



ROSEMONT COLLEGE

To: Dean of Students; Assistant Dean/Residence Life Staff; Public Safety Personnel; Athletics Staff; Director Leadership & Engagement; Director of SGPS Student Services; Campus Ministry; Directors of Wellness and Counseling Centers; Assistant Vice President Human Resources/Title IX Coordinator; Advisors to Student Organizations; Raven Peer Leaders

Crime Reporting Requirements for Campus Security Authorities

Federal law, specifically the Clery Act, requires Rosemont College to compile and publish crime statistics in an Annual Security Report for our campus and certain other areas. Campus Security Authorities, as defined below by the Clery Act and the Violence Against Women Act (VAWA), are required to report crimes that will be included in the Annual Security Report.

Campus Security Authorities are:

- Any individual who has responsibility for campus security.
- Any individual or organization specified by Rosemont College's security policies as an individual or organization to which students and employees should report criminal offenses.
- An official of Rosemont College who has significant responsibility for student and campus activities.

According to this definition, Rosemont College considers you as a Campus Security Authority.

As a Campus Security Authority you are required to report the following criminal and VAWA offenses:

Murder	Motor Vehicle theft	Sexual Offenses
Negligent manslaughter	Arson	Domestic Violence
Non-negligent manslaughter	All liquor, drug, and weapons violations	Dating Violence
Robbery	All hate crimes (motivated by bias)	Stalking
Aggravated assault		
Burglary		

You are required to read the attached Campus Security Authority Policy for further understanding of the definitions and reporting procedures related to the Clery Act. In addition, you are required to report any crime that you observe, become aware of or reported to you by a victim, perpetrator, or third party. Please report the incident in a timely manner by completing the Campus Security Authority Incident Report Form (found on Rosemont's web page under Public Safety). If you are in doubt as to whether a crime is reportable, err on the side of reporting the matter. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origins, or disability.

The Clery Act also mandates all CSA's to have annual training. Rosemont has partnered with Safe Colleges to bring you this required training online. You will receive an email from Rosemont College with instructions on how to access this training. Please complete the training as soon as possible so we will be in compliance with the Clery law.

If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact me at 610-527-0200, x2556 or by email at matthew.baker@rosemont.edu. Thank you for your assistance in complying with this federal law.

Regards,

A handwritten signature in black ink, appearing to read "Matthew Baker".

Matthew Baker
Director of Public Safety/Deputy Title IX Coordinator



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Acknowledgement of Crime Reporting Requirements for Campus Security Authorities

I, _____, have read the attached document regarding my responsibilities as a
(please print)

Campus Security Authority and will comply with all federal requirements.

Signature/Date

Rosemont Title
(please print)

Please return copy of signed form to Human Resources.