



## Clery Act Campus Security Authority Responsibilities – Faculty / Staff

<p><b>What is the Clery Act?</b></p>	<p>As part of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, certain categories of <i>crime, arrest</i> and <i>referrals</i> at certain locations (see below) <sup>1</sup> are required to be reported in an Annual Security Report that is published by October 1<sup>st</sup> each year and is made available to the campus community. The Annual Security Reports are available on the University Police web site at <a href="http://www.northwestern.edu/up/safety/annual-report/index.html">http://www.northwestern.edu/up/safety/annual-report/index.html</a>.</p> <p>Another key requirement of the Clery Act is to issue campus alerts to the campus community on crimes considered to be a threat to students and employees that are reported to Campus Security Authorities (CSAs) or local law enforcement agencies.</p> <p>The overall intent of the Clery Act is to encourage the reporting and collection of accurate campus crime data and to promote crime awareness and enhance campus safety.</p>
<p><b>What is a Campus Security Authority (CSA)?</b></p>	<p>The Clery Act identifies certain categories of students, University employees and contractors as Campus Security Authorities (CSAs) who have federally mandated responsibilities to report crimes that are reported to them.</p> <p>The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members and students in particular may be hesitant about reporting crime to the police, but may be more inclined to report incidents to other campus-affiliated individuals.</p>
<p><b>CSA Crime Reporting Obligation</b></p>	<p>A Clery Act crime is considered “reported” when it is brought to the attention of a CSA, University Police or local law enforcement personnel by a victim, witness, other third party or even the offender. The crime reporting party need not be University affiliated.</p> <p>While CSAs are only obligated to report Clery Act qualifying crimes that are reported to them which occurred on Clery reportable locations, <b>CSAs are encouraged to report all crimes reported to them to University Police.</b></p> <p>If a CSA receives Clery Act qualifying crime information and believes it was provided in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then, the crime is Clery Act reportable. What you must report, therefore, are reports of alleged criminal incidents.</p> <p>CSA crime reporting is not a substitute for, nor does it supersede, any existing internal Departmental or other University reporting methods or protocols already in place for reporting incidents.</p> <p>For additional information on the CSA role and responsibilities, visit <a href="http://www.northwestern.edu/up/safety/campus-security-authorities.html">http://www.northwestern.edu/up/safety/campus-security-authorities.html</a>.</p> <p>For information on Clery Act reportable crimes, arrests, referrals and locations, visit <sup>1</sup> <a href="http://www.northwestern.edu/up/docs/CleryActReportableCrimes-Locations.pdf">http://www.northwestern.edu/up/docs/CleryActReportableCrimes-Locations.pdf</a>.</p>

<p><b>How a CSA Responds When a Crime is Reported</b></p>	<ol style="list-style-type: none"> <li>1. When a crime is reported, the CSA should always first handle emergencies and call 911.</li> <li>2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to University Police. If they do, then the CSA should coordinate reporting and contact University Police via phone at 847-491-3456 or in person at the Evanston or Chicago campus University Police station (1201 Davis Avenue in Evanston or 211 E. Superior Street in Chicago).  All University employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware to the University Title IX Coordinator or Deputy Title IX Coordinator (847) 491-3745, unless they have a recognized confidentiality privilege.  If the reporting party is a student victim of a sex offense and University Police are not involved, a student victim shall also be encouraged to contact the Center for Awareness Response and Education (CARE, 847-491-2054). Sexual violence resource information for students, and faculty and staff is also available at: <a href="http://www.northwestern.edu/sexual-misconduct/docs/TitleIXResourceGuide.pdf">http://www.northwestern.edu/sexual-misconduct/docs/TitleIXResourceGuide.pdf</a></li> <li>3. The CSA should explain that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the crime reporting party and/or victim if the reporting party would like to remain anonymous.</li> <li>4. If the CSA has firsthand knowledge/confirmation that the reporting party already filed a police report with University Police, then the CSA is not obligated to complete and submit a CSA Crime Report Form.  However, if the reporting party says they will file a police report with University Police, but the CSA has no firsthand knowledge/confirmation that a police report was filed, then the CSA must complete and submit a CSA Crime Report Form.</li> </ol> <p>It is very important that CSAs report crime on a timely basis to University Police as a reported crime may warrant a University issued timely warning to the University community.</p> <p>CSAs <i>should not</i> investigate a crime reported to them or attempt to determine whether in fact a crime took place. CSAs should simply report the crime on a timely basis to University Police.</p>
<p><b>CSA Crime Documentation – CSA Crime Report Form</b></p>	<p>It is important for CSAs to document, on a CSA Crime Report Form, sufficient incident detail to allow University Police to properly classify the crime type. The CSA Crime Report Form is available on the University Police web site at <a href="http://www.northwestern.edu/up/safety/crime-report-form.html">http://www.northwestern.edu/up/safety/crime-report-form.html</a>. The Form may be submitted online, faxed (847-491-4931) or mailed to University Police (1201 Davis Street, Evanston, IL, 60208).</p>
<p><b>Clery Act and CSA Additional Information &amp; Questions</b></p>	<p>More detail about the role of CSAs is available at <a href="http://www.northwestern.edu/up/safety/campus-security-authorities.html">http://www.northwestern.edu/up/safety/campus-security-authorities.html</a>. If you have questions on the Clery Act, the role and responsibilities of a CSA and/or the CSA online training option, contact the University Police Clery Coordinator at <a href="mailto:clerycoordinator@northwestern.edu">clerycoordinator@northwestern.edu</a>.</p>