

## *You might be considered a campus security authority. Are you prepared?*

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Many CSU employees are considered campus security authorities as required by the Jeanne Clery Campus Security Policy and Crime Statistics Disclosure Act, known as the Clery Act. The act requires CSU to annually prepare a campus safety and security report, which includes crimes committed on the physical grounds of campus. As part of that requirement, campus security authorities have legal responsibilities to report any crimes that occur at CSU.

For CSU to maintain compliance with the Clery Act and to help ensure campus safety, it is important that all employees understand that YOU have an essential and legally required role in CSU's comprehensive safety efforts. To help you, several trainings will be offered this fall and are noted below.

According to the federal definition, a campus security authority is defined by function, not title. You might be a campus security authority if you or your office has:

- Significant responsibility for student and campus activities
- Routine contact with students

### **Specific examples include:**

- Residence Hall Desk staff
- Parking staff
- Building security staff
- People or offices designated under CSU police as those to whom/which crimes should be reported
- Residence Life professional and Resident Assistant staff
- Dean of Student staff
- Coaches
- Greek Life advisors
- Student activities coordinators
- Faculty advisors to student organizations
- Officials with significant responsibility for student and campus activities
- Campus police employees
- Non-police security staff who monitor the entrance to property

*For a complete description, please visit the CSU Police Department's website and open the link to "Requirements for Reporting a Crime at CSU."*

In an effort to provide the campus community with more information about CSA roles and reporting requirements, the CSU Police Department will be hosting several brief informational training sessions. If you may be a CSA based on the definition and examples, please RSVP for an up-coming class by contacting Joan Williams at 491-1160. Space is limited for each session.

Dates/time/location:     August 30, 2011 at 10:00 a.m. – CSUPD Training Room  
                                   August 31, 2011 at 10:00 a.m. – CSUPD Training Room  
                                   September 7, 2011 at 1:00 p.m. – CSUPD Training Room  
                                   September 15, 2011 at 1:00 p.m. – CSUPD Training Room  
                                   September 27, 2011 at 2:00 p.m. – CSUPD Training Room

