



## National Campus Safety Awareness Month. 2017.

### Embracing the Letter & Spirit of the Jeanne Clery Act Sample Letter to Campus Security Authorities

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As we begin another calendar year and spring semester here on campus, I want to take a moment to extend my sincere appreciation and thanks for all that you do to ensure the safety and well-being of our entire community. I know that our collaboration and open communication throughout the year leads to many joint successes resulting in a safer and more inclusive campus.

As you know, according to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Jeanne Clery Act, our school is required to disclose statistics concerning the number of specific crimes that occurred within Clery-specific geography that are reported to local police agencies or to a campus security authority.

In addition to those who work in campus safety, those who are responsible for security and monitoring access to our buildings, and those who are designated within our campus security policies to receive crime reports, the law also 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.”

If you are receiving this e-mail, you are considered a campus security authority. As a result, we are looking to you to provide the institution with the necessary information if/when you receive a report of a Clery Act crime. This is important not only because it is a federal obligation, but also because you are in a position where someone is likely to come to you with this information and trust you will be able to provide them with helpful information.

The criminal offenses for which we are required to disclose statistics are:

- murder/non-negligent manslaughter,
- manslaughter by negligence,
- sex offenses (rape, fondling, incest and statutory rape),
- robbery,
- aggravated assault,
- burglary,
- motor vehicle theft,
- arson,
- dating violence,
- domestic violence,
- stalking, and
- liquor law violations, drug law violations, and illegal weapons possession.

[Insert institution name] is also required to report statistics for hate crimes. Hate crimes are those that are committed as a result of the perpetrator’s bias against the victim. The categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. In addition to the Clery Act crimes listed above, hate crimes also include larceny-theft, intimidation, simple assault, and destruction/damage/vandalism of property.

[Institution name] is required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our institution, and public property within or immediately adjacent to our campus. As a campus security authority, you play a key role in ensuring this institution’s safety by delivering information to the necessary individuals. However, if you are unsure of the location of a crime

reported to you or are unsure of whether or not the location falls into one of our Clery geographic categories, please still report this crime to us. It is our job to determine whether or not the information you share meets the requirements of being considered a Clery statistic and then classifying it as such.

In order to ensure that all crimes reported to campus security authorities are passed along to our department, please let this e-mail serve as a reminder of your role and where and when to report.

- All reports go to [insert title/department]. The best way to share this information is [list contact information or information on reporting form and preferred method.]
- You can access our campus security authority reporting form here [link to CSA reporting form]. Please remember to include as much detail as possible within the form.
- If it is available, make sure you provide the date, location, and description of the incident as indicated on the form.
- Our institution has a responsibility to notify the campus community about crimes that pose a serious or ongoing threat to the community, and, as such, campus security authorities are obligated by law to report these specific crimes. Even if you are not sure whether an ongoing threat exists, immediately contact us so we are able to make that determination.
- Survivors of sexual assault, domestic violence, dating violence, and stalking must be provided with written information on their rights and options. This document is also a helpful reminder to campus security authorities of the many resources the campus provides and how to communicate about these resources. You can access our written notification document here [Link to written notification – provide any additional context on how to share it with a reporting party.]

We want to be sure you have a clear understanding of your role as a campus security authority. Campus security authorities are a critical link within our community – they help ensure the campus remains informed and that individuals coming forward have access to the information and resources they deserve. With that in mind, we [require/encourage] you to participate in campus security authority training.

- [Add information about online or in person campus security authority training.]

We all 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. Please let me know if you have any questions or concerns.

Sincerely,

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