

Clery and Federal Law and Regulations Regarding the Disclosure of Security Policies Systemwide Guidance

November 1, 2018

This is not a list of all ASR requirements and should not be used in lieu of the DOE Handbook and Clery Center Workbook. This material is intended to be used as supplemental guidance.

Campuses must complete the DOE Handbook checklist annually (Checklist is attached - sourced from the 2016 DOE Clery Handbook.) This checklist will ensure all institutional policies are written/updated and include the required components. Summarize required policy statements in the Annual Security Report. Use the Clery Center workbook to track policy developments.

	Annual Security Report Requirements (See Appendix C, DOE Handbook Checklist that all campuses must complete annually to ensure all requirements are included)	DOE Handbook	Systemwide Policy	Federal Law	CSU ASR Format Guide (Required language for inclusion in ASR)	Campus Guidance
1	Submit Clery Act crime statistics to the USDOE annually	CH 9	EO-1107(II) EO-1107(IV)	34 CFR 668.46 (b), 34 CFR 688.46(c)(1)		Enter Clery Act crime statistics reported in the ASR into the DOE portal. Follow the DOE instructions in the letter received at each campus annually, EO 1107, and ASR action item guide. For CSU purposes, "compliance" requires meeting EO 1107 and ASR action guide deadlines.
2	Prepare, publish and distribute ASR	CH 9	EO-1107(IV)	34 CFR 668.46 (b)		Prepare, publish and distribute ASR pursuant to EO 1107 (IV) deadlines, to include campus notice as printed in EO 1107 and ASR Action item doc. For CSU purposes, "compliance" requires meeting EO 1107 deadlines.
3	Disclose most recent three years' Clery Act crime statistics.	CH 3 and CH 9	EO-1107(II)	34 CFR 668.46 (b)(1)		Report campus statistics in the ASR using the statistical chart provided in the CSU ASR Format Guide.
4	Establish policies for preparing the Annual Report	CH 9	EO-1107(IV)	34 CFR 668.46 (b) (2) (ii)		Complete DOE Handbook checklist (Appendix "C" in DOE 2016 Handbook) to ensure institutional policy is written and then summarized in the ASR. Policies and documents to summarize include EO 1107, organizational structure established therein on the campus, and ASR Action Item Guide. Refer to "Preparing the ASR" in CSU ASR Format Guide.
5	Collect and include hate crime and VAWA statistics	CH 3, 7, 8 and 9	EO-1107(III)(A)	34 CFR 688.46(c)(iii)	Use the statistical charts provided	Collect and include hate crime and VAWA statistics. Use statistical chart in CSU ASR Format Guide and provide hate crimes statistics in narrative format as described in CSU ASR Format Guide and DOE Handbook.
6	Separate campus crime statistics into four required categories	CH 3 and CH 9			Use the statistical charts provided	Report campus statistics in the ASR using the statistical charts provided in the CSU ASR Format Guide.
7	Include within the campus's annual security report; a list of each person or organization to whom students and employees should report clery act criminal offenses.	CH 7		34 CFR 668.46 (b)(2)(iii)		This is not a list of all CSAs as the Handbook states rather it is persons or organizations to whom the institutional policies specifically direct and say students and employees should report crimes. This is usually a very short list such as Police, Title IX, Director of HR, Dean of Students, etc. Refer to "Reporting Criminal Actions and Emergencies" in the CSU ASR Format Guide.
8	Include within the university's annual security report a statement of its current policies concerning the: (1) security of, (2) maintenance of, and (3) access to campus facilities.	CH 7		34 CFR 668.46 (b)(3)		Campuses must have current institutional policies in each of these required categories: (1) security of, (2) maintenance of, and (3) access to campus facilities and a statement of those policies must be included in the ASR. If the campus doesn't have the required policies, then that should be stated in the ASR, and the necessary policies should be written as soon as possible. Use the Clery Center workbook policy resource pages to track policy development as needed. Refer to "Security and Access to Campus Facilities" in the CSU ASR Format Guide.
9	Include a description of procedures that encourage pastoral counselors and professional counselors to, if appropriate, inform the persons they are counseling of any procedures to report crimes for inclusion in the institutions annual security report.	CH 7	EO 1095-1098	34 CFR 668.46(b)(2)(iv) and CA EDC 67682(6)	Yes	Campuses should include the Voluntary Confidential Reporting policy statement in the CSU ASR Format Guide and also add a brief statement of campus specific annual procedures on how Pastoral and Professional Counselors on campus are encouraged to comply. Finally, include any campus specific policy statement that summarizes campus specific policies to address this area and enhanced requirements per CA EDC 67382(6).

