CLERY
Compliance Toolset
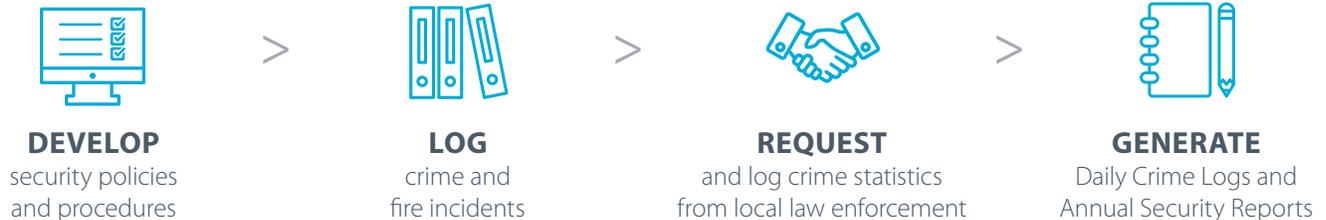
CLERY REPORTING SIMPLIFIED

Satisfying the Clery Act's myriad reporting requirements takes time and money

that resource-stretched campus security departments often don't have. However, not complying can result in large fines, publicity that could damage an institution's reputation, and a less secure campus environment.

The Clery Compliance Toolset (CCT) addresses these challenges through one, easy-to-use system for developing policies and procedures, logging incidents, and generating an Annual Security Report (ASR).

A one-year subscription to the CCT costs significantly less than one Clery Act violation and can greatly reduce legal costs.

Customized Reporting

Use the CCT on your campus to:

DEVELOP
security policies
and procedures

>

LOG
crime and
fire incidents

>

REQUEST
and log crime statistics
from local law enforcement

>

GENERATE
Daily Crime Logs and
Annual Security Reports

Why use the Clery Compliance Toolset?

Use the CCT to store and maintain policies, procedures, and incident data allowing your campus security team to:

- **Save time**: Record incidents as they happen through an easy-to-use, efficient interface. Eliminate the year-end scramble to find and log incidents!

- **Save money**: Well-documented policies and complete records in one secure system will lead to reduced legal fees and fines.

- **Use resources more efficiently**: With this easy-to-use interface, security staff will file reports more rapidly so that they can focus on other matters. The custom-built algorithm will determine whether an incident belongs in the ASR and prompts will ensure that records are complete.

- **Provide quick, accurate access:** Eliminate the risk of referencing outdated information.

- **Improve campus communications**: When incidents are logged as they occur, generating a daily crime log or ASR can happen with one mouse click! When reports are easier to generate, communicating status throughout the campus becomes less stressful.

- **Have peace of mind:** Rest easier knowing that staff have a well-designed system for recording and reporting incidents in one secure tool.

Getting the Most Out of the Clery Compliance Toolset

Use these four steps to streamline your Clery Act compliance.

1) Develop Policies and Procedures
The CCT's sample language and smart prompts will guide you to create or review policies and procedures for:

- General safety and security
- Drugs & alcohol
- Dating violence, domestic violence, sexual assault and stalking (VAWA)
- Timely warnings and emergency response
- Missing students
- Fire safety

These policies and procedures are automatically inserted into the ASR and can be downloaded for distribution. And, when it's time to create policies for a new compliance year, the previous year's information is available to use or update as needed.

2) Log Crimes and Fires
As campus security staff use the CCT to log crime or fire incidents, the tool uses decision-tree analysis to suggest next steps and determine whether or not to include the incident in the ASR, based on Clery reporting requirements.

3) Request and Log Crime Statistics from Local Law Enforcement
The Clery Act requires an institution to request crime statistics from local law enforcement agencies with jurisdiction over any part of the institution's Clery geography. Use the CCT to create a letter and document your request for crime statistics from local law enforcement agencies.

Then, record those crimes in the CCT to be included in the crime statistics portion of the ASR.

4) Generate Daily Crime Logs and Annual Security Reports
Use the CCT to generate and then publish the Daily Crime Log for your campus. This will ensure compliance with legal requirements and reveal gaps in information.

When it's time to generate your ASR, run the report from the CCT. Your report will include your policies and procedures, as well as statistics for the past three calendar years. The report will also be customized with your institution's logo and contact information.

About United Educators and the Clery Compliance Toolset

For more than 30 years, United Educators (UE) has been serving educational institutions through liability insurance and other risk management products and services. Offering the CCT through its Canopy Programs division allows UE to help campus administrators comply with important federal legislation.

The CCT was created by attorneys who, while working closely with higher ed institutions, noticed a pattern of omissions and other errors in Clery reports. Recognizing the importance of accurate reporting for campus safety purposes and the well-being of the institution, they created the toolset, now in its second version.

Learn More

Contact **Brenda Tappan**, Account Manager, for additional information about the Clery Compliance Toolset.

btappan@canopyprograms.org • 866-722-6679 • CanopyPrograms.org