Satisfying the Clery Act’s myriad reporting requirements takes time and resources that stretched campus security departments often don’t have. Noncompliance, however, can result in large fines, publicity that could damage an institution’s reputation, and a less secure campus environment.

The Clery Compliance Toolset (CCT), developed by Husch Blackwell, addresses these challenges through one, easy-to-use online 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 the fines associated with one Clery Act violation and can greatly reduce legal costs. The CCT will expand and support your Clery team’s resources while improving access and communication in this important area of compliance.

**Customized Reporting**

Use the CCT on your campus to:

- **DEVELOP** Clery policies and procedures
- **LOG** crime and fire incidents
- **REQUEST** and log crime statistics from local law enforcement
- **GENERATE** Crime Logs and Annual Security Reports

**Why use the CCT?**

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 evaluates 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- **Provide quick, accurate access:** Eliminate the risk of referencing outdated information. The system is routinely updated to reflect regulatory changes that impact Clery and the ASR.
- **Improve campus communications:** When incidents are logged as they occur, generating a crime log or ASR can happen with just a few clicks! When reports are easier to generate, updating the campus becomes less stressful.
- **Have peace of mind:** Rest easier knowing that staff can work through Clery compliance requirements through a well-designed system for writing policies and reporting incidents in one secure tool.
Getting the Most Out of the CCT

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 hierarchy and 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 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 ASRs**
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 crime and fire statistics for the past three calendar years. The report can also be customized with your institution’s logo and contact information.

About the CCT

The CCT was created by attorneys at Husch Blackwell 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 third version.

Learn More

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