

“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 review take the time to read the entire letter, review the information, take the on-line training and contact us if you have any questions.

How is this different from other mandated reporting requirements?

You most likely have already been notified that as a UW employee, you are a mandated reporter for two other laws. One is called Executive Order 54 (EO54) that covers child abuse or neglect and the other is Title IX, which covers sexual offenses. Clery and Campus Security Authority status is different from either of these other requirements. Although, Title IX and sex offenses are duplicated within this act.

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, UW-Stout 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).

What is a Campus Security Authority (CSA)?

The law defines a CSA 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.” Some examples would be staff in the Dean of Students office, Staff advisors to student orgs, and coaches in Athletics, to name a few. We understand that many staff and faculty have direct contact with students on a daily basis, but that does not meet the basic criteria of being a CSA. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, so are not normally CSA's unless they are involved with additional duties. Clerical staff, as well, are unlikely to have significant responsibility for student and campus activities.

What do CSA's need to report?

Again, if you are receiving this letter, you have been identified as a CSA in your role here at UW-Stout. 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 resources.

The offenses (also known as Clery Crimes) for which we are required to disclose statistics are:

- 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

The locations (also known as Clery Geography) for which we are required to disclose statistics are:

- On Campus (Area owned and controlled by the University),
- Public Property (Land that is public and contiguous to On Campus property)
- Non-campus (Location or land that the University has temporary control through a lease or agreement)

How do you report?

- If you are aware of immediate threat to a person/community **Dial 911.**
- If the crime is occurring or you feel it appropriate to have an officer respond **Call the appropriate police agency.**
- If none of the above are needed or once you have done one of the above, report on-line <http://CSAReportForm.uwstout.edu>
- In all instances, you can keep the reporter and/or victim confidential. You are not mandated to release/report their name.

What to do next?

- If after reading this letter, you are still not sure why you are identified as a CSA, contact us (information below) and we can discuss your classification.
- Take the on-line training available that clarifies the requirements of CSA available through the Clery Compliance webpages under the CSA tab.
- Highlight and bookmark the <http://www.uwstout.edu/police/clery.cfm> that includes CSA information for future reference.

It is important to know, if you are not sure if you should report something, go ahead and complete the form. You are not required to investigate nor verify the validity of the information you receive. Clery compliance staff will assess as to whether or not your information should be investigated further, communicated to campus as a Campus Security Alert and/or counted as a statistic in annual reports.

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 from us at the end of each semester with a quick reminder of your CSA responsibilities. We will include a link to the report form and the compliance 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,

University of Wisconsin-Stout
Clery Compliance Team
Chief of Police
Chair

Cc: Clery Compliance File