	<b>Policies Concerning Daily Crime Logs and Crime Reporting</b>					<b>Complete DOE Handbook checklist annually (Appendix "C" in DOE 2016 Handbook) to ensure all institutional policies are written/updated, include the required components, and then summarized in the ASR required policy statements. Use Clery Center workbook to track policy development as needed</b>
10	Maintain a daily log recording all crimes reported to the university's police department.	CH 5	ICSUAM 4450	34 CFR 668.46 (f)	Not reported in the ASR	University Police on each campus must maintain a Clery Act Daily Crime Log recording all crimes reported to the university police department. The Crime Log has very specific requirements. Follow DOE Handbook and CSU ICSUAM 4450 (CSU Crime Log Policy).
11	Include within the university's annual security report a statement of policy concerning the monitoring and recording of criminal activity at off-campus student organizations that the institution recognizes and that are engaged in by students attending the institution.	CH 4		34 CFR 668.46 (b)(7)		Only required if your campus by policy, MOU, etc. formally monitors and records criminal activity at off-campus student organizations that are recognized by the institution. If the campus <i>does not</i> or if the institution does not recognize any student organizations with off campus properties, it must formally state in the ASR that it does not, which is compliant with statute. If the campus <i>does</i> formally monitor and record criminal activity at off-campus student organizations, the campus must have a campus specific policy and the ASR must then include a policy statement with a description regarding how the campus records and monitors, through local law enforcement agencies, all criminal activity by students at off-campus locations of student organizations officially recognized by the campus, including student organizations with non-campus housing facilities, e.g., fraternity and sorority houses. Refer to "Criminal Activity at Non-campus Locations of Student Organization" in the CSU ASR Format Guide.
12	Allow the daily crime log's most recent 60 day period to be open for public inspection during normal business hours. Also allow any portion of the log older than 60 days to be available within two business days of a request for public inspection.	CH 5	ICSUAM 4450	34 CFR 668.46 (f)	Not reported in the ASR	Follow DOE Handbook guidance, CSU ICSUAM 4450 policy, and campus Public Record Act request policies.
13	Update the university's crime log no later than two business days after receipt of new information.	CH 5	ICSUAM 4450	34 CFR 668.46 (f)(2)	Not reported in the ASR	University Police must update the daily crime log no later than two business days after a crime was reported to Police. See ICSUAM 4450.
14	Include within the university's annual security report a statement of current campus policies regarding procedures for individuals to (1) report criminal actions or (2) other emergencies as well as a (3) statement concerning the institutions response to such reports.	CH 7		34 CFR 668.46 (b)(2)		Campuses must have existing institutional policies regarding these specific areas and policy statements that summarize the policies of how campus individuals shall (1) report criminal actions or (2) other emergencies as well as a (3) statement concerning the institutions response to such reports. If the campus does not have policies, that needs to be stated in the ASR and required policies should be written as soon as possible. Also see and utilize format guide for summary statement language that summarizes existing systemwide policies that address these areas.
15	Develop policies to encourage students to report any campus crimes involving sexual violence to the appropriate campus authorities.	CH 7 (report all crimes)	EO-1095 (rev)	34 CFR 668.46(b)(4)(iii)	Yes	See and use CSU ASR Format Guide for policy statement language from systemwide policies in EOs 1095-1098 that address encouraging students to report crimes involving sexual violence to the appropriate campus authorities. Add statement language that summarizes any additional campus institutional policy addressing the required areas.
16	Include within the university's annual security report policies for making timely warning reports to members of the campus community.	CH 6	EO-1107(III) (C)	34 CFR 668.46 (b)(2)(i), 34 CFR 668.46 ( e)	Yes	The timely warning policy for all CSU campuses is written in EO 1107. The policy statement for the timely warning policy is included in the ASR CSU Format Guide under "Timely Warning" and should be the policy statement language used.
17	Include with in the university's annual security report, policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.	CH 7		34 CFR 668.46 (b)(2)(iv), 33 CFR 668.46 (b)(4)(IV) and CA EDC 67682(6)	Yes	See and use the CSU ASR format guide for policy statement language from systemwide policies/EOs 1095-1098 that address campus policies for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Also include any campus specific policy statement(s) that summarize campus specific policies to address this area and enhanced requirements per CA EDC 67382(6)
	<b>Policies Concerning Campus Law Enforcement and Crime Prevention</b>					<b>Complete DOE Handbook checklist annually (Appendix "C" in DOE 2016 Handbook) to ensure all institutional policies are written/updated, include the required components, and then summarized in the ASR required policy statements. Use Clery Center workbook to track policy development as needed</b>
18	Include within the university's annual security report a statement of its current policies concerning: (1) campus law enforcement, including the (2) law enforcement authority of campus security personnel and the (3) working relationship of campus security personnel with state and local law-enforcement agencies. (4) Include whether the institution has agreements, such as a written MOU with such agencies for the investigation of alleged criminal offenses.	CH 7		34 CFR 668.46 (b)(4) and CA EDC 67381		The ASR must include a statement of existing campus policies regarding four required areas of: (1) campus law enforcement, including the (2) law enforcement authority of campus police personnel and the (3) working relationship of campus police personnel with state and local law-enforcement agencies. (4) Include whether the institution has agreements, such as a written MOU with such agencies for the investigation of alleged criminal offenses. If your campus does not have policies in all four areas, then that needs to be written in the ASR and those policies will need to be written as soon as possible. Also see guidance under law enforcement authority heading in CSU ASR Format Guide.

