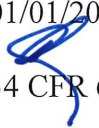


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|-----------------------------------|---|
| Standard Operating Procedure: | Clery Reporting |
| Division: | Office of Sponsored Programs |
| Effective Date: | 01/01/2021 |
| Executive Director Approval: |  |
| Reference to ASC or State Policy: | 34 CFR 668.46, 34 CFR 668.49 |
| Revisions: | |

- I. **PURPOSE:** The Clery Act requires CSUF to report statistics related to certain crimes, which include criminal homicides, sex offenses, robberies and aggravated assaults, as well as to disclose or have in place a number of policies that address in part how they will respond to and prevent crimes.
- II. **SCOPE:** This procedure applies to projects administered by CSU Fullerton Auxiliary Services Corporation (ASC).
- III. **OBJECTIVE:** ASC provides site location data to the CSUF for statistical data submission for inclusion in an institution's annual security report.
- IV. **PROCEDURE:** The following statements outline the ASC procedure for reporting off-site location to the University Clery Administrator:
 - Upon review when establishing a campus program or sponsored programs project any off-site locations are recorded and monitored on a master spreadsheet.
 - All off-site locations will be reported to the **Clery Administrator** on a quarterly basis and an annual report is sent to the **University Police Department (UPD)**.
 - The information reported will include the ASC project number, Principal Investigator or Project Director name, and the off-site location address.
 - Questions regarding the report should be directed to the OSP Post Award Compliance Officer.
- V. **APPROVALS:** OSP Post Award Compliance Officer and Director of Sponsored Programs.
- VI. **CONTROL AND COMPLIANCE:** The report is reviewed for accuracy by the Campus Programs Administrator, Compliance Officer and Grants Manager.