



UNL Campus Security Authority Responsibilities

By virtue of being involved in an activity on UNL’s campus and acting in a role that has responsibility for either the activity or those involved, you meet the criteria for being a Campus Security Authority (CSA) per the Clery Act. Please carefully read the provided information that pertains to your duties and forward any questions to UNL’s Clery Compliance Coordinator at mmaas2@unl.edu or 402-472-8430.

The [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(20 USC § 1092\(f\)](#), or Clery Act, is named after a student who was murdered in her college dorm room in 1986. The law applies to higher educational institutions that receive federal aid and enforced by the United States Department of Education. Among other things, the Clery Act requires universities to identify those meeting criteria as Campus Security Authorities and issue notifications for incidents that present an immediate or continuing safety threat. Its main goal is to provide anyone on campus with information on crime and potentially dangerous situations so that individuals can take precautions as they see fit.



CSAs have a mandated duty to report crimes they **witness** or are **reported to them** by virtue of their official position and function while at the University, and an obligation under the Clery Act to notify the University of Clery Act crimes.

The Clery Act specifically identifies those crimes that must be reported to the institution. The main reportable crimes are:

- **Criminal homicide**
- **Sex offenses**
- **Aggravated assault**
- **Robbery**
- **Burglary**
- **Motor vehicle theft**
- **Arson**
- **Domestic Violence**
- **Dating Violence**
- **Stalking**
- **Domestic Violence**

In addition, any crime that appears to be motivated by hate or bias is a Hate Crime per the Act and so must be reported. Hate crimes can include any of the Clery Act crimes above, or one of the following:

- **Larceny-Theft**
- **Simple Assault**
- **Intimidation**
- **Destruction/Vandalism**

- The **type** of bias is also applicable to Hate Crimes. The categories include the victim's actual status, or that perceived by the perpetrator, regarding:

- **Race**
- **Religion**
- **Gender**
- **Gender Identity**
- **Sexual Orientation**
- **Ethnicity**
- **National Origin**
- **Disability**

If receiving a report, please obtain as much information as the person is willing to tell, then forward by either:

- Relaying the report directly to a UNLPD officer (402-472-2222); **or**
- Completing an electronic [Clery Act Crime Survey Form](#) in situations where the victim requests confidentiality and/or they make it clear that they do not want the police contacted.

- You don't have to prove what happened, who was at fault, determine or find the perpetrator, or convince the reporting party to contact police; just get the facts and forward (at minimum, what happened and when/where did it occur).
- Report to a UNLPD officer or via the electronic form **immediately** upon notification of the crime.
- Be aware that only those crimes **witnessed by/directly reported to you** must be forwarded; anything simply overheard or coming from a third party does not apply.

If you receive a crime report, let the individual know you are there to help and will aid them in seeking services and/or reporting the incident to authorities (UNL and/or UNLPD) if that is what they would like. Also, inform them of the available resources if you are aware of them. Some applicable resources would include:

- UNL Police Department
- Victim Assistance programs (CARE – on campus; Voices of Hope – off-campus)
- Title IX Coordinator, within the Office of Institutional Equity & Compliance
- Lincoln area hospitals/urgent care centers (Bryan campuses, CHI, LinCare, etc.)

You will also need to let the victim know the following:

- They have the option to report directly to the police, or you can report only as required for Clery Act purposes with no police involvement (no official action will take if only reported for Clery; only the statistic will be maintained for publication).
- You are required to forward the report only for statistical purposes, and you will withhold their name from your report if so desired.
- The reporting options and subsequent action taken are completely up to them; they can choose none, some or all options. Suggest, but do not pressure, that you or they report the incident to UNL authorities for official action, such as a police investigation or UNL sanctions.

❖ **If you become aware of a crime, do not assume someone else knows and has reported the incident, please report it yourself.**

❖ **If completing an electronic form, do not worry about correctly classifying the crime; simply identify it as deemed appropriate and provide thorough information.**

The reported crimes are classified and statistically maintained. They are provided to the campus and public annually via a security report (<https://police.unl.edu/safety-reports-and-statistics#annual-report>) and publication on the Department of Education website (<https://ope.ed.gov/campussafety/#/>). In addition, the UNL Police Department assesses the reports for potential safety issues that may require the issuance of an Emergency Alert or Timely Warning to the campus community to inform them of the incident and the risk.

- If an incident occurs, UNL's digital signs and Alertus system will provide information on the situation and measures to take.



Never hesitate to ask questions. Once again, please direct any inquiries to the University's Clery Compliance Coordinator at the UNL Police Department, mmaas2@unl.edu or 402-472-8430.

More specific information regarding CSAs is available on the UNL Police Department website, specifically at:

<http://police.unl.edu/being-campus-security-authority>