



# Policies and Procedures

**Policy Title:**  
**Campus Security Authorities (CSA) Procedure**

**Policy No.: 8602**

**Rev.: 04/01/2026**

**Effective Date: 10/01/2016**

**Last Revision: 10/01/2024**

**Responsible Office:** Department of Public Safety

**Responsible Official:** Ronald Quagliani, Assoc. VP of Public Safety & Administrative Services

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## Overview

The University of New Haven is committed to providing an educational environment in which all community members feel safe and secure. These procedures have been adopted by the University of New Haven to facilitate full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”).

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires all colleges and universities to annually disclose information about crime on and around their campuses. Commonly referred to as the Clery Act, this act was named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman, who was assaulted and murdered in her residence hall room on April 5, 1986. The Clery Act requires the University of New Haven to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority’.”

The University of New Haven encourages all community members to report crimes and suspicious activity to the University Police Department in a timely manner. Under the Clery Act, certain individuals designated as Campus Security Authorities (CSAs) are required to promptly report Clery reportable crimes that occur within the University’s Clery geography (on-campus, non-campus, and adjacent public property). CSAs must report Clery reportable crimes to UNH PD for immediate evaluation of a community emergency notification or crime alert, and their inclusion in the University’s Annual Campus Security and Fire Safety Report.

## Policy Jurisdiction

This Policy applies to all members of the University community that serve in a role or capacity which meet the definition of Campus Security Authority, as defined by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, this policy is designed to address those members of the campus community identified as Campus Security Authorities by the University's Associate Vice President for Public Safety & Administrative Services. This policy applies to any individual on campus property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week.

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## The Policy Sections:

### 8602.1 Definitions

For purposes of this policy, the following terms are defined below:

- (a) **Clery Act.** The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) is a federal law that requires all colleges and universities to annually disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was assaulted and murdered in her residence hall room on April 5, 1986.
- (b) **Campus Security Authorities (CSAs).** Campus Security Authority (CSA) has been legally defined as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." Any member of the UNH community who has significant responsibility for student and campus activities may be deemed a CSA. Faculty without responsibility for students beyond the classroom, clerical staff, and maintenance/facility employees are not considered CSAs. For the University of New Haven, the following populations have been defined identified as Campus Security Authorities:
  - University Police Department,
  - Office of Residence Life Professional and Student Staff,
  - Student Affairs Professional Staff,
  - Athletics Department Professional Staff and Coaches,
  - Faculty Advisors for University Recognized Student Organizations,
  - Living Learning Community Faculty Coordinators,
  - Charger Recreation Professional and Student Staff,
  - Title IX Coordinator(s), and
  - May include additional campus representatives as necessary.
- (c) **Clery Reportable Crime.** Information about any incident that may constitute the following crimes must be reported by Campus Security Authorities to the University and the University is required to publish the calendar year statistics of these crimes in its Annual Security Report by October 1<sup>st</sup> of each year.
  - Murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape,

incest, fondling, statutory rape), domestic and dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, and arson;

- Hate Crimes: Any of the above-referenced crimes, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias based on race, ethnicity, national origin, gender, sexual orientation, gender identity, or disability; and,
- Arrests and referrals for disciplinary action for weapons, drug abuse violations, and liquor law violations.

**(d) UNH Property.** The University is required to report the above-mentioned Clery reportable crimes in an annual disclosure of statistics for offenses that occur on campus, in or on non-campus buildings, on property owned or controlled by the University, as well as public property within, or immediately adjacent to, our campuses.

- **UNH Controlled Properties:**

- i. Any property, building or space occupied by the University of New Haven including but not limited to that which is owned, leased or managed. All properties which the University ‘controlled’ properties will include those it rents, leases, or has some other type of written agreement for a building, property, or a portion of a building or property.

- **On-Campus Property:**

- i. Any building or property owned or controlