5 Ways to Immediately Enhance Your Clery Compliance Program

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to disclose campus crime statistics and security information. The U.S. Department of Education evaluates compliance with the Clery Act through program reviews, which are becoming more prevalent. In 2011 alone, the Department issued nearly double the number of Final Program Review Determinations it had issued the previous two years and five times the number of reports issued between 2006 - 2008. In spite of this uptick, the likelihood that an institution will be audited is extremely low. As a result, many institutions may choose not to pay adequate attention to Clery Act compliance. The reality is that a Program Review might be just around the corner.

The Department of Education may initiate a review if they receive a complaint of possible non-compliance, when a high profile incident occurs on a campus, or in conjunction with/or following a FBI’s Criminal Justice Information Service (CJIS) Audit Unit. Quality Assurance Review

5 steps your institution should take TODAY to enhance your compliance efforts.

1) **Identify and train your campus security authorities.** Institutions must identify their campus security authorities (as defined by the regulations and the 2010 Handbook for Campus Safety and Security Reporting). Begin with your organizational chart to identify those officials who have significant responsibilities for students and campus activities. Deans, directors, and coaches are a start.

2) **Review your required policies.** Ensure the policies are updated and represent your current practices (including the policies governing Timely Warning Reports, Campus Sexual Assault Programs, Emergency Notifications and Missing Students).

3) **Ensure your crime and arrest/referral data collection process is fail proof.** Develop a flowchart to outline your process for collecting data from the many sources at your institution. Chances are that you’ll find a missing link or identify a flaw. Are there offices that have disciplinary systems that you’re not aware of, or have confusion over, what has to be reported? Do you have the necessary forms to facilitate data collection?

4) **Identify and track all of your safety awareness and crime prevention programs.** Many ASRs list the programs offered by the campus public safety agency, but omit the programs offered by other campus departments. Maintain an inventory of all campus programs and update as needed. Ensure you list both type and frequency of all programs in your ASR.

5) **Formally appoint a Clery Act administrator.** Regardless of the size of your institution, your compliance program requires your full attention. The processes, on-going data gathering and campus collaboration, demand focus. A Clery Act Coordinating Committee, a formally chartered oversight group of senior administrators, should guide
the institution’s Clery compliance activities.

These 5 steps will instantly improve the quality of information you provide your community, enhance your compliance program and prepare your institution for a possible Program Review. At its core, the Clery Act is a consumer protection law. Our commitment to it works to ensure the transparency of crime information and the dissemination of safety and security information for the benefit of our students, faculty, staff and campus communities.