

Campus Security Authority Reporting Responsibilities

A Campus Security Authority (CSA), as defined by the United States Department of Education, is any university employee who has significant responsibility for student and campus activities. CSAs may include Public Safety officers, deans, directors, department heads, athletic coaches, student organization advisors, resident hall staff, and student affairs staff.

As a CSA, you are responsible for contacting Public Safety LPC (773.325.7777) or Loop (312.362.8400) if you observe any crime listed below, or if any person reveals to you that he or she has learned of, was the victim of, was the perpetrator of, or was witness to any crime listed below. This applies to crimes committed on any of DePaul's campuses or, in some cases, on property adjacent to those campuses or at DePaul-sponsored activities away from campus.

Crimes that should be reported are:

- Murder, Non-negligent Manslaughter, and Manslaughter
- Forcible and Non-forcible Sex Offenses
- Robbery and Burglary
- Aggravated Assault
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Liquor, Drug, or Weapons Violations (that result in arrest)

We are also required to report statistics for hate (bias) related crimes for the following classifications:

- murder/non-negligent manslaughter
- negligent manslaughter
- sex offenses (forcible/non-forcible)
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson
- larceny
- vandalism
- intimidation
- simple assault
- liquor law violations
- drug violations
- illegal weapons possession

In addition, if a serious crime that may cause an ongoing threat to the DePaul community is reported to anyone who is defined as a CSA, the CSA should report it to Public Safety immediately. If there is any question about whether an ongoing threat exists, immediately contact Public Safety to discuss the matter further.

If you are in doubt as to whether a crime is reportable, please err on the side of caution and report the matter.

The reporting requirements for the Clery Act are detailed and complex, and all decisions about whether an incident must be included in DePaul's Annual Security Report should be made by DePaul's Public Safety Office, and when appropriate, in conjunction with the Office of the General Counsel.

If you have any questions about your reporting obligations, or are unsure about whom else in your area you should share this memorandum, please do not hesitate to contact Bob Wachowski, Director of Public Safety (773.325.7762).

Thank you very much for your assistance and cooperation.