



UNIVERSITY OF
WEST GEORGIA

Last Approved N/A
Effective N/A
Next Review N/A

Area Risk/Security/
Envrnmntl Hlth &
Safety
(Procedures)
Chief Or Office of
Responsible Legal Affairs
Office

Identification, Notification, and Training of Campus Security Authorities

Authority for Procedure granted by UWG Policy #7008, [Clery Act Compliance](#)

A. Identification

The Clery Compliance Team in conjunction with the Office of Human Resources, will assess employee positions and designate those ~~which~~~~that~~ qualify as a Campus Security Authority (CSA) to produce an authoritative list of all CSAs using ~~an~~ established ~~a~~ methodology for identifying CSAs.

Clery Compliance Team will:

1. review report "[Reports to & eTime Approver Listing](#)" annually,
2. evaluate and update each position using established criteria,
3. notify Human Resources of any position changes, additions, or deletions, and
4. include a list of Campus Security Authorities in the annual ASFSR.

Office of Human Resources will:

1. maintain the list of position numbers, job codes, and associated departments to ensure new positions are designated correctly as a CSA,
2. ensure approved CSA language, stating duties and responsibilities, is added to CSA identified position job descriptions,
3. ensure approved CSA language is included in all postings of CSA identified positions,
4. ensure the University has access to CSA training, and

5. report all mandatory training to the Clery Compliance Team.

Approved CSA Language

"This position is designated as a Campus Security Authority "CSA" under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act. Your responsibility under this act is to forward any Clery reportable crimes that are reported to you in the course of your work to the Clery Compliance Team for inclusion in the yearly crime statistics and notification of the campus of dangerous or ongoing threats to the campus community."

B. Notification

Employees designated as a CSA will receive a notification of their status and responsibilities as a CSA upon hire and annually. New hires in designated CSA positions will receive notification as part of the initial hire and on-boarding process.

C. Training

UWG will provide mandatory [CSA](#) training to all ~~identified CSAs~~[employees](#) during employee orientation for new hires and annually for incumbent employees.

The Clery Compliance Team, in consultation with the Office of Human Resources, will determine the format and content for CSA training. Training may consist of online training modules, in-person training, or training via a digital meeting platform.

At a minimum, CSA training will cover:

1. the definition of a Campus Security Authority,
2. the responsibilities of a Campus Security Authority,
3. the list of Clery reportable crimes,
4. Clery reportable geography definitions, and
5. the preferred method for submitting a Clery crime disclosure for inclusion in the crime statistics and consideration of either a Timely Warning or Emergency Notification.

Clery Compliance Team will:

1. request and retain training documentation for audit trail purposes from Human Resources annually, and
2. review training modules annually and recommend changes, as needed.

Human Resources will:

1. present developed [CSA](#) training, to new hires as part of the initial hire and on-boarding process and [incumbent](#) employees ~~identified as a CSA~~ annually,
2. track [the](#) status of training completions and provide information to the Clery Compliance

Team,

3. maintain the authoritative list of employees and job positions designated as CSAs and will reach out to the Clery Compliance Team to classify any newly created job positions as a CSA or as excluded from being a CSA.

Campus Security Authorities will:

1. complete all assigned CSA training annually, and
2. report all Clery reportable crimes to the Clery Compliance Team or the University Police Department ~~by~~ using the CSA Disclosure Form.

D. Training Criteria

Campus Security Authorities (CSAs) training will be conducted for staff and faculty. Training will include the following:

1. the definition of a CSA,
2. the duties and responsibilities of CSAs,
3. the Clery reportable crimes definition, the Clery reportable geography definition, and
4. ~~and~~ the preferred manner ~~by which~~ UWG has chosen for CSAs to report Clery crimes.

Training for student employees Campus Security Authorities will be conducted through a combination of the online training module and in-person training sessions. Student training will consist of:

1. a video or lecture describing the definition of a CSA,
2. the duties and responsibilities of CSAs,
3. the Clery reportable crimes definition,
4. the Clery reportable geography definition, and
5. ~~and~~ the preferred manner ~~by which~~ UWG has chosen for CSAs to report Clery crimes.

~~Employees designated as CSA training records will receive~~ be maintained within the online ~~training upon hiring into the position and on an annual basis. CSA training records will be maintained within the online training~~ system.

Forms

~~CSA Disclosure Form~~ CSA Disclosure Form

Guidelines/Related material

Budget Management Tools webpage

See accordion "Active Positions with "Reports To" & eTime Approver Listing"

"Reports To" & eTime Approver Listing" (To view this report, visit the WorkWest Budget website - oneUSG

[login is required](#))

Approval Signatures

Step Description

Approver

Date