

Clery Act Campus Security Authorities Responsibilities Cheat Sheet

What is the Clery Act?	The Clery Act, a federal law titled Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires certain categories of crime, arrest, and referrals that fall into specified locations* to be reported in an Annual Security & Fire Safety Report that is published by October 1st each year and is made available to the campus community. The Annual Security & Fire Safety Report is available on the Saint Elizabeth University website. Another key requirement of the Clery Act is to issue campus safety alerts to the campus community on crimes considered to be an ongoing threat to students and employees that are reported to Campus Security Authorities (CSAs), Saint Elizabeth University Campus Security, and/or local law enforcement agencies. 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.
What is a Campus Security Authority (CSA)?	The job of safety on campus does not rest solely in the hands of the Saint Elizabeth University Department of Campus Security. It is a collaborative effort across campus. Saint Elizabeth University believes that your responsibility for students, campus activities, and/or campus security makes you an individual that members of the University community will see as an authority figure and someone to whom they can seek help. The purpose of including non-security department students & employees as C.S.A.'s is that many individuals receive reports of a crime or offense, not just Campus Security. If identified as a CSA, you have federally mandated responsibilities to report Clery Act crimes that are reported to you.
CSA Crime Reporting Obligation	Any person identified as a C.S.A. must report to the Department of Campus Security a crime or an incident that might be a crime that he/she becomes aware of. The reportable Clery Act Crimes are "good faith" reports (reasonable basis to believe it is not hearsay/ rumor) reported by witness, 3rd party, victim, offender. In addition, a C.S.A. is not responsible for determining if a crime took place but must report the incident. If you are unsure if a crime or incident should be reported, REPORT IT!
How a CSA Responds When a Crime is Reported	Steps to follow when a crime is reported to a CSA 1. When a crime/incident is reported, the CSA should always respond to emergencies by calling Campus Security at extension 4090 or calling 911. → If a CSA is notified of a crime in progress or an ongoing threat to the Saint Elizabeth University community, they will contact Campus Security for assistance immediately. 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 Saint Elizabeth University Campus Security. If they do, the CSA should coordinate reporting and contact Campus Security at 973-290-4090 (24/7). 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 reporting party and/or victim if the reporting party would like to remain anonymous. → A CSA should also provide the victim/3rd party with the Written Notification information located on the Campus Security Clery Act page. 4. If the CSA has firsthand knowledge/confirmation that the reporting party already filed a report with Campus Security, then the CSA is not obligated to complete and submit a CSA Reporting Form. → If the reporting party says they will file a report with Campus Security, but the CSA has no first-hand knowledge/confirmation that a police report was filed, then the CSA must complete and submit a CSA Reporting Form.
CSA Crime Documentation- CSA Crime Report Form	Please use the CSA Reporting Form to communicate reports promptly to Campus Security. A CSA is required to report the following information: → *Location of the crime: On Campus; Public Property Adjacent/ Accessible from Campus; Non Campus Property owned or controlled by the University → Time of the Crime: Date/Time incident took place; When the person reported to you → Name of victim(s): If they wish → Identity of the suspect/witnesses: If known → Description of the crime/incident in detail: DO NOT INVESTIGATE. Providing details is essential for Campus Security to determine the type of crime/incident. Please be clear, accurate, & concise in the details that you provide.
Clery Act and CSA Additional Information & Questions	A CSAs responsibility is a duty to report. For more information concerning CSA's or the training sessions (online/in-person), please contact Saint Elizabeth University Campus Security at 973-290-4090 or security@steu.edu. Working together as a community will ensure a safe environment for everyone at Saint Elizabeth University.