
**B-1. Sample Letter to Campus Security Authorities Regarding the Federal
Clery Act**

TO: Deans, Directors and Department Heads

FROM: (Name)
Campus Security Authority Coordinator

DATE: Jan. 21, 2011

RE: Crime Statistics

According to a federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”

The law defines “Campus Security Authority” as: “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.” An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and 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. Clerical staff, as well, are unlikely to have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc.

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

We are required to disclose statistics for offenses that occur on campus, in or on noncampus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

Please forward this letter and the attached forms to all of those individuals in your department who fit the definition of a Campus Security Authority, as previously described. If those individuals are aware of any crimes that were reported to have occurred on campus in **2010** that were not reported to the University Police Department,

it is important that they forward the information to me no later than **Feb. 28, 2011**. If it's available, provide the date, location, and a brief description of the incident.

Our school 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 to the university police department. Even if you are not sure whether an ongoing threat exists, immediately contact the university police department.

If you have any questions about this request please contact me at (phone number).

Thank you for your assistance in complying with this federal law. Please return all completed incident forms to me at (office address).