

**Presenter:**

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- Rutgers color codes their font in the report for different campuses -- [Rutgers ASR](#)
- International campus: use the state department and ask
  - Refer students to these resources if they want to report crime
- Fire safety policies do not apply to staff that live on
- If there are significant errors in your report then must fix it and reissue it -- how do we want to look at this?
- Towson University shared ASR with us -- said NACCOP reviewed and "approved" it -- good reference for us -- [Towson ASR](#)
- Fire stats and fire log need to match completely
- If there are statistical corrections to ASR then you must update the ASR for ALL reports (i.e: it is 2019 and you update stats for 2016, then you have to update 2017 and 2018 charts.
  - Must also redistribute and tell people that you made a change, include the change reason/date etc
  - If you already removed ASR then you do not need to update

**To-do:**

- create a CSA quick reference guide
- Review confidentiality with Chaplain's office
- Report exec talking to Maxient -- establish this procedure
- Look into agreements with host families for programs where students study abroad (i.e.: Spain)
- Create a compliance policy:
  - who is responsible for ASR/other clery items?
  - Distribution and publication responsibility
  - Who is on compliance committee and what is their role?
  - Established timelines for document ASR
- ASR should be in a conspicuous location with admission and prospective employee - should be easy to find

**Policy Statement 1 & 2, enforcement authority and arrest authority: need to add more information about specific campuses**

- Need to address each campus and the authority of their security
  - If you contract out then include their responsibility, name the contracted group

**Policy Statement 3, jurisdiction: missing all together**

- Property owned and controlled by the University?
- Define the boundaries in writing - include information about public streets that touch the campus

**Policy Statement 4 & 5, working relationship with law enforcement and MOU: need to elaborate in more detail and discuss details/interactions of relationships**

- Address beyond local police, discuss state police and federal
- Discuss any local task forces and training programs
- Include information if police send police reports about our students
- Current "MOU" is only about sexual assault investigation, expand on this for all felony: Townson example:
  - *A Memorandum of Understanding (MOU) for the coordination of law enforcement responsibilities between the TUPD and the Baltimore County Police Department (BCPD) has been in effect since June 2000. This document clarifies and affixes police responses to emergencies, investigation of certain crimes, and jurisdictional boundaries. While the MOU contains more specific language concerning investigations, cooperation, and resources, of particular note is the fact the BCPD will investigate any on-campus reported; unattended deaths, 1 st or 2nd degree rapes, or 1st or 2nd degree sex offenses, any traffic crash that has resulted in death or very serious injury, as well as any reports of child abuse. As a result, the BCPD, as well as the Baltimore County State's Attorney's Office, are the final authority on the criminal*

*investigation, classification, and prosecution of those crime-enumerated categories. Note: This applies to criminal investigation and prosecution, which is separate and apart from any Title IX investigation or other student or employee-related conduct investigation and action by the University. The TUPD also uses resources and assistance from allied agencies, such as the Maryland State Police and BCPD, when more sophisticated investigative resources are required.*

**Statement 6 & 7, reporting crime and response to reports:** need to add detail of who we want people to call and what happens after they call, copy out of student handbook and add to ASR

- Who answers the phone? When?
- Break down exactly what happens every day when a report comes in

**Statement 8, reporting persons for timely warning purposes**

- Clearly list all employees that should be included

**Statement 9**

- Clearly establish "for the purpose of making timely reports and annual statistics disclosure" line

**Statement 10 & 11, anonymous reporting options:** need to clarify to staff that they cannot promise anonymity, process for anonymity

- Include the process for confidentiality, if offered (statement 11)
- Supervisor of confidential staff is your CSA
- Responsible employee vs. CSA is different
  - Non-identifiable information needs to be reported. collect aggregate data each month from privileged offices

**Statement 12, 13, & 14, timely warning process:** add line about confidentiality of victim

- Do not include location of incident if small campus etc (i.e: sexual assault in X residence hall and hall is 100 students in space)

**Statement 15 & 16:** add more information about process (who, what, how)

- "Generally we will not issue a timely warning if it is X days from the incident, however we evaluate on a case by case basis"
- Who writes it, who sends it

**Statement 17, methods for information sharing:** this includes AVI and ABM staff

- Determine how to communicate with contracted staff (ABM/AVI/Construction) that are consistently on campus
- What is the back-up method if notification system fails?

