



## **Clery Act Compliance Committee Charter**

### **Columbus State University**

The Clery Act Compliance Committee at Columbus State University (CSU) is responsible for overseeing the University's compliance with the Clery Act. Chaired by the Risk and Compliance Coordinator, the committee includes representatives from key campus departments and is supported by a CSU Police Department designee, appointed by the Chief of Police. This committee collaborates with campus stakeholders to ensure compliance in areas such as:

- **Crime Reporting and Statistics**
- **Policy Development and Implementation**
- **Annual Updates to the Campus Security Authority (CSA) List**
- **Clery-Related Educational Programs**

CSU strongly encourages all community members to report criminal activity to the University Police Department, which is responsible for compiling and managing data for the Annual Security and Fire Safety Report (ASFSR), the daily crime log, annual crime statistics, and timely warnings.

### **Committee Meetings & Responsibilities**

The committee meets quarterly in April, July, October, and January, with additional meetings as needed. Meeting minutes are recorded by the Committee Chair. Should this member leave the University, a replacement will be appointed to fulfill the role for the remainder of the year. Minutes are reviewed, revised, and approved at each meeting.

#### **Key meeting agendas include:**

- Quarterly meetings: Crime statistic reports, policy updates, and training developments.
- April meeting: Preliminary review of the previous year's Clery crime statistics.
- September meeting: Finalizing Clery crime reports for submission in the ASFSR.

All meetings will address necessary ASFSR updates, policy changes, and CSA training requirements.

## Committee Membership

The committee consists of the following representatives, appointed by their respective department heads:

<ul style="list-style-type: none"><li>• Risk and Compliance Coordinator (Committee Chair)</li></ul>
<ul style="list-style-type: none"><li>• Chief of CSU Police</li></ul>
<ul style="list-style-type: none"><li>• CSU Police Department Designee (Assistant Committee Chair)</li></ul>
<ul style="list-style-type: none"><li>• Dean of Students Office Representative</li></ul>
<ul style="list-style-type: none"><li>• Title IX Coordinator</li></ul>
<ul style="list-style-type: none"><li>• Director of Residence Life</li></ul>
<ul style="list-style-type: none"><li>• Provost's Office Representative</li></ul>
<ul style="list-style-type: none"><li>• Athletic Department Representative</li></ul>
<ul style="list-style-type: none"><li>• Human Resources Representative</li></ul>
<ul style="list-style-type: none"><li>• Center for Global Engagement Representative</li></ul>
<ul style="list-style-type: none"><li>• Chief Information Security Officer</li></ul>
<ul style="list-style-type: none"><li>• Strategic Communication and Marketing Representative</li></ul>
<ul style="list-style-type: none"><li>• Facilities Representative</li></ul>
<ul style="list-style-type: none"><li>• Military Enrollment Representative</li></ul>

If both the Committee Chair and Assistant Chair positions are vacant, the Chief of CSU Police will assume the role of Interim Chair and appoint an Assistant Chair.

## Reporting Responsibilities

Each committee member must maintain quarterly and annual logs of Clery crimes reported in their department and present them during quarterly meetings to the Assistant Committee Chair. The Committee Chair and Assistant Chair will ensure all reports are accurately documented, eliminating duplicate entries.

Additional responsibilities include:

- **Committee Chair:** Reports annual crime statistics to the Department of Education and updates the ASFSR accordingly.
- **Strategic Communication & Marketing:** Publishes the final ASFSR by October 1 annually.
- **Facilities Representative:** Reports changes in Clery geography to the committee.

Any further tasks or responsibilities will be assigned by the Committee Chair or Assistant Chair as needed during quarterly or special meetings.

APPROVED:

Columbus State University

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