

CA Safety Plan (CSP) Compliance Action Items
FINAL

Action Item	Due Date	Completed by:	Follow Up	Verified by and date:	NOTES**
1. Statistics					
Collect final CSP 20xx quarter, or month if collected monthly, CSA report forms of statistics for reported CSP crimes occurring in on-campus .geography for the primary institutional campus **SEE NOTE 1	February 1		Send reminder(s) and have Clery Team members also follow up with their component area CSAs to get all CSA crime form submittals and verify classification info in individual CSA reports as needed. ** SEE NOTE 2 For <i>non-criminal</i> acts of hate violence statistics, extra focus should be given to CSA's in areas that likely keep written records of <i>non-criminal</i> incidents. Examples would be Student Discipline, Title IX, Student Housing, etc.**SEE NOTE 3		** NOTE 1: If no collection of CSA statistics was done in 2017, collection of all 2016 will need to be done and implement monthly or quarterly collection of 2018 statistics at this time for future years. **NOTE 2: If only "informal participation" is still in place on the campus and not a "formal" institutional team, the Clery Coordinator should contact the institutional component area directors and administrators and have them assist with follow-up to their respective areas. <i>This should be the case for all areas where institutional Clery teams are mentioned.</i> This will also help informally set a committee to foster institutional involvement in compliance **NOTE 3: Remember <i>non-criminal</i> acts of hate violence are <i>only</i> collected and counted if it meets non-criminal hate violence criteria and the institution keeps a written record. If the incident does not meet CA statute or if no written record was kept by the institution it is not counted. . Ensure written record includes specified information required in statute.
Reconcile all 20xx CSP statistics **SEE NOTE 4	March 1		Clery Team members cross check and reconcile stats by verifying: 1. Their		**NOTE 4: Crimes are CA statute only.

CA Safety Plan (CSP) Compliance Action Items
FINAL

			component area CSA stats have a corresponding completed CSA report turned in to Clery Coordinator; 2. Each was reported to a CSA; occurred in on campus geography and was a CSP crime; 3. No double counts; 4. No missed counts; 5. confirm each crime reported was listed in daily crime log		
Compile final 20xx CSP statistics	March 15				
Report final 20xx CA hate crimes and non-criminal acts of hate violence statistics to CO on system-wide reporting form and submit to cleryquestions@calstate.edu	April 1		CO reporting form is located on the Clery sharepoint site		
2. Institutional					
Distribute prior year CSP to Clery Team for review and required category updates	February 15		Clery Team members review categories and update information. Members identify component area institutional projects (utilizing calendar year) that increased safety in previous 18 months and planned projects to increase safety in upcoming 24 months and identify and collect documents showing projects		

CA Safety Plan (CSP) Compliance Action Items
FINAL

			or plans. Team identifies which key projects and plans to briefly summarize and bullet list in CSP which best reflect the cross divisional approach to safety.		
3. Geography					
Identify on-campus geography for core campus for 2017 calendar year.	March 1				
4. CSP Compilation					
Obtain and use only the CSU system-wide format and model report, to include only the CSU statistical reporting chart. Complete CSP draft	October 15		Clery Team works collaboratively and compiles, completes and reviews draft. Obtain <i>system-wide</i> hate crimes and non-criminal acts of hate violence statistics from CO for inclusion in campus CSP		
Send final draft of CSP to Campus Counsel for Review	November 1		Clery coordinator makes edits as needed		
Send link to final draft to cleryquestions@calstate.edu for review	November 15		Clery coordinator makes edits as needed and Clery Team reviews final draft.		
Send final draft CSP to component administrator for sign off after OGC and CO reviews and edits.	December 5		Campus Clery team draft cover letter to campus VP outlining CSP compilation process, and all reviews completed. Can include systemwide model report for reference		

CA Safety Plan (CSP) Compliance Action Items
FINAL

5. Annual CSP notice of availability and final posting					
Prepare Annual Notice of Availability	December 1				
Send annual notice of availability electronically to all students and university employees that includes exact URL of CSP	December 15				
"Prominently post" final CSP to University main webpage so it is readily accessible to students	December 15				
Send notice and verification that notice of availability was sent the campus to CO at cleryquestions@calstate.edu	December 15				