

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 their wishes and not include their name when you report the crime to your Clery contact.

Emory Clery Locations

- On-campus locations: any of Emory's 8 distinct campuses (Emory University main campus, Oxford College, Carter Center, Emory University Midtown Hospital, Emory St. Joseph's Hospital, Emory John's Creek Hospital, Emory-Decatur Hospital, and the Grady Area Campus)
- Non-campus locations: any premises owned or controlled by Emory and supporting its mission; or any building or property owned or controlled by a student organization that is officially recognized by Emory (e.g., Executive Park complex, certain study abroad locations, etc.)
- Public Property locations: public property within the campus or 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 Police Department. When in doubt, report!

Designated Clery Contacts for Campus Security Authorities

To ensure that required Public Safety Notices are distributed and that all Clery crimes are included in the statistics for the Annual Security and Annual Fire Safety Report, please utilize the following contact information to report crimes:

- **Emory University Campus**

If you become aware of a crime on the Emory University 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 College Campus**

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

○ **Emory University Hospital Midtown**

Non-security personnel CSAs – If you become aware of a crime on the Emory University Hospital 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](#).

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](#).

○ **Grady Area Campus**

Non-security personnel CSAs – If you are a non-security-personnel CSA and become aware of a crime on 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 by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#)).

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

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 on the Emory Saint Joseph’s Hospital campus, 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 by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#)).

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 on the Emory Johns Creek Hospital campus, 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 by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#)).

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-Decatur Hospital**

Non-security personnel CSAs – If you are a non-security-personnel CSA and become aware of a crime on the Emory-Decatur Hospital campus, you must *immediately* report it the security department at **404-501-5339** (if you wish, you may report the crime to the Emory Police Department by phone **404-727-6111** or, if you have an Emory Net ID and Password, via the [Emory CSA Incident Report Form](#)).

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
Director, Clery Act Compliance
cwats02@emory.edu
404-727-0182

Or
Scotty Jenkins
Asst. Dir., Compliance/Ethics Programs
Emory Office of Compliance
bsjenki@emory.edu
404-727-8175