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## **2019 NACCOP Conference Pre-Con #1: Constructing a Clergy Compliant Annual Security and Fire Safety Report (ASFSR) Instructions**

To prepare for this workshop, you will need to do some prep work in advance. It is imperative that you follow all steps identified below, as you will not have the time during the session to flip through your ASFSR and locate where, if at all, each required policy statement is addressed.

### **Instructions**

1. Print out a copy of your 2018 ASFSR (i.e., your “current” ASFSR), or the draft 2019 ASFSR if you have already started preparing a draft that will be published and distributed on or before October 1, 2019.
2. Using the Policy Statement Checklist we provided as a guide, review the ASFSR and locate where you have addressed (or intended to address) each of the policy statements contained on the checklist.
  - a. Use [brackets]/highlighting to identify where each policy statement begins and ends in your ASFSR.
  - b. Record the corresponding “#” from the Policy Statement Checklist next to the bracketed/highlighted content in the ASFSR (e.g., bracket/highlight the content in your ASFSR that addresses the enforcement authority of security personnel and place a “1” next to the bracketed/highlighted content in the margin of the page).
3. On the Policy Statement Checklist, record the page number in the ASFSR where the policy statement can be found. If you are unable to locate the policy statement in your ASFSR, write “Missing” in lieu of a page number. During the session we will review what content must be addressed in each statement so that you will be prepared to develop an accurate and complete disclosure following your participation in the session.

**Note:** There is a column to address the location of policy statements for your institution’s Main Campus (which everyone should populate) and an additional column to address policy statements that may vary for a Separate Campus, in the event your institution has a Separate Campus. If you do not have any Separate Campuses, ignore the “Page in ASFSR for Separate Campus” column. Otherwise, follow the same process for each campus of your institution.

### **What to Bring to the Session**

1. Bring a printed copy of the Policy Statement Checklist that identifies where in the ASFSR each policy statement resides.
2. Bring a printed copy of your ASFSR with the policy statements bracketed/highlighted and numbered as described in these instructions.

*Using hard copies of the ASFSR and Policy Statement Checklist is recommended, as the workshop room may not have enough power outlets to accommodate everyone bringing a laptop that is plugged in throughout the session.*

For questions regarding these instructions, contact Dr. Michael DeBowes at [mdebowes@naccop.org](mailto:mdebowes@naccop.org).