

ARCADIA UNIVERSITY

CAMPUS SECURITY AUTHORITIES

Campus Security Authorities (CSAs) are individuals and organizations at the University who, because of the function of their position within the University, have an obligation under the Clery Act to notify the University of alleged Clery Act Crimes reported to them in good faith, or Clery Act Crimes they may personally witness. Although every institution wants its campus community to report criminal incidents to Public Safety, Arcadia University knows this is not always the case. A student or employee who is a victim of a crime may report it to someone other than Public Safety. Under the Clery Act, a crime is “reported” when it is brought to the attention of a campus security authority, the institution’s public safety department or campus office, or local law enforcement personnel by a victim, witness, third party, or even the offender.

Who Are Campus Security Authorities (CSA)?

- ❖ *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).* Include individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).
- ❖ *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.* If you direct the campus community to report criminal incidents to anyone or any organization in addition to police or security-related personnel, that individual or organization is a campus security authority.
- ❖ *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.*

Examples of individuals (outside of a police or security department), who generally meet the criteria for being campus security authorities include:

- a dean of students who oversees campus life officials;
- athletic coaches and staff (including part-time employees and graduate assistants);

- a faculty advisor to a student group;
- university housing staff
- a student who monitors access to dormitories or buildings that are owned by recognized student organizations;
- a coordinator of Greek affairs;
- a Title IX coordinator;
- community standards and conduct officials;
- the director of a campus health or counseling center;
- victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.;
- members of a sexual assault response team (SART) or other sexual assault advocates;
- office of general counsel;
- human resources officials;
- faculty or staff traveling with students and
- officers from local law enforcement who are contracted by the institution to provide campus safety-related services.

If your institution directs students or employees to report crimes to other individuals, then those individuals are also CSAs. These individuals could include:

- physicians in a campus health center;
- counselors, including peer counselors (except for professional or pastoral counselors addressed later in this chapter); and
- health educators, including peer health educators.

Campus Security Authorities can report incidents by using the CSA Form found here:
<https://www.arcadia.edu/life-arcadia/living-commuting/public-safety/>