

TCSG Clery Act Compliance

College Unit Roles & Responsibilities*

COLLEGE CLERY ACT COMPLIANCE TEAM

- Promote College Clery Act Compliance Team
 - Review charge of Team annually
 - Ensure representative Team composition
 - Convene regular, timely Team meetings
 - Produce & archive Team meeting agendas, minutes & attendance rosters
 - Provide, record & archive on-going, pertinent Team training
- Endorse College Clery Act Crime Statistic Accountability
 - Verify accurate classification & precise counting
 - Ensure comprehensive collection efforts
 - Substantiate internal audits for Clery Act crime reports & disciplinary referrals
- Validate ASR/ASFSR Policy Statement Disclosures
 - Ensure each required policy statement component is disclosed
 - Present policy statement disclosures in language understood by general public
 - Reconcile required policy statement disclosures across current College policies, procedures, protocols, practices, programs & publications
 - Assure College-wide implementation of policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
- Evaluate, revise & archive documents related to College Clery Act geography each January 1st & July 1st & when College buildings or properties are added to or removed from its real estate holdings
- Ensure review & archiving of College Clery Act maps for each campus
- Ensure digital CSA report form is accessible, promulgated & monitored appropriately
- Update & promulgate Notice of Victim's Rights & Options document
- Collect & archive the following:
 - Correspondence to & responses from Clery Act Compliance Team members
 - Correspondence to & responses from CSAs
 - Copies of ASR/ASFSR notices of availability to current students & current employees
 - Copies of current Biennial Review of the Drug Free Schools & Communities Act (DFSCA) Drug & Alcohol Abuse Prevention Programs (DAAPP)
- Support Educational Programs & Campaigns for Students & Employees
 - Compile & archive comprehensive College-wide logs of educational programs & campaigns, addressing the following elements: type, frequency or timing, intended audience(s) & responsible presenting parties
 - Encourage development of multiple strategies to address multiple audiences throughout year
 - Promote primary prevention & awareness educational programs as well as on-going prevention & awareness campaigns regarding dating violence, domestic violence, sexual assault & stalking
 - Periodically assess, revise & promulgate Notice of Victim's Rights & Options document for students & employees on & off campus
- ASR/ASFSR Production & Distribution
 - Complete formative & final ASR/ASFSR reviews & revisions as indicated
 - Submit reviewed & revised ASR/ASFSR drafts to TCSG System Office annually by August 1st
 - Archive ASR/ASFSR & all supporting documentation into Administrative File
 - Ensure accurate submission of Clery Act crime statistics to ED by approximately October 15th
 - Ensure accurate submission of Clery Act fire statistics to ED by approximately October 15th
 - Publish & distribute ASR/ASFSR by October 1st to all current students & all current employees
 - Publish & archive notice of availability to current students & current employees
 - Coordinate notification to & distribution of current ASR/ASFSR to all prospective students & all prospective employees throughout year

