

Campus Security Authority Annual Memo 2015

Clery Act Background

The federal law known as the Clery Act requires all colleges and universities that receive federal financial aid to disclose security information, including crime statistics for certain crimes, to the campus community and the Department of Education. The purpose of the Act is to provide students, prospective students, and their families with accurate information regarding safety on campus so that they can make informed decisions.

Campus Security Authorities

Under the Clery Act, SAIC is required to disclose information about certain crimes reported to (a) local police, (b) the Campus Security Department, or (c) individuals identified as “Campus Security Authorities” (CSAs). A CSA is defined 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.” This includes:

- Deans of Students
- Staff who oversee student housing
- Staff who oversee a student center
- Staff who oversee extra-curricular activities
- A faculty advisor to a student group
- A faculty member leading a study trip

The following are **not** considered CSAs under the law: *faculty members who have no responsibilities for student or campus activities outside the classroom, clerical staff, and cafeteria staff.*

We have determined that, given your job responsibilities, you are a Campus Security Authority for SAIC.

The attached PDF document has brief training information that describes your duties as a CSA. Also attached is a form you can use to record any crimes

reported to you, plus the definitions of *reportable* crimes, to guide you when needed.

Please take some time to read these important documents, save them to your computer, and print out the forms / definitions.

If you have any questions related to Campus Security Authorities or your role, please feel free to contact me.

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SAIC