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 Clery Reportable crimes occurring within Emory’s “Clery Geography” 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. If a victim declines to file a police 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’s Clery Geography

- On-campus locations: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls (includes any of Emory’s 8 distinct campuses--Emory University, 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 building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public Property locations: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

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 and the Office of Clery Act Compliance. 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 the occurrence of a crime on the Emory University campus, you must report it to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

Oxford College Campus
If you become aware of the occurrence of a crime on the Oxford College campus, you must report it to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

Emory University Hospital Midtown
If you become aware of the occurrence of a crime on the Emory University Hospital Midtown campus, you must report it to the Emory Police Department or the Healthcare Public Safety Department (404-686-4357); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

Security personnel CSAs – Healthcare Public Safety personnel at EUHM who become aware of the occurrence of a crime must immediately report it to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

Grady Area Campus
If you become aware of the occurrence 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 also report the crime to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu).

Security personnel CSAs – Security personnel at the Grady Area campus who become aware of the occurrence of a crime must immediately report it to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

Carter Center
If you become aware of the occurrence 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 also report the crime to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu).

Security personnel CSAs – Security personnel at the Carter Center campus who become aware of the occurrence of a crime must immediately report it to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

Emory Saint Joseph’s Hospital
If you become aware of the occurrence of a crime on the Emory Saint Joseph’s Hospital campus, you must immediately report it to the Hospital Public Safety Department at 678-843-7568 (if you
If you wish, you may also report the crime to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

Security personnel CSAs – Hospital Public Safety personnel at the Saint Joseph’s Hospital campus who become aware of the occurrence of a crime must immediately report it to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

- **Emory Johns Creek Hospital**
  If you become aware of the occurrence of a crime on the Emory Johns Creek Hospital campus, you must immediately report it the security department at 678-474-8132 (if you wish, you may also report the crime to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu).

  Security personnel CSAs – Security personnel at the Johns Creek Hospital campus who become aware of the occurrence of a crime must immediately report it to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

- **Emory-Decatur Hospital**
  If you become aware of the occurrence 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 also report the crime to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu).

  Security personnel CSAs – Security personnel at the Emory-Decatur Hospital campus who become aware of the occurrence of a crime must immediately report it to the Emory Police Department (404-727-6111); or, if you have an Emory Net ID and Password, via the Emory CSA Incident Report Form at www.clery.emory.edu.

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  
Assistant Director, Compliance  
bsjenki@emory.edu  
404-727-8175