TCSG Clery Act Compliance College Team Activity Guide⁺

January

Suggested Team Actions

- Clery Act Crimes
  - Review records of Clery Act crime reports & disciplinary referrals* for previous calendar year
  - Complete audit trail of all Clery Act crime reports & disciplinary referrals* including sources other than College Police for previous calendar year
  - Send requests for Clery Act crime reports & disciplinary referrals* to all Campus Security Authorities (CSAs) for previous calendar year
  - Send requests to external law enforcement agencies requesting Clery Act crime reports for all on-campus, public property & noncampus geography (study abroad, short stays away & repeated use locations) for previous calendar year
  - Review Clery Act fire statistics for on-campus student housing facilities for previous calendar year
- Campus Security Authorities (CSAs)
  - Update CSA directory for new calendar year
  - Archive CSA directory for previous calendar year
- Clery Act Geography
  - Update College Building & Property Inventory
  - Examine public property & noncampus geography
  - Assess short stays away, study abroad programs & repeated use locations
  - Update Clery Act maps
- Collect documentation of all TWs & ENs, archive & update log for previous year
- Issue written requests for number/descriptions of emergency "tests"— i.e. drills & exercises coordinated for previous calendar year& update log for previous year

Suggested Team Meeting Agenda Topics

- College Clery Act Compliance Team Organization
  - Establishing regular meeting schedules
  - Determining representative Team composition, roles & responsibilities (Chair etc.)
  - Generating & archiving Team records (agendas, minutes)
  - On-going training & archiving records of all Team members
  - Appraising "TCSG Clery Act Compliance: College Unit Roles & Responsibilities" document

February

Suggested Team Actions

- Review records of Clery Act crime reports & disciplinary referrals* for previous calendar year
- Complete audit trail for all Crime reports & disciplinary referrals*
  - Student Code of Conduct records
  - Employee disciplinary referrals* from Human Resources
  - Title IX student & employee records
  - On-campus Student Residence Facility reports

Suggested Team Meeting Agenda Topics

- Campus Security Authorities (CSAs)
  - Confirming CSA identification at least twice annually & as indicated periodically
  - Training CSAs
    - Annual training for returning CSAs

- ▪ Training for new CSAs
- ▪ Provision for "just in time" training for CSAs with episodic Clery Act responsibilities
- ▪ Archiving training records & training logs
  - o Determining CSA College roles & responsibilities
  - o Collecting Clery Act crime statistics
  - o Developing, maintaining & managing digital Crime reporting instrument
  - o Verifying College records retention

March

Suggested Team Actions

- Review current College Drug & Alcohol Abuse Prevention Program (DAAPP) to ensure compliance with Drug-Free Schools & Communities Act (DFSCA)
- Request records review to ensure all Clery Act crime reports are recorded, counted & classified correctly
- Provide audit trail for College Police Department, external law enforcement agencies & student & employee disciplinary records

Suggested Team Meeting Agenda Topics

- Clery Act Geography
  - o Developing & updating Clery Act maps
  - o Clarifying public property & noncampus College geography
  - o Assessing short stays away, study abroad programs & repeated use locations

- On-campus Student Housing Facility Requirements (if applicable)
  - o Identifying & training all on-campus student housing staff & resident assistants qualifying as CSAs
  - o Reviewing missing persons reporting protocols
  - o Assessing Annual Security & Fire Safety Report (ASFSR) & Fire Log

April

Suggested Team Actions

- Address Clery Act/VAWA/Title IX/HEA updates
- Review ED auditing activity & monitor lessons learned
- Examine institutional related procedures & practices (i.e. creating forms & protocols to document & track activities for noncampus written agreements, athletics, student organization travel, etc.)
- Update & promulgate College Notice of Victims' Rights & Options document

Suggested Team Meeting Agenda Topics

- Classifying Clery Act Crimes
- Assessing state laws/local ordinances for weapons, drug & liquor law violations
- Assessing VAWA offenses (dating violence, domestic violence, sexual assault & stalking)
- Assessing hate crimes & categories of bias
- Determining the unfounding of crimes
- Clarifying confidential reporting
- Describing FERPA, HIPPA, PII implications for Clery Act compliance

