### What Is the Clery Act?
As part of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, certain categories of *crime, arrest* and *referrals* at certain locations (‘see below) are required to be reported in an Annual Security Report that is published by October 1st each year and is made available to the campus community. The Annual Security Reports are available on the UM-Flint Department of Public Safety (DPS) website at [http://www.umflint.edu/safetyreport](http://www.umflint.edu/safetyreport).

Another key requirement of the Clery Act is to issue campus alerts to the campus community on crimes considered to be a threat to students and employees that are reported to Campus Security Authorities (CSAs) or local law enforcement agencies.

The overall intent of the Clery Act is to encourage the reporting and collection of accurate campus crime data and to promote crime awareness and enhance campus safety.

### What Is a Campus Security Authority (CSA)?
The Clery Act identifies certain categories of students, University employees and contractors as Campus Security Authorities (CSAs) who have federally mandated responsibilities to report Clery Act crimes that are reported to them.

The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members and students in particular may be hesitant about reporting crime to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

### CSA Crime Reporting Obligation
Campus Security Authorities (CSAs) are responsible for reporting allegations of Clery Act crimes. CSAs must also report any Clery Act crimes reported to them or that they witness. However, CSAs are not required to report crimes that they learn of indirectly (e.g., overhear; through in-class discussion; mentioned during a speech, workshop, or group presentation). CSA crime reporting is not a substitute for, nor does it supersede, any existing internal Departmental or other University reporting methods or protocols already in place for reporting incidents.

A Clery Act crime is considered “reported” when it is brought to the attention of a CSA, UM-Flint Department of Public Safety, or local law enforcement personnel by a victim, witness, other third party or even the offender. The crime reporting party need not be University affiliated.

While CSAs are only obligated to report Clery Act crimes that occurred within the University’s Clery Geography (’see link below), CSAs are encouraged to promptly report all campus-related criminal incidents, and other public safety-related emergencies, to UM-Flint DPS without delay. Reporting all incidents of crime is important, because sometimes it may not be clear as to whether the incident occurred within the Clery Geography.

For additional information on the CSA role and responsibilities, visit [https://www.umflint.edu/safety/csa-reporting-resources-training](https://www.umflint.edu/safety/csa-reporting-resources-training).

1For information on Clery Act reportable crimes, arrests, referrals and Clery geography, visit [https://www.umflint.edu/safety/statistics](https://www.umflint.edu/safety/statistics).
How a CSA Responds When a Crime Is Reported

1. When a crime is reported, the CSA should always first handle emergencies and call UM-Flint DPS at (810) 762-3333 or 911.

2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to UM-Flint Department of Public Safety. If they do, then the CSA should coordinate reporting and contact DPS via phone at (810) 762-3333 to request an officer response for reporting.

All University employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware to the UM-Flint Institutional Equity Specialist (the UM-Flint campus Title IX Coordinator) at (810) 237-6517, unless they have a recognized confidentiality privilege.

If the reporting party is a student victim of a sex offense and DPS is not involved, a student victim will also be encouraged to contact the Dean of Students at (810) 762-5728, https://www.umflint.edu/deanofstudents.

All persons reporting domestic/dating violence, a sex offense or stalking and DPS is not involved, will be encouraged to seek resources through the YWCA of Greater Flint at (810) 238-7233. Sexual violence resource information for students, faculty and staff are also available at: https://www.ywcaflint.org or https://www.umflint.edu/wec.

3. The CSA should explain that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the crime reporting party and/or victim if the reporting party would like to remain anonymous.

4. If the CSA has firsthand knowledge/confirmation that the reporting party already filed a police report with UM-Flint DPS, then the CSA is not obligated to complete and submit a CSA Crime Report Form found at: https://www.umflint.edu/safety/csa-reporting-resources-training.

However, if the reporting party says they will file a police report with UM-Flint DPS, but the CSA has no firsthand knowledge/confirmation that a police report was filed, then the CSA must complete and submit a CSA Crime Report Form.

It is very important that CSAs report crime on a timely basis to UM-Flint DPS, because a reported crime may warrant a University issued timely warning to the University community. CSAs should not investigate a crime reported to them or attempt to determine whether in fact a crime took place. CSAs should simply report the crime on a timely basis to UM-Flint DPS.

CSA Crime Documentation – CSA Crime Report Form

It is important for CSAs to document, on a CSA Crime Report Form, sufficient incident detail to allow UM-Flint DPS to properly classify the crime type. The CSA Crime Report Form is available on the DPS website at https://www.umflint.edu/safety/csa-reporting-resources-training. The Form may be submitted directly by calling DPS at (810) 762-3333 for form retrieval, emailed to DPS-CleryComplianceOffice@umflint.edu, or faxed (810) 762-6511.

Clergy Act and CSA Additional Information & Questions

More detail about the role of CSAs is available at https://www.umflint.edu/safety/csa-reporting-resources-training.

If you have questions on the Clergy Act, the role and responsibilities of a CSA and/or the CSA training option, contact Sgt. Heather McDonald, the UM-Flint DPS Clery Compliance Coordinator at (810) 267-6512 or at mcdonalh@umflint.edu.