

Guide for Emory Campus Security Authorities

If you have been identified as a Campus Security Authority (CSA), you have special responsibilities under the Clery Act. This guide summarizes those responsibilities as they relate to Emory's Clery Compliance Program.

CSA Responsibilities

- You must report to your designated Clery contact ALL alleged crimes occurring in Emory's "Clery locations" of which you become aware.
- If you are aware of a crime in progress, report it IMMEDIATELY to the Emory Police Department (404-727-6111) or to local law enforcement (911) and your designated Clery contact.
- You must inform crime victims of their right to report the crime directly to law enforcement. Regardless of whether the victim chooses to report, you are still responsible for reporting the crime to your designated Clery contact.
- If the victim wants to remain anonymous, then you should respect his or her wishes and not include his or name when you report the crime to your Clery contact.

Emory Clery Locations

- On-campus locations: any of Emory's 7 distinct campuses (Emory University main campus, Oxford College, Carter Center, Emory University Midtown Hospital, Emory St. Joseph's Hospital, Emory John's Creek Hospital, and the Grady Area Campus)
- Non-campus locations: any premises owned or controlled by Emory and supporting its mission (e.g., certain study abroad locations, etc.)
- Public Property locations: public property within campus immediately adjacent to and accessible from campus (e.g., public roads and sidewalks running through or immediately adjacent to campus property)

Do not waste time trying to figure out if a crime happened in a Clery location. This is the responsibility of the Emory Policy Department. When in doubt, report!

Designated Clery Contacts for Campus Security Authorities

Main Campus

If you become aware of a crime on the main campus, you must *immediately* report it to the Emory Police Department either by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#).

Oxford Campus

If you become aware of a crime on the Oxford Campus, you must *immediately* report it to the Emory Police Department either by phone at **770-686-4357** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#).

Emory University Midtown Hospital

If you become aware of a crime at the Emory University Midtown campus, you must *immediately* report it to Emory Police Department either by phone at **404-686-4357** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#).

– **Grady Area Campus**

Non-security personnel CSAs – If you are a non-security-personnel CSA and become aware of a crime at the Grady Area Campus, you must *immediately* report it to the security department at **404-557-8106** (if you wish, you may report the crime to the Emory Police Department as well).

Security personnel CSAs – If you are security personnel and become aware of a crime (even if reported to you by a non-security-personnel CSA) you *must immediately* report it to the Emory Police Department either by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#).

– **Carter Center**

Non-security personnel CSAs – If you are a non-security personnel CSA and become aware of a crime at the Carter Center, you must *immediately* report it to the security department at **404-420-5106** (if you wish, you may report the crime to the Emory Police Department as well).

Security personnel CSAs – If you are security personnel and become aware of a crime (even if reported to you by a non-security-personnel CSA), you must *immediately* report it to the Emory Police Department either by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#).

– **Emory Saint Joseph’s Hospital**

Non-security personnel CSAs – If you are a non-security personnel CSA and become aware of a crime at Emory Saint Joseph’s, you must *immediately* report it to the security department at **678-843-7568** (if you wish, you may report the crime to the Emory Police Department as well).

Security personnel CSAs – If you are security personnel and become aware of a crime (even if reported to you by a non-security-personnel CSA), you must *immediately* report it to the Emory Police Department *immediately* either by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#).

– **Emory Johns Creek Hospital**

Non-security personnel CSAs – If you are a non-security-personnel CSA and become aware of a crime at Emory Johns Creek Hospital, you must *immediately* report it the security department at **678-474-2132** (if you wish, you may report the crime to the Emory Police Department as well).

Security personnel CSAs – If you are security personnel and become aware of a crime (even if reported to you by a non-security-personnel CSA), you must *immediately* report it to the Emory

Police Department either by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#).

If you have any questions about your Clery responsibilities, contact:

Craig Watson
AVP for Public Safety
cwats02@emory.edu
404-727-6115

Or

Scotty Jenkins
Compliance Manager
Emory Office of Compliance
bsjenki@emory.edu
404-727-8175