COLLEGE POLICE DEPARTMENT

- Assemble & submit Clery Act crime statistics to ED annually by approximately October 15th
- Assemble & submit Clery Act fire statistics (if applicable) to ED annually by approximately October 15th
- Disseminate & archive correspondence to & responses from:
 - External law enforcement jurisdictions, requesting Clery Act crime reports, at beginning of year, at minimum
 - CSAs requesting unreported Clery Act crime reports as well as arrests & disciplinary referrals for weapons, drug & liquor law violations, at beginning of year, at minimum
 - Facilities or jurisdictions concerning noncampus College Clery Act geography
- Perform internal audits & archive results of all College reporting systems of Clery Act crime reports as well as student & employee arrests & disciplinary referrals for weapons, drug & liquor law violations to support, or counter inclusion in Clery Act crime statistics
- Emergency Notifications (ENs) & Timely Warnings (TWs)
 - Promulgate delegation of authority & protocols for emergency communications
 - Complete & archive decision matrices for all Clery Act crime reports to justify decisions to issue or not to issue ENs or TWs
 - Document & archive EN & TW Logs
- Daily Crime Log
 - Maintain, update & archive Daily Crime Log
 - Compile Clery Act crime statistics
 - Ensure availability of Daily Crime Log
- Participate in College-wide revision of Notice of Victims' Rights & Options document
- Provide victim with Notice of Victim's Rights & Options document; offer to discuss options for reporting dating violence, domestic violence, sexual assault & stalking
- Document College emergency response & evacuation training, drills & exercises
- Support & Log Educational Programs & Campaigns for Students & Employees concerning:
 - Crime prevention
 - Security awareness
 - Weapons, drugs & alcohol
 - Hate crimes
 - Dating violence, domestic violence, sexual assault & stalking
 - Hazing crimes
- Validate all required College-wide ASR/ASFSR policy statement disclosures:
 - Ensure each required policy statement component is disclosed
 - Present policy statement disclosures in language understood by general public
 - Reconcile required policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assure College-wide implementation of policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assess policy statement disclosure related to, but not limited to:
 - Clery Act current federal & state crime definitions
 - Reporting crimes & emergencies
 - Security of & access to College facilities, including on-campus residences
 - Law enforcement authority of College police & security personnel
 - Working relationship with state & local law enforcement
 - Accurate & prompt reporting of crimes to law enforcement
 - Security awareness programming
 - Crime prevention programming
 - Monitoring criminal activity at noncampus locations of officially recognized student organizations
 - Timely warning procedures
 - Emergency notification, response & evacuation procedures
 - Weapons, drugs & alcohol
 - Hate crimes

- Dating violence, domestic violence, sexual assault & stalking
 - Hazing crimes
- Fire Safety (Colleges with On-Campus Student Housing Facilities)
 - Participate in review of fire safety protocols
 - Review ASFSR (may be combined with ASR) policy statement disclosures
 - Identify College Fire Official & confirm & document credentials
 - Maintain, update & archive Fire Log
 - Compile Clery Act fire statistics
 - Ensure availability of Fire Log
- Missing Students (Colleges with On-Campus Student Housing Facilities)
 - Participate in review of missing student protocols
 - Review ASFSR (may be combined with ASR) policy statement disclosures
 - Assemble & archive missing student notifications
 - Document & archive College & external law enforcement investigative documentation

HUMAN RESOURCES

- Campus Security Authorities (CSAs)
 - Revise & provide CSA Directory to Clery Act Compliance Team Chair, at minimum, by July 1st
 - Incorporate CSA designation into job descriptions where appropriate
 - Disseminate & archive correspondence to & responses from CSAs regarding roles & responsibilities
 - CSA Training
 - Provide training for all identified CSAs annually, at minimum
 - Ensure all new CSAs are oriented & trained
 - Archive all CSA training records (7 years)
 - Provide just in time training for episodic CSAs
 - Produce & archive CSA training log (7 years)
- Develop & maintain an understanding of:
 - Clery Act crimes: criminal (primary) offenses; hate crimes; VAWA offenses; hazing crimes
 - Arrests & disciplinary referrals for weapons, drug & liquor law violations
 - College Clery Act geography
- Once made aware of a potential crime, inform the individual of your CSA status & duty to report
- Notify Chief of Police of all reports of crimes made by students & employees as soon as possible even if they do not desire to make a formal report to evaluate for Clery Act crime counts, pattern of criminal acts, inclusion in Daily Crime Log & consideration for issuance of required Clery Act notifications (PII not required)
- Notify Chief of Police, document, perform internal audits & archive records of disposition of employee arrests & disciplinary referrals for weapons, drug & liquor law violations to support, or counter inclusion in Clery Act crime statistics
- Provide victim with Notice of Victim's Rights & Options document; offer to bring individual to College Police to discuss options for reporting dating violence, domestic violence, sexual assault & stalking
- Participate in College-wide revision of Notice of Victim's Rights & Options document
- When possible, use digital CSA Report Form
- Ensure distribution of current ASR/ASFSR to:
 - All current employees by October 1st
 - All prospective employees throughout year during employment application process
- Support & Log Educational Programs & Campaigns for Employees concerning:
 - College safety & security
 - Weapons, drugs & alcohol
 - Hate crimes
 - Dating violence, domestic violence, sexual assault & stalking
 - Hazing crimes
- Validate all required College-wide ASR/ASFSR policy statement disclosures:
 - Ensure each required policy statement component is disclosed

