



## **SAMPLE CLERY COMPLIANCE OFFICER/COORDINATOR JOB DESCRIPTION**

### **Position Information:**

Position Title: Clery Act Compliance Officer/Coordinator

Reports to: Chief of Police/Director of Public Safety

### **Description:**

Reporting to the Chief of Police and Director of Public Safety, the Clery Act Compliance Coordinator works collaboratively with various offices at the University to ensure the institution's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and associated regulations.

### **General Responsibilities:**

- Serves as the institution's designated "Campus Safety Survey Administrator" (as that term is explained in U.S. Department of Education correspondence) and submits annual crime and fire statistics to the Department of Education, as required.
- Coordinates the institution's Clery Act compliance program.
- Assists in preparation and publication of the Annual Security and Fire Safety Report (**OR**) Develops, audits, and publishes the required policies for Clery Act (including the Violence Against Women Act) and Fire Safety.
- Ensures notices announcing the availability of the Annual Security and Fire Safety Report are properly developed and available to current students/employees and prospective students/employees.
- In conjunction with the applicable offices, develops and implements Clery Act required policies, programs, and activities.
- Gathers crime and disciplinary referral data from various internal and external sources, such as the Office of Student Conduct, local law enforcement agencies, and the state police.
- Works with the appropriate University Departments to identify and notify all Campus Security Authorities for the institution and maintains a list of them for each academic year.
- Sends annual request for crime statistics to all Campus Security Authorities each year.
- Provides, facilitates, and/or coordinates training for institutional "campus security authorities" and key institutional stakeholders on Clery Act requirements.



# D. STAFFORD & ASSOCIATES

P.O. Box 1121  
Rehoboth Beach, DE 19971  
Phone: (202) 438-5929  
dolores@dstaffordandassociates.com

- Consolidates relevant data from these sources with information and policies from across institutional departments.
- Coordinates with the appropriate campus departments to ensure compliance with HEA Fire Safety regulations.
- Works with the institutional police department/public safety Records Division to ensure proper classification of crime incident reports **(OR)** Reviews incident reports and assigns the proper Clery crime category on a daily basis.
- Coordinates with the sergeants and investigator (or appropriate sworn/non-sworn personnel) to ensure that the disposition of all crime reports are updated within 60 days to ensure Clery compliance.
- Manages the institution's Timely Warning program.
- Collaborates with the Division of Emergency Management and Office of Public Relations to ensure compliance with the "Emergency Notification" requirements of the Clery Act.
- Collaborate with the Division of Emergency Management to ensure that at least one test is completed each year that includes all required components to meet the HEOA definition of a test.
- Coordinates with Real Estate and Accounting office and the Student Life Office to maintain an accurate list of buildings and properties owned and/or controlled by the institution and/or recognized student organizations
- Ensures compliance with the daily crime and fire log requirements **(OR)** Reviews and updates entries for the Daily Crime and Fire Log and ensure that the log is printed on a daily basis.
- Serves as the Records Custodian for all Clery Act-associated records and ensures the institution maintains accurate records on security awareness and crime prevention programs and presentations.
- Establishes Clery Act compliance programs at each separate campus.
- Works with counseling and psychological services and Student Health Services (or similar advocacy center) to gather statistical data related to crimes disclosed to those offices.
- Serves as the Recording Secretary for the Clery Act Management Committee.
- Works with the Office of Student Affairs and/or Human Resources to ensure compliance with the Drug Free Schools and Communities Act and associated regulations.
- Stays abreast of pending and final changes to the Clery Act and other laws or regulations affecting Clery Act provisions.
- Works with various institutional offices to ensure compliance with the implementation and disclosure requirements of the Violence Against Women Reauthorization Act of 2013.



# D. STAFFORD & ASSOCIATES

P.O. Box 1121  
Rehoboth Beach, DE 19971  
Phone: (202) 438-5929  
dolores@dstaffordandassociates.com

---

## **Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of public administration emphasizing effective organization, administration, management, and communication.

Knowledge of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and associated regulations.

Knowledge of editorial standards and practices.

Skill in analyzing organizational problems and identifying effective solutions.

Skill in expressing ideas and information clearly, concisely, and accurately, both orally and in writing.

Ability to stimulate changes in individual, institutional, and corporate behaviors to create a more compliant environment.

## **Minimum Qualifications:**

- Bachelor Degree in Communications, Criminal Justice or Emergency Management or related field.
- Excellent oral and written communications.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Excellent computer skills; familiar with Microsoft office suite and databases.

## **Preferred Qualifications:**

- Previous experience complying with the requirements of the Clery Act.
- Completion of advanced Clery Act training.
- Attainment of the National Association of Clery Compliance Officers & Professionals (NACCOP) Clery Compliance Officer Certification.
- Familiarization with Title IX.
- Three years or more of work experience with an institution of Higher Education.