

# Valdosta State University Clery Act Committee Charter

## **Purpose:**

The purpose of this charter is to provide guidelines for committee operations related to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) compliance. The Clery Act Coordinator is responsible for developing the University's Clery Act Compliance program.

## **Clery Act Committee:**

- I. The University has identified a multidisciplinary team to support the work of the Clery Act Coordinator/Clery Act Work Group Director. The purpose of the Clery Committee shall be to provide strategic vision and planning for Clery Act compliance, including, but not limited to (i) ensuring their respective departments or units understand the relevance and requirements of the Clery Act that may impact departmental operations, (ii) providing relevant information regarding their departmental operations to the Clery Act Coordinator/Clery Act Work Group Director and other Clery Committee members, (iii) reviewing relevant University policies and procedures that may affect Clery Act Compliance, and (iv) facilitating appropriate training and education for Clery Act awareness and compliance.
- II. Risk Assessments are the responsibility of the Clery Committee. This document is a periodic risk assessment of its ability to comply with the Clery Act's requirements.

## **Chair:**

The Clery Act Coordinator shall serve as the Chair of the Clery Act Committee. The duties of the Chair shall include:

- I. Develop meeting agenda designed to inform policy and procedures review, evaluation of training and education needs, and planning to incorporate new and/or revised laws and regulations pertaining to the Clery Act.
- II. Schedule and facilitate quarterly meetings, at a minimum, of the committee; and work group director will schedule monthly meetings at a minimum.
- III. Provide or arrange for the documentation of the activities of the Clery Committee.

## **Members of the Clery Act Committee:**

Member of the Clery Act Committee are subject matter experts and senior level representatives from the following departments:

- Clery Act Coordinator
- Director, Public Safety (Chief of Police, Deputy Chief of Police)
- Director, Human Resources
- Chief Legal Affairs Officer (General Counsel, University Attorney)
- Director, Internal Audit
- Director, Diversity and Inclusion
- Director, Physical Plant and Facilities
- Director, Auxiliary Services
- Athletics Department
- Title IX Coordinator/ Student Conduct
- Director, International Programs
- Director Professional and Community Education
- Director, Residence Life
- Director, Fraternity & Sorority Life
- Director, Campus Recreation
- Director, Student Counseling Center

- Director, Financial Aid
- Student Representative, Student Government Association
- Director, Fraternity & Sorority Life

### **Classification Review Work Group:**

A subset of the Clery Act Committee will meet regularly to review reports of alleged criminal activity in various University reporting systems, including, but not limited to ARMS and Maxient. The primary function of the Work Group is to ensure complete and accurate identification and appropriate classification of Clery-reportable crimes, arrests, and disciplinary referrals in preparation for quarterly report submission to the University System of Georgia, the annual submission of Clery Act crime statistics, and preparation of the Annual Safety and Fire Report. The Clery Act Coordinator is responsible for scheduling and facilitating regular meetings of the Work Group. Work Group members include:

- Clery Act Coordinator
- Clery Act Work Group Director
- Title IX Coordinator & Student Conduct
- Assistant Dean of Students for Student Conduct
- Assistant Director, Residence Life
- Representative from the Office of Legal Affairs
- Internal Auditor
- Student Conduct Office Representative
- Manager, Employee Relations
- Director, Facilities
- Public Safety Detective
- Public Safety Dep Chief
- Public Safety (Chief of Police, Deputy Chief of Police)

Clery Act Committee and Classification Review Work Group membership and appointments will be reviewed periodically to ensure appropriate input, representation, and leadership.