19	Include within the university's annual security report, policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies when the victims of such crimes elect or are able to make such reports.	CH 7	EO-1107 (III) and EO-1095 (rev)	34 CFR 668.46 (b)(4)(iii)	Yes	The ASR must include policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies <b>when the victims of such crimes elect or are able to make such reports</b> . See format guide areas for summarized systemwide policy statement language that addresses reporting areas. Add a statement language that summarizes additional campus institutional policy addressing these required areas.
20	Include within the university's annual security report a description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices to encourage students and employees to be responsible for their own security and the security of others.	CH 7	EO-1107 (II)	34 CFR 668.46 (b)(4)(iv)(5)		The ASR must include description of the program, type of program, and frequency of programs, and specifically to who the program was provided (students vs employees) designed to inform students and employees about campus security procedures and practices. Just a list of programs or titles only does not comply. A chart is acceptable to utilize in this area of the ASR. See CSU ASR Format Guide under "Security Procedures and Practices" and DOE Handbook
21	Include within the university's annual security report a description of programs designed to inform students and employees about the prevention of crime.	CH 7	EO-1107 (IV)	34 CFR 668.46 (b)(4)(iv)(6)		The ASR must include a description of program, type and frequency of programs, who the program was provided (students vs employees) designed to inform students and employees about the prevention of crime. A list of programs or titles only does not comply. A chart is acceptable to utilize in this area of the ASR. See CSU ASR Format Guide under "Crime Prevention Programs" and DOE Handbook
<p><b>Policies Concerning Illegal Drugs and Alcohol</b></p>						<p><b>Complete DOE Handbook checklist annually (Appendix "C" in DOE 2016 Handbook) to ensure all institutional policies are written/updated, include the required components, and then summarized in the ASR required policy statements. Use Clery Center workbook to track policy development as needed</b></p>
22	Include within the university's annual security report a statement of policy regarding the possession, use and sale of alcohol beverages and the university's enforcement of state under age drinking laws.	CH 7		34 CFR 668.46 (b)(8)		The ASR must include a policy statement that summarizes the campus policies regarding 1. possession use, and sale of alcoholic beverages and 2. a policy statement that summarizes the campus policies on the university enforcement of State underage drinking laws. See Handbook and CSU ASR Format Guide under heading "Alcohol and Drugs."
23	Include within the university's annual security report a statement of policy regarding the possession, use and sale of illegal drugs and the university's enforcement of federal and state drug laws	CH 7		34 CFR 668.46 (b)(9)		The ASR must include a policy statement that summarize the campus policies regarding 1. possession use, and sale of illegal drugs and 2. a policy statement that summarizes the campus policies on the university enforcement of Federal and State drug laws. See Handbook and CSU ASR Format Guide under "Acohol and Drugs" heading.
24	Include within the university's annual security report a description of programs for drug or alcohol abuse education.	CH 7		34 CFR 668.46 (b)(10)and HEA Section 120 (a) - (d)		Provide a description, type, and frequency of drug or alcohol abuse education programs as required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989). This is the only policy statement in the annual security report for which a campus can cross-reference materials. For the purpose of meeting this requirement, a campus may cross-reference the materials the institution uses to comply with Section 120(a) through (d) of the HEA. See DOE Handbook Appendix C. A chart is also acceptable to use in this area.
<p><b>Policies Concerning Campus Sex Offense Programs and Procedures</b></p>						<p><b>Complete DOE Handbook checklist annually (Appendix "C" in DOE 2016 Handbook) to ensure all institutional policies are written/updated, include the required components, and then summarized in the ASR required policy statements. Use Clery Center workbook to track policy development as needed</b></p>
25	Include within the university's annual security report a description of its educational programs that promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking as well as information on risk reduction and bystander intervention.	CH 8		34 CFR 668.46(j)	Yes	The ASR must include description of the program, type of program, and frequency of programs, and specifically to who the program was provided (students vs employees) of the educational programs provided by the campus that promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking as well as information on risk reduction and bystander intervention. A list of programs is not acceptable to comply. It should be stated in descriptions which programs are primary prevention programs. A chart is acceptable to use in this area.
26	Include within the university's annual security report a statement of its programs to prevent domestic violence, dating violence, sexual assault, stalking and the procedures it will follow once an incident has been reported.	CH 8		34 CFR 668.46 (j)	Yes	The ASR must include a policy statement summarizing the campus policy of the programs to prevent domestic violence, dating violence, sexual assault, stalking and the procedures it will follow once an incident has been reported. Additionally see format guide areas for summarized systemwide policy/EO 1095-1098 statement language that addresses statement areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
27	Include within the university's annual security report information about the importance of preserving evidence and options regarding notifying law enforcement and campus authorities.	CH 8		34 CFR 668.46 (11)(ii)(A)	Yes	The ASR must include this information. See CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.

