

Campus Security Authority and Responsible Employee (CSA-RE) training

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The U.S. Department of Education enforces the Clery Act. Schools that violate the Clery Act may face warnings, up to \$35,000 per violation fines, the limitation or suspension of federal aid, or the loss of eligibility to participate in federal student aid programs.

Campus security authority (CSA) is a Clery-specific term that encompasses 4 groups of individuals and organizations associated with the institution:

1. Campus police
2. Non-law enforcement campus security
3. Individuals/organizations to which students and employees should report criminal offenses
4. USF officials with responsibility for student and campus activities

****Note**** An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. Because official responsibilities and job titles vary significantly on campuses, a list of specific titles is not provided in the regulations. To determine specifically which individuals or organizations are campus security authorities for your institution, consider the function of that individual or office. **Look for officials whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, he or she is a campus security authority.**

Examples of individuals who meet the criteria for being campus security authorities include:

- Faculty advisors and advisers to student groups
- Deans of students
- Provost and staff
- Representatives of Housing and Resident Life
- Student Judicial Programs or Other Discipline officials
- Director or Manager of Student Services centers
- Officials who oversee extracurricular activities
- Director of Athletics, coaches, trainers, staff
- Student Health directors

Responsible Employee (RE) is a Title IX specific term that allows institutions to determine who will be considered a mandatory reporter of all information regarding any sexually harassing incident.

Examples of individuals who meet the criteria for being responsible employee (RE) include:

- Employees who supervise students
- GA, TA, and Residents as part of teaching or supervising

- Advisors to officially-recognized student organizations
- ALL faculty
- Any employee who supervises at least one other employee or student
- Athletics
- RA and Res Life coordinator
- ALL employees in DIEO, OSRR, Compliance, PD, General Counsel

References:

USF CSA Training presentation <http://www.usf.edu/administrative-services/university-police/documents/csa-training.pdf>

U.S. Department of Education. *The Handbook for Campus Safety and Security Reporting* pg. 74-76
<http://www.usf.edu/administrative-services/university-police/documents/clery-handbook.pdf>

USF Title IX Policy

<http://www.usf.edu/diversity/title-ix/policy.aspx>

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf>