

## **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 immediately report to your designated Clery contact ALL alleged crimes occurring within Emory's "Clery Geography" which you witness, or which are reported to you.
- If you are aware of a crime in progress, report it IMMEDIATELY to the Emory Police Department (404-727-6111) or the Public Safety/Security Department serving your campus location.
- You must inform crime victims of their right to report the crime directly to law enforcement and assist them in doing so if they so desire. If a victim declines to file a police report, you are still responsible for reporting the crime to your designated Clery contact. You may file a report with the Office of Clery Act Compliance via the Emory CSA Incident Report Form located at <https://clery.emory.edu/>.
- If a victim wishes to remain anonymous, then you should respect their wishes and not include their name when you report the crime to your Clery contact.
- Please note: It is incumbent upon CSAs to obtain as much information as possible about an incident when it is reported to them as that may be our only opportunity to obtain all the information concerning a crime or incident, especially if the complainant declines to report the incident to the Emory Police Department or the Public Safety/Security Department serving your campus location.

### **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 10 distinct campuses--Emory University, Oxford College, Carter Center Campus, Emory University Hospital Midtown, Emory St. Joseph's Hospital, Emory John's Creek Hospital, Emory-Decatur Hospital, Emory Hillandale Hospital, Emory LTAC 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.

If you are unsure if a crime occurred in a Clery reportable location the Emory Police Department and the Office of Clery Act Compliance will assist in making that determination. 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 Designated Clery Contacts to report crimes that are reported to you in your capacity as a CSA:

- **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, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://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, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.

- **Emory University Hospital Midtown Campus**

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, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://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**; or, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.

- **Carter Center Campus**

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**; or, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.

- **Emory Saint Joseph's Hospital Campus**

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**; or, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.

- **Emory Johns Creek Hospital Campus**

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**; or, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.

- **Emory-Decatur Hospital Campus**

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**; or, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.

- **Emory-Hillandale Hospital Campus**

If you become aware of the occurrence of a crime on the Emory-Hillandale Hospital campus, you must immediately report it the security department at **404-501-8162**; or, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.

- **Emory-LTAC Hospital Campus**

If you become aware of the occurrence of a crime on the Emory-LTAC Hospital campus, you must immediately report it the security department at **404-501-6578**; or, to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.

**Note: Incidents of employee related Disciplinary Referrals for violations of alcohol, drug or weapons possession laws occurring in Healthcare facilities should be reported directly to the Office of Clery Act Compliance via the Emory CSA Incident Report Form at <https://clery.emory.edu/>.**

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

Shelby Hatcher-Gosnell  
Director, Clery Act Compliance  
Emory Office of Compliance  
[slhatch@emory.edu](mailto:slhatch@emory.edu)  
470-891-0852