**Statement 18, confidential sources:** add statement about not required to report timely warning for information given to pastoral or licensed counselor

**Statement 19 & 20, emergency response and evacuation procedures:** need more detail for emergency response and evacuation procedures

- Establish who is your emergency response team operates under "all hazards" approach
  - Process for convening the group
- Evacuation procedures
  - Staff responsible for evacuation and their role

**Statement 21, notification process:** clarify that some information is optional

- If you have an OWU email then mandatory, but all other choices are optional
- Some schools do not allow parents in their system

**Statement 22, immediate notification:** use this language verbatim

- Confirmation does not need to be a lot, "weather service issues a tornado watch", "smoke coming out of a building"  
-- want students to do something to make their self safe right away

**Statement 23, 24, 25, & 26, confirmation of emergency and determination: process for this needs to be established**

**Statement 27 & 28, immediate threat to safety: establish procedures and follow up message information**

**Statement 29, immediate notification: procedures for exceptions**

- Reasons for holding off sending out the information, what might compromise the situation?
- Information still needs to go out as soon as the compromising reason has been corrected

**Statement 30, information to greater community: what is the process for notification for local residents?**

- Establish procedures for non-OWU people that may be impacted

**Statement 31, 32, & 33, testing of notification system: all procedures for testing**

- Must be planned - does not need to be announced with details of when etc.
  - General information that something is coming is appropriate
- Must publicize procedures and that it occurs for testing once a year
- Documentation for each test must be somewhere (description, date/time, announced?)

**Statement 34, agreement that police monitor non campus spaces that associate with student spaces (i.e.: student orgs with off campus housing), we do not have this, but should we?**

- If national groups for Greek etc. recognize the off campus property as official then it might fall under Clery reportable

**Statement 35 & 36, access to facilities: this includes security and access**

- How accessible is campus to "outside" world?
- "During normal business hours buildings are open to public visitors, but after certain hours access is limited"

**Statement 37, maintenance of facilities: how to file reports for maintenance needs during business hours and after**

- Safety walks? Are these occurring?
- Include information about maintaining property (i.e: trees, sidewalks, lights etc)

**Statement 38, type and frequency of security awareness: security awareness and crime prevention**

- Talk about a number/general details of programs that occur (regular, weekly, monthly etc)
  - Must have a list that is kept in a compliance file in case you get questioned
- Initiatives vs. programs/events

**Statement 39 & 40, type and frequency of procedure and practice that encourages people to engage in safety for all, bystander intervention programming, security is not just a public safety issue**

- Different drug awareness programs
- Bystander programs

**Statement 41 & 42, policy statements for drugs and alcohol, need to include an overall statement**

- Can link drug free schools act in ASR for full policy

**Statement 43, education programs for drug and alcohol, include statements/report for drug and alcohol abuse prevention programs**

- Address medical marijuana in this statement
- Legal sanctions
- This is the drug free schools act that goes out to campus community

**Statement 44, crimes required by Clery: federal definitions and may be different than state**

- Separate chart for each campus/location
- Ask HR if they disciplined any employee for policies
- Must reconcile between PS records referred to conduct and records in SCCS that were not referred by PS (i.e.: RA reports)

