



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

Clery Act Reporting –2019 University of XYZ Clery Compliance Team Members					
Last Name	First Name	Department	Title	Phone	Email
Smith	Jane	Student Life	VP for Student Affairs	(123) 456-7891	name@email.edu



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

### 2019 Clery Compliance Team Meetings

Date	Time	Agenda & Minutes
Jan. 12, 2019	10:00 AM	Agenda: <a href="#">[link agenda here]</a> Minutes: <a href="#">[link minutes here]</a>
Subcommittees	Members	
Identifying & Training CSAs		
Identifying and Tracking Clery Geography		
Clery Statistics Reconciliation		
Ongoing Disclosures (Fire Log, Crime Log, Timely Warning, Emergency Notification)		
Prevention		
Dating Violence, Domestic Violence, Sexual Assault, & Stalking Response		
ASR Compilation & Dissemination		



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

Identifying & Training CSAs				
Task	Assigned To	Date Due	Completed	Notes
Email to/meetings with stakeholders for CSA identification				
Review/update list of campus security authorities				
Review/update of reporting forms/systems				
Send CSA notification letter (link to reporting form)				
Review/update CSA training plan & materials				
Create CSA reporting checklist (reminders/steps for CSA reporting)				
Develop specialized reporting resources for departments with frequent CSA reporting (for example, reporting steps and reminders specific to residence life)				
Schedule CSA training				
Send registration for CSA training				
Draft CSA training evaluation				
Organize tracking materials into Clery folder (sign-in sheets, evaluations, etc.)				
Awareness campaign of roles of CSAs				



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

Statistics				
Task	Assigned To	Date Due	Completed	Notes
Schedule weekly Clery statistics reconciliation subcommittee meeting				
Schedule/implement training for Clery statistics reconciliation subcommittee on Clery crime classification				
Review/update resource guides for classifying Clery crimes				
Create state v. Clery reference resource for public safety				
Draft list of all law enforcement agencies with jurisdiction for Clery geography				
Create form for local law enforcement agencies to use to submit crime statistics for Clery geography				
Contact local law enforcement for statistics (attach form or send via email after conversation)				
Final compilation of Clery stats for annual security report				
Make sure 2019 communications/information submission all compiled in central resource and clearly labeled				



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

Clery Geography				
Task	Assigned To	Date Due	Completed	Notes
Review/compile spreadsheet of properties institution owns/controls (include trips, study abroad, etc.)				
Document and file Clery categorizations in spreadsheet				
Create Clery geography map				

Crime & Fire Log				
Task	Assigned To	Date Due	Completed	Notes
Review crime and fire log elements for required information				
Provide training on crime log/fire log procedures to anyone responsible for updating the logs				
Train/notify individuals at location of fire/crime log about the requirements and remind them that they should remain available to the public (including media)				
Perform random checks/requests for crime log/fire log to ensure procedures are followed				



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

Timely Warning & Emergency Notification				
Task	Assigned To	Date Due	Completed	Notes
Draft a timely warning decision matrix for documentation of timely warning decisions				
Review timely warning and emergency notification policies to ensure they meet Clery requirements				
Coordinate a timely warning focus group to gather input from stakeholders on typical language within timely warnings				
Draft/update timely warning/emergency notification templates; ensure safety tips are trauma-informed				
Test methods of dissemination (mass email, text, etc.)				
Draft one-pager comparing timely warning and emergency notification requirements				
Schedule annual test(s) of emergency response and evacuation procedures				
Document the date and time of annual test(s) of emergency response and evacuation procedures, whether it was announced or unannounced, information about the drills (activities that tested a single procedural operation) and exercises (test involving coordination of efforts) involved, the follow-through activity (activity designed to review the test), the tests measurable goals, and whether or not the test met its goals				
Disseminate and document publication publicizing emergency response and evacuation procedures in conjunction with at least one test				



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

Prevention				
Task	Assigned To	Date Due	Completed	Notes
Draft list of individuals/departments likely or definitely implementing some form of prevention or awareness programs				
Identify department implementing Drug-Free Schools and Communities Act requirements				
Create program tracking spreadsheet of Clery prevention requirements and a sample program description template for reference				
Send spreadsheet to stakeholders to input own prevention efforts				
Assess whether collective programming efforts meet Clery requirements				
Review institution's policy for sexual assault, domestic violence, dating violence, and stalking prevention to evaluate compliance with requirements				
Identify gaps and timeline/actions to update programs/policies to address them				
Update institution's ASR policy statements for security awareness programs, crime prevention programs, substance abuse awareness programs, and programs to prevent sexual assault, domestic violence, dating violence, and stalking				



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

Response to Dating Violence, Domestic Violence, Sexual Assault & Stalking				
Task	Assigned To	Date Due	Completed	Notes
Review/update sexual assault, domestic violence, dating violence, and stalking policies to align with Clery Act and Title IX requirements				
Create or revise written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other students available for victims both within the institution and in the community				
Create or revise written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures				
Create or revise written explanation of the student or employee's rights and options provided to victims of dating violence, domestic violence, sexual assault, and stalking when they report to the institution				
Confirm/schedule annual training for officials conducting disciplinary proceedings on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability				
Confirm/review process for providing written explanation of rights and options to victims when they report				





85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

ASR & Fire Safety Report Compilation				
Task	Assigned To	Date Due	Completed	Notes
Annual review of previous year's annual security report (ASR) and fire safety report using campus checklists and the Handbook for Campus Safety and Security Reporting				
Identification of necessary policy updates (coordinate with topic-specific subcommittees)				
Input final crime statistics in the ASR (coordinate with topic-specific subcommittee)				
Develop ASR draft				
Review of ASR draft				
External review of ASR draft				
Final design and edits to ASR				
Load ASR to website				
Evaluate/update methods of dissemination - confirm strategy reaches all students and all employees and prospective students and employees receive notification				



85 Old Eagle School Rd  
Suite 103  
Strafford, PA 19087  
484.580.8754  
clerycenter.org

## CLERY ACT REPORTING PROJECT MANAGEMENT TOOL

Miscellaneous				
Task	Assigned To	Date Due	Completed	Notes
Determine team infrastructure, including: <ul style="list-style-type: none"> <li>- chair</li> <li>- direct lines to leadership</li> <li>- date/times of meetings</li> <li>- committee goals</li> <li>- subcommittees</li> <li>- timelines for subcommittees (so members self-select committee that best meets own role, responsibilities, and availability)</li> <li>- how subcommittees will report back to the team</li> <li>- how to set deadlines</li> <li>- any trust issues or challenges that could serve as barriers</li> </ul>				
Annual Clery training (in-person, webinars) - <i>document dates in notes</i>				
Submit statistics to Department of Education				
Review record retention practices				
Review Department of Education program review requests for information and practice pulling the information together for specific dates - document and address any gaps				
Clery Act awareness campaign				
Review of Handbook for Campus Safety and Security Reporting and process for reaching out to Westat with questions				