JOB DESCRIPTION

TITLE

Clery Compliance Officer & Accreditation Manager

JOB SUMMARY

The position is responsible for coordinating the institution’s Clery Act Compliance Program. 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. Additional responsibilities include, managing the International Association of Campus Law Enforcement Administrators Accreditation Standards for best professional requirements for campus public agencies. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Public Safety

Supervises: No supervisory responsibility

ESSENTIAL DUTIES - May include, but not limited to the following:

- Sends annual request for crime statistics to all Campus Security Authorities at the end of each 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
- Coordinates 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.
- Collaborates with the Division of Emergency Management to ensure proper test per policy and 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 Company and Controller’s Office to maintain an accurate list of buildings and properties owned and/or controlled by the institution.
• Serves as the Records Custodian for all Clery Act-associated records.
• Establishes Clery Act compliance programs at each separate campus.
• Works with Counseling Center 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 Life 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.
• Coordinates the annual crime statistics to the Department of Education, as required.
• Researches, sets-up, manages and maintains accreditation program per IACLEA Standards.
• Updates and maintains program once accreditation has been approved.

ADDITIONAL DUTIES

• Maintains as needed the Texas Commission of Law Enforcement certification training records for all dispatchers.
• Researches and produces reports requiring data collection, graphs, studies.
• Emergency Dispatcher during emergencies.
• Works special assignments as need in DPS such as large events, directing traffic, assisting the CIRT team with training and active shooter dispatching.
• Gather data for the FBI Uniform Crime Report which must be submitted to TX DPS for the FBI by the 7th of each month.
• Performs other duties as requested.

EDUCATION

Bachelor’s degree in Communications, Criminal Justice, Emergency Management, Management Information Systems, or related field.

EXPERIENCE

Two years of experience working in an institution of Higher Education. Experience with application of federal and state law; understanding of safety and risk management.
REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge with application of federal and state law.
- Knowledge and understanding of safety and risk management.
- Ability to work any of the shifts and varying days off. Specific job requirements or physical location of positions allocated to this classification render the position security sensitive and thereby subject to the provisions of Section 51.215 Texas Education Code.
- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.
WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________ Date: _____________

Employee Printed Name: __________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.