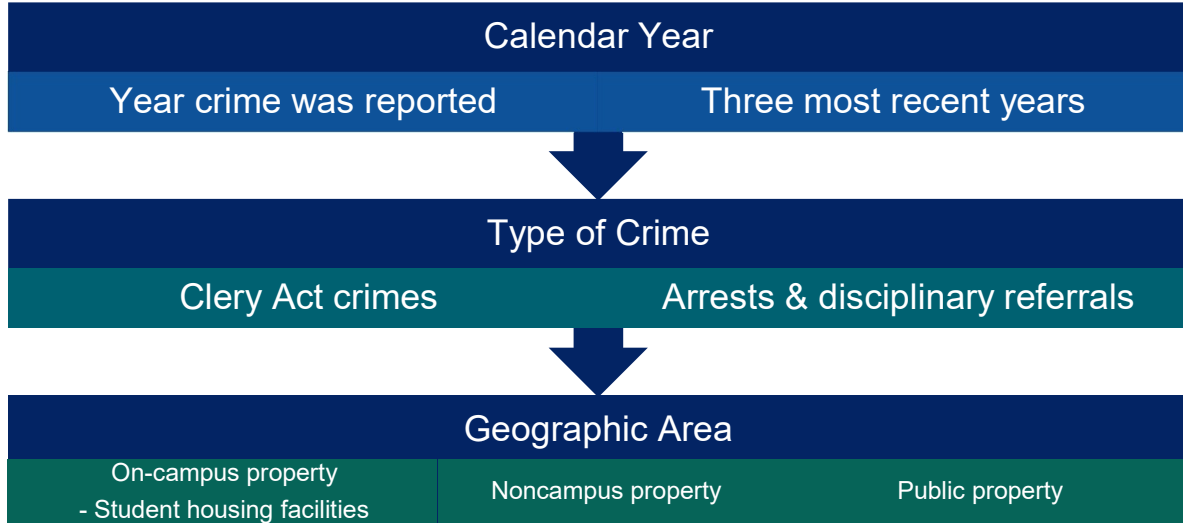
- 1
 - Policy Statement:
 - Why:
- 2
 - Policy Statement:
 - Why:
- 3
 - Policy Statement:
 - Why:

- Review the ASR checklist sections you've filled out
- Prioritize the first area of the ASR you are going to work to improve and why

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Crime Presentation: Three Required Elements



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Crime Classification		Campus		Noncampus	Public Property	Total
		On Campus Student Housing	On-Campus Total			
Murder/ Non-Negligent Manslaughter	2023	1	1	0	0	1
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2023	10	12	1	0	13
	2022	13	13	0	0	13
	2021	8	9	2	0	11
Fondling	2023	4	5	0	2	7
	2022	3	3	1	2	6
	2021	5	6	1	4	11
Incest	2023	1	1	0	0	1
	2022	0	0	0	0	0
	2021	0	0	0	0	0

NOTE: References sample structure only – the above table does not include all crime categories.

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Example: Accessible Table

2023 Crime Statistics

Offense	On-Campus Housing	On-Campus Total	Noncampus	Public Property	Total
Robbery	2	4	0	0	4
Aggravated Assault	6	6	0	1	7
Burglary	14	16	2	0	18
Motor Vehicle Theft	0	24	0	0	24

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Splits Cells & Merged Cells

- Screen readers have difficulty reading data tables that use split cells and merged cells
- Information may not be read correctly to those readers utilizing a screen reader

No split or merged cells

Column 1	Column 2	Column 3
Every	cell (box)	is
a	single	cell.
No	split or	merged cells

Split Cells & Merged Cells

Column 1	Column 2	Column 3
This is a merged cell.		
		This is a Split cell

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Hate Crimes & Unfounded Crimes can be presented in a tabular or narrative format

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Sample Hate Crime Narrative Format

Example 1

- 2022: One on-campus Intimidation incident characterized by religious bias.
- 2021: One noncampus Robbery characterized by National Origin bias, and one public property Aggravated Assault characterized by Sexual Orientation bias.
- 2020: No Hate Crimes reported.

