

# Northwestern University CLERY LIAISON

Online Orientation / Information



NORTHWESTERN  
UNIVERSITY



NORTHWESTERN  
UNIVERSITY

## Why Clery Liaisons?

- The 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.
- Within such a large and diverse a campus community as Northwestern University, it's best practice to establish Clery contacts, at the Department and School levels, on whom the University can rely on to provide information that pertains to Clery.
- **Hence, the creation of the “Clery Liaison”!**



NORTHWESTERN  
UNIVERSITY

## How was I identified as a Clery Liaison?

# Liaisons

- Deans, Directors and Department Heads, in various Schools and Departments which have significant responsibility for student and campus activities, are contacted and requested to identify and submit person(s) to serve as Clery Liaison(s) within their area of responsibility.
- Clery liaisons are submitted using the **Clery Liaison Registration form**: <http://www.northwestern.edu/up/safety/clery-liaison-program/clery-liaison-registration-form.html>.
- Clery Liaisons serve an important role in helping the University meet its Clery Act responsibilities.
- More on the roles of Clery Liaison to follow . . .




NORTHWESTERN  
UNIVERSITY

## What does a Clery Liaison do?

HELP WANTED

Clery Liaisons



- 1) Help us **identify Campus Security Authorities** within your School or Department. Your familiarity with positions in your area of responsibility makes you an ideal person to assist in identifying CSAs.  

  - CSA Liaisons also need to help educate other CSAs of their responsibilities by sharing the following CSA Responsibility sheets with identified CSAs:  
<http://www.northwestern.edu/up/docs/CSA-Responsibilities-Faculty-Staff-8-2016.pdf> or  
[http://www.northwestern.edu/up/docs/CSA-Responsibilities-Students\\_8-2016.pdf](http://www.northwestern.edu/up/docs/CSA-Responsibilities-Students_8-2016.pdf)
- 2) Help us **identify** new or previously unreported leased / controlled School and Department **properties**, outside of University on-campus property, that are frequently used by students. And
- 3) Help us **identify student trips** - when students in your School or Department are going on trips that are University sponsored/controlled and that meet certain requirements (more on student trip reporting requirements later).



NORTHWESTERN  
UNIVERSITY

## What is the function of a Campus Security Authority?

- CSAs are federally mandatory reporters of **Clery Act qualifying crimes**: which occur in **Clery Act reportable areas** (Clery Geography):  
<http://www.northwestern.edu/up/docs/CleryActReportableCrimes-Locations.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.



NORTHWESTERN  
UNIVERSITY

## 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. An Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the University.

**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.



NORTHWESTERN  
UNIVERSITY

## CSA **CRIME** reporting

The University Clery Act CSA Crime Report form is located at:  
<http://www.northwestern.edu/up/safety/crime-report-form.html>

- Clery Act qualifying crimes are to be reported to Northwestern University Police using the CSA Crime Report form. If CSA is at a branch campus (Miami, Qatar or Washington, DC), report crimes to University Police and, it is also 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/sexual-misconduct/> ).



NORTHWESTERN  
UNIVERSITY

# 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 "Northwestern University Police" and tell them what happened, when it happened, and where it happened.





NORTHWESTERN  
UNIVERSITY

## 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 Deputies;
- Professional staff in Student Affairs and Housing;



NORTHWESTERN  
UNIVERSITY

## 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 IDs, contract security, etc.);
- Coordinators of Greek Affairs;
- Administrators at branch campuses.



NORTHWESTERN  
UNIVERSITY

## 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.
  - 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.



NORTHWESTERN  
UNIVERSITY


## 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.
- 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 the 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 the CSA will not provide any victim / reporting party personal identifying information on the University CSA Crime Report form.



NORTHWESTERN  
UNIVERSITY

## How do I register (add a new or change the status of) a School or Department CSA?

- Within the Clery Liaison's respective School or Department, Clery Liaisons use the **CSA registration / Status Change Form** to notify the University Clery Act Coordinator of new and previously unidentified CSAs and of those previously identified CSAs who are no longer a CSA due to a change in job function or employment or student status change.
  - ✓ Visit the **CSA registration / Status Change Form** at:  
<http://www.northwestern.edu/up/safety/annual-report/secure/csa-status-change.html>.
  - A listing of current CSAs is provided on the above web page as a reference for the Clery Liaison to check if name of person that the Liaison is registering is already on the CSA list.



NORTHWESTERN  
UNIVERSITY

## Registering School & Department properties

- The Clery Coordinator works with the University Facilities Management Department to gather, on an annual basis, a listing of properties that are owned / controlled (leased) by the University.
- Using this information we create a master University property list which is used to comply with the Clery Act.
- We want to make sure that all owned and controlled (leased) properties are accounted for, **and this is where Clery Liaisons come in . . .**



NORTHWESTERN  
UNIVERSITY

## How do I register unreported & new School / Department properties?

- Go to the following website to register your School or Department non-campus properties:

<http://www.northwestern.edu/up/safety/annual-report/secure/non-campus-property-registration.html>

- Directions – By completing and submitting this form, you are identifying a new or previously unreported “non-campus” (off campus) property that is owned, leased or controlled by the University, for department, school, unit or division use, in direct support of or in relation to the University’s educational purposes.
  - Controlling property is a defined term for Clery Act purposes. "Controlled by" means that the University rents, leases or has some other type of written agreement (including an informal one, such as a letter or e-mail) for a building or property, or a portion of a building or property." control of that space for the time period specified in the agreement.
- The University Office of Real Estate (847-467-3450) should be notified whenever a unit determines they would like to lease ANY space. If you already have a signed lease in place through the Office of Real Estate, then you do not need to register your School or Department leased / controlled property.



NORTHWESTERN  
UNIVERSITY

## Why is information on student trips needed?



- Information on Act qualifying domestic and international student trips is needed by the University for Clery follow-up with the local law enforcement agency associated with the trip location.
  - The University Clery Coordinator will send a request to the trip location's local law enforcement agency to determine if any Clery Act qualifying crimes (occurring during the trip time frame and at the University arranged accommodation and/or related academic space) were reported directly to the local law enforcement and thus may not be known to University personnel.
  - Note, other University / Departmental internal crime reporting requirements may also exist on any Clery Act reportable and non-reportable student trips.





NORTHWESTERN  
UNIVERSITY

## Register locations where your students are going on University sponsored (controlled) trips

- To register locations where students are going on University sponsored travel when travel is done on a repeated basis (at least every year) and the students stay at the exact same location (hotel, etc.), regardless of trip length; or if the travel is two nights or more, submit a Student Trip Report Form.

To report Clery reportable student trips and for additional information and guidance on student trip reporting, visit:

<http://www.northwestern.edu/up/safety/clery-liaison-program/student-trip-report-instructions.html>.



NORTHWESTERN  
UNIVERSITY

## Questions ? . . . We're Here to Help

- **If you have any questions . . .**
  - ✓ Not sure if a person fits the description of a CSA;
  - ✓ Not sure if a property should be reported; or
  - ✓ Just want to talk over a student trip scenario?
    - ➡ Contact the [clerycoordinator@northwestern.edu](mailto:clerycoordinator@northwestern.edu)
- For additional information on Campus Security Authorities, visit the CSA web page at:

<http://www.northwestern.edu/up/safety/campus-security-authorities.html>.

Thank you