

TO: Campus Security Authorities

FROM: Joseph F. McBride B.S.

TITLE Director of Public Safety

DATE: August 29<sup>th</sup>, 2016

RE: **Reporting Crimes- CSA's**

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (re-named the Clery Act in 1998), Holy Family University Public Safety Department is required to report "statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has "significant responsibility for student and campus activities". Your position has been identified by Federal Law as a "Campus Security Authority".

The definition of "Campus Security Authority", according the federal law, is as follows: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. Also, clerical staff are unlikely to have significant responsibility for student and campus activities.

The criminal offenses that we are required to report are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, domestic violence,

dating violence, stalking, arson, liquor law violations, drug violations and/or illegal weapons possession.

We are also required to report statistics for hate (bias) related crimes for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, intimidation, and simple assault.

We are required to report offenses that occur on campus, in residence facilities, in non-campus property and on public property.

Report any crime or incident you think may be a crime immediately to me by either phone-267-341-3642 or email- [jmcbride@holyfamily.edu](mailto:jmcbride@holyfamily.edu).

Nothing is too trivial to report, let us determine if it is reportable or not, just notify us.

**In addition, if a serious crime that may cause an ongoing threat to the INSTITUTION community is reported to anyone who is defined as a Campus Security Authority, that individual should not wait until the end of the year to report that incident to the HFU Public Safety Department. The institution has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and as such, Campus Security Authorities are obligated by law to report crimes immediately to the HFU Public Safety Department. If there is any question about whether an ongoing threat exists, immediately contact me, or the Assistant Director in my absence to discuss the matter further.**

If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact me at (267-341-3642).

Thank you for your assistance in complying with this federal law.