

CLERY COMPLIANCE TEAM

August 10, 2018

MINUTES

1. *Introductions*

2. *What is the Clery Act*

Chairperson provided a background explanation of the Clery Act detailing the requirements of Clery, to include in summary:

- Annual Security Report
- Timely Warnings
- Emergency Notification
- Annual Fire Safety Report

The purpose and intent of the Clery Act is to provide transparency regarding the safety on campus and the type of crimes that are occurring and how the campus is responding.

3. *Committee Charge*

The committee is established pursuant to [Executive Order 1107](#) and is ordered to assist the Clery Director with:

- collection of information and required crime statistics
- assist in developing, writing, reviewing and ensuring the accuracy of the ASR and campus policies required to be included in the ASR
- assist in the proper identification of relevant Clery Act geography
- assist in programming, developing, and providing training and outreach efforts on the campus for compliance
- assist in overall compliance with the Clery Act and state student safety laws

4. *Committee Membership*

The Chairperson reviewed the membership as mandated by the Executive Order and additional positions that SSU is including to ensure all applicable areas are represented.

5. *Tasks Pending*

The Chairperson reviewed the current initiatives in the Clery Office, including:

- a. CSA Notifications – Clery Office is working with CMS to identify a query and system to identify new employees who may be CSA's; previously it was up to managers to notify the Clery Office of new employees; this was not effective.

- b. CSA Training – Most CSA's will be assigned an annual online training; however the Clery Coordinator or Director will be available to do department training in person; Athletics requested in person training.
 - c. Clery Map – The Clery Coordinator is working on a map that provides for definition of all Clery geography and define boundaries
 - d. Clery Statistics – It has been the campus's past practice to collect and reconcile prior year's statistics in the months prior to the ASR due date (10/1). Once this year's ASR is done, the Clery Office will work on implementing a system where stats are collected real time and counted monthly to ensure that SSU can comply with the [CO's guidelines for ASR preparation](#).
 - e. Identification of Non-campus Property – The geography working group will work on identifying those departments that use off site facilities and determining if they meet Clery requirements. UPD will remain responsible for sending letters.
6. *Crime Reporting Process for CSA's*
- The Chairperson reviewed the CSA reporting form and the requirement to report crimes when they are reported to the CSA. Student Affairs suggested we work toward an electronic reporting online option using Maxient.

Upcoming Deadlines:

- August 31 – Compilation of all Statistics and CSA Acknowledgement
- September 15 – Annual Fire Report to CO
- September 15 – Clery Report to the CO
- September 15 – Clery & Fire Report Notice and Web Posting
- September 28 – Enter Stats to DOE System (Fire & Crime)
- December 31 – Campus Safety Plan