



Dear Campus Security Authority,

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, also known as the *Clery Act*, is a Federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses reported to local police agencies and Campus Security Authorities (CSA). Your position has been identified by the University, in accordance with Federal law, as a Campus Security Authority.

Holy Family University is required to issue an annual security report each year that discloses campus crime statistics. Additionally, the University must maintain daily crime logs, issue timely safety warnings and notifications to the campus community in a time of significant emergency or danger, and must assure campus security policies are readily available. As a CSA, you play a critical role in the University fulfilling these responsibilities and maximizing safety on campus.

In order for the University to fulfill its responsibilities, individuals throughout all parts of campus, not just law-enforcement, must work together to report knowledge of crimes on campus. To assure you are able to meet this requirement, you have been provided with a reference guide to the CSA position and related reporting requirements.

This overview will:

- Increase your understanding of the *Clery Act*
- Increase your understanding of your role and responsibility as a Campus Security Authority (CSA) in reporting *Clery Act* crimes
- Provide you with the ability to be able to identify and report, in good faith, allegations of *Clery Act* crimes to campus police or security
- Provide you with the information necessary to understand our university reporting process

It is the expectation of Holy Family University that you review the attached reference guide, and familiarize yourself with your role and responsibilities. No formal training will be required. This tool will also serve as a reference to you, should you need it when determining next steps if a crime is reported to you.

Any crime reports must be made to the Holy Family Public Safety Department by calling Extension 3333 from a phone on any campus. You may also dial 267-341-3333 from a non-campus phone.

Should you have any questions regarding your role as a CSA, or have questions on your requirements, contact me directly at any time at mprice@holyfamily.edu and 267-341-3204.

Thank you for your assistance in our compliance with Federal law. We appreciate your commitment to this critical role in the University fulfilling these responsibilities and maximizing safety on campus.

Thank you for your time,

Mariam Price



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