Georgia Institute of Technology

The Jeanne Clery Campus Safety Act Compliance Policy

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Type of Policy: Administrative
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External Requirement for Review: November 2029
Compliance Reporting: N/A
Policy Owner: Equal Opportunity, Compliance, and Conflict Management
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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. Policy Statement

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.

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.

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.

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.

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), maintain a current list of designated positions, and ensure CSA responsibilities are reflected in applicable job descriptions. Individuals designated as CSAs are required to promptly 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 recognized counseling responsibilities, Pastoral Counselors and Professional Counselors are not considered Campus Security Authorities (CSAs) and are therefore exempt from CSA reporting requirements under the Clery Act.

Compile and Classify Crime Statistics
The Clery Compliance Officer, 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.

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.

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

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.

Emergency Notifications
In accordance with Georgia Tech's Emergency Operations Plan, the Georgia Tech Police Department (GTPD), through its Office of Emergency Management (OEM), shall issue emergency notifications without delay upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate

threat to the health or safety of students or employees, taking into account the safety of the community. The Institute may also issue notifications concerning emergencies or dangerous situations occurring near campus when appropriate to protect the campus community.

Daily Crime Log
The Georgia Tech Police Department (GTPD) shall maintain and make publicly available a Daily Crime Log of crimes reported to GTPD that occur within the Institute's applicable Clery Geography, including GTPD's patrol jurisdiction. The log shall record the date each crime was reported, the nature, date, time, and general location of the crime, and the disposition of the complaint, if known. Entries shall be made within two business days of receiving the report, subject to exceptions permitted by federal law. Personally identifiable information will not be published.

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.

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.

Prevention and Awareness Programming
In addition to programming addressing domestic violence, dating violence, sexual assault, other forms of sexual violence, and stalking in accordance with the Institute's Sexual Misconduct Policy, the Institute shall provide primary prevention and awareness programs for incoming students and new employees and ongoing prevention and awareness programming for students and employees. These efforts shall promote awareness of available resources, risk-reduction strategies, crime prevention, personal safety, and security awareness.

Georgia Tech currently maintains on-campus student housing facilities at its Atlanta and Georgia Tech-Europe campuses. At these campuses, and at any other Georgia Tech campus that establishes on-campus student housing facilities, the Institute shall provide fire safety education and training to students, faculty, staff, and residents that supports the prevention of fire-related incidents and promotes safe and appropriate response practices.

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.

3. 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 to all Georgia Tech campuses and other locations subject to applicable Clery Act requirements.

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.

4. Definitions

Annual Fire Safety Report (AFSR)	A federally required annual report for institutions with on-campus student housing facilities that provides fire statistics for the three most recent calendar years and information about fire safety systems, policies, procedures, and prevention programs.
Annual Security Report (ASR)	A federally required annual report that provides campus crime statistics for the three most recent calendar years and information about the Institute's campus safety policies, crime reporting procedures, prevention programs, and security practices.
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.
Campus Unit	An Institute department, office, division, or other organizational unit that has responsibilities related to Clery Act compliance.
Clery Act Crimes	Crimes required by the Clery Act to be reported annually in the Annual Security Report (ASR) including criminal homicide (murder and non-negligent manslaughter, and manslaughter by negligence), 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, and weapons law violations; and hazing
Clery Compliance Committee	A multidisciplinary Institute committee responsible for supporting the coordination, oversight, and continuous improvement of Georgia Tech's compliance with the Clery Act and related federal requirements.
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 publicly available record maintained by the Georgia Tech Police Department (GTPD) that documents, by the date reported, crimes occurring within the Institute's Clery Geography, including GTPD's patrol jurisdiction, that are reported to GTPD.
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 or near campuses that involves an immediate threat to the health or safety of students or employees.
Official of the Institute	An individual who has the authority and duty to take action or respond to particular matters on behalf of Georgia Tech. For purposes of identifying Campus Security Authorities, this includes officials with significant responsibility for student and campus activities.
On-Campus Student Housing Facility	A student housing facility that is owned or controlled by the Institute, or located on property owned or controlled by the Institute, and is within the reasonably contiguous geographic area that makes up the campus.
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.
Serious or Ongoing Threat	A threat to the safety of the Institute's campus communities arising from a reported Clery Act crime that presents a serious or continuing risk to students or employees and may require the issuance of a Timely Warning.
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.

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	Appropriate campus units, including the Office of Equal Opportunity, Compliance, and Conflict Management (EOCCM), Georgia Tech Police Department (GTPD), Office of Student Integrity, Housing and Residence Life, Office of Environmental Health and Safety, and other units with Clery-related responsibilities, shall retain applicable records for a minimum of seven (7) years in accordance with federal requirements. Records shall be maintained in secure, Institute-approved systems, with access limited to authorized personnel based on their institutional responsibilities and applicable laws.
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

Equal Opportunity, Compliance, and Conflict Management (EOCCM)
EOCCM shall appoint a Clery Compliance Officer 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 officer also provides institutional guidance on compliance requirements and chairs the Clery Compliance Committee. The Committee shall operate under a formal charter that establishes its membership, leadership, meeting frequency, documentation requirements, decision-making authority, escalation procedures, and responsibility for monitoring corrective actions.

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.

Office of Fire Safety
The Office of Fire Safety shall oversee fire safety compliance for the Institute's on-campus student housing facilities, including maintaining the Daily Fire Log, collecting and reporting fire statistics, coordinating fire safety education and prevention efforts, and providing information required for the Annual Fire Safety Report.

Campus Security Authorities (CSAs)
Campus Security Authorities (CSAs) are responsible for promptly 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. CSAs are not responsible for investigating reported incidents or making final determinations regarding crime classification or Clery Geography.

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.

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.

8. Enforcement

Violations of this policy may include, but are not limited to, knowingly failing to provide required information; failing to report a crime as required of a designated Campus Security Authority; withholding, altering, falsifying, or destroying required records; failing to meet established reporting or compliance deadlines; retaliating against an individual for making a report or participating in a compliance process; failing to complete required training; or failing to complete assigned corrective actions.

Violations may result in corrective or disciplinary action in accordance with applicable Georgia Tech policies and procedures. Consequences will depend on the nature, severity, and frequency of the violation and may include counseling, additional training, corrective action, loss of privileges, or other disciplinary measures, up to and including termination of employment or separation from the Institute.

Vendors, contractors, volunteers, visitors, and other third parties who violate this policy may be subject to appropriate action, including removal from Institute property or programs, loss of access or privileges, termination or nonrenewal of a contract or other relationship with Georgia Tech, and referral to law enforcement or other appropriate authorities when warranted.

Concerns about suspected violations of this policy or possible Clery Act noncompliance should be reported to the Clery Compliance Officer at clery@gatech.edu.

Individuals who do not wish to disclose their identity may submit an anonymous report through Georgia Tech's Ethics Hotline at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508.

Anonymous reporting means that the individual does not provide their name or other identifying information. If an individual chooses to provide identifying information, Georgia Tech will protect the person's privacy to the extent permitted by law and Institute policy. However, confidentiality cannot be guaranteed because information may need to be shared with individuals responsible for reviewing, investigating, or addressing the concern.

The Ethics Hotline should not be used to report an emergency or a crime requiring an immediate response. Emergencies and crimes in progress should be reported by calling 911 or the Georgia Tech Police Department at 404.894.2500.

9. 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

10. Policy History

Revision Date	Author	Description
Nov. 2026	Equal Opportunity, Compliance, and Conflict Management (EOCCM)	New Policy