- Present policy statement disclosures in language understood by general public
- Reconcile required policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
- Assure College-wide implementation of policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
- Assess policy statement disclosures related to, but not limited to:
 - Reporting crimes & emergencies
 - Accurate & prompt reporting of crimes to law enforcement
 - Security awareness programming
 - Crime prevention programming
 - Weapons, drugs & alcohol
 - Hate crimes
 - Dating violence, domestic violence, sexual assault & stalking policies
 - Hazing awareness & prevention

CAMPUS SECURITY AUTHORITIES (CSAs)

- Develop & maintain an understanding of:
 - Clery Act crimes: criminal (primary) offenses; hate crimes; VAWA offenses; hazing crimes
 - Arrests & disciplinary referrals for weapons, drug & liquor law violations
 - College Clery Act geography
- Once made aware of a potential crime, inform the individual of your CSA status & duty to report
- Notify Chief of Police of all reports of crimes made by students & employees as soon as possible even if they do not desire to make a formal report to evaluate for Clery Act crime counts, pattern of criminal acts, inclusion in Daily Crime Log & consideration for issuance of required Clery Act notifications (PII not required)
- Provide victim with Notice of Victim's Rights & Options document & offer to bring individual to College Police to discuss options for reporting dating violence, domestic violence, sexual assault & stalking
- When possible, use digital CSA Report Form

STUDENT AFFAIRS

- Review College policies, procedures, protocols, practices, programs & publications concerning Biennial Review of the Drug Free Schools & Communities Act (DFSCA)
- Disclose, document & archive results of College Biennial Review of the DFSCA
- Review College policies, procedures, protocols, practices, programs & publications concerning assessment & distribution of the Annual Notification of Drug & Alcohol Abuse Prevention Programs (DAAPP)
- Review, disclose, document & archive College Annual Notification of the DAAPP
- Develop & maintain an understanding of:
 - Clery Act crimes: criminal (primary) offenses; hate crimes; VAWA offenses; hazing crimes
 - Arrests & disciplinary referrals for weapons, drug & liquor law violations
 - College Clery Act geography
- Once made aware of a potential crime, inform the individual of your CSA status & duty to report
- Notify Chief of Police of all reports of crimes made by students & employees as soon as possible even if they do not desire to make a formal report to evaluate for Clery Act crime counts, pattern of criminal acts, inclusion in Daily Crime Log & consideration for issuance of required Clery Act notifications (PII not required)
- Notify Chief of Police, document, perform internal audits & archive records of disposition of student arrests & disciplinary referrals for weapons, drug & liquor law violations to support, or counter inclusion in Clery Act crime statistics
- When possible, use digital CSA Report Form
- Provide victim with Notice of Victim's Rights & Options document & offer to bring individual to College Police to discuss options for reporting dating violence, domestic violence, sexual assault & stalking
- Participate in College-wide revision of Notice of Victim's Rights & Options document
- Ensure distribution of current ASR/ASFSA to:

