



Adelphi University Department of Public Safety

Clery Act Campus Security Authorities Responsibilities Cheat Sheet

<p>What is the Clery Act?</p>	<p>The Clery Act, a federal law titled Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires certain categories of crime, arrest, and referrals that fall into specified locations* to be reported in an Annual Security & Fire Safety Report that is published by October 1st each year and is made available to the campus community. The Annual Security & Fire Safety Report is available on the Adelphi Public Safety website at adelphi.edu/safety-transportation/.</p> <p>Another key requirement of the Clery Act is to issue campus safety alerts to the campus community on crimes considered to be an ongoing threat to students and employees that are reported to Campus Security Authorities (CSAs), Adelphi Public Safety, and/or local law enforcement agencies.</p> <p>The overall intent of the Clery Act is to encourage the reporting and collection of accurate campus crime data and to promote crime awareness and enhance campus safety.</p>
<p>What is a Campus Security Authority (CSA)?</p>	<p>The job of safety on campus does not rest solely in the hands of the Adelphi University Department of Public Safety. It is a collaborative effort across campus. Adelphi University believes that your responsibility for students, campus activities, and/or campus security makes you an individual that members of the University community will see as an authority figure and someone to whom they can seek help. The purpose of including non-security department students & employees as C.S.A.'s is that many individuals receive reports of a crime or offense, not just Public Safety. If identified as a CSA, you have federally mandated responsibilities to report Clery Act crimes that are reported to you.</p>
<p>CSA Crime Reporting Obligation</p>	<p>Any person identified as a C.S.A. must report to the Department of Public Safety a crime or an incident that might be a crime that he/she becomes aware of. The reportable Clery Act Crimes are "good faith" reports (reasonable basis to believe it is not hearsay/ rumor) reported by witness, 3rd party, victim, offender. In addition, a C.S.A. is not responsible for determining if a crime took place but must report the incident.</p> <p style="text-align: center;">If you are unsure if a crime or incident should be reported, <u>REPORT IT!</u></p>
<p>How a CSA Responds When a Crime is Reported</p>	<p>Steps to follow when a crime is reported to a CSA</p> <ol style="list-style-type: none"> 1. When a crime/incident is reported, the CSA should always respond to emergencies by dialing "5" from any campus phone for Public Safety or calling 911. <ul style="list-style-type: none"> → If a CSA is notified of a crime in progress or an ongoing threat to the Adelphi community, they will contact the Department of Public Safety for assistance immediately. 2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to the Adelphi University Department of Public Safety. If they do, the CSA should coordinate reporting and contact the Department of Public Safety at 516-877-3511 (24/7). 3. The CSA should explain that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the reporting party and/or victim if the reporting party would like to remain anonymous. <ul style="list-style-type: none"> → A CSA should also provide the victim/3rd party with the Written Notification information. This can be found on the Department of Public Safety Clery Act page. 4. If the CSA has firsthand knowledge/confirmation that the reporting party already filed a report with the Department of Public Safety, then the CSA is not obligated to complete and submit a CSA Reporting Form. <ul style="list-style-type: none"> → If the reporting party says they will file a report with the Department of Public Safety, but the CSA has no first-hand knowledge/confirmation that a police report was filed, then the CSA must complete and submit a CSA Reporting Form.
<p>CSA Crime Documentation- CSA Crime Report Form</p>	<p>Please use the CSA Reporting Form to communicate reports promptly to the Department of Public Safety. A CSA is required to report the following information:</p> <ul style="list-style-type: none"> → *Location of the crime: On Campus; Public Property Adjacent/ Accessible from Campus; Non Campus Property owned or controlled by the University → Time of the Crime: Date/Time incident took place; When the person reported to you → Name of victim(s): If they wish → Identity of the suspect/witnesses: If known → Description of the crime/incident in detail: DO NOT INVESTIGATE. Providing details is essential for Public Safety to determine the type of crime/incident. Please be clear, accurate, & concise in the details that you provide.
<p>Clery Act and CSA Additional Information & Questions</p>	<p>A CSAs responsibility is a duty to report. For more information concerning CSA's or the training sessions (online/in-person), please contact the Department of Public Safety at 516.877.3500 or visit the Department of Public Safety Clery Act Campus Security Authority page.</p>

Working together as a community will ensure a safe environment for everyone at Adelphi University.

