

16.01.03 Clery Act Compliance

Approved July 2, 2026
Next Scheduled Review: July 2, 2031



Regulation Summary

The Texas A&M University System (system) and its members are committed to the safety of each campus community and compliance with the Clery Act. The purpose of this regulation is to establish minimum compliance requirements for members and may be supplemented by member rules.

The Jeanne Clery Campus Safety Act, as amended by the Violence Against Women Act and the Stop Campus Hazing Act (Clery Act), requires colleges and universities participating in federal student aid programs under Title IV to gather and report to the campus community and the federal government statistics for certain crimes that occur within Clery geography, publish policy statements concerning campus safety and security, and issue campus safety alerts. The Clery Act also requires that institutions have policies in place to address campus safety concerns. This regulation only applies to Title IV funded institutions.

Definitions

Click to view [Definitions](#).

Regulation

1. MEMBER RESPONSIBILITIES

- 1.1 Each member's chief executive officer (CEO) has the primary responsibility for ensuring compliance with the Clery Act's requirements and related system regulations.
- 1.2 The CEO must designate a contact person(s) responsible for overseeing the member's Clery Act compliance program.
- 1.3 Each member must:
 - (a) Ensure adequate support and institution-wide administrative capability efforts to comply with the Clery Act's requirements and related system regulations.
 - (b) Designate and train a Clery Compliance Officer (CCO).
 - (c) Identify, notify, and train all Campus Security Authorities (CSAs) of their designations and reporting obligations.
 - (d) Create and update comprehensive policies and procedures to comply with the Clery Act.

- (e) Establish a Clery Compliance Committee (CCC) chaired by the CCO that includes expertise in campus safety policies and in the classifications, counting, and accurate and complete disclosure of campus crime statistics in accordance with federal law and regulations.
- (f) Develop procedures that allow students and employees to voluntarily and anonymously report crimes on or around campus to a CSA or campus police, or a clear statement that no such procedures are in place for the campus.
- (g) Ensure that all campus stakeholders work collectively to promote compliance with the Clery Act, including but not limited to, reporting full, relevant Clery information to the designated official for crime logs, timely warnings/emergency notifications, and de-identified ASR statistics, maintaining confidentiality as needed when permitted by relevant law.
- (h) Ensure compliance with all requirements of the Stop Campus Hazing Act.
- (i) Maintain procedures for collecting, classifying, and counting reports of Clery Crimes including disciplinary referrals occurring within the institutions' Clery Geography per the Clery Act Appendix for FSA Handbook.

2. CLERY COMPLIANCE OFFICER RESPONSIBILITIES

2.1 The CCO will:

- 2.1.1 Complete at a minimum a foundational Clery Act training from a recognized national training provider; with recommended continued annual training through webinars of recognized organizations, in-person workshops, and/or monthly Affinity Group attendance.
- 2.1.2 Oversee the members' Clery compliance program and designate on-site Clery Coordinators at separate campuses, as needed.
- 2.1.3 Have authority to access, in a manner that respects confidentiality laws and privacy interests, all requisite data, information, and processes, *etc.* that are necessary to facilitate the member's compliance.
- 2.1.4 Develop and chair the members' Clery Act Compliance Committee.

2.2 The CCO or designee will:

- 2.2.1 Collaborate with the campus police or security department, Title IX Office, Student Conduct Office, and other Campus Security Authorities (CSAs), as applicable, to establish and communicate an annual timeline for publishing and distributing Annual Security Reports (ASRs), including crime statistics and Annual Fire Safety Reports (AFSRs), including fire statistics.
- 2.2.2 Maintain an audit trail that documents the accuracy and completeness of its campus crime/fire statistics. Properly reconcile and disclose the crime/fire statistics in ASR/AFSR publications and in the U.S. Department of Education Campus Safety and Security Survey.
- 2.2.3 Coordinate with system and member departments to identify, classify, and document Clery Geography and extra-patrol jurisdiction, if applicable, for each of the member's separate campuses, non-campus, and public property.
- 2.2.4 Coordinate with the Office of General Counsel (OGC) and the System Ethics and Compliance Office (SECO) on matters involving the U.S. Department of Education regarding Clery Act correspondence and reviews.
- 2.2.5 Coordinate with campus stakeholders responsible for drafting and updating applicable policies and statistics to ensure accuracy of the ASR and AFSR. Post the ASR and AFSR on the appropriate member website to be available to

current and prospective students and employees. Distribute a notice to current and prospective students and employees that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the contents, and a statement that the member will provide a paper copy of the report upon request.

