



Helpful Definitions for this Flowchart

*** Campus Security Authority (CSA):** A Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

* A campus police department or a campus security department of an institution. If your institution has a campus police or security department, all individuals who work for that department are campus security authorities. A security department can be as small as one person.

* Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).

* Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

* 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. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

*** Responsible Employee:** According to Office for Civil Rights' 2001 Guidance, a responsible employee includes any employee:

- who has the authority to take action to redress sexual violence;
- who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate institution designee;
- OR whom a student could reasonably believe has this authority or duty.

If an individual falls under one of these categories, the institution of higher education may designate them as a responsible employee. Institutions are responsible for identifying who is a responsible employee at the institution.

Note: According to the Title IX Question and Answers, an institution must make clear to all of its employees and students which staff members are responsible employees so that students can make informed decisions about whether to disclose information to those employees. (See Question D-2 in the Title IX Question and Answers Document)

