

## **Preparation of the Annual Clery Act Report**

The Annual Security Report is prepared jointly by the Administrative Operations Manager of the University Police Department and the University Clery Director. The California State University, East Bay (CSUEB) has created a Clery Working Group and a Clery Compliance Team (CCT) to assist the university to meet the reporting requirements of the Clery Act. Crime statistics for violations of state and local drug, liquor and weapon laws occurring within our university's Clery geography are collected using the Police Department's Automated Records Management System (ARMS). In addition to information collected from ARMS, crime statistics and referrals for discipline are also collected from Campus Security Authorities (CSA's) at monthly Clery Working Group Meetings and online through a CSA reporting portal. In addition to gathering information from our campus stakeholders, the University Police Department requests crime statistics from local law enforcement agencies that have jurisdiction over locations where the university has identified that it has property that meet one of the reporting requirements for Clery.