

Quick Guide for Campus Security Authorities

If you have been identified as a Campus Security Authority (CSA), you have special responsibilities under the Clery Act. This guide summarizes those responsibilities for quick reference.

CSA Responsibilities

- You must report to your designated Clery contact ALL alleged crimes occurring in Emory’s “Clery locations” of which you become aware.
- If you are aware of a crime in progress, report it IMMEDIATELY to local law enforcement (911) and your designated Clery contact.
- You must inform crime victims of their right to report the crime directly to law enforcement. Regardless of whether the victim chooses to report, you are still responsible for reporting the crime to your designated Clery contact.
- If the victim wants to remain anonymous, then you should respect his or her wishes and not include his or name when you report the crime to your Clery contact.

Emory Clery Locations

- On-campus locations: any of Emory’s 7 distinct campuses (Emory main campus, Oxford college, Carter Center, Emory University Midtown Hospital, Emory St. Joseph’s Hospital, Emory John’s Creek Hospital, and the Grady Area Campus)
- Non-campus locations: any premises owned or controlled by Emory and supporting its mission (e.g., certain study abroad locations, etc.)
- Public area locations: public areas within campus or just next to and accessible to Emory (e.g., public roads running through campus or sidewalks along campus grounds)

Do not waste time trying to figure out if a crime happened in a Clery location. This is the responsibility of the Emory Policy Department. When in doubt, report!

Designated Clery Contacts

- Main Campus: Emory Police 404-727-6111
- Oxford: Emory Police 770-686-4357
- Midtown: Emory Police 404-686-4357
- Grady: Security 404-557-8106
- Carter Center: Security 404-420-5106
- St. Joseph’s: Security 678-843-7568
- John’s Creek: Security 678-474-2132

If you have any questions about your Clery responsibilities, contact:

- Emory Police Department
 - Captain Ray Edge: 404-727-5558
 - Email: bedge01@emory.edu
- Office of the General Counsel
 - Adrian Jackson, Associate General Counsel: 404-727-0179
 - Email: adrian.jackson@emory.edu
- Administrative Compliance Office
 - Sarah Putney, Director: 404-712-9750
 - Email: sputney@emory.edu