



CITATION REFERENCE
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Policy: Clery Compliance

Policy Statement

The College of Coastal Georgia ('Coastal Georgia') is committed to maintaining a safe and secure environment. The Clery Act is a federal law requiring higher education institutions participating in federal financial aid programs to disclose crime and fire statistics, provide campus safety and security policy statements, and update the campus community regarding Clery Act crimes. The guidelines contained in this policy are intended to ensure compliance with the Clery Act's crime and fire reporting and disclosure obligations. This Act mandates reporting specified crime statistics on and near the campus and providing other safety and crime information to the campus community. Interpretation of the Clery Act is frequently refined by U.S. Department of Education guidance. This policy provides guidance to maximize compliance with the Act.

Reason for Policy

This policy ensures compliance with the Jeanne Clery Act, a federal law passed in 1990 that established college-wide standards for commitment to the safety and well-being of all campus community members at all institution locations.

Entities Affected by This Policy

All Coastal Georgia personnel responsible for campus security and offices and individuals with significant responsibility for student and campus activities are classified as Campus Security Authorities ('CSAs') under the Clery Act. They have specific crime reporting obligations under the law.

Who Should Read This Policy

All Coastal Georgia staff, faculty, and students on the Brunswick main campus and Camden Center.

Contacts

Contact	Phone	Email
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Website Address for This Policy

- <https://www.ccgga.edu/clerycompliance>
- Administrative Policies & Procedures (posted on HR Intranet web page)

Related Documents/Resources

- [CAS Incident Report Form](#)
- [CAS Annual Disclosure Form](#)

Key Definitions

Annual Security and Fire Safety Report (ASFSR): To assist Coastal Georgia in complying with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” the institution publishes and disseminates an annual report on campus crime and fire statistics and related security policies and procedures before October 1 annually. The data includes statistics from the previous three calendar years for each location. The ASFSR is required to contain numerous policy statements concerning the safety and security of Coastal Georgia. The Clery Compliance Committee reviews and shares information throughout the year to ensure the most recent processes, procedures, and policies are reflected in the current ASFSR prior to publication.

The College provides the ASFSR to all faculty, staff, and students by posting the report on the homepages of the Department of Public Safety, Human Resources, and Admissions webpages of Coastal Georgia’s website. Additionally, the campus community is sent notice that includes a statement of the reports’ availability, the exact electronic address where the report can be found, a brief description of the report’s contents, and a statement that the campus will provide a paper copy upon request. The College also notifies prospective students and employees of the availability of ASFSR via notices that include instructions on accessing the report and requesting a paper copy.

Clery Compliance Coordinator: Works collaboratively with various offices on campus to develop, implement, and oversee programs that ensure the institution’s overall compliance with the Clery Act and associated regulations.

Clery Compliance Committee: Supports the Clery Compliance Coordinator by ensuring that CSAs disclose crimes promptly; assists in developing, writing, reviewing, and ensuring the accuracy of the ASFSR and campus policies required to be included in the ASFSR; assists in programming, developing, and providing training and outreach efforts on the campus for compliance; and reviews the Coastal Georgia Clery policies and procedures annually to ensure compliance.

Campus Security Authority (CSA): Clery-specific term that encompasses certain departments, groups, and individual employees who, by virtue of their responsibilities at Coastal Georgia and under the Clery Act, are designated to receive and report criminal incidents to campus police so that they may be included and published in the ASFSR.

Clery Act Crimes: Crimes required to be reported annually include murder and negligent/non-negligent manslaughter; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for liquor law violations and drug law violations.

Timely Warning and Emergency Notifications: The College of Coastal Georgia is committed to maintaining a safe and secure environment for its faculty, staff, students, and visitors by maintaining Clery Act compliance. The College will alert the campus community in a timely manner about crimes that occur either on or near the Brunswick campus or Camden Center when a situation arises that the College considers to represent a threat to students and employees. Alerts will not identify victims. Alerts will be sent through email and the Nixle emergency text messaging system. Each reported incident is reviewed and evaluated on a case-by-case basis immediately after the Department of Public Safety is notified. Alerts will be issued as soon as the pertinent information is available. The Police Chief or their designee is responsible for sending timely warnings. The Timely Warning/Emergency Notification Decision Matrix published by the University System of Georgia (USG) Board of Regents Police Department will be utilized in decision-making.