- 2.2.6 Establish CSA reporting procedures, identify CSAs, and notify CSAs of their designation and reporting obligations according to the member's established CSA procedures.
- 2.2.7 Assign training to all CSAs upon their initial appointment and provide ongoing annual training as appropriate, including coordination with appropriate units responsible for position descriptions and learning management such as Human Resources. Ensure CSA resources are easily available to all CSAs.
- 2.2.8 Coordinate with appropriate campus units responsible for Clery Act emergency management requirements. Ensure there are procedures to confirm significant emergencies or dangerous situations, determine the appropriate community to notify and the content of the notification, initiate the notification system, and test emergency and evacuation procedures on an annual basis.
- 2.2.9 Coordinate with appropriate campus units responsible for Clery Act timely warning requirements. Ensure there are procedures to determine if crimes reported to a CSA are considered by the member to represent a serious or continuing threat to the campus community, document such determinations, determine the warning's content, and for issuing the warning.
- 2.2.10 Inform member departments responsible for generating Clery Act-related records of the retention requirements according to the System records retention schedule.
- 2.2.11 Create and regularly update Clery Compliance Calendar for the institution that sets out specific workstreams and goals, identifies responsible officials and departments, and establishes deadlines for completion.

3. CLERY COMPLIANCE COMMITTEE

- 3.1 The member institution is required to establish a Clery Compliance Committee (CCC) consisting of a cross-section of key personnel and stakeholders. Each member's CCC should have representatives from relevant campus departments or offices as applicable to the respective institution, which may include:
 - (a) Police Department
 - (b) Office of Emergency Management
 - (c) Environmental Health and Safety
 - (d) Student Conduct
 - (e) Student Affairs
 - (f) Athletics
 - (g) Student Housing
 - (h) Human Resources
 - (i) Title IX Coordinator
 - (j) Compliance Office
 - (k) Contracts Office
 - (l) Student Health Services
 - (m) Student Counseling Services
 - (n) Clery Coordinator
 - (o) Student Organizations

- (p) Risk Management/Insurance
- (q) Real Estate/Property Management

- 3.2 Members of the CCC must remain knowledgeable on changes to requirements and best practices for Clery Act compliance. In addition to annual CSA training, members of the CCC will complete Clery Act training from a CCO or a recognized national training provider annually.
- 3.3 The CCC will meet at least once during the regular fall and spring semesters of the academic calendar.
- 3.4 The CCC may establish subcommittees covering topics including but not limited to, the designation of CSAs, determining Clery Geography, classification and counting of crime statistics, updating the Notice of Rights and Options (NORO), policy review, and annual compliance audit preparation.
- 3.5 As a part of the CCC, the department or office responsible for ASR or AFSR policies or statistics will provide revisions and proofs upon request from the CCO.

4. CAMPUS SECURITY AUTHORITIES (CSAs)

- 4.1 Using the functional duties of a position, rather than the job title, members must identify all CSAs, including students, faculty, staff, volunteers (paid or unpaid, if deemed to be a CSA based on their function), notify them of their designation, and provide appropriate training.
- 4.2 Each member should:
 - 4.2.1 Maintain an authoritative CSA roster, and;
 - 4.2.2 Issue annual written designation notices to named CSAs, and;
 - 4.2.3 Ensure and track initial and annual CSA training has been completed.
- 4.3 CSAs include but are not limited to:
 - 4.3.1 CCO and CCC members.
 - 4.3.2 Members of the campus police department or campus security department.
 - 4.3.3 Any individual or organization with responsibility for a safety-related function (e.g., access control; contract security personnel; etc.).
 - 4.3.4 Any individual or organization specified in the institution's security policy as someone to whom students/employees should report crimes.
 - 4.3.5 Any official with significant responsibility for student/campus activities (e.g., housing, discipline, human resources, academic affairs, judicial proceedings, etc.).
- 4.4 CSAs are only required to report the facts as received and have no authority related to investigating or resolving the allegation. CSAs report good faith information as provided, without independent investigation. Nothing contained herein is intended to preclude a CSA from conducting appropriate investigations pursuant to their other member duties or under other member policies.
- 4.5 The CSAs will:
 - 4.5.1 Complete initial and annual training on responsibilities of a CSA.