May

Suggested Team Actions

- Gather information & update annual logs regarding College educational programs & campaigns, including but not limited to:
  - o College safety & security
  - o Weapons, drug & alcohol

- o Dating violence, domestic violence, sexual assault & stalking
- Re-send request for Clery Act crime reports to all CSAs if indicated
- Re-send written requests to external law enforcement agencies requesting Clery Act crime reports for each campus; public property & noncampus geography as well as short stays away, study abroad programs & repeated use locations if indicated

Suggested Team Meeting Agenda Topics

- Timely Warnings (TWs)
    - o Issuing TWs to members of the College community regarding the occurrence of Clery Act crimes
    - o Issuing TWs to students & employees in a manner that is timely, that withholds the names of victims as confidential & that will aid in the prevention of similar occurrences
    - o Reviewing circumstances for which TWs will be issued & summary documentation of decision processes
    - o Verifying individuals & units responsible for issuing TWs & writing content
    - o Confirming manner in which TWs will be disseminated
    - o Evaluating TWs with respect to Clery Act crime reports to a pastoral &/or professional counselor
- Emergency Notifications
    - o Reviewing Emergency Notification requirements
    - o Verifying College policies & procedures for issuance, responsible parties for writing content & methods of dissemination

June

Suggested Team Actions

- Assess previous year's ASR or ASFSR
- Prepare & review ASR or ASFSR draft in the following areas:
    - o Ensure Clery Act crime statistics & policy statement disclosures published accurately
    - o Request written, documented response from each unit, with suggested changes or indication that no changes are necessary
- Gather Clery Act fire statistics & review Fire Log for on-campus student housing facilities
- Ensure accuracy of CHTR posting

Suggested Team Meeting Agenda Topics

- Reviewing required Clery Act policy statements
- Evaluating efficacy of Clery Act Compliance internal administrative control processes

July

Suggested Team Actions

- Update CSA Directory
- Initiate training for all (new & returning) CSAs
- Update College Building & Property Inventory, review public property & noncampus geography

Suggested Team Meeting Agenda Topics

- Confirming CSA identification at least twice annually & as indicated periodically
- Determining CSA College roles & responsibilities

August

Suggested Team Actions

- Re-submit request for Clery Act crime reports to all CSAs if indicated
- Re-submit written requests to external law enforcement agencies requesting Clery Act crime reports for previous calendar year for each campus; public property & noncampus geography as well as study abroad, short stays away & repeated use locations if indicated
- Send correspondence to counseling unit encouraging providing client information of the "confidential reporting" options available at College

Suggested Team Meeting Agenda Topics

- Establishing protocols for Clery Act Crime reporting
- Reviewing records of Clery Act crime reports & disciplinary referrals* for previous calendar year
- Completing audit trail of all Clery Act crime reports & disciplinary referrals* including sources other than College Police for previous calendar year

September/October

Suggested Team Actions

- Submit Clery Act Crime statistics & Clery Act fire statistics to Department of Education
- Prepare & promulgate distribution of notice of availability of ASR/ASFSR to current students & employees
- Promulgate revised ASR/ASFSR to units responsible for distribution to prospective students & employees
- Publish current ASR/ASFSR & authenticate url link
- Remove previous years' ASR/ASFSR postings

Suggested Team Meeting Agenda Topics

- Reviewing past & present Department of Education Clery Act Audit Findings

November/December

Suggested Team Actions

- Ensure accuracy of CHTR posting
- Review, document & archive Annual Summary of College Clery Act Compliance Team Actions
- Report out Annual Summary to College Leadership
- Develop & propose College Clery Act Compliance Team Plan for next year(s)

Suggested Team Meeting Agenda Topics

- Improving College unit collegiality & participation in Clery Act Compliance
- Reviewing past & present Department of Education Clery Act Audit Findings

Citations:
"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

*Disciplinary referrals for student & employee violations of weapons, drug & liquor laws

+ *Disclaimer: This document is provided as general guidance. Also refer to "TCSG Clery Act Compliance College Unit Roles & Responsibilities" & ""TCSG Clery Act Compliance Administrative File Contents"" documents.*

Updated July 2025