- All current students by October 1st
- All prospective students throughout year during application process
- Study Abroad Programs
 - Notify Clery Act Compliance Team Chair of all study abroad programs
 - Identify CSAs & notify HR
 - Ensure CSAs are trained before program begins
- Short Stays Away & Repeated Use of Locations
 - Notify Clery Act Compliance Team Chair of all short stays away (more than 1 overnight stay) &/or repeated use of locations (overnight trip every year & students stay in same facility each year)
 - Identify CSAs & notify HR throughout year
 - Ensure CSAs trained before stay/use begins
- Student Clubs/Organizations/Activities/Athletics
 - Identify all club/organization/activity sponsors/coaches/trainers as CSAs & notify HR throughout year
 - Ensure all identified CSAs are trained
- On-Campus Student Housing Facilities:
 - Notify Chief of Police of Clery Act crime reports including hate crimes, VAWA offenses, hazing crimes & arrests & disciplinary referrals for weapons, drug & liquor law violations (PII not required)
 - Notify Chief of Police of Clery Act fire reports
 - Review & update Annual Security & Fire Safety Report (ASFSR); may be combined with ASR
 - Identify RAs & on-campus student housing facility staff as CSAs & notify HR throughout year
 - Ensure timely CSA training of & reporting from staff & RAs
 - When possible, use digital CSA Report Form
 - Notify Chief of Police, document & archive all missing student notifications
 - Plan, implement & document emergency response & evacuation procedure protocols
 - Conduct, document & archive emergency response & evacuation procedure training, drills & exercises
- Campus Hazing Transparency Report (CHTR):
 - Prominent website posting
 - Update twice yearly (even if no incidents to report)
 - Post: Name of student organization; description of violation; include abuse or illegal use of alcohol or drugs; dates (incident; start of investigation; end of investigation; outcome notification to student organization); findings; rationale; sanctions imposed
 - Digital display for 5 years, all supporting documentation retained for 7 years
- Support & Log Educational Programs & Campaigns for Students & Employees concerning:
 - College safety & security
 - Weapons, drugs & alcohol
 - Hate crimes
 - Dating violence, domestic violence, sexual assault & stalking
 - Hazing crimes
- Validate all required College-wide ASR/ASFSR policy statement disclosures:
 - Ensure each required policy statement component is disclosed
 - Present policy statement disclosures in language understood by general public
 - Reconcile required policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assure College-wide implementation of policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assess policy statement disclosures related to, but not limited to:
 - Reporting crimes & emergencies
 - Accurate & prompt reporting of crimes to law enforcement
 - Security awareness programming
 - Crime prevention programming
 - Monitoring criminal activity at noncampus locations of officially recognized student organizations
 - Emergency notification, response & evacuation procedures
 - Weapons, drugs & alcohol
 - Hate crimes

- Dating violence, domestic violence, sexual assault & stalking
- Hazing crimes
- For Colleges with On-Campus Student Housing Facilities
 - ◆ Security of & access to College facilities, including on-campus residences
 - ◆ Missing student disclosures
 - ◆ Fire safety disclosures

ACADEMIC AFFAIRS

- Develop & maintain an understanding of:
 - Clery Act crimes: criminal (primary) offenses; hate crimes; VAWA offenses; hazing crimes
 - Arrests & disciplinary referrals for weapons, drug & liquor law violations
 - College Clery Act geography
- Study Abroad Programs
 - Notify Clery Act Compliance Team Chair of all study abroad programs
 - Identify all CSAs & notify HR throughout year
 - Ensure all CSAs are trained before program/event begins
- Short Stays Away & Repeated Use of Locations
 - Notify Clery Act Compliance Team Chair of all short stays away (more than 1 overnight stay) &/or repeated use of locations (i.e. overnight trip every year & students stay in same facility each year)
 - Identify all CSAs & notify HR throughout the year
 - Ensure all CSAs are trained before stay/use begins
- Notify Clery Act Compliance Team Chair of any changes in written agreements (formal/informal) for physical educational locations
- Identify all CSAs associated with each educational location & notify HR throughout year
- Participate in College-wide revision of Notice of Victim's Rights & Options document
- Provide victim with Notice of Victim's Rights & Options document & offer to bring individual to College Police to discuss options for reporting dating violence, domestic violence, sexual assault & stalking
- Support & Log Educational Programs & Campaigns for Students & Employees concerning:
 - College safety & security
 - Hate crimes
 - Weapons, drugs & alcohol
 - Dating violence, domestic violence, sexual assault & stalking
 - Hazing crimes
- Validate all required College-wide ASR/ASFSA policy statement disclosures:
 - Ensure each required policy statement component is disclosed
 - Present policy statement disclosures in language understood by general public
 - Reconcile required policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assure College-wide implementation of policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assess policy statement disclosures related to, but not limited to:
 - Accurate & prompt reporting of crimes to law enforcement
 - Crime prevention programming
 - Weapons, drugs & alcohol
 - Hate crimes
 - Dating violence, domestic violence, sexual assault & stalking
 - Hazing crimes