28	Include within the university's annual security report, a statement of its policies to provide a written explanation of rights, options and services when a student or employee reports he or she has been a victim of domestic violence, dating violence, sexual assault, stalking, and whether the offense occurred on or off campus.	CH 8		34 CFR 668.46 (b)(11)(vii)	Yes	The ASR must include this information. See CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
29	Include within the university's annual security report, a statement of its policy that it will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims both within the institution and in the community.	CH 8		34 CFR 668.46 (b)(11)(iv)	Yes	The ASR must include this information. See CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
30	Include within the university's annual security report, a statement of its policy that it will provide written notification and assistance to a victim regarding options for reasonable accommodations regardless of whether the victim chooses to report the crime to campus police or law enforcement.	CH 8		34 CFR 668.46 (b)(11)(v)	Yes	The ASR must include this information. See CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
31	Include within the university's annual security report, a statement of policy that it generally must maintain as confidential any accommodations or protective measures provided to a victim.	CH 8		34 CFR 668.46 (b)(11)(v)	Yes	The ASR must include this information. See CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
32	Include within the university's annual security report a description of procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, and the rights of victims in addition to the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders.	CH 8		34 CFR 668.46 (b)(11)(ii)(D)	Yes	The ASR must include this information. See CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
33	Include within the university's annual security report a statement advising the campus community where they may obtain law enforcement agency information provided by the State concerning registered sex offenders.	CH 8		34 CFR 668,46(b)(12)	Yes	The ASR must include this information. See CSU ASR Format Guide and use underlined language as written under "Registered Sex Offenders" heading.

