October 20, 2016

Hello,

I’m contacting you today to notify you that because of your role at the institution, you have been identified as a Campus Security Authority (CSA) related to crime reporting under the federal law known as the Clery Act. Since we all wear many hats within MSU Denver, you may be wondering why you are being designated as a CSA. Please review the section below entitled What is a Campus Security Authority (CSA) for an understanding of the types of positions within the institution which have been designated as a CSA.

Please review the information contained in this memo and select one of the two training options. All CSAs are required to complete a brief training annually. There are two (2) options to enable you to meet this requirement; an online option and an in-person workshop (which will be offered 3 times next week).

**TRAINING OPTIONS:**

(1) **ONLINE TRAINING OPTION:**

   Please verify that you have viewed the online training video by completing this brief 4-item post-training quiz here: [Campus Security Authority (CSA) Training Assessment](https://msudenver.qualtrics.com/SE/?SID=SV_9LJ5WzyTO4nh5Nn) or [http://msudenver.qualtrics.com/SE/?SID=SV_9LJ5WzyTO4nh5Nn](http://msudenver.qualtrics.com/SE/?SID=SV_9LJ5WzyTO4nh5Nn)

(2) **IN-PERSON TRAINING OPTIONS:**
   a. Tuesday, October 25, 2016 from 10:00am-11:00am in the Tivoli*
   b. Wednesday, October 26, 2016 from 11:00am-12:00pm in the Tivoli*
   c. Thursday, October 27, 2016 from 3:00pm-4:00pm in the Tivoli*

If you are interested in attending one of the in-person trainings, please RSVP to Mike Rager, Title IX Investigator/Student Conduct Specialist by the day before the scheduled training. Mike can be contacted at mrager2@msudenver.edu.

*Exact room location will be confirmed once you RSVP

Please complete your training by December 1, 2016.

**What is the Clery Act?**
According to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University 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.’” Additionally, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law which amended the Clery Act to require that CSA’s report information pertaining to acts of dating violence, domestic violence, and stalking.

**What is a Campus Security Authority (CSA):**
The law defines “Campus Security Authority” (CSA) 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.” The Department of Education has recently provided examples of the types of roles within the institution that are typically CSAs. This list includes: An athletic director, all athletic coaches, a faculty advisor to a student group, and student affairs professionals who have significant responsibilities for campus and extracurricular activities. A faculty member who does not have any responsibility for student or campus activities beyond the classroom is typically not defined as a CSA.

**What to Report:**
Please report any crime that is reported to you. 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, dating violence, domestic violence, stalking, 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 non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus. This includes the MSU Denver South Campus and DIME-Detroit location. Also please be aware that our [Student Code of Conduct](#) requires that violations that occur off campus while in an official university capacity must also be reported. Please refer to the full policy at: [msudenver.edu/conduct](http://msudenver.edu/conduct)

I know that the specific requirements under the law are fairly nuanced and when you learn about a possible crime from a student it can be challenging to determine if there is a requirement to report under the Clery Act. With this in mind, I encourage you to err on the side of reporting information about all possible crimes of which you become aware. Additionally, you are welcome to contact my office if you have questions about what to report and your obligations under the Clery Act.

**Where to Report:**
Crimes on or adjacent to the Auraria Campus should be reported to the Auraria Campus Police Department by dialing 911 from an Auraria campus phone or at 303-556-5000 from any off campus location or cell phone. It is recommended that CSAs save this number on their cell phones in the event they are not near a campus phone. Crimes occurring off the Auraria Campus but on MSU Denver controlled property (extended campus locations) should be reported to the applicable police precincts.
Note: CSAs should also report crimes to the Dean of Students Office at 303-556-3559 or online at http://www.msudenver.edu/deanofstudents/studentconduct/reportanincident/. Depending on the nature of the crime reported to the police, my staff and I may or may not learn of the situation from the police. However, we want to be aware if a student has been a victim of a campus crime so that we can offer applicable support and guidance to the student. Likewise, if a student has perpetrated a crime, we may also need to address that behavior through the Student Code of Conduct. Please contact the Dean of Students Office to share information about a crime involving a student after the police have been contacted and any immediate safety concerns have been mitigated.

When to Report:
As soon as you learn of the crime please notify the applicable police (the Auraria Campus Police Department for crimes occurring on or adjacent to the Auraria campus). We have a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, CSAs are obligated by law to report crimes to the applicable police department. Even if you are not sure whether an ongoing threat exists, immediately contact the police (and then follow up with the Dean of Students Office).

If you have any questions about your responsibilities as a CSA, the Clery Act, or in general about crime on campus please contact my office at (303) 556-3559.

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

Best,

[Signature]

BraeLin Pantel
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