ADMINISTRATIVE SERVICES (to include FACILITIES)

- Maintain current College Building & Property Inventory (reconciled w/ BLLIP data) with complete physical addresses

- Provide College Building & Property Inventory to College Clery Act Team Chair each January 1st & July 1st & when College buildings or properties are added or removed (leased, built, formal/informal or permanent/temporary agreements)
- Validate all required College-wide ASR/ASFSR policy statement disclosures:
 - Ensure each required policy statement component is disclosed
 - Present policy statement disclosures in language understood by general public
 - Reconcile required policy statement disclosures in current College policies, procedures, protocols, practices, programs, publications
 - Assure College-wide implementation of policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assess policy statement disclosures related to, but not limited to:
 - Security of & access to College facilities, including on-campus residences
 - Security considerations used in the maintenance of College facilities

TITLE IX (STUDENTS & EMPLOYEES)

- Develop & maintain an understanding of:
 - Clery Act crimes: criminal (primary) offenses; hate crimes; VAWA offenses; hazing crimes
 - Arrests & disciplinary referrals for weapons, drug & liquor law violations
- College Clery Act geography
- Notify Chief of Police of all student & employee crime reports as soon as possible to evaluate for Clery Act crime counts, pattern of criminal acts, inclusion in Daily Crime Log & consideration for issuance of required Clery Act notifications (PII not required)
- Provide victim with Notice of Victim's Rights & Options document & offer to bring individual to College Police to discuss options for reporting dating violence, domestic violence, sexual assault & stalking
- Contribute to College-wide revision of Notice of Victim's Rights & Options document
- Validate all required College-wide ASR/ASFSR policy statement disclosures:
 - Ensure each required policy statement component is disclosed
 - Present policy statement disclosures in language understood by general public
 - Reconcile required policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assure College-wide implementation of policy statement disclosures in current College policies, procedures, protocols, practices, programs & publications
 - Assess policy statement disclosures related to, but not limited to:
 - Accurate & prompt reporting of crimes to law enforcement
 - Crime prevention programming
 - Weapons, drug & alcohol policies
 - Hate crimes
 - Dating violence, domestic violence, sexual assault & stalking
 - Hazing crimes
- Support Educational Programs & Campaigns for Students & Employees concerning:
 - College safety & security
 - Weapons, drugs & alcohol
 - Hate crimes
 - Dating violence, domestic violence, sexual assault & stalking
 - Hazing crimes

COLLEGE EXECUTIVE LEADERSHIP

- Review & approve College Clery Act compliance policies, procedures, protocols, practices, programs & publications annually
- Review charge of College Clery Act Compliance Team annually
- Appoint College Clery Act Compliance Team Chair & Team members
- Emergency Notifications (ENs) & Timely Warnings (TWs)

- Stipulate & promulgate delegation of authority & protocols for emergency communications in College policies, procedures, protocols, practices, programs & publications
- Complete decision matrices for all TWs/ENs to justify decisions to issue or not to issue required notifications
- Provide copies of all ENs, TWs & completed decision matrices to Clery Act Compliance Team Chair

TCSG SYSTEM OFFICE CLERY ACT COMPLIANCE TEAM

- Review SBTCSG Procedure 7.1.1p2 Clery Act Compliance at least annually
- Develop individual TCSG System Office unit work plans of responsibilities for & support of corresponding College units
- Provide technical assistance to corresponding College units

Citation: “The Handbook for Campus Safety and Security Reporting” 2016 Edition, U.S. Department of Education, Office of Postsecondary Education; <https://www2.ed.gov/admins/lead/safety/handbook.pdf>

+ *Disclaimer: This document is provided as general guidance. Also refer to “TCSG Clery Act Compliance College Team Activity Guide” & “TCSG Clery Act Compliance Administrative File Contents” documents.*

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