

University Policy to Facilitate Overall Compliance with the Clery Act	Approved: November 6, 2013
Access: Public	Position Facilitating Compliance: General Counsel

Policy

In order to ensure compliance with and university-wide coordination of the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as well as Section 6431 of the New York Education Law, the University shall appoint a “Clery Coordinator,” who shall oversee aspects of compliance as set forth in the below Procedure.

All requirements shall be monitored per the checklist (attached as “A”) in the “Handbook for Campus Safety and Security Reporting” maintained by the US Department of Education, and this policy shall be annually assessed and revised as needed.

All routine evaluations set out below will take place every year during the month of April, the month of Jeanne Clery’s death in 1989.

Requirement	Policy	Assessment & Accountability
I. Geography	The University shall maintain a certified legal survey and list of premises as required by the Clery Act to be overseen by the Director of Campus Safety.	The General Counsel, Executive Director for Planning, Director of Campus Safety, and Director of Facilities shall meet no less than annually to review all Clery Geography and ensure all premises are properly logged.
II. Crime Statistics	The University shall maintain a “Clery Crime Statistics Policy” to be overseen by the Director of Campus Safety.	The General Counsel shall annually check that the policy is current, that all statistics are being kept as required, and all publication deadlines will be met.

Requirement	Policy	Assessment & Accountability
III. Campus Security Authorities	The University shall maintain a “Campus Security Authorities Policy” to be overseen by Human Resources.	The General Counsel shall work with Human Resources, Campus Safety, and Public Relations to ensure the policy requirements about job descriptions, training, annual notice, and required disclosures are met.
IV. Statistics from Local Law Enforcement Agencies	The University shall maintain a “Statistics from Local Law Enforcement Agencies” to be overseen by the Director of Campus Safety.	The General Counsel shall review all correspondence and replies generated per this policy.
V. Daily Crime Log	The University shall maintain a “Daily Crime Log” policy and procedure to be overseen by the Director of Campus Safety.	The General Counsel shall conduct an annual review of the policy, procedure, and log.
VI. Emergency Response and Evacuation Procedures	The University shall maintain an “Emergency Response Plan” to be overseen by the Executive Vice President.	The General Counsel shall work with the Committee on Crisis Management (“CCM”) to ensure the Emergency Response Plan meets all Clery Requirements.
VII. Timely Warnings	The University shall maintain a policy and procedure for “Timely Warning Reports” to be overseen by the Director of Public Relations.	The General Counsel shall work with Public Relations, Campus Safety, and the CCM to evaluate this policy and procedure on a no less than annual basis.

Requirement	Policy	Assessment & Accountability
VIII. Annual Security Report	The University shall maintain a policy for the “Annual Security Report” to be overseen by the Office of Public Relations.	The General Counsel shall meet with the Directors of Public Relations, Campus Safety, Human Resources, and the Dean of Students to ensure the publication is timely and compliant.
IX. Report to the Department of Education	The University shall maintain a policy for the “Annual Report to the Department of Education,” to be overseen by the Director of Campus Safety.	The General Counsel shall meet with the Director of Campus Safety to verify that reporting was timely and compliant.
X. Missing Student Notification Procedures	The University shall maintain a policy for “Missing Student Notification” to be overseen by the Director of Campus Safety	The General Counsel, Director of Campus Safety, Director of Residence Life, and Dean of Students shall annually review the policy and procedure.
XI. Fire Safety Log	The University shall maintain Fire Safety Log to be overseen by the Director of Campus Safety	The General Counsel, Director of Campus Safety, Director of Facilities, and Director of Public Relations shall annually review the log.
XII. Fire Safety Statistics & XIII. Annual Fire Safety Report & Kerry Rose Law (NYS Education Law 6438)	The University shall maintain a policy for publishing Fire Safety Statistics & Annual Fire Safety Report, together with compliance with NYS 6438, to be overseen by the Director of Campus Safety.	The General Counsel, Director of Campus Safety, Director of Facilities, and Director of Public Relations shall annually review the log and Report.

Requirement	Policy	Assessment & Accountability
<p>NY Education Law 6431: Advisory Committee on Campus Security</p>	<p>The University shall maintain a policy for the President to periodically appoint members to an Advisory Committee on Campus Security, to be overseen by the General Counsel.</p>	<p>The General Counsel and Director of Campus Safety shall convene the group no less than once a semester to review safety concerns and compliance with this policy.</p>
<p>The General Counsel shall serve as the “Clery Coordinator” to assure overall Compliance with this policy.</p>	<p>University Policy to Facilitate Overall Compliance with the Clery Act</p>	<p>The General Counsel shall deliver an annual compliance report in the form of the “Checklist” to the Advisory Committee every June, as needed, and as otherwise requested by the President.</p>