- 4.5.2 Report immediately, or as soon as reasonably practical, to the member's Clery contact as published on the [Texas A&M University System Clery Compliance webpage](#), any Clery Act crimes or incidents of which they have been made aware, including information regarding:
 - (a) When the crime or incident occurred,
 - (b) When the crime or incident was reported,
 - (c) Where the crime or incident occurred, and
 - (d) The nature or description of the crime or incident.
- 4.6 The CSA is not a confidential resource. Therefore, the CSA may inform victims of crimes of their confidential resources available to them. The CSA must forward the report to the institution's designated official for evaluation regardless of whether the victim chooses to file a report with law enforcement or press charges.
- 4.7 For reports of crimes involving sexual assault, domestic violence, dating violence, or stalking, a CSA must also notify the campus Title IX Office of such reports in accordance with Texas Education Code, Sec. 51.252, System Regulation 08.01.01, and local campus procedures.
- 4.8 CSAs who receive a report that a student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, will direct the student or employee to the designated office that provides the NORO. The institution will designate offices for disseminating the NORO for applicable Clery Act crimes.
- 4.9 Disclosures made to professional or pastoral counselors, while acting in the role of a professional or pastoral counselor, are privileged and confidential and are exempt from the CSA reporting requirements.
5. RESPONSIBILITIES OF TEXAS A&M UNIVERSITY SYSTEM MEMBERS WITH CAMPUS POLICE OR SECURITY DEPARTMENTS
 - 5.1 In accordance with regulatory requirements, each system member subject to this regulation and considered to have a police or security department under the Clery Act will:
 - 5.1.1 Maintain an on-site Daily Crime Log (at all applicable campuses) of criminal incidents and Clery reportable Crimes that are reported to the campus police or security department and enter law violations within two business days and make the log available to the public. Ensure that when new updates to the Daily Crime Log entries become available, they are made within two business days of the information becoming available.
 - 5.1.2 Members will update entries to the Daily Crime Log for 60 days after the incident was recorded on the log.
6. ANNUAL SECURITY REPORT AND FIRE SAFETY REPORT (ASR AND AFSR) AND CAMPUS HAZING TRANSPARENCY REPORT
 - 6.1 By October 1st of each year, members will publish and disseminate an ASR that is compliant with the Clery Act and include all required policies and procedures per *the Texas A&M University System ASR Policy Statement Checklist (see Appendix)*.

- 6.2 If a member maintains on-campus student housing facilities, an AFSR must be published and disseminated in conjunction with the ASR and include all required policies and procedures per the *Texas A&M University System AFSR Policy Statement Checklist (see Appendix)*.
- 6.3 Each ASR and AFSR must include the most recent three calendar years of Clery Act crimes and fire statistics.
- 6.4 The CCC will contribute annually to the development and review of the ASR and AFSR policy statements and procedures by providing current information regarding member safety and security policies, educational initiatives, and programs to address campus safety for inclusion in the ASR and AFSR.
- 6.5 The CCO or designee will submit the web-based crime and fire statistics to the U.S. Department of Education Campus Safety and Security Data Analysis Cutting Tool by the date set annually by the U.S. Department of Education.
- 6.6 Distribute the ASR and AFSR to current employees, current enrolled students, prospective employees, and prospective students with a notice that includes a statement of the reports' availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the campus will provide a paper copy of the report upon request.
- 6.7 Electronically posted ASRs and AFSRs should be located on the member's *Clery Resource* webpage.
- 6.8 ASRs, AFSRs, and supporting documents will be retained in accordance with the System Records Retention Schedule.
- 6.9 Each member subject to this regulation must publish a Campus Hazing Transparency Report on their public website in accordance with all of the requirements outlined in the Stop Campus Hazing Act.
- 6.10 At least 2 times each year, members must update the Campus Hazing Transparency Report to include, for the period beginning on the date on which the Report was last published and ending on the date on which such update is submitted, each incident involving a student organization for which a finding of responsibility is issued relating to a hazing violation.

7. RETALIATION

- 7.1 This regulation and 34 CFR 668.46(m) prohibit retaliation against a person who makes a Clery Act report. Retaliation includes, but is not limited to, threats, intimidation, coercion, reprisals, and/or harmful (adverse) actions related to employment or education. Any member of the community who participates in retaliation may be subject to disciplinary action, including dismissal, according to the member's disciplinary procedures.
- 7.2 Reporting avenues for employees and students include the System Ethics and Compliance Office, member compliance offices, Office of General Counsel, Title IX, Human Resources, etc.

8. REQUIRED COLLECTION, CLASSIFICATION, AND COUNTING OF REPORTS

- 8.1 Each member, collectively and for each of its separate campuses, must collect and classify all crime reports, and then count crime reports of alleged Clery crimes, including disciplinary referrals, which are submitted by CSA's. The following should be considered in collecting, classifying, and counting these incidents, crimes, and referrals:
- 8.1.1 All countable Clery Crimes and unfounded Clery Crimes must be recorded and disclosed for Clery statistical purposes.
 - 8.1.2 Each member must maintain an audit trail for each of the institution's separate campuses, such as classification notes, law enforcement correspondence, CSA reports, etc.
 - 8.1.3 On an annual basis, and in preparation for the ASR, the CCO or designee must request Clery statistics from local law enforcement and law enforcement agencies that may have jurisdiction over the institution's Clery Geography.
 - 8.1.4 On an annual basis, the CCO or designee must request crime statistics from the primary local law enforcement agency with jurisdiction over Clery Geography for student trips/travel locations.
 - 8.1.5 Once the statistics are received from the local law enforcement, any crimes that are determined to be committed in the institution's Clery Geography must be published on the Daily Crime Log as well as recorded in the appropriate Clery statistical count for that geography.
 - 8.1.6 Each member must report these statistics in their ASR and publish the statistics in the U.S. Department of Education's Campus Safety and Security Data Analysis Cutting Tool.
 - 8.1.7 On an annual basis, the CCO, or designee, must formally request incident reports from CSAs and include responses in the evaluation described in 8.1.

9. TIMELY WARNINGS, EMERGENCY NOTIFICATIONS, AND TESTS

- 9.1 Timely Warnings
- 9.1.1 All system members subject to this regulation must determine whether to issue or not issue Timely Warning messages regarding Clery Act Crimes occurring within the institution's Clery Geography which may pose a serious or continuing threat to the campus community.
 - 9.1.2 The decision to issue a Timely Warning will be the responsibility of designated individuals, a small committee, or their designees, who have been pre-identified in the members' procedure on Timely Warnings. Those individuals designated or their designated back-up(s) must be reachable 24 hours a day, seven days a week, when applicable.
 - 9.1.3 Those designated with authority to issue Timely Warnings should, when doing so would not lead to an unreasonable delay, consult with their campus police or security department prior to issuing the Timely Warning. This requirement is met if the designated individuals are a member of the campus police or security department.
 - 9.1.4 Timely Warnings must be issued for applicable Clery Act Crimes as soon as pertinent information is made available to the member through a CSA or another source.

- 9.1.5 All Timely Warnings must include available pertinent information, including date and time reported, date and time occurred, location, and a brief description of the crime that would enable members of the campus community to protect themselves from a similar crime. A Timely Warning must not identify the victim of the crime and will provide relevant crime prevention tips to help campus community members take appropriate precautions.
 - 9.1.6 Clery Act crimes, with the exception of weapons, drug, and liquor crimes, must be reviewed for a possible Timely Warning. When the decision is made not to issue a timely warning, the individual's or committee's rationale must be memorialized in writing. A copy of the supporting documentation must be provided to the CCO or designee within 24 hours and maintained by the CCO or designee. The members must maintain documentation in accordance with the Records Retention schedule (e.g., seven year minimum).
- 9.2 Public Safety Advisories
- 9.2.1 A Public Safety Advisory may be issued by institutions with documented policies for crimes or threats that are not covered under the Clery Act but are determined to be serious or a continuing threat to students and employees. Such advisories are not required under the law but may be provided to further promote community safety.
- 9.3 Emergency Notifications
- 9.3.1 Members of the system will notify the campus community of any emergency or dangerous situation involving an immediate threat to their health or safety unless such notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. As soon as the condition necessitating the delay is no longer present, the institution will issue an emergency notification to the campus community.
 - 9.3.2 Emergency notifications will be multi-modal and in accordance with *System Regulation 34.07.01, Emergency Operations Plans*. They will provide information about the nature of the emergency and will include what changes a person needs to make immediately, offer evacuation procedures if necessary, and provide adequate follow-up information to the community as needed.
 - 9.3.3 Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the campus community at risk.
 - 9.3.4 Each member will identify and provide familiarization training on the processes of emergency notification to all individuals authorized to issue them. This should include leadership within the emergency management department, campus police or security department, member senior administrators, and as applicable, environmental, health, and safety leadership.
 - 9.3.5 All individuals authorized under this section are responsible for familiarizing themselves with their members' process for issuing emergency notifications.
 - 9.3.6 When a developing situation requires review by the designated individuals and a determination is made not to issue a notification, the rationale for such a decision must be memorialized in writing and provided to the CCO or designee within 24 hours. The members must maintain documentation in accordance with the Records Retention schedule.