**Policies Regarding Sexual Violence Prevention and Education**

**Complete DOE Handbook checklist annually (Appendix "C" in DOE 2016 Handbook) to ensure all institutional policies are written/updated, include the required components, and then summarized in the ASR required policy statements. Use Clery Center workbook to track policy development as needed**

34	Include within the university's annual security report descriptions of its educational programs that promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking including ongoing prevention and awareness campaigns for students and faculty.	CH 8	EO 1095-1097	34 CFR 668.46(j) and 34 CFR 668.46(b)(11)(i)		The ASR must include description of the program, type of program, and frequency of programs, and specifically to who the program was provided (students vs employees) of the educational programs provided by the campus in these areas to include on-going prevention and awareness campaigns. A list of programs is not acceptable to comply. It should be stated in descriptions which programs are primary prevention programs and what are on going prevention and awareness campaigns. A chart is acceptable to use in this area.
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**Policies Regarding Processes for Cases of Alleged Sex Offenses**

**Complete DOE Handbook checklist annually (Appendix "C" in DOE 2016 Handbook) to ensure all institutional policies are written/updated, include the required components, and then summarized in the ASR required policy statements. Use Clery Center workbook to track policy development as needed**

35	Include within the university's annual security report, a statement that describes each type of disciplinary proceeding the institution uses, including steps, timelines, and determination processes; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use.	CH 8		34 CFR 668.46(k)	Yes	The ASR must include this information. See the CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
36	Include within the university's annual security report, a statement that the accuser and accused are entitled to the same opportunities to have advisers of their choice present during institutional disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.	CH 8		34 CFR 668.46(k)	Yes	The ASR must include this information. See the CSU ASR Format Guide underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
37	Include within the university's annual security report a statement of policy that includes that both the accuser and the accused will be simultaneously informed in writing of the results and appeal process of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking.	CH 8		34 CFR 668.46(k)	Yes	The ASR must include this information. See the CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
38	Include within the university's annual security report, a policy of possible sanctions or protective measures that it may impose following the final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.	CH 8		34 CFR 668.46(k)	Yes	The ASR must include this information. See the CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
39	Include within the university's annual security report, a statement of its procedures for institutional disciplinary actions consisting of a prompt, fair, and impartial investigation and resolution conducted by trained officials who receive annual training related to domestic violence, dating violence, sexual assault and stalking.	CH 8		34 CFR 668.46(k)	Yes	The ASR must include this information. See the CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas.
40	Include within the university's annual security report, a statement of policy on how it will protect the confidentiality of victims despite publicly available record keeping.	CH 12		34 CFR 668.46(k)	Yes	The ASR must include this policy statement with this information. See the CSU ASR Format Guide for underlined summarized systemwide policy/EO 1095-1098 statement language for inclusion in the ASR that addresses these reporting areas. Add separate statement language that summarizes any additional campus institutional policy addressing required areas. Include a policy statement that the institution protects the confidentiality of victims and other necessary parties, and completes publicly available recordkeeping, without inclusion of personally identifying information about the victim and maintains 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 the accommodations or protective measures. See Chapter 8 of the Handbook.

**Policies Regarding Campus Emergency Response and Evacuation Procedures**

**Complete DOE Handbook checklist annually (Appendix "C" in DOE 2016 Handbook) to ensure all institutional policies are written/updated, include the required components, and then summarized in the ASR required policy statements. Use Clery Center workbook to track policy development as needed**

41	Include within the university's annual security report, a statement of the policies it will use to immediately notify the campus community of a significant emergency involving an immediate threat to the students or employees on campus.	CH 6		34 CFR 668.46(g)(1)	yes	The emergency notification policy for all CSU campuses is contained within EO 1107. The policy statement for the emergency notification policy is included in the CSU ASR Format Guide under the emergency notification heading and should be the policy statement language used.
42	Include within the university's annual security report, a description of its process to confirm that a significant emergency or a dangerous situation involving an immediate threat to students or employees is occurring on the campus.	CH 6		34 CFR 668.46(g)(2)	Yes	The emergency notification policy for all CSU campuses is contained within EO 1107. The policy statement for the emergency notification policy is included in the CSU ASR Format Guide under the emergency notification heading and should be the policy statement language used.

