

TO: Deans, Directors and Department Heads

FROM: Bruce A. Lewis, Associate Vice President for Public Safety and Chief of Police

DATE: February 4, 2009

RE: Crime Statistics and Campus Security Authorities

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (re-named the Clery Act), the University Police ("UP") Department is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a Campus Security Authority ("CSA").

The Clery Act defines CSA as "an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." For example, a Dean of students and staff who oversee student housing, a student center, or student extra-curricular activities, have significant responsibility for student and campus activities. Similarly, a director of athletics, team coaches, or faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center, whose only responsibility is to provide care to students, is unlikely to have significant responsibility for student and campus activities; nor are clerical, administrative and Information Technology and Facilities Management staff.

Please forward this letter, the attached Campus Security Authority Crime Report Form and Definitions sheet to all individuals in your department who fit the definition of a CSA, as described above.

In addition, please notify identified CSA's of the availability of a Training / Orientation Guide which provides an overview of the Clery Act and defines CSA responsibilities and provides guidance on when to complete a CSA Crime Report Form. The Guide is available on the University Police web site at <http://www.northwestern.edu/up/jeanne/jeanne.html>. A valid University net ID and password is required to access the CSA Training / Orientation Guide. For future reference, the CSA Crime Report Form, Definitions sheet and this letter are also available at <http://www.northwestern.edu/up/forms/forms.html>

CSA's may file a Crime Report Form, for crimes occurring in the 2009 calendar year, at any time. If CSA's are aware of any of the Clery defined crimes that occurred on campus in 2008, that were not reported to University Police Department, it is important that a completed CSA Crime Report Form be forwarded to UP no later than February 20, 2009. It would be very helpful if the reporting CSA could provide UP with the date and the location of the incident. In addition, UP requires a brief description of the incident so that we can appropriately classify it in accordance with the crime definitions published by the Federal Bureau of Investigations Uniform Crime Reporting Program.

Crime reporting is a community wide responsibility. CSA's are obligated to report Clery Act qualifying criminal incidents. We also ask that CSA's immediately report any crime reported to them so University Police can document the incident and take action as appropriate. If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact the Clery Coordinator at 847-491-3752.

Thank you for your assistance. Please send completed reports, by fax (847-491-4931) or campus mail, to my attention at University Police, 1819 Hinman Avenue, Evanston.