

Northwestern University CLERY Act

Campus Security Authority (CSA) Orientation / Information



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The Clery Act and Campus Security Authorities

- The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires, from various sources within the University and local law enforcement, the collection and reporting of accurate campus crime data to promote crime awareness and enhance campus safety.
- The Clery Act identifies certain categories of University students, employees and contractors as **Campus Security Authorities** (CSAs) who have **federally mandated responsibilities to report crimes** that they witness or that are reported to them.
- CSAs are also encouraged to view the following CSA Responsibility sheet to access additional information on CSA duties and guidelines:
http://www.northwestern.edu/up/docs/CSA-Responsibilities-Faculty_Staff.pdf or
<http://www.northwestern.edu/up/docs/CSA-Responsibilities-Students.pdf>.



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What is the function of a Campus Security Authority?

- CSAs are federally mandatory reporters of Clery Act qualifying crimes:
http://www.northwestern.edu/up/docs/csa_clery_act_reportable_crimes_current.pdf
which occur in Clery Act reportable areas:
http://www.northwestern.edu/up/docs/clery_reportable_locations_current.pdf.
- By virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, CSAs are individuals at the University who, because of their function for the University, have an obligation under the Clery Act to notify the University (University Police) of alleged Clery Crimes that are reported to them or that they personally witness.
- Non-law enforcement personnel are included in the role of CSA to acknowledge that some community members may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.



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CSAs within a School or Department will typically fall under one of the following categories:

- 1) Non-police persons or offices responsible for campus security. This category includes University community service officers, campus contract security personnel, parking enforcement staff, personnel providing access control and/or security at campus facilities, libraries, athletic events or other special events, safety escort staff, residential community assistants and other similar positions.
- 2) Officials with significant responsibility for student and campus activities.
“Official” is defined as any person who has the authority and duty to take action and respond to particular issues on behalf of the institution. The Clery Act defines this category broadly to ensure complete coverage and thorough reporting of crimes.
 - **To determine which individuals within Schools and Departments are CSAs,** consider job functions that involve relationships with students. Look for Officials (i.e., not support staff) whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, then they would be considered a CSA.



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CSA

CRIME

Reporting Function

- Clery Act qualifying crimes are to be reported to Northwestern University Police. If at a branch campus (Miami, Qatar and Washington, DC), report crimes to University Police and it is recommended that crimes be reported to local law enforcement.
 - ✓ For emergencies and crimes-in-progress: Call **9-1-1**.
 - ✓ For Evanston and Chicago non-emergency incidents, report crimes to University Police by calling (847) 491-3456 or 456 from any Evanston or Chicago campus phone.
 - ✓ **Sexual Misconduct Reporting** - All Northwestern employees, except those with a recognized confidentiality privilege, **are required to report sexual misconduct** of which they become aware. Reports should be made, usually within 24 hours of learning of the possible sexual misconduct, to Northwestern's Title IX Coordinator or one of the Deputy Title IX Coordinators.
- NU's Title IX Coordinator is Joan Slavin (847-491-3745) / Director, Office of Sexual Harassment Prevention (<http://www.northwestern.edu/provost/policies/title-ix/>).



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Campus Security Authority “Single Sentence” Crime Reporting Summary

- Joseph Storch, Associate Counsel with the Office of General Counsel for the State University of New York, has come up with a succinct “single sentence” CSA responsibility summary statement called the “Storch Method of Single Sentence CSA Training” (not endorsed by the Department of Education):
 - "You have been defined or designated as a Campus Security Authority; this means that if you witness, learn of, or hear about a Clery Act crime, you must, as soon as possible, contact [University Police] and tell them what happened, when it happened, and where it happened; you may identify the victim or keep the victim's identity confidential."
- The University Clery Act CSA Crime Report form is located at:
<http://www.northwestern.edu/up/safety/crime-report-form.html>.



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Am I a CSA - Examples

- **Am I a Campus Security Authority?**

Remember, CSAs are defined by job function and not by title. A CSA is anyone who has significant responsibility for (relationships with) students AND campus activities. Common examples of CSAs **include but are not limited to:**

- Academic deans;
- A staff member who hires and manages student staff;
- Professional staff in Athletics including coaches, trainers, and administrators;
- Title IX Coordinators and Deputy's;
- Professional staff in Student Affairs and Housing;



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CSA Examples - Continued

- Student conduct officers;
- Student activities coordinators;
- Safety escort services staff (SafeRide, etc.);
- Residence hall Community Assistants and similar type positions;
- Staff members and administrators at the student center;
- A faculty, staff or volunteer advisor to a student group;
- Persons monitoring access to facilities (checking ID's, contract security, etc.);
- Coordinators of Greek Affairs;
- Administrators at branch campuses.



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What types of positions are normally NOT considered to be CSAs?

- While many employees on campus interact with students, the key to understanding whether an employee is a CSA is whether he/she has significant responsibility for students and campus activities as a function of their position. **The following, “Not” list, is not all inclusive.**
 - Administrative staff members who are not responsible for students.
 - Faculty who do not have any responsibilities for students and campus activities outside of the classroom.
 - Clerical and facilities or maintenance staff, and dining facilities staff.
 - Licensed medical staff (doctors and nurses) in the Student Health Center.
 - Pastoral and professional licensed counselors when acting in their official role as counselor.
 - A department assistant in an academic program, who does not hire or manage students, is another example of a University employee who interacts with students, but does not qualify as a CSA.



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Is anyone exempt from being considered a Campus Security Authority?

- A pastoral or professional counselor, who is functioning within that scope at the time a crime is reported, is not considered a CSA and not required to report crimes. This exemption includes unlicensed trainees working under the supervision of these individuals.
- Although licensed professional mental health and pastoral counselors are exempt from Clery Act requirements, the University encourages such counselors to tell victims about the Confidential Reporting Process, if, in their judgment, it is appropriate to discuss crime reporting with this client
- Victims have the option of reporting crimes confidentially to a CSA. This means the University will keep a record that a crime occurred but will not publish any identifying information. Reports filed in this manner are counted and disclosed in the annual Clery Act crime statistics.



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Campus Security Authority (additional information)

- For additional information on the Clery Act and the role of Campus Security Authority, visit:
 - <http://www.northwestern.edu/up/safety/campus-security-authorities.html>.

