

Policy Name: The Jeanne Clery Campus Safety Act Compliance Policy

Policy Owner: Equal Opportunity, Compliance, and Conflict Management (EOCCM)

Policy Contact: Pamisa Scott, Clery Compliance Coordinator, clery@gatech.edu

Reviewed By: Office of General Counsel, Clery Compliance Committee

Policy Steering Committee Approval: June 26, 2026

Policy Purpose: This policy outlines Georgia Tech's institutional framework for compliance with the Jeanne Clery Campus Safety Act and related federal requirements by establishing responsibilities, reporting obligations, institutional oversight, ongoing campus safety disclosures, prevention programming, and compliance expectations across the Institute.

Summary of Substantive Policy Elements

- Establishes Georgia Tech's first Institute-wide policy governing compliance with the Jeanne Clery Campus Safety Act and related federal campus safety requirements, including the Violence Against Women Act (VAWA), fire safety reporting requirements, and the Stop Campus Hazing Act.
- Defines institutional roles, responsibilities, and accountability for Clery Act compliance, including those of Equal Opportunity, Compliance, and Conflict Management (EOCCM), the Clery Compliance Coordinator, the Georgia Tech Police Department (GTPD), Campus Security Authorities (CSAs), campus units, employees, and students.
- Requires the publication and distribution of the Annual Security and Fire Safety Report, annual submission of crime and fire statistics to the U.S. Department of Education, and maintenance of required Clery Act records.
- Formalizes institutional requirements for identifying, designating, notifying, and training Campus Security Authorities (CSAs), and establishes reporting obligations for Clery Act crimes disclosed to or observed by CSAs
- Establishes institutional processes for collecting, classifying, and reporting Clery Act crime statistics, including the management of Clery Geography and supporting documentation.
- Establishes the Clery Compliance Committee and supporting working groups as the Institute's multidisciplinary framework for compliance oversight, coordination, and continuous improvement.
- Requires ongoing campus safety disclosures and emergency communications, including Timely Warnings, Emergency Notifications, the Daily Crime Log, and the Daily Fire Log.
- Reinforces Georgia Tech's commitment to crime prevention, security awareness, fire safety education, violence prevention programming, and compliance with VAWA and federal hazing transparency requirements.
- Establishes institutional requirements for crime reporting, missing student notification procedures, sex offender registry disclosure, records retention, non-retaliation protections, and enforcement of policy violations.



Georgia Institute of Technology

The Jeanne Clery Campus Safety Act Compliance Policy

Policy No.: TBD

Type of Policy: Administrative

Effective Date: TBD

Last Revised: New Policy

External Requirement for Review: None

Compliance Reporting: N/A

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1. Reason for Policy

This policy establishes the Georgia Institute of Technology's ("Georgia Tech" or "the Institute") institutional framework for compliance with the Jeanne Clery Campus Safety Act ("Clery Act") and related federal requirements, including violence prevention and response obligations, fire safety reporting, and campus hazing transparency requirements.

2. Scope

This policy applies to all members of the Georgia Tech community, including students, employees (faculty, staff, or other paid employees), volunteers, visitors, vendors, contractors, and designated third parties, who have roles or responsibilities under the Jeanne Clery Campus Safety Act.

This policy also applies to individuals and departments designated as Campus Security Authorities (CSAs), as well as Institute units with compliance responsibilities identified in Section 7 of this policy. This policy applies across all Georgia Tech campuses and Clery Geography, as defined in this policy.

For concerns of sexual misconduct, the applicable policy is found here: [Sexual Misconduct Policy](#). Additionally, please see the [Equal Opportunity, Compliance, and Conflict Management \(EOCCM\) Website](#) for more information regarding the Clery Act.

3. Definitions

Campus Security Authority (CSA)	A Clery Act-specific term that encompasses four groups of individuals and organizations associated with the Institute, including: 1. The campus police or security department, 2. Any individual(s) who have responsibility for campus security, but who do not constitute the campus police or security department, 3. Any individual or organization specified in the Institute's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses, and 4. An official of the Institute who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.
Clery Act Crimes	Crimes required by the Clery Act to be reported annually in the Annual Security Report (ASR) including criminal homicide (murder and negligent/non-negligent manslaughter), sex offenses (Rape, Fondling, Incest, Statutory Rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes (including larceny theft, simple assault, intimidation, or destruction/vandalism of property that are motivated by bias), dating violence, domestic violence, stalking, arrest and referrals or disciplinary action for any of the following; liquor law violations, drug law violations, weapon: carrying, possessing, etc; and hazing
Clery Geography	For the purposes of collecting statistics on Clery Act Crimes for each separate campus, Clery Geography includes buildings and property that are part of the Institute's campuses; its non-campus buildings and property; and public property within or immediately adjacent to and accessible from the campuses. For the purposes of maintaining the Daily Crime Log, Clery Geography additionally includes areas within the patrol jurisdiction of the Georgia Tech Police Department (GTPD).
Daily Crime Log	A public log that records, by the date reported, all crimes that occur within the Institute's Clery Geography and the Georgia Tech Police Department's patrol jurisdiction and are reported to Campus Security Authorities.

