



## CLERY COMPLIANCE PROGRAM COLORADO STATE UNIVERSITY

# Clery Compliance Committee Charter

### **Clery Compliance Committee:**

The Clery Compliance Committee promotes university-wide responsibility in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; 20 U.S.C., Section 1092[f], as amended. The full committee meets four times a year or as needed and subcommittees will meet four times a year or as needed. Coordination and communication among campus partners and locations is ongoing.

### **Charge/Mission/Purpose:**

The Clery Compliance Committee is charged with strengthening compliance with the Clery Act and all its amendments. These laws require providing accurate, complete, and timely information to all current and potential affiliates of the institution regarding campus crime statistics, security policies, and fire safety information. Committee goals include expanding and supporting communication regarding compliance across the institution, gathering and reporting statistics and risk information, and supporting and amplifying training to mitigate Clery compliance risks.

Areas represented on full committee and subcommittees
Athletics
Colorado State University Police Department
Emergency Management Office
Facilities Management
Housing and Dining Services
International Programs
Office of Equal Opportunity
Safety and Risk Services (chair)
Strata (formerly CSURF)
Strategic Communications
Student Resolution Center
The Office of General Counsel
The Office of Title IX Programs and Gender Equity
Women and Gender Advocacy Center



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#### **FULL COMMITTEE MEMBER EXPECTATIONS:**

The requirements of the Clery Act<sup>1</sup> are complex and require significant coordination and organization among campus officials and administrators. All campuses aspire to provide a safe and secure environment for students and staff; having solid procedures in place well in advance of a crime or other emergency is imperative to that effort<sup>2</sup>.

The basic requirements of the Clery Act fall into the following categories:

- Annual publication of security policies, crime report data, and fire report data.
- Timely warning notices.
- Emergency notifications and emergency response testing.
- Residential Fire safety reporting.
- Missing Residential student procedures.
- Required notifications to prospective students and employees, and current students and employees.

CSU encourages every member of the community to report any criminal activity to the CSUPD. CSUPD, Student Resolution Center, Office of Title IX, Support and Safety Assessment, The Women and Gender Advocacy Center, and other offices as needed, are responsible for gathering and sorting all reportable statistics (confidential and de-identified) for the Annual Security and Fire Safety Report (ASFSR) and for forwarding to CSUPD all serious or ongoing Clery category incidents to be assessed for timely warnings or emergency notifications.

Committee and sub-committee meetings are designed to:

- Review and discuss any updates to the law which may occur, including pertinent correspondence published by the Department of Education (ED) if relevant,
- collect and compile crime and referral data for the ASFSR,
- review and update, if necessary, the various policies that must be included in the ASFSR as they relate to member's areas of expertise, and
- finalize information for the ASFSR, make any final policy or procedure updates, and confirm revised procedures for distribution of the annual ASFSR.

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<sup>1</sup> The Clery Act of 1990, as amended and the United States Department of Education implementing regulation, 34 CFR Part 668 is a landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose statistics about crime on and around their campuses and information about certain safety and security policies. For additional information please refer to: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)). The law is tied to an institution's participation in federal student financial aid programs and it applies to most public and private institutions of higher education. The Act is enforced by the U.S. Department of Education.

<sup>2</sup> <https://www.naccop.org/cdn/pdfs/a-presidents-guide-to-the-clery-act.pdf>



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Additionally, the overall expectations of committee members are to be available and willing to participate in meetings, prioritize and amplify Clery mandated processes within their own areas, and serve on sub-committees as needed. Committee members will:

- Assist in supporting and/or implementing Campus Security Authority (CSA) training – especially in their areas or units of oversight, and
- support and amplify a culture of reporting to increase campus awareness and comply with the letter and spirit of the Clery Act.

#### **The Clery Compliance Program Director is responsible for:**

- Completing the Public Safety and Security Survey annually, as required under the Clery Act,
- ensuring that prospective students and employees have access to the ASFSR, and
- developing and managing the Campus Security Authority program to include:
  - maintaining a list of CSAs,
  - making notification to them of responsibilities and training,
  - creating and maintaining online trainings for CSAs, and
  - development and management of reporting system for CSAs.
- preparation and publication of the ASFSR, and
- arranging for notification to all current students, faculty, and staff regarding access to the ASFSR.

#### **The Clery Compliance Program Director and the Office of General Counsel are responsible for:**

- Identifying and reviewing a working CSA list on a regular basis, and
- addressing other Clery act related questions not required by the full committee as needed.

#### **The CSUPD Data Manager and Analyst is responsible for:**

- Requesting crime data from law enforcement agencies who have jurisdiction in locations where CSU holds non-campus properties,
- compiling all relevant CSPUD Clery data for annual publication, and
- ensuring the updating and posting of the Daily Crime/Fire Logs.

#### **The Clery Compliance Geography Subcommittee is responsible for:**

- Working to consistently compile and categorize buildings and properties for inclusion in CSU's Clery Geography.
- Working to create a resource that enables our ability to request data from all relevant locations and a resource that enables the accurate categorizations of crimes that occur.



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**The Clery Compliance Data Integrity Subcommittee is responsible for:**

- Working to consistently collect and compile an audit trail of all actions which are Clery crimes which occur on CSU Clery geography and statistics regarding arrests and referrals for campus disciplinary actions while on CSU Clery geography in the areas of:
  - Liquor law violations,
  - drug law violations,
  - illegal weapons possessions,
  - VAWA crimes, and,
  - all other Clery crimes as defined by the Clery Act.

**The CSUPD and select members of the Public Safety Team and Clery Compliance Committee are responsible for:**

- Review and assessment of all Clery crimes occurring on Clery geography for Timely Warning and issuance of warning when necessary, and
- issuance of emergency notifications when necessary.

APPROVED:

Colorado State University

By:

*Marc A Barker*

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