Example 2

- Hate Crimes: There were no reported Hate Crimes for the years 2020, 2021 or 2022.

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Considerations for Narrative Format

- Narrative requires context. How would someone know:
 - if you evaluated all required crimes?
 - if you evaluated all required bias categories?
- Provide summaries and definitions in your ASR

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Presentation of Unfounded Crimes

- Present in either a tabular format or in a narrative or descriptive format
- One statistic for each of the three most recent calendar years
- Total number of unfounded crimes across all Clery Act geographic areas
- Not required to break down by geographic category or type of crime

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Fire Statistics

- Reported fires in on-campus student housing facilities
- Identify each facility by name and street address
- Disclose:
 - Number of fires and cause of each fire
 - The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center
 - The number of deaths related to a fire
 - The value of property damage caused by a fire

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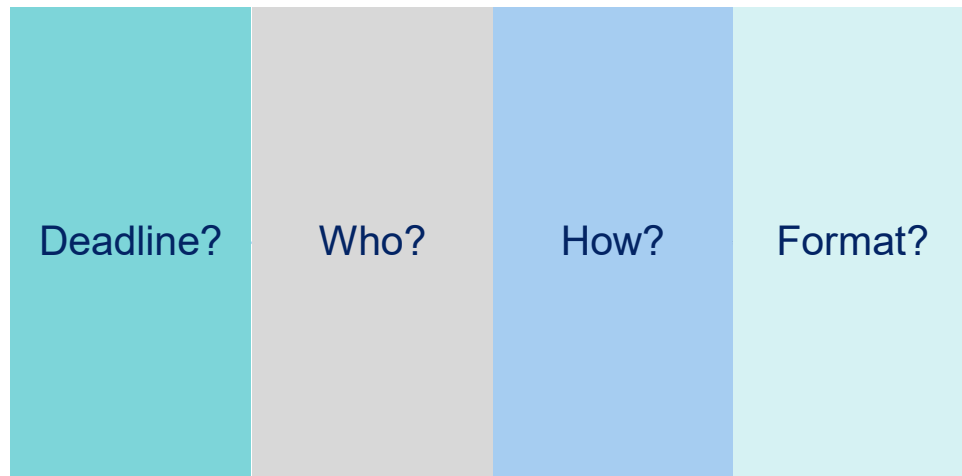
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- 2 Will add if needed
Simone Dixon, 5/8/2025

Publication & Distribution: Four Components



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October 1

Earlier

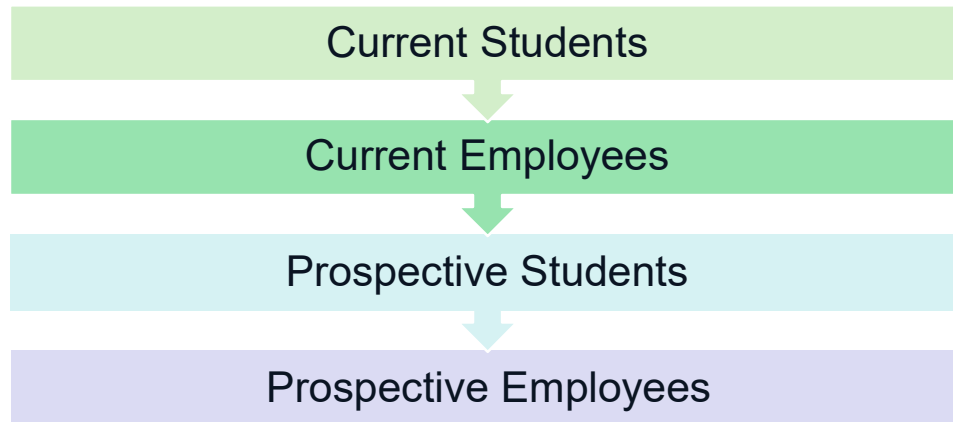
Not
Later

No
Grace
Period

100

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Who gets the Annual Security Report?



