

The Clery Act Requirements

University Sponsored Travel

The Jeanne Clery Campus Safety Act is a federal law for all universities that receive federal funding. This law requires universities to provide the public and university community with safety and security information about their campus including crime statistics. University funded trips with students are required to have a point person for each trip designated as a **Short Stay Campus Security Authority (CSA)**. This person is responsible for reporting crimes that may occur during the trip to the Clery Coordinator and providing students with support regarding safety and security.

This document is meant to inform university personnel of the requirements under the Clery Act for university travel and provide helpful information. Please be sure to follow these requirements for every university sponsored trip with students:

- Designate a **Short Stay Campus Security Authority (CSA)** who is responsible for Clery reporting and safety/security of this trip
- The designated Short Stay CSA needs to watch the [UTK Clery Training video](#) and report all **Clery Act Crimes** [See gray box on next page] to the Clery coordinator via the [CSA Form](#).
- Provide students on the trip with safety tips, local security information, and resources in case of an emergency.

The **Short Stay Campus Security Authority** is an important role to protect our students and remain in compliance with the federal law. As the Clery Compliance Coordinator, I am here to assist. Please email clery@utk.edu with any questions or issues your run into. I am more than happy to discuss a certain incident to see if would require a Clery report. If there is an emergency or you need assistance right away, please call UTPD at their emergency number 865-974-3111.

Thank you so much for your partnership and commitment to safety!

REPORT CLERY CRIMES: tiny.utk.edu/CSA_Form

Resources:

Clery Website: clery.utk.edu
UTK Clery Coordinator: Kristin Parrott - clery@utk.edu
UT Police Department Non-Emergency: 865-964-3114



FAQs: Short Stay Campus Security Authority (CSA)

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If an incident reported to you is an emergency please contact the local police , if domestic travel - call 911. After the emergency has resolved, fill out the CSA form.

What is the Clery Act?

A federal law requiring the university to share crime statistics and safety information with the campus community.

What are my responsibilities as a Short Stay CSA?

Report Clery Act Crimes reported to you to the Clery Coordinator for the purpose of transparency and statistics. These reports will not start an investigation.

How do I report as a Short Stay CSA?

Fill out a **CSA Report** by going to clery.utk.edu and selecting the CSA Reporting Form tab on the left-hand side. Or by going to tiny.utk.edu/CSA_Form.

Does it matter where the crime occurred?

Yes, only crimes that occur on university controlled property counts for Clery. However, during university sponsored travel it can be difficult to determine if the location counts for Clery. Please report all Clery crimes that occurred on the trip and be specific about the crime's location.

When should I report the incident?

As soon as possible - a good rule to follow is to report the incident the same day it is reported to you.

Clery Act Crimes:

- Murder & non-negligent manslaughter, negligent manslaughter
- Rape
- Fondling
- Incest & Statutory Rape
- Dating Violence
- Domestic Violence
- Stalking
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Liquor, Drug, or Weapon Arrests/Referrals
- Hazing [Also report to Student Conduct]

Also Report to Title IX

Definitions at clery.utk.edu

What other information should I know?

- As a short stay CSA, information reported to you in your capacity as a CSA cannot be kept confidential.
- Hazing and Title IX crimes have additional reports.

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