

Campus Security Authority Compliance

This letter is to inform you that you have been identified as a Campus Security Authority (CSA) to report crimes for the federally mandated Clery Act. As you will see in this letter, your role here on campus meets the definition of a CSA. Please take the time to read the entire letter, review the information, [RSVP](#) for the Clery Act Training, and contact us if you have any questions.

What is the Jeanne Clery Act?

According to a federal law known as the Jeanne Clery Disclosure of Campus Security Police and campus Crime Statistics Act, usually referred to as the Jeanne Clery Act, The Spelman Police Department is required to disclose statistics concerning the number of specific crimes that occurred within specific Clery-identified geography that are reported to local police agencies or Campus Security Authorities (CSA's).

“**Campus Security Authority**” is a Clery-specific term that encompasses certain departments, groups and individual employees who have a duty to report crimes they become aware of, as defined by the Clery Act.

[Campus Security Authority \(CSA\) Reporting Form](#) (only to be used by CSA's)

The law defines a Campus Security Authority 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. “The following list denotes the positions at Spelman College that meet the definition of a CSA. This list is intended to be comprehensive, but certain positions may not be specifically listed.

- All sworn and non-sworn members of Spelman College Police Department.
- All academic deans, associate deans, and assistant deans.
- All coordinators, assistant deans and directors, associate deans and directors, deans and directors of the Division of Student Life.
- The Title IX Coordinator, Deputy Title IX Coordinators and Assistant/Associate Title IX Directors.
- All resident advisors, peer leaders, and resident directors of Residence Life.
- The associate vice president, senior directors, and directors of Human Resources.
- All directors, associate directors, and coaches of the Wellness Center and intramural sports).
- All advisors to student clubs and organizations.

The Clery Act requires that Campus Security Authorities be identified, notified, and trained.

Campus Security Authorities who have been identified by job title receive annual notification and training and are asked to forward the training to anyone within their department who they believe meets the Clery definition of a Campus Security Authority

because of their job function.

If you believe that you may qualify as a Campus Security Authority and have not received notification or training, please contact Deputy Chief Toni Shavers at tshavers@spelman.edu.

The Role of a Campus Security Authority

Campus Security Authorities should **not** investigate crimes or attempt to determine whether in fact a crime occurred. Rather, a Campus Security Authority's obligation is to simply report the information that they have, as soon as possible.

The Institute is required to disclose statistics for the following offenses (also known as Clery Crimes) that occur on campus, in non-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to campus.

- Murder/non-negligent homicide,
- Negligent homicide
- Aggravated Assault,
- Sex offenses (rape, fondling, incest and statutory rape) (Also Title IX),
- Robbery,
- Burglary,
- Motor Vehicle Theft,
- Arson
- Domestic Offenses (domestic violence, dating violence, stalking)
- Hate Crimes (any of the above listed offenses, and including and of the following that are hate/bias motivated: simple assault, larceny/theft, intimidation/threats, vandalism/destruction of property),
- Liquor law violations, Drug law violations, Weapons possession violations

Who enforces the Jeanne Clery Act and what are the penalties for noncompliance?

The United States Department of Education is tasked with enforcing the Jeanne Clery Act and may level civil penalties against institutions of higher education up to \$35,000.00 per violation or may suspend them from participating in federal student financial aid programs.

We want to take a moment to extend our sincere appreciation and thanks for all you do to ensure the safety and well-being of our entire community. We know our collaboration and open communication throughout the year leads to many joint successes resulting in a safer and more inclusive campus. You play a role in ensuring the safety and security of our campus community and are so grateful to you all for the time you take to assist us with the reporting of crimes. We know it is never easy to experience or witness a crime or receive information about others being victims of crime, so thank you for helping us to not only comply with this federal law, but to also ensure we are all doing everything we can to respond to and prevent future crime on our campus. Thank you for your attention to this important work.

You will most likely receive another communication with a quick reminder of your CSA responsibilities. We will include a link to the report form and the Clery webpage for reference. We ask that you do not wait for that reminder to report but complete the reporting form as soon as you become aware of a crime.

Sincerely,

Toni Shavers

Deputy Chief of Police and Clery Coordinator

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Clery Compliance Team

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Cc: Clery Compliance File