Daily Fire Log	A log that records all reported fires, including arson, in on-campus student housing facilities.
Emergency Notification	Immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees.
Pastoral Counselor	An individual who is associated with a religious order or denomination, who is recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition.
Professional Counselor	An employee of the Institute whose official responsibilities include providing psychological counseling and who is functioning within the scope of their license or certification.
Timely Warning	An alert to the campus community of Clery crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident is to enable people to protect themselves. The warning should be issued as soon as pertinent information is available.

4. Policy Statement

A. Publish Annual Security and Fire Safety Reports

Georgia Tech shall publish required annual security and fire safety reports in accordance with federal requirements by October 1 of each year. The Institute shall provide all enrolled and prospective students, as well as current and prospective employees, with a notice of the report's availability.

B. Federal Reporting

All crime and fire statistics included in the reports shall be submitted annually to the U.S. Department of Education (ED) through the Campus Safety and Security Survey.

C. Comply with the Violence Against Women Act

In accordance with its [Sexual Misconduct Policy](#), the Institute shall ensure the reporting, prevention, and disclosure of VAWA-related offenses. The Institute shall provide prevention and awareness programming that addresses consent, bystander intervention, and risk reduction, and ensures that response

processes are prompt, fair, and impartial, with supportive measures available to affected individuals.

D. Comply with the Stop Campus Hazing Act

In accordance with its [Hazing Policy](#), the Institute shall prohibit hazing in all forms and ensure compliance with applicable federal and state hazing transparency requirements, including the Stop Campus Hazing Act and the Max Gruver Act.

E. Identify, Notify, and Train Campus Security Authorities (CSAs)

The Institute shall identify and designate all positions that meet the definition of a Campus Security Authority (CSA). Individuals designated as CSAs are required to report, in good faith, all Clery Act crimes disclosed to them or observed within Clery-reportable locations. The Institute shall ensure CSAs are informed of their responsibilities and receive appropriate training to support compliance.

When acting within the scope of their official responsibilities, Pastoral Counselors and Professional Counselors are not considered Campus Security Authorities and are therefore exempt from the requirements of this policy.

F. Compile and Classify Crime Statistics

The Clery Compliance Coordinator, in collaboration with the appropriate campus offices, shall compile, count, and classify all reported Clery crimes in accordance with applicable federal guidance to ensure accuracy, consistency, and completeness.

G. Maintain Institutional Compliance Oversight

Georgia Tech shall maintain a multidisciplinary Clery Compliance Committee and supporting working groups to support institutional compliance oversight, coordination, and continuous improvement.

H. Issue Ongoing Disclosures

The Institute shall provide ongoing disclosures to keep the campus community informed of crimes and emergencies, including:

- (i) **Timely Warnings** - Georgia Tech shall issue timely warnings, as soon as pertinent information is available, for Clery Act crimes reported to Campus Security Authorities or law enforcement, that are determined to represent a serious or ongoing threat to the safety of the campus community.
- (ii) **Emergency Notifications** – In accordance with Georgia Tech’s Emergency Operations Plan, the Office of Emergency Management (OEM) shall issue emergency notifications without delay, upon confirmation of a significant emergency or dangerous situation occurring on or near campus that poses an immediate threat to the health or safety of the campus community.
- (iii) **Daily Crime Log** – The Georgia Tech Police Department (GTPD) shall maintain and make available a Daily Crime Log of all reported

criminal incidents occurring within the Institute's Clery geography.
Personally identifiable information will not be published.

- (iv) **Daily Fire Log** – The Office of Fire Safety shall maintain a Daily Fire Log of all reported fire-related incidents occurring in on-campus student housing facilities.

I. Respond Appropriately to Reports of Missing Students

In accordance with its [Missing Student Notification Policy](#), the Institute shall maintain procedures for responding to reports of missing students residing in on-campus student residential facilities.

J. Prevention and Awareness Programming

In addition to programming addressing domestic violence, dating violence, sexual assault, and stalking in accordance with its [Sexual Misconduct Policy](#), the Institute shall implement primary and ongoing programming for students and employees that promotes crime prevention, personal safety, and security awareness. For campuses with on-campus student housing facilities, the Institute shall provide fire safety education and training that supports the prevention of fire-related incidents and promotes safe response practices.

K. Retaliation

Georgia Tech, or an officer, employee, or agent of the institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this policy.