43	Include within the university's annual security report, a description of its process to determine the appropriate segment or segments of the campus community to receive a notification.	CH 6		34 CFR 668.46(g)(2)	Yes	The emergency notification policy for all CSU campuses is contained within EO 1107. The policy statement for the emergency notification policy is included in the CSU ASR Format Guide under the emergency notification heading and should be the policy statement language used.
44	Include within the university's annual security report, a description of its process to determine the content of a notification.	CH 6		34 CFR 668.46(g)(3)	Yes	The emergency notification policy for all CSU campuses is contained within EO 1107. The policy statement for the emergency notification policy is included in the CSU ASR Format Guide under the emergency notification heading and should be the policy statement language used.
45	Include within the university's annual security report, a description of its process to initiate the notification system.	CH 6		34 CFR 668.46(g)(3)	Yes	The emergency notification policy for all CSU campuses is contained within EO 1107. The policy statement for the emergency notification policy is included in the CSU ASR Format Guide under the emergency notification heading and should be the policy statement language used.
46	Include within the university's annual security report, a list of the titles of the persons or organization is responsible for carrying out its emergency notification plan.	CH 6		34 CFR 668.46(g)(4)	Yes	The emergency notification policy for all CSU campuses is contained within EO 1107. The policy statement for the emergency notification policy is included in the CSU ASR Format Guide under the emergency notification heading and should be the policy statement language used.
47	Include within the university's annual security report, a statement that the institution will initiate the notification system in the event of an emergency, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.	CH 6		35 CFR 668.46(g)(3)	Yes	The emergency notification policy for all CSU campuses is contained within EO 1107. The policy statement for the emergency notification policy is included in the CSU ASR Format Guide under the emergency notification heading and should be the policy statement language used.
48	Include within the campus's annual security report, procedures for disseminating emergency information to the larger community.	CH 6		36 CFR 668.46(g)(5)	Yes	The emergency notification policy for all CSU campuses is contained within EO 1107. The policy statement for the emergency notification policy is included in the CSU ASR Format Guide under the emergency notification heading and should be the policy statement language used.
49	Include within the campus's annual security report, a statement publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year.	CH 6		37 CFR 668.46(g)(6)		Campuses must have this language in current institutional emergency preparedness and response policies and provide a policy statement in the ASR stating that. If the campus doesn't have the required Clery Act components in the existing emergency preparedness and response institutional policy then that should be stated in the ASR. The campus must amend the necessary policies as soon as possible to add the necessary components. See EO 1107 and Chapter 6 of the Handbook. Use the Clery Center workbook policy resource pages to track policy development as needed.
50	Include within the campus's annual security report, a statement advising that required tests of response and evacuation procedures may be announced or unannounced.	CH 6		38 CFR 668.46(g)(6)		Campuses must have this language in current institutional emergency preparedness and response policies and provide a policy statement in the ASR stating that. If the campus doesn't have the required Clery Act components in the existing emergency preparedness and response institutional policy then that should be stated in the ASR. The campus must amend the necessary policies as soon as possible to add the necessary components. See EO 1107 and Chapter 6 of the Handbook. Use the Clery Center workbook policy resource pages to track policy development as needed.
51	Include within the campus's annual security report, a statement documenting, for each test, a description of the exercise, its date, its time, and whether it was announced or unannounced.	CH 6		39 CFR 668.46(g)(6)		This must be provided in the ASR. A description of the exercise, date, time, and whether it was announced or unannounced needs to be included. A chart used in this area if multiple exercises were done is acceptable. See EO 1107.
<b>Processes for When On-campus Housing Students Are Reported</b>						
52	Include within the campus's annual security report, a statement indicating the list of titles of the persons or organizations to which individuals should report that a student who resides in on-campus student housing has been missing for 24 hours.	CH 10		34 CFR 668.46(H)		Campuses that have on-campus student housing must have a current institutional missing student policy specifically addressing on-campus student housing that includes all specific components as outlined in statute and the Handbook. If a campus does not have on-campus student housing <i>no policy is required</i> and the ASR should state the campus has no on-campus student housing. If the campus has on-campus student housing but does not have the required missing student policy with all components required then that should be <i>stated in the ASR</i> , and the necessary policies written as soon as possible. Use the Clery Center workbook policy resource pages to track policy development as needed. See Chapter 10 of the Handbook. Refer to "Missing Student Notification" in the CSU ASR Format Guide.