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Prospective Students/Employees

Individuals who have contacted an eligible institution requesting information about:

- Admission
- Employment

If soliciting an application for position through an advertisement, provide a notice of the availability of the ASR to those individuals interviewed.

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ASR Direct Distribution

Current Students & Employees

- . U.S. Postal Service
- . Campus Mail
- . Email

Prospective Students & Employees

- . **Notice of the report's availability**
- . Description of its content
- . Opportunity to request
- . Unlike notice to current students and employees, this may be provided along with other information

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ASR Online Distribution

Current Students & Employees

- . A statement of the report's availability
- . A list and brief description of the content
- . Exact URL
- . Statement that a paper copy is available upon request

Prospective Students & Employees

- . Exact URL
- . Brief description of the report
- . Statement that a paper copy is available upon request

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An Exact URL

- The exact address wherein the report lies –
 - Can't be the institution's homepage
- Permissible to provide links to other pages that provide information on additional required elements or resources such as:
 - Crime log
 - Annual security reports for other campuses
 - Local victim assistance agencies

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Annual Security Report Sample Notice Of Availability

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by (name of institution); and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

You can obtain a copy of this report by contacting (name of office) or by accessing the following web site (address of website).

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Distribution: Fire Safety Report
Institutions that must distribute a fire safety report
(those with on-campus student housing)
should utilize the same distribution methods.

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Correcting the ASR

If corrections are made following release, must update ASR

Crime Statistics

- Ensure updates in ASR align with submission to Dept. of Education
- If not, inform them that changes were required.

Policy Statements

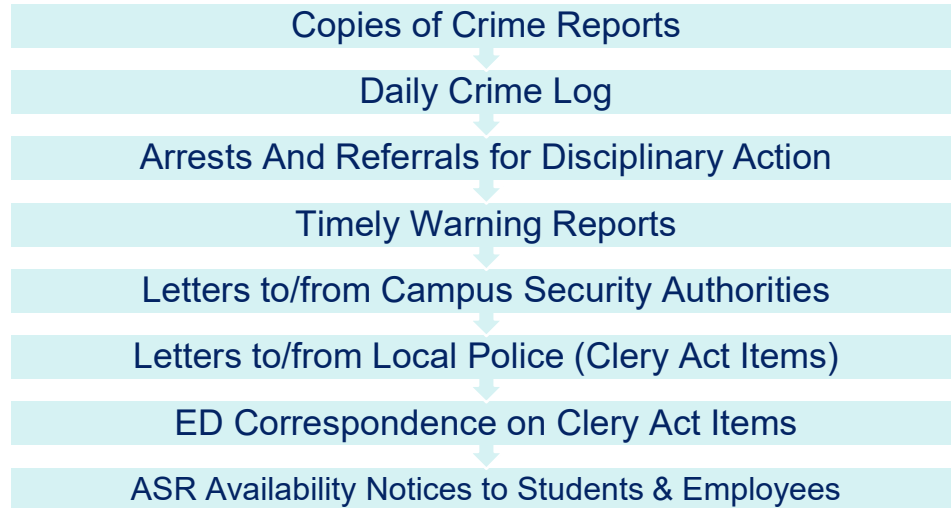
- Update is made only in most recent ASR
- Example: An upcoming Title IX Policy Change in 2024 will need to be updated only in the 2023 ASR.

- Redistribute: include change(s) in the notice
 - what change(s), date they was made, and reasons for change(s)

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Records to Retain

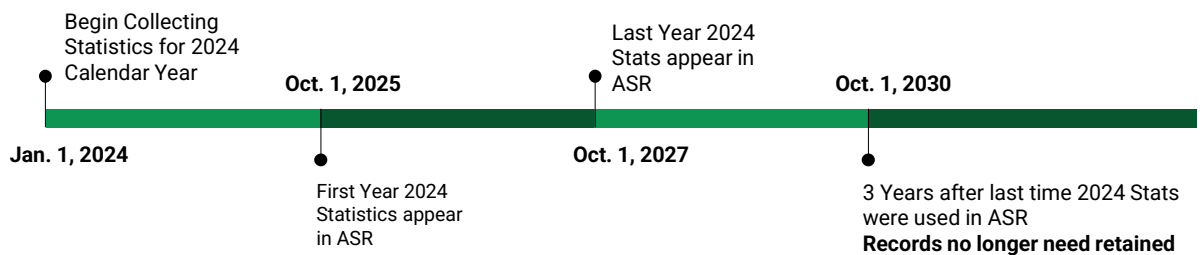


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Record Keeping Timeline

- Retain the ASR and all supporting records used to compile the report for 3 years from the latest publication of the report to which they apply.
 - In effect 7 years.