Missing Persons: The institution recognizes the importance of safety for the on-campus living community. Coastal Georgia has established a Missing Persons Notification Policy for responding to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

Clery Geography Map: A map depicting the Brunswick campus or Camden Center and the surrounding area identifies On-Campus Property, Non-Campus Property, Public Property, and Patrol Jurisdiction.

Overview

In accordance with the requirements of the Clery Act, the College will:

- Issue timely warnings, alerting the campus community of Clery Crimes that pose a serious or continuing threat to the campus and surrounding community.
- Issue emergency notifications concerning a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus.”
- Maintain daily crime and fire logs of all reported crimes and fire-related incidents.
- Compile and disclose statistics of reports on Clery crimes reported for the Brunswick campus, Camden Center, and the immediately adjacent public areas.
- Collect reports of Clery Crimes made to the Department of Public Safety, local law enforcement, College officials, and others associated with the institution who have significant responsibility for student and campus activities.
- Create and publish an annual report to the U.S. Department of Education disclosing statistics of Clery crimes reported over the past three calendar years, including institutional policies and procedures addressing campus security and safety.
- Distribute and publicize the Annual Security and Fire Safety Report (ASFSR).
- Identify Campus Security Authorities (CSAs) and notify these individuals of their obligations under the Clery Act to report crimes that they witness or are reported to them and participate in annual Clery Act training.
- Work with the Department of Public Safety to create, establish, and conduct programs to educate the campus and surrounding community about the obligations of the Clery Act and to promote campus awareness of all crime and safety-related issues at all institution locations.
- If a person is reported as missing, contact the appropriate campus offices and notify local law enforcement with jurisdiction in the geographical area; i.e., Brunswick main campus and Camden Center.

Key Requirements

In accordance with the requirements of the Clery Act, Coastal Georgia shall:

Disclose Crime Report Statistics

The Clery Act requires institutions to include statistics related to certain types of crimes that occur in certain locations. Specific crimes that must be reported are called Clery Act crimes. The Coastal Georgia is required to submit statistics on Clery Act crimes along with an annual security report to the U.S. Department of Education by October 1 of every year.

The U.S. Department of Education's Office of Postsecondary Education released [The Handbook for Campus Safety and Security Reporting](#) (CSSR Handbook) as guidance. Coastal Georgia consults the CSSR Handbook and the Federal Bureau of Investigation's Uniform Crime Reporting Handbook for legal definitions of Clery Act crimes.

The CSSR Handbook breaks down the Clery Act crimes into four broad categories: criminal offenses, hate crimes, Violence Against Women Reauthorization offenses, and incidents and arrests that involve disciplinary action. Specific lists of crimes that fall under each category and need to be reported under the Clery Act are referenced in the CSSR Handbook.

Identify & Train Campus Security Authorities (CSAs)

Coastal Georgia will continuously identify the roles that fit the criteria for CSAs and inform those who hold these positions of their legal duty to report all alleged Clery Crimes that they witness or are informed about that may have taken place in a Clery Reportable Location. All CSAs must receive annual training on their duties and reporting requirements under the Clery Act. Through the D2L learning management system, Coastal Georgia will consistently offer this kind of instruction.

Issue Timely Warnings

Coastal Georgia will alert the campus community in a timely manner about crimes that occur either on or near the Brunswick campus or Camden Center when a situation arises that the College considers to represent a threat to students and employees. Alerts will not identify victims. Alerts will be sent through email and the Nixle emergency text messaging system. Each reported incident is reviewed and evaluated on a case-by-case basis immediately after the Department of Public Safety is notified. No personally identifying information is required for a report to start the Timely Warning determination process. Criminal threats typically do not target a specific location; therefore, early warnings must be issued in a way that will reach the entire campus community. Prompt alerts will not contain the victim's name.

