

# CAMPUS SECURITY AUTHORITIES (CSA) QUICK REFERENCE GUIDE



# WHO IS JEANNE CLERY AND WHAT IS THE CLERY ACT?

The Clery Act was named after Jeanne Clery, who was raped and murdered in her dorm room by a fellow student on April 5, 1986 at Lehigh University in Pennsylvania. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990.

Originally known as the Campus Security Act, the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(20 USC § 1092\(f\)\)](#) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Clery Act is enforced by the United States Department of Education. The Clery Act requires reported crime statistics to protect confidentiality while alerting the public and campus community to possible safety risks or incidents. It has been amended regularly over the last two decades to keep up with changes in campus safety with the most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence expanding to dating violence, domestic violence and stalking.



## What is a Campus Security Authority (CSA) as per the Jeanne Clery Act?

Anyone with significant responsibility for student or campus activities

Faculty responsible for students outside the classroom

Employees whose job functions place them in contact with students or direct reports in a manner or situation in which they may become aware of any criminal offense which they are mandated to report.

## What are some examples of Campus Security Authorities at CWU?

University Police & Parking staff

Office of the Title IX Coordinator staff

Office of the Dean of Student Success staff

Deans, Directors & Department heads

Branch campus administrators

Athletics Department staff & coaches

University Housing staff

Faculty Advisors to student groups or clubs

Study Abroad faculty & staff

Courtesy Assistance Team (CAT team)

## What is my role of a Campus Security Authority (CSA)?

CSAs report allegations of crimes (attempted or completed) that are made in good faith meaning there is a reasonable basis for believing that the information is not simply rumor or hearsay. CSAs are mandated to immediately report allegations of crime to law enforcement when brought to their attention. CSAs must not further investigate on their own after reporting. Incidents can be reported to CSAs by anyone: a third party, witness or victim.

# FREQUENTLY ASKED QUESTIONS

# CSA

## How do I make a report?

Emergency or ongoing crime: call 9-1-1 immediately

Anytime: <http://www.cwu.edu/police/campus-security-authority-crime-report>

During University Police front office hours 7:30pm – 5pm: Call (509) 963-2959 or email: [police@cwu.edu](mailto:police@cwu.edu)

After hours & weekends: (509) 925-8534 (KITTCOM dispatch)

## A student that lives on campus reported an assault at a party off campus. Should I report this as a CSA?

Yes, you are not required to possess the expertise to evaluate whether a crime is reportable or not; you are just required to report the incident and pertinent facts as soon as possible. The incident will be evaluated by University Police officers and a Crime Alert may be issued for the campus community.

## What is a Crime Alert?

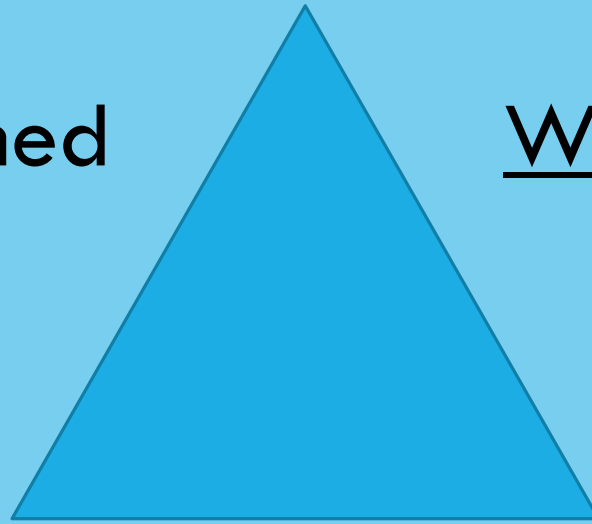
Crime alerts contain information about significant criminal incidents on or near the campus that may pose a continuing threat to campus safety and security. The timely warning will be issued through the CWU Alert messaging system. In addition to a timely warning issuance and depending on the particular circumstances such as a weather event, crime, or hazard (especially in situations that could pose an immediate physical threat to the community and individuals), University Police will also post a notice on their website under the "Crime Alerts" section at <http://www.cwu.edu/police/crime-alert>.

# FREQUENTLY ASKED QUESTIONS

# CSA

What crime happened

Where the crime happened



When the crime happened

and as many details as possible

WHAT KEY FACTS DO I NEED TO GATHER?

CSA

*Murder/Non-Negligent Manslaughter*  
*Negligent Manslaughter*  
*Robbery*  
*Aggravated Assault*  
*Burglary*  
*Motor Vehicle Theft*  
*Arson*  
*Hate crimes*  
*Domestic Violence*  
*Dating Violence*  
*Stalking*

*Weapon Law Violations*  
*Drug Abuse Violations*  
*Liquor Law Violations*

***Do I have to determine if the crime allegation is Clery reportable?***

No. The University Police Department will classify the crime and evaluate the location, based on the details provided, and start the investigation.

***Can the individual reporting the allegation remain anonymous?***

Yes (except for cases involving sexual assault, domestic violence or stalking)

**CLERY CRIMES**

**CSA**

# QUESTIONS?

University Police

Call: (509) 963-2959

Email: [police@cwu.edu](mailto:police@cwu.edu)

