

## YALE CAMPUS SECURITY AUTHORITY (CSA) QUICK REFERENCE GUIDE

**Background:** The goal of the Clery Act is to provide students, prospective students, parents and employees with accurate information about crimes committed on campus and campus security procedures. Information disclosed under the Clery Act can assist students and parents in making decisions which affect their personal safety. The law is tied to federal student financial aid programs and requires colleges and universities to make timely warnings (TW), emergency notifications, and provide annual information about campus crime statistics and security policies

**WHO:** A CSA is anyone who has significant responsibility for student and campus activities, interacts frequently with students as part of their role, and or is responsible for safety on campus and /or monitoring campus property. The role is defined by job function and not by title. Think of CSAs as the mandatory reporters for the Clery Act.

**WHAT: All crimes** reported to CSAs need to be documented on the CSA form, available on line, if they were **not** reported to the Yale University Police Department (YUPD). The form is then forwarded electronically to the YUPD for review. The reporting needs to be done as soon as possible. If you are not sure if an incident was reported to the YUPD, call Lisa Skelly Byrnes, Director of Compliance and Strategic Initiatives, YUPD, 203-432-1851.

**The only information the CSAs absolutely need to report are: WHAT, WHEN and WHERE. What happened, when did it happen and where did it happen. YUPD needs enough information to assess for a TIMELY WARNING and also determine if the incident was previously reported to YUPD. The reporting needs to be done as soon as possible. Consider calling Lisa Skelly Byrnes in advance 203-432-1851 as a “heads up”.**

**WHY:** Information is needed in a timely manner in order to assess the information in an effort to determine if a TW is needed. The purpose of a timely warning is to alert the campus community of a continuing and ongoing threat to public safety. **NO VICTIM INFORMATION WILL BE LISTED IN THE TW.** The TW will be crafted in such a way as to protect the identity of the victim yet still comply with federal law. Our primary obligation is to the safety and well-being of the victim which is then balanced with the safety of the campus community.

**DON'T WORRY ABOUT:** Investigating the incident, conducting witness interviews, ensuring that the legal definition of the crime is accurate or met, or assessing the facts to determine if a crime did occur. You don't have to convince the person to report the incident to YUPD. Just describe the incident as it was reported to you and define it as your working knowledge of the crime definitions. You may provide the person information on other campus resources (eg. SHARE, mental health counseling, Yale Health Center).

**HOW TO REPORT:** Go on line to <http://your.yale.edu/csa>.

**WHERE TO GET MORE INFORMATION AND HELP?** <http://your.yale.edu/csa> or call Lisa Skelly Byrnes 203-432-1851.