1. Campus administrators should work closely with campus police to ensure compliance with Clery Act. While this annual security report might be completed by law enforcement on campus, information must be solicited from across campus.

2. Campuses must comply with 5 requirements:
   a. Completion of Annual Security Report
   b. Maintenance of campus crime log (accessible to public)
   c. Timely warning requirements
   d. Application of Sexual Assault Victim’s Bill of Rights
   e. Sex offender information dissemination (optional).

3. Crime categories and hate crime categories were expanded when the Higher Education Opportunity Act was reauthorized in 2008. Be sure all categories are listed in both sections of the report.

4. Campuses must identify campus security authorities. These are individuals who have a significant responsibility for student and campus activities (ex: student group advisors, directors over student service areas, housing staff, conduct, coaches, dean of students) as well as campus law enforcement. These individuals should receive annual training about what to report and how to report it.

5. Be keenly aware of definitions of “on campus” and “public property”. This often creates significant confusion (ex: camp, international, venues owned or operated by campus).

6. When reporting crimes note that crimes in the residence halls are recorded twice in the annual report—once in the “on campus” section and again in the “residential facilities” section.

7. Campuses must be prepared to make timely notices regarding crime on campus when the crimes represent a danger to students or employees. Campuses must develop procedures and protocols for initiating timely warnings. A crime reported on campus does not have to be fully investigated or vetted prior to a warning going out. It is designed to help students, employees and guests make informed decisions regarding their safety.

8. Clery includes new regulations for five safety missing students and emergency response and evacuation procedures. The new regulations have their own reporting requirements.

9. Sexual Assault Victim’s Bill of Rights which is part of Clery requires campuses, once informed about a sexual assault, to take steps to respond appropriately to victims including changing academic and living situations. It requires campuses to have procedures regarding who to contact, the need to preserve evidence.

10. It is advisable to create a Clery reporting form. Some campuses designate one police officer to receive all Clery related reports and complete the form. This encourages reporting because non-law enforcement official CSA’s may not feel comfortable discerning crimes, deciphering reportable campus locations, etc.