

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.

What is a Campus Security Authority

- A Campus Police Department or Security Department staff.
- Any individual not employed by police or security who monitors entrance onto the property or into a facility.
- Any individual identified as someone to whom students or employee should report criminal offenses.
- Any official of an institution who has significant responsibility for student and campus activities, including student housing, student discipline and campus judicial proceedings.

CSA Responsibilities

- You must report to your designated Clery contact ALL alleged crimes occurring within Emory's "Clery locations" of which you become aware.
- If you are aware of a crime in progress, report it IMMEDIATELY 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 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 that is not within the primary campus property (e.g., certain study abroad locations, etc.)
- Public area locations: public areas within the campus or immediately adjacent to and accessible from the campus (e.g., public roads and sidewalks running through or adjacent to any Emory campus)

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 at **404-727-6111**.

– **Oxford Campus**

If you become aware of a crime on the Oxford Campus, you must *immediately* report it to the Emory Police Department at **(770) 784-8377**.

– **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 at **404-686-4357**.

– **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 from a non-security-personnel CSA) you *must* report it to the Emory Police Department *immediately*.

– **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 from a non-security-personnel CSA), you *must* report it to the Emory Police Department *immediately*.

– **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 **678-843-5555** (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 from a non-security-personnel CSA), you must report it to the Emory Police Department *immediately*.

– **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 **678-474-8132** (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 from a non-security-personnel CSA), you must report it to the Emory Police Department *immediately*.

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

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