L. Enforcement

Violations of this policy may result in disciplinary action in accordance with applicable Georgia Tech policies governing student and employee conduct. Consequences may vary based on the nature, severity, and frequency of the violation and may include corrective actions, training requirements, or other disciplinary measures up to and including termination of employment or separation from the Institute.

5. Procedures

Clery Geography	Georgia Tech shall maintain a centralized and current inventory of Clery Geography to support compliance with federal reporting and disclosure requirements. The Institute shall ensure that changes to property ownership, control, or use are appropriately identified and incorporated into Clery Geography determinations. Georgia Tech shall maintain documentation to support Clery geography classifications and ensure alignment with crime statistics reporting and other required Clery Act disclosures.
Crime Reporting	Georgia Tech encourages the accurate and prompt reporting of all crimes to the Georgia Tech Police Department (GTPD)

	and, when appropriate, to local law enforcement agencies. Crimes may also be reported to a CSA. The Institute supports voluntary, confidential reporting to the extent permitted by law.
Records Retention	Georgia Tech shall retain all records required under the Clery Act in accordance with federal requirements for a minimum of seven (7) years.
Sex Offender Registry	Georgia Tech will publish the link to the Georgia Sex Offender Registry as part of the Annual Security Report. Information regarding registered sex offenders may be obtained through the State of Georgia sex offender registry, maintained by the Georgia Bureau of Investigations.

6. Forms

Title	Link
Campus Security Authority Reporting Form	https://eoc.gatech.edu/jeanne-clery-act/campus-security-authorities
Sexual Misconduct Reporting Form	https://cm.maxient.com/reportingform.php?GeorgiaTech&layout_id=14

7. Responsibilities

7.1. **Equal Opportunity, Compliance, and Conflict Resolution (EOCCM)**

EOCCM shall appoint a Clery Compliance Coordinator to provide oversight of the Institute's Clery Act compliance program, including the accuracy and reporting of crime statistics, completion of federal reporting requirements, coordination of working groups of the Clery Compliance Committee, preparation of the Annual Security and Fire Safety Report, management of the Campus Security Authority program, and maintenance of required records.

The coordinator also provides institutional guidance on compliance requirements and chairs the Clery Compliance Committee.

7.2. **Georgia Tech Police Department (GTPD)**

The Georgia Tech Police Department (GTPD) serves as the Institute's primary law enforcement agency and is responsible for incident response, initial crime classification, maintenance of the Daily Crime Log, and the issuance of timely warnings and emergency notifications. GTPD also supports institutional efforts related to crime prevention and campus safety awareness.

7.3. **Campus Security Authorities (CSAs)**

Campus Security Authorities (CSAs) are responsible for reporting Clery Act crimes disclosed to them in accordance with institutional requirements. CSAs are also required to complete training to maintain awareness of their reporting responsibilities and compliance obligations.

7.4. **Campus Units**

Campus units with Clery-related responsibilities shall support institutional compliance efforts through reporting obligations, prevention and awareness programming, emergency response coordination, student conduct processes, fire safety functions, Clery geography management, participating in the Clery Compliance Committee, and other assigned compliance responsibilities.

7.5. **Employees**

Employees shall maintain awareness of their safety responsibilities, report incidents through appropriate institutional channels, and support compliance training and prevention efforts in accordance with Institute policies and procedures.

7.6. **Students**

Students shall comply with Institute policies, and are encouraged to report incidents through available institutional channels and engage in prevention and awareness programming that supports campus safety.

8. **Related Information**

Resource	Link
Board of Regents Alcohol & Drug Policy	https://usg.policystat.com/policy/19463240/latest/#autoid-e6q8e
Federal Jeanne Clery Campus Safety Act	https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D
Federal Stop Campus Hazing Act	https://stophazing.org/wp-content/uploads/2025/01/BILLS-118hr5646enr_Stop-Campus-Hazing-Act.pdf
Georgia Tech Campus Alcohol Policy	https://www.policylibrary.gatech.edu/campus-use-facilities/campus-alcohol-policy
Georgia Tech Drug-Free School and Communities Act (DFSCA)	https://www.ecfr.gov/current/title-34/subtitle-A/part-86
Georgia Tech Hazing Policy	https://www.policylibrary.gatech.edu/campus-use-facilities/hazing-policy
Georgia Tech Missing Student Notification Policy	https://policylibrary.gatech.edu/student-life/missing-student-notification-policy

Georgia Tech Non-Retaliation Policy	https://policylibrary.gatech.edu/employment/non-retaliation-policy
Georgia Tech Sexual Misconduct Policy	https://policylibrary.gatech.edu/student-life/sexual-misconduct
University System of Georgia Sexual Misconduct Policy	https://usg.policystat.com/policy/19466143/latest

9. Policy History

Revision Date	Author	Description
TBD	EOCCM	New Policy