



P.O. Box 1121
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SAMPLE CLERY COMPLIANCE OFFICER/COORDINATOR AND ACCREDITATION MANAGER JOB DESCRIPTION

Position Information

Position Title: Clery Act Compliance Officer/Coordinator and Accreditation Manager

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 and with various offices in the University to ensure the institution's compliance with appropriate accreditation entities

General Responsibilities:

Clery Act/HEOA

- Serves as the institution's designated "Campus Safety Survey Administrator," as that term is explained in the Department of Education correspondence
- Coordinates the institution's Clery Act Compliance program
- Develops the institution's Clery Compliance policies and procedures
- Prepares, publishes, and distributes the Annual Security and Fire Safety Report
- Ensures notices announcing the availability of the Annual Security and Fire Safety Report are properly developed and available to prospective students and 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 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 at the end of each calendar year
- Provides, facilitates, or manages the training of campus security authorities.
- 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
- Manages the institution's Timely Warning Report 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 test is completed each year that includes all required components to meet the HEOA definition of a test.
- Trains key institutional stakeholders on Clery Act requirements
- Ensures the institution maintains accurate records on security awareness and crime prevention programs and presentations
- Coordinates with Real Estate and Accounting office to maintain an accurate list of buildings and properties owned and/or controlled by the institution
- Ensures compliance with the daily crime and fire log requirements
- Serves as the Records Custodian for all Clery Act-associated records
- 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 Safe Campuses 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 provisions of the Sexual Assault Victim's Bill of Rights
- Submits annual crime statistics to the Department of Education, as required



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Accreditation

- Participates in policy and procedure development to help ensure accuracy, consistency and clarity in administrative manuals
- Edits policies, procedures and other materials for manuals
- Researches sources cited in policies and procedures
- Assists department personnel in identifying conflicting policies and procedures to resolve conflicts and revise manuals accordingly
- Meets regularly with the Chief and key employees to identify needs and report progress on accreditation efforts
- Provides liaison with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) for all accreditation matters
- Provides liaison with the University Accreditation or Compliance office
- Keep abreast of all aspects of the accreditation process, including proposed changes or amendments to the standards, assessing the impact of changes on current policies and procedures of the agency
- Provides related training for agency employees
- Assigns, directs and coordinates groups of employees to achieve plans of action, recommendation to Chief and other activities that meet compliance with applicable accreditation standards;

Minimum Qualifications

- Bachelor Degree in Communications, Criminal Justice or Emergency Management or related field.
- Two years of experience working in procedural or management analysis;
- Excellent oral and written communications.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Excellent computer skills; familiar with Microsoft office suite and databases.
- Equivalent combination of experience and/or education from which comparable knowledge, skills and abilities

Preferred Qualifications

- Previous experience complying with the requirements of the Clery Act
- Advanced Clery Act Training.
- Familiarization with Title IX.
- Three years or more of work experience with an institution of Higher Education.