

Appendix A to  
Campus Safety (Clery Act) Policy

As used herein, “the Regulation” means [34 CFR §668.46](#), Institutional security policies and crime statistics.

In accordance with 34 CFR §668.46(b), the Annual Security and Fire Safety Report published and distributed by the University must contain (but is not limited to) each of the following items.

1. The crime statistics described in [paragraph \(c\)](#) of the Regulation.
2. A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement must include the institution's policies concerning its response to these reports, including—
  - a. Policies for making timely warning reports to members of the campus community, as required by [paragraph \(e\)](#) of the Regulation, regarding the occurrence of crimes described in [paragraph \(c\)\(1\)](#) of the Regulation;
  - b. Policies for preparing the annual disclosure of crime statistics;
  - c. A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in [paragraph \(c\)\(1\)](#) of the Regulation for the purposes of making timely warning reports and the annual statistical disclosure; and
  - d. Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
3. A statement of policies concerning security of and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.
4. A statement of policies concerning campus law enforcement that—
  - a. Addresses the enforcement authority and jurisdiction of security personnel;
  - b. Addresses the working relationship of campus security personnel with State and local police agencies, including—Whether those security personnel have the authority to make arrests; and
  - c. Any agreements, such as written memoranda of understanding between the institution and such agencies, for the investigation of alleged criminal offenses.
  - d. Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and
  - e. Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
5. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

6. A description of programs designed to inform students and employees about the prevention of crimes.
7. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations officially recognized by the institution, including student organizations with noncampus housing facilities.
8. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws.
9. A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.
10. A description of any 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. For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with section 120(a) through (d) of the HEA.
11. A statement of policy regarding the University's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs. The statement must include:
  - a. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses;
  - b. Procedures students should follow if a crime of sexual assault, domestic violence, dating violence, or stalking has occurred, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense or protective order, and to whom the alleged offense should be reported;
  - c. Information on a student's option to notify appropriate law enforcement authorities, including CSU PD and local police, and a statement that institutional personnel will assist the student or employee in notifying these authorities, if the victim requests the assistance of these personnel, and the option to decline to notify law enforcement; and, where applicable, the rights of victims and the University's responsibilities for orders of protection, "no- contact" orders, restraining orders, or similar lawful orders issued by a court or by the institution;
  - d. Notification to students of existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
  - e. Notification to students that the University will change a victim's academic and living situations after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available;
  - f. Procedures for campus disciplinary action in cases of an alleged sexual assault, dating violence, domestic violence, or stalking, including:
    - i. How to file a disciplinary complaint;
    - ii. A description of each type of disciplinary proceeding used by the University, and how the University determines which type of proceeding to use, based on the circumstances;

- iii. Steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding;
  - iv. Description of the standard of evidence that will be used during any institutional disciplinary proceeding;
  - v. A list of all of the possible sanctions that the institution may impose; vi. Description of the range of protective measures that the institution may offer to the victim following an allegation;
  - vi. A clear statement that:
    - The proceeding will include a prompt, fair, and impartial process from the initial investigation to the final result;
    - It will be conducted by officials who, at a minimum, receive annual training on the 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;
    - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding;
    - Both the accuser and the accused must be simultaneously informed of:
      - The outcome of any institutional disciplinary proceeding (compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and, for the purpose of this paragraph, the outcome of a disciplinary proceeding means only the University's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused);
      - Any procedures the University has for either party to appeal the result of the disciplinary proceeding; and
  - vii. Any change to the result after an appeal.
  - viii. Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:
    - Complete publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim;
    - Maintain 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.
12. A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be

obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.

13. A statement of policy regarding emergency response and evacuation procedures, as required by paragraph (g) of the Regulation.
14. A statement of policy regarding missing student notification procedures, as required by paragraph (h) of the Regulation.
15. All other information, notifications, policy statements, and references required by the Regulation or the VAWA amendments to the Clery Act.