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Summary of Major Points

- Notice/disclosure must typically be met by October 1
- Must distribute ASR to all current students and employees
- Must provide an ASR summary to prospective students/employees and copies upon request
- Crime statistics must be retained for 3 years after the last release (7 years total)

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What We Did Today

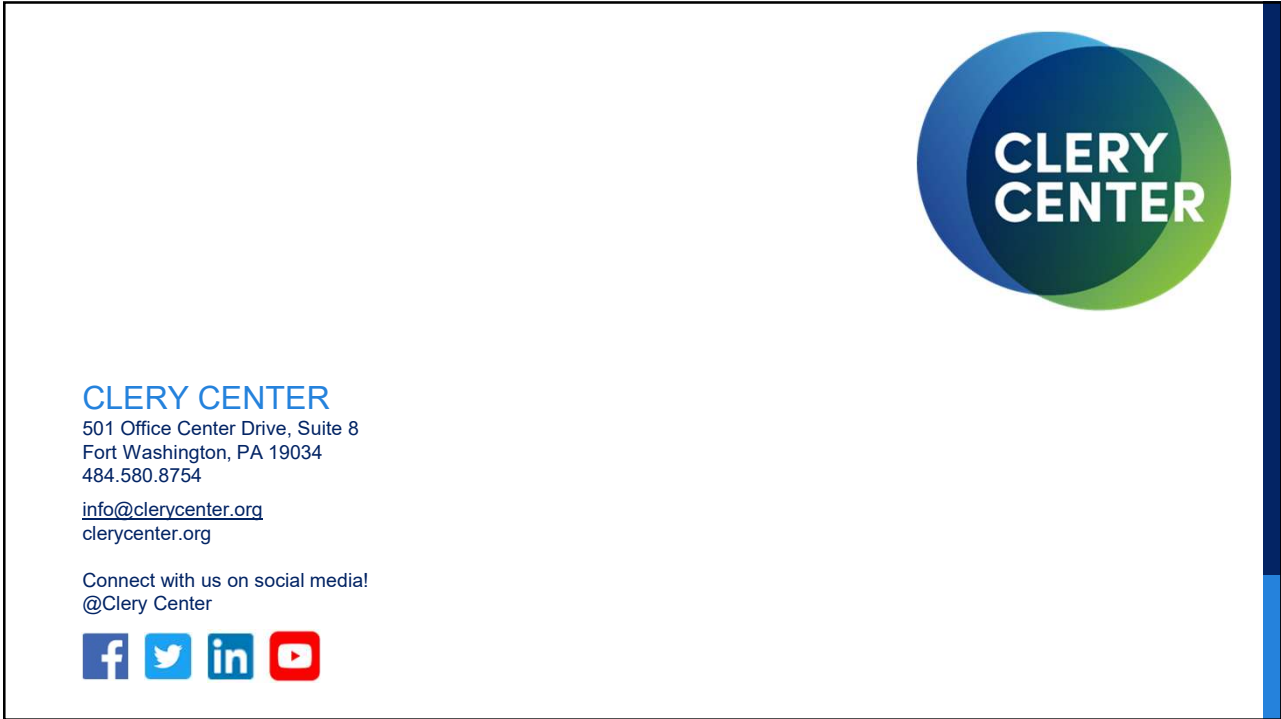
- ✓ Identify the requirements of an annual security report
- ✓ Analyze own annual security report for meeting requirements
- ✓ Discuss methods for publication and distribution

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