53	Include within the campus's annual security report, a statement requiring that any missing student report must be referred immediately to the campus police or campus security department. If it does not have a police or campus security, report to the local law enforcement agency that has jurisdiction in the area.	CH 10		34 CFR 668.46(H)		Campuses that have on-campus student housing must have a current institutional missing student policy specifically addressing on-campus student housing that includes all specific components as outlined in statute and the Handbook. If a campus does not have on-campus student housing no policy is required and the ASR should state the campus has no on-campus student housing. If the campus has on-campus student housing but does not have the required missing student policy with all components required then that should be stated in the ASR, and the necessary policies written as soon as possible. Use the Clery Center workbook policy resource pages to track policy development as needed. See Chapter 10 of the Handbook. Refer to "Missing Student Notification" in the CSU ASR Format Guide.
54	Include within the campus's annual security report, a statement containing the option for each student to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing	CH 10		34 CFR 668.46(H)		Campuses that have on-campus student housing must have a current institutional missing student policy specifically addressing on-campus student housing that includes all specific components as outlined in statute and the Handbook. If a campus does not have on-campus student housing no policy is required and the ASR should state the campus has no on-campus student housing. If the campus has on-campus student housing but does not have the required missing student policy with all components required then that should be stated in the ASR, and the necessary policies written as soon as possible. Use the Clery Center workbook policy resource pages to track policy development as needed. See Chapter 10 of the Handbook. Refer to "Missing Student Notification" in the CSU ASR Format Guide.
55	Include within the campus's annual security report, a statement advising students that their missing person emergency contact information will be registered confidentially and disclosed only as necessary.	CH 10		34 CFR 668.46(H)		Campuses that have on-campus student housing must have a current institutional missing student policy specifically addressing on-campus student housing that includes all specific components as outlined in statute and the Handbook. If a campus does not have on-campus student housing no policy is required and the ASR should state the campus has no on-campus student housing. If the campus has on-campus student housing but does not have the required missing student policy with all components required then that should be stated in the ASR, and the necessary policies written as soon as possible. Use the Clery Center workbook policy resource pages to track policy development as needed. See Chapter 10 of the Handbook. Refer to "Missing Student Notification" in the CSU ASR Format Guide.
56	Include within the campus's annual security report, a statement that if a student is under 18 years of age and not emancipated, the institution must notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.	CH 10		34 CFR 668.46(H)		Campuses that have on-campus student housing must have a current institutional missing student policy specifically addressing on-campus student housing that includes all specific components as outlined in statute and the Handbook. If a campus does not have on-campus student housing no policy is required and the ASR should state the campus has no on-campus student housing. If the campus has on-campus student housing but does not have the required missing student policy with all components required then that should be stated in the ASR, and the necessary policies written as soon as possible. Use the Clery Center workbook policy resource pages to track policy development as needed. See Chapter 10 of the Handbook. Refer to "Missing Student Notification" in the CSU ASR Format Guide.
57	Include within the annual security report, a statement advising students that it will notify a law enforcement agency within 24 hours of the determination that the student is missing.	CH 10		34 CFR 668.46(H)		Campuses that have on-campus student housing must have a current institutional missing student policy specifically addressing on-campus student housing that includes all specific components as outlined in statute and the Handbook. If a campus does not have on-campus student housing no policy is required and the ASR should state the campus has no on-campus student housing. If the campus has on-campus student housing but does not have the required missing student policy with all components required then that should be stated in the ASR, and the necessary policies written as soon as possible. Use the Clery Center workbook policy resource pages to track policy development as needed. See Chapter 10 of the Handbook. Refer to "Missing Student Notification" in the CSU ASR Format Guide.
58	Include within the campus's annual security report, the procedures it will follow when a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours.	CH 10		34 CFR 668.46(H)		Campuses that have on-campus student housing must have a current institutional missing student policy specifically addressing on-campus student housing that includes all specific components as outlined in statute and the Handbook. If a campus does not have on-campus student housing no policy is required and the ASR should state the campus has no on-campus student housing. If the campus has on-campus student housing but does not have the required missing student policy with all components required then that should be stated in the ASR, and the necessary policies written as soon as possible. Use the Clery Center workbook policy resource pages to track policy development as needed. See Chapter 10 of the Handbook. Refer to "Missing Student Notification" in the CSU ASR Format Guide.