- 9.4 Emergency Response and Evacuation Procedures
 - 9.4.1 The institution must test annually and maintain emergency response and evacuation procedures in accordance with System Regulation 34.01.02, *Fire and Life Safety*. A summary of these procedures will be disclosed in the ASR.
 - 9.4.2 Documentation of the test must include a description of the exercise, the date, time, and whether it was announced or unannounced. This annual test may be in addition to the annual exercise requirements per System Regulation 34.07.01.

- 10. REQUIREMENTS FOR MEMBER UNIVERSITIES WITH ON-CAMPUS STUDENT HOUSING
 - 10.1 Comply with the U.S. Department of Education’s missing student regulations.
 - 10.2 Document required actions.
 - 10.3 Disclose missing student notification procedures that pertain to students residing in on-campus housing facilities.
 - 10.4 Publish an AFSR that is compliant with the *Texas A&M University System Fire and Safety Checklist*, containing fire safety policies and fire statistics for each of those facilities for the three most recent calendar years.
 - 10.5 Submit the fire statistics from the AFSR annually on the U.S. Department of Education’s Campus Safety and Security Survey.
 - 10.6 Maintain a written, easily understood fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility. For each fire, the log must include:
 - (a) the date the fire was reported;
 - (b) the nature of the fire;
 - (c) the date and time of the fire; and
 - (d) the general location of the fire.
 - 10.7 Incidents must be entered into the log within two business days of receiving the report and the previous 60 days of fire log entries must be available for public inspection during normal business hours. Requests for public inspection of the fire log beyond 60 days will be made available within two business days of the request.

- 11. DAILY CRIME LOG
 - 11.1 Campuses that maintain a campus police or security department must keep a Daily Crime Log of criminal incidents and alleged criminal incidents reported to the campus police or security department for the required Clery geographic locations and the campus agency’s extra patrol jurisdiction. The crime log is open to public inspection. The Daily Crime Log must include:
 - (a) The date the crime was reported;
 - (b) The date and time the crime occurred;
 - (c) The nature of the crime;
 - (d) The general location of the crime;

- (e) The disposition of the complaint, if known.
 - (f) Do not disclose a specific location that could possibly identify the victim.
- 11.2 All entries to the Daily Crime Log, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, must be open to public inspection within two business days of the initial report being made to the campus police or security department or a CSA.
- 11.3 If new information about an entry into the Daily Crime Log becomes available to a police or security department, then the new information must be recorded in the log not later than two business days after the information becomes available to the police or security department.
- 11.4 If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.
- 11.5 If a reported crime is fully investigated by sworn or commissioned law enforcement personnel, and, based on the results of the investigation, they make a formal determination that the crime report is false or baseless, the Daily Crime Log should indicate the disposition for that report as “Unfounded.”
- 11.6 The institution must publicize how the crime log is available to the community, the hours it can be accessed, and where it will be made available. Include a URL when applicable. The Daily Crime Log must be made available to the public free of charge. Institutions will not ask for written requests to view the Daily Crime Log, nor will they identify persons or their reasons for viewing the Daily Crime Log.
- 11.7 The Daily Crime Log must, at a minimum, display the last 60-day time period.

Related Statutes, Policies, or Requirements

[U.S Department of Education Handbook for Campus Safety and Security Reporting: 2016 Edition Clery Act Appendix for FSA Handbook](#)

[The “Summary Reporting System \(SRS\) User Manual” from the FBI’s uniform crime reporting \(UCR\) program;](#) (This ended in 2020 according to the UCR program – transitioned to NIBRS)

[The “National Incident-Based Reporting System \(NIBRS\) User Manual” from the FBI’s UCR program](#)

[The “Hate Crime Data Collection Guidelines and Training Manual” from the FBI’s UCR program](#)

[Texas Education Code 51.252](#)

[34 CFR Section 668.46](#)

[20 U.S. Code § 1092](#)

[System Regulation 34.01.02, Fire and Life Safety](#)

[System Regulation 34.07.01, Emergency Operations Plans](#)

Appendix

[Texas A&M University System ASR Policy Statement Checklist](#)

[Texas A&M University System AFSR Policy Statement Checklist](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

Ethics and Compliance Office
(979) 458-6160