**Statement 45, policy for preparing annual disclosure: clarify the process for collecting data and who prepares the**

**notice**

- All the details and process for collecting data and creating report

**Statement 46, where is the report printed?**

**Statement 47 & 48, description of fire safety systems: update clear building for fire prevention**

- Need to include and be specific about fire extinguishers, sprinkler systems etc.
- Put together a spreadsheet by name and street address, include:
  - Number of fire drills each year
  - Fire alarm monitoring done on site
  - Sprinkler system type (common room only, full building etc)
  - Smoke detection type
  - Fire extinguishers
  - Evacuation plans and placards
- **Statement 50, procedures for evacuation**
  - What happens if a student refuses to leave?
- **Statement 51, education and training for all of the community**
  - Keep track of programs -- fire extinguisher training, smoke out etc
- **Statement 52, procedures for leaving building**
  - Fire doors shut
  - Elevators shut down
- **Statement 53, who should fire violations be reported to**
  - Staff should report fire remnants even if small
- **Statement 54, plans for improvement: acknowledge plans to improve buildings, but do not over promise**
- **Statement 55, fire stats for 3 years: need to include number of fires, casuse, number of injuries or death, value of damage - current report does not provide 3 years worth for ALL buildings**
  - Injury means received medical treatment
  - Damage should be a range of damage (i.e.: 0-99, 100-999, 1,000-9,999 etc)
- **Statement 56, missing persons reporting: need to include a name/title of who reporting persons goes to**
- **Statement 57, missing persons must be told to Public Safety and the local police: reporting to the police is not optional if been missing 24 hours**
- **Statement 58 & 59, options for confidential contact: students do not have to do this, but need to make it available**
  - Some institutions do this through housing, confirm what our statement says to align with Clery
  - This should happen at least annually
- **Statement 60 and 61, under 18 policy: needs clarification in ASR**
- **Statement 62, notification to law enforcement: policy/procedure for notification to local police**
- **Statement 63 & 65, notification process if student is confirmed to be missing: include the who/what on campus for taking action**
- **Statement 64, procedure for investigation missing if under 18: include the who/what on campus for taking action, all procedures**

- **Statement 66, disclosure of crime of violence:** **this is only specific to sexual misconduct, need to expand**
  - What is the process for next of kin?
  - Consider process for employees as well
- **Statement 67, sex offender registry:** **policy and statements regarding sex offenders**
  - Should ask for more here, what happens if sex offender is attending classes?
- **Statement 68 & 69, programs to prevent and clear statement that university prohibits crimes of domestic violence, dating violence, sexual assault, and stalking:** **need to clearly state prohibition**
- **Statements 70, 71, 72, 73, define dating violence, domestic violence, sexual assault, stalking:** **VAWA definitions go here, need to take directly from VAWA**
  - Literally copy and paste this
  - ASR did not include sexual assault in this section and did not include the VAWA definitions
  - Include a line that says "for the purpose of this definition"
  - Re: domestic violence and roommates: law was not originally intended for two roommates that got into a fight
  - These definitions should be the same in the SM policy
- **Statements 74 & 75, definition of consent in applicable jurisdiction:** **legal definitions for consent and dating violence, domestic violence, sexual assault, and stalking**
  - Must include legal definitions for Ohio
  - Must say "do not have" if the state doesn't have it
- **Statement 76, institutional definition of consent:** **must include University definition**
- **Statement 77, bystander intervention:** **must use this language**
  - Should be using language list in Clery to define what bystander education is and purpose
- **Statement 78, risk reduction:** **steps to take to reduce risk**
  - What actions do we take to reduce risk for perpetration and bystander inaction
  - Increase empowerment to others
  - DO NOT use victim blaming statements in risk reduction - **current ASR has all of this in it. Need to take it out ASAP**
- **Statement 79, prevention programs:** **comprehensive, intentional, and integrated initiatives and campaigns for students and employees**
  - Must be ongoing programs that educate students
  - Culturally relevant and inclusive of diverse communities
  - Responsive to community needs
  - Environmental risk
  - Address incoming students and employees
  - **Need more programming for employees**
- **Statements 80, 81, 82, & 83, primary prevention and awareness**
  - Must include in programs: prohibition of crime, definitions of VAWA terms/consent, bystander options, risk reduction etc
- **Statement 89, ongoing prevention programming description for employees and students:** **need more information for employees**

- **Statements 90, 91, & 92, 93, 94, 95, 96, & 97, procedures that the University takes when something is reported, this should be pulled directly from our policies**
  - Preservation of evidence information should also be included in this section
  - Who to report to
  - Law enforcement is an option
  - Law enforcement when child abuse is involved
  - NCO and other support measures
- **Statement 98, 99, 100, 101, & 102 notice in writing if report received for students and employees of what the institution will provide, do, manage confidentiality, etc, this would include institutional support, local law enforcement, local support resources**
  - All of the required information is in the Clery handbook
  - This needs to include employee support resources
  - "Statement of rights"
- **Statement 103, publicly available record keeping: policy statements of how we will protect the confidentiality of all parties involved**
- **Statement 104, accommodations and confidentiality**
- **Statements 105-116, procedures**
  - All requirements in the Clery handbook
  - This should be the conduct process and consistent with handbook