



December 19, 2013

Dear Sir or Madam;

You are receiving the attached memorandum because you are a dean, director or department head, and as such, in accordance with the Clery Act, you have been identified as a "Campus Security Authority." To further understand this designation, please review the attached memorandum and training materials. The memorandum addresses reporting obligations, how to report a crime, and reporting criteria. The training materials explain the Clery Act and provide important information regarding compliance requirements. The report form should be used to report an incident, or in certain cases, a phone call or e-mail may be more appropriate and timely. It is helpful to review the attached documents in order as shown below.

1. Campus Security Authority Memorandum:
 - a. **New sexual assault, intimate partner and stalking reporting obligations and requirements**
 - b. Your role and duties as a Campus Security Authority
 - c. How to report a crime
 - d. Clery Coordinator contact information
2. Training Materials:
 - a. Explanation of the Jeanne Clery Act
 - b. Definition of a Campus Security Authority
 - c. Clery crime definitions
 - d. Clery geographic location definitions
 - e. Eugene campus Clery reportable areas map
3. Campus Security Authority Incident Report Form:
 - a. Use the attached fillable PDF form or online fillable PDF form to report a crime
 - b. In certain circumstances or situations an e-mail or phone call may be appropriate

Please disseminate the memorandum and attached training materials to all individuals within your administration or department who may fit the definition of Campus Security Authority and who thus have need to be aware of this responsibility. It is especially important to inform new employees of their responsibility in this capacity.

Please note: If an incident that may pose a serious or ongoing threat to the campus community is reported to anyone who is defined as a Campus Security Authority, the incident should be reported immediately to the University of Oregon Police Department (UOPD). The institution has a responsibility to notify the campus community about these incidents, and as such, Campus Security Authorities are obligated by law to report any crimes immediately to the UOPD. If there is any question about whether a serious or ongoing threat exists, immediately contact the Communications and Emergency Response Center at 541-346-2919 to discuss the matter further.

Please contact the [Clery Coordinator](#), 541-346-0670, if you have any questions regarding:

- Your role as a Campus Security Authority
- Clery crimes and definitions
- Reportable location criteria
- Attached documentation



UNIVERSITY OF OREGON

- How to report

Please read and save the attached documents for future reference. Please print the attached forms to utilize as needed. Campus Security Authority training materials and the reporting form are available on the UOPD website at: <http://police.uoregon.edu/content/campus-security-authorities>

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

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