Maintain Record Retention

Coastal Georgia conforms to guidelines established by the Clery Act, Georgia State law, and the USG Records Retention Policy for maintaining supporting Clery documentation. While some documents may be kept longer, Clery stipulates that those records be kept for a minimum of seven years. Retained documents include, but are not limited to:

- Crime reports
- Daily crime logs
- Records of arrests and referrals to the Office of Student Conduct for disciplinary action
- Timely warnings and emergency notifications

- Communications with local law enforcement and Campus Safety Authorities related to Clery Act compliance
- Correspondence with the U.S. Department of Education regarding Clery Act compliance
- Copies of notices to the Campus Community regarding the availability of the Annual Security and Fire Safety Report

Maintain Daily Crime Logs

Coastal Georgia's Department of Public Safety generates a daily crime log from reports made to them through their central dispatch office, from Campus Security Authorities, and local law enforcement agencies. Crime logs are publicly available for inspection in person at the Department of Public Safety location (north end of the Andrews Building) during regular business hours (8:00 am – 5:00 pm).

The daily crime log includes the type, date, time, geographical location, and outcome of each incident if known. Updates are made to the disposition status of incidents in the crime record, dating back to 60 days. Typically, this is done when an arrest is made concerning an incident previously considered an "open case." The log is compiled by examining the criminal offenses since its last publication. It includes both off-campus incidents to which the Department of Public Safety has responded and offenses committed on campus.

Compile, Report, and Publish Fire Data

The Office of Residence Life & Housing will compile Clery-related data for the ASFSR. Higher Education Opportunity Act of 1998 (HEOA) regulations require the Office to collect and disclose fire statistics for each on-campus student residence hall separately and the off-campus residence facility for the three most recent calendar years for which data is available. Each facility must be identified by name and street address in the statistics, regardless of whether a fire has occurred. Additionally, the ASFSR includes a description of each student housing facility's fire protection systems. These descriptions should include mechanisms or systems related to detecting, warning, and controlling a fire (fire extinguishers, fire entrances, posted evacuation routes, etc.). The Office will submit the ASFSR to the Clery Compliance Coordinator for inclusion in the statistics reported to the U.S. Department of Education.

Ensure Victim Rights, Options, and Resources

The Clery Act stipulates that victims of sexual assault, domestic violence, dating violence, and stalking have certain rights, choices, and resources. The Clery Act also stipulates certain rights for those accused of sexual assault, domestic abuse, dating violence, and stalking.

Coastal Georgia is required to give victims of stalking, domestic abuse, dating violence, and sexual assault a written description of their legal options. These rights cover accommodation measures like moving or changing residence, access to transportation, or a course assignment. They also include aid with reporting a crime to law enforcement, access to counseling services, and legal services.

Every year, participants in all disciplinary procedures must get training on topics such as stalking, sexual assault, domestic violence, and dating violence. They must also learn how to conduct hearings and investigations in a way that upholds victim safety and fosters responsibility. The accuser and the accused must have certain procedural rights, including the right to a chosen advisor, equal and timely access to information used in any disciplinary meeting or proceeding, and simultaneous written notification of the finding and sanction (and the justification for each). Disciplinary proceedings must also be prompt, impartial, and fair.

Offer Sex Offender Information

Coastal Georgia's Department of Public Safety, in compliance with the Campus Sex Crimes Prevention Act, which tracks convicted, registered sex offenders enrolled as students at higher education institutions or working or volunteering on campus, makes the following information available to the campus community to allow them to be aware of the condition of their environment concerning known sex offenders. In Georgia, convicted sex offenders must register with the State of Georgia Department of Corrections. You may obtain State information on individuals registered as sex offenders by visiting the [Georgia Bureau of Investigation Sex Offender Registry](#).

Provide Prevention and Awareness Programs

Coastal Georgia must create training, primary prevention, and awareness programs, continuous prevention and awareness campaigns for students and faculty, and programs for all new hires. These programs must contain definitions of unacceptable behavior, safe and constructive options for bystander intervention, knowledge on risk reduction to identify abuse behavior warning signs and how to avoid potential attacks, potential sanctions and protective measures, reporting procedures to campus or outside law enforcement officials, and discipline procedures.

Issue Emergency Notifications

Coastal Georgia is required to inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff, students, and visitors occurring on the Brunswick campus and Camden Center in Kingsland, Georgia. Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the campus community at risk. Coastal Georgia must also have emergency response and evacuation procedures specific to its on-campus facilities. A summary of these procedures must be disclosed in the ASFSR. Additionally, the emergency response procedures must be tested at least once annually.

Key Responsibilities

The following section identifies key individuals and departments with the authority and responsibility to perform the various duties outlined in this policy to comply with the Clery Act. This organizational separation of responsibilities reflects that Clery Act compliance is an institutional responsibility.

Party	Responsibility
Admissions	<ul style="list-style-type: none">• List the online location of the ASFSR to prospective and current students.• Provide a copy of the ASFSR upon request to prospective and current students.
Athletics	<ul style="list-style-type: none">• Provide necessary information and updates regarding policies, training, or related material that may affect Clery processes or the contents of the ASFSR.• Offer travel documentation to the Department of Public Safety to assess Clery Act Non-Campus property reporting obligations.• Provide student-athlete misconduct data to the Department of Public Safety.

Party	Responsibility
Public Safety	<ul style="list-style-type: none"> • Issue timely warnings alerting the campus community (Brunswick and Camden Center) about Clery-related crimes. • Disseminate emergency notifications to the campus community (Brunswick and Camden Center) when necessary. • Investigate all reports of students residing in on-campus housing who are believed to be missing in cooperation with other law enforcement agencies and College officials, as necessary. • Hold Clery Act-related educational programs and sponsor safety awareness programs. • Conduct a test of emergency response and evacuation procedures on at least an annual basis and publicize the emergency response and evacuation procedures to the campus community in conjunction with at least one test per year. • Manage the Emergency Notification System.
Clery Compliance Coordinator	<ul style="list-style-type: none"> • Direct, collaborate, and coordinate Clery Act reporting and compliance for all Clery geography locations. • Coordinate a Clery Compliance Committee to review policies and regularly ensure compliance with the Clery Act. • Produce, publish, and distribute a notice of the availability of the ASFSR to current employees, enrolled students, prospective employees, and prospective students. • Compile statistics by type, location, and year for reportable crimes under the Clery Act reported on Clery geography locations. • Submit crime statistics to the U.S. Department of Education for reportable crimes under the Clery Act by type, location, and year for the preceding year.
Campus Security Authorities (CSAs)	<ul style="list-style-type: none"> • Understand the requirements of the Clery Act pertaining to reportable crimes and undergo annual Clery training and education. • Record and immediately notify the Department of Public Safety of any alleged, actual, and/or potential crimes they have been made aware of or witnessed. • Respond to an annual request for verification that they have reported all crimes reported to them or certify they have not received any crime reports. • Notify the Title IX Office of sexual harassment crimes as defined by the Title IX regulations.
Human Resources	<ul style="list-style-type: none"> • Notify and provide prospective employees with the online location of the ASFSR and offer a brief description of the report; offer a paper copy of the ASFSR to potential employees upon request. • Immediately report any and all alleged, actual, and/or potential crimes witnessed or reported occurring in a Clery reportable location to campus police for consideration of a timely warning or emergency notification, inclusion in the annual crime statistics, and entry on the crime log, as necessary. • Annually provide all conduct referral data for alleged law violations to the Clery Compliance Coordinator for inclusion in the ASFSR. • Assist the Clery Compliance Coordinator annually in identifying positions that may be Campus Security Authorities.

Party	Responsibility
Student Affairs	<ul style="list-style-type: none"> • Promote the Student Code of Conduct to students to minimize behavior inconsistent with the institution’s core values. • Report any Clery Act-related crimes to the Department of Public Safety. • Work with the Department of Public Safety to ensure all data is appropriately and accurately reported in the ASFSR. • Provide all conduct referral data for alleged violations of law to the Clery Compliance Coordinator for inclusion in the ASFSR. • Report any information or suspicion that a student residing in on-campus housing may be missing to the Department of Public Safety.

Forms

- [CAS Incident Report Form](#)
- [CAS Annual Disclosure Form](#)

Appendices

- None