

 <p>Category: Safety & Security</p> <p>Policy applicable for: Faculty/Staff/Students/ Third Parties</p>	<p>Policy Title: Campus Security Authority Policy</p> <p>Effective Date: 8/15/2025</p> <p>Enabling Acts: Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act Violence Against Women Reauthorization Act</p>	<p>Policy Number: 8.1.1</p> <p>Policy Owner: Department of Public Safety</p> <p>Responsible Office(s): Department of Public Safety Office of the Provost Human Resources</p>
--	---	---

PURPOSE

The purpose of the Campus Security Authority Policy (“Policy”) is to set forth the obligations of Campus Security Authorities pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, as amended (commonly known as the “Clery Act”) here at the University of Cincinnati (“University”).

DEFINITIONS

Campus Security Authority (“CSA”): Individuals at the University who, because of their function for the University, have an obligation under the Clery Act to notify the University of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may have personally witnessed. The individuals typically fall under one of the following categories:

1. A member of the University’s campus police/security department.
2. Individuals having responsibility for campus security in some capacity but are not members of the University’s campus police/security department (e.g., an individual who is responsible for monitoring the entrance to University property).
3. Individuals that are not members of the University’s campus police/security department, but University policy directs students and employees to report criminal offenses to those individuals or their office.
4. Officials having significant responsibility for student and campus activities, including but not limited to student housing, student discipline, and conduct proceedings. If such an official is a pastoral or professional counselor, as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

An individual with minimal responsibilities for student and campus activities may not necessarily be considered a CSA. An individual determined not to have significant responsibility for student and campus activities may, in some cases, include those

individuals who, for example, have irregularly scheduled duties or duties that are not part of the individual's primary job description.

Examples of CSAs include, but are not limited to:

- Members of police and security departments
- Deans and directors
- Title IX coordinators
- Office of Student Conduct staff
- Athletic team coaches and staff
- University housing staff
- Faculty and staff advisors to student organizations
- Study abroad faculty and staff
- Academic advisors

Clery Act Crimes ("Clery Crimes"): Crimes required by the Clery Act to be reported annually to the University community, including criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, incest, and statutory rape); robbery; aggravated assault; burglary; motor vehicle theft; arson; hazing; hate crimes (including previously listed crimes plus larceny-theft, simple assault, intimidation, or destruction/ damage/ vandalism of property that are motivated by actual or perceived bias based on race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) weapons law violations.

Pastoral counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the University community and who is functioning within the scope of the counselor's license or certification.

POLICY

A. Identifying Campus Security Authorities

By February of every year, the Clery Act Compliance Specialist ("Clery Specialist") will notify the appropriate University colleges and units of their obligation to identify CSAs within their respective colleges/units.

When an individual who has been designated as a CSA leaves their role, the responsible college or unit must notify the Clery Specialist of the change in writing.

When a new individual assumes a role that is subject to CSA designation, the responsible college or unit must notify the Clery Specialist of the occurrence in writing.

The Clery Specialist will notify the CSAs of their designation as a CSA and of their obligations under the Clery Act.

B. Mandatory Training

CSAs are required to attend annual training provided by the University's Clery Specialist. Colleges and units are responsible for ensuring the timely completion of training for its CSAs.

C. Reporting by a CSA

If a CSA is notified of a crime in progress or an ongoing threat to the University community, the CSA must report the crime immediately to the University of Cincinnati Police Department: 911 for emergencies or (513)556-1111 for non-emergencies.

CSAs are required to notify the University of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they personally witnessed. If a CSA is uncertain as to whether an alleged Clery Crime is reportable, the CSA should report the alleged Clery Crime.

Reports may be made by:

1. Calling UCPD at (513)556-1111;
2. Visiting UCPD at Three Edwards Center, 51 West Corry Blvd, Cincinnati, Ohio 45221; or
3. Completing a [Clery Reportable Incident Form](#).

The Clery Act does not require the University to initiate an investigation based on the report or to disclose personally identifiable information about the victim. However, reports made under this Policy may be referred to the appropriate office for review under other applicable University policies.

D. Other Reporting

The University encourages all individuals to report known crimes to UCPD. Additionally, University employees may have reporting duties under other University policies or Ohio law (e.g., Title IX Policy; Anti- Hazing Policy; crimes involving minors; felonies; etc.).