

Rochester Institute of Technology (RIT) Campus Security Authority Policy and Procedures

1. Purpose

The purpose of this policy is to identify Campus Security Authorities (CSAs) and define the roles, responsibilities, and reporting obligations of CSAs at RIT in compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#).

2. Scope

This policy applies to all individuals designated as CSAs, including:

- Public Safety personnel
- Title IX and Clery Compliance staff
- Academic Advisors
- Athletic coaches and advisors
- Student Club and Organization Advisors
- Resident Advisors and Residence Life Staff
- Student Life Center Staff
- Margaret's House Staff
- Parking and Transportation Staff
- Other faculty and staff with significant responsibility for student and campus activities, such as Assistant Deans for Students

3. Definition

[Campus Security Authorities](#) (CSAs) are designated individuals on campus who play a crucial role in campus safety. When CSAs become aware of Clery crimes, they must promptly report the incidents to ensure accurate inclusion in campus crime statistics and enable timely alerts to protect the campus community.

CSAs are defined in the Clery Act to include:

- An institution's campus police or security department.

- Individuals with security responsibilities, such as those monitoring access to campus property (e.g., parking lots, residence halls, and athletic venues).
- Individuals or groups identified and designated in the university's security policy as those to whom students and employees should report crimes.
- Officials with significant responsibilities for student and campus activities, such as student housing, student discipline, and campus judicial proceedings.

4. Responsibilities

4.1 Reporting Obligations

CSAs must promptly and report all incidents reportable under the Clery Act (e.g., sexual assault, domestic violence, stalking, hate crimes, hazing) to RIT Public Safety or via the [Clery Crime Incident Report Form](#), regardless of location.

CSAs should report incidents in good faith when there is a reasonable basis to believe the information is not rumor or hearsay.

Reports should include sufficient detail for classification but avoid personally identifiable information unless consent is given. The Clery team will determine Clery geography for each report. CSA reports are used to evaluate the need for campus alerts, consistent with Clery Act requirements.

4.2 Training

All CSAs must complete training covering:

- Clery Act requirements
- Crime definitions and reporting procedures
- Confidentiality and referral protocols

4.3 End-of-Year Attestation

CSA managers must complete an annual attestation, via the [RIT Crime Statistics Attestation Form](#)), indicating whether they received any crime reports during the calendar year.

5. Reporting Process

CSAs must submit reports immediately upon receiving information about a Clery-reportable crime using the [Clery Crime Incident Report Form](#) available on the RIT compliance website.

In the case of an emergency, contact [RIT Public Safety](#) directly by calling (585) 475-3333.

6. Confidential Resources

CSAs are not confidential resources. Individuals seeking confidential support should be referred to designated campus offices (e.g., Counseling Center, Ombuds Office). CSAs must still report non-identifying crime data for Clery compliance.

At RIT, Confidential Resources include:

- [Ombuds Office](#) (Students, Employees)
- [Spirituality and Religious Life](#) (Students, Employees)
- [Counseling and Psychological Services](#) (Students)
- [Student Health Center](#) (Students)
- [NTID Counseling and Academic Advising](#) (NTID Students)

7. Compliance Oversight

The Executive Director of Title IX & Clery Compliance will:

- Maintain a current list of CSAs; and
- Track training and acknowledgment forms.

8. CSA Designation Procedures

8.1 CSA Designation and Training Assignment

Each month, the Compliance and Ethics Manager sends a list of new hires to the Executive Director of Title IX and Clery Compliance.

The Executive Director of Title IX and Clery Compliance identifies CSAs by role and sends the list of new CSAs to the Compliance and Ethics Manager for training assignment.

The Compliance and Ethics Manager assigns the CSA module to each newly identified CSA in Workday. CSAs receive an introductory letter designating them as a CSA, in addition to a prompt from Workday Learning, indicating that they need to complete the assigned CSA training module.

CSAs must complete the assigned training within 60 days of assignment.

If training is not completed by the 60-day deadline, the supervisors of non-compliance CSAs will be notified..

8.2 Attestation

The Office of Compliance and Ethics (OCE) will maintain a current list of the supervisors of all designated CSAs..

Annually, OCE will distribute a cover letter and CSA Reporting Form to all supervisors of designated CSAs.

The cover letter will outline the of CSA supervisors and instruct them to verify with their direct reports whether any Clery-reportable crimes were not reported during the previous calendar year.

Supervisors must confirm completion of this review and return the form by the specified deadline.

9. Referenced Forms and Resources

[Clery Crime Incident Report Form](#) (on OCE website)

[Crime Statistics Attestation Report Form](#) (on Google Drive)

Responsible Offices: Office of Compliance and Ethics, Title IX and Clery Compliance, Public Safety

Effective Date:
3/9/2026