ANNUAL SECURITY REPORT

SAMPLE Table of Contents

– From the University President/Vice President/Provost (general message)
– From the Chief of Police/Director of Public Safety (specific message about security initiatives/review of past year, etc.)
– About the Annual Security Act (Policies for preparing the annual disclosure of crime statistics)
– About the Department of Public Safety (current policies concerning campus law enforcement/working relationship with State and local police/MOUs-MOA/ Daily Crime Log)
– Crime reporting procedures (including confidential reporting)
  • Timely Warning Reports
– Security of and access to campus facilities, including campus residences (in general, physical security program, i.e., electronic access control, security cameras, etc.)
  • Security considerations in the maintenance of campus facilities
– Monitoring and recording criminal activity at off-campus student organizations
– Crime Prevention and Security Awareness Programs
  • Sexual assault prevention and response
  • Campus Sex Crimes Prevention Act
– Emergency Response and Evacuation Policy
  • University Emergency Management Plan
  • Emergency evacuation procedures
  • Emergency notification to the community
– Missing Student Policies
– Alcohol and Other Drug Policies
– Campus and Workplace Violence (not required, but good place to cover campus threat assessment, how to report persons of concern, etc.)

– Crime statistics
  • Definitions of reportable crimes in the Campus Security Act
  • Offense definitions relating to hate crimes
  • Criminal offenses and arrests and judicial referrals statistics

– Fire safety report
  • Education regarding fire/security measures
  • Disclosure of fire safety standards and measures;
  • Annual fire safety report on student housing