

Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act

I. You have been identified as a Campus Security Authority (CSA) for the University of Alabama. Why?

The Clery Act defines four categories of persons who Campus Security Authorities, one of which is: “Non-police staff responsible for campus security, like monitoring the entrance into University property.” Based on the job you have been hired to do on the University of Alabama (UA) campus or at a UA-sponsored event, you fit this definition of a CSA.

II. So you’re a CSA – what do you have to do?

- **REPORT CRIMES TO UAPD:** While you are assigned to an event at or sponsored by UA, if someone tells you about a crime or an incident that may be a crime, or you witness a crime, you must report the information to The University of Alabama Police Department (UAPD) here are two ways to report:
 - Call UAPD at (205) 348-5454 and report what you saw or heard; or
 - Document the details on UA’s reporting form, that is available on-line at <http://police.ua.edu/clery-act/> (click “submit a written report of Clery Act offenses”); please refer to your supervisor for assistance with accessing it. Your supervisor will then take the completed report and submit it to UAPD.
- **IMMEDIATELY REPORT SERIOUS OR CONTINUING THREATS:** If the crime poses a serious or continuing threat to the campus community (e.g., assault, rape, robbery), contact UAPD immediately at 348-5454. UAPD needs prompt reports to decide if others need to be warned.

III. What Crimes Must Be Reported?

- **LOCATION:** A crime must be reported if it occurred in any of the following locations:
 - ✓ On campus & in on-campus student residences (includes Greek Housing on campus)
 - ✓ On public property adjacent to UA campus (e.g. roads, parking lots, sidewalks)
 - ✓ On certain off-campus property (only if UA owns or leases the facility space or property)
- **TYPES OF CRIME TO REPORT:** Report any crimes you witness or that are reported to you if they occur at the locations noted above.
 - Just get the facts regarding the possible crimes. UAPD will decide if the crime must be included in UA’s annual crime statistics, which must include the numbers of:
 - Criminal homicide, sexual offenses (rape, fondling, incest, statutory rape), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson; and
 - Hate crimes, where the victim was intentionally selected because of the perpetrator’s bias against the victim because of their race, religion, ethnicity, national origin, gender, sexual orientation, disability, or gender identity.
- **CONFIDENTIAL REPORTING PROCESS:** Victims may choose to report a crime confidentially. If so, just report all the facts/details they provide.

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Remember Just Get The Facts

- Because the University faces substantial monetary penalties for failing to include a reported crime in its annual crime statistics, it is critical that you report anything that could be considered a crime.
- Your job is to record the information the person is willing to tell you and to ensure that it is timely reported to UAPD.
- Report when and where the crime or incident occurred.
- Report when the crime or incident was reported to you.
- You are not a detective.
 - You do not have to prove what happened, who was at fault, or correctly classify the crime (but the list on the first page and/or the reporting form may help you identify the crime).
 - You are not expected to find the perpetrator.
- When using the report form, please identify the person reporting the incident to you, unless that person specifically requested confidentiality and desires to remain anonymous.

WHEN IN DOUBT REPORT IT!

CONTACT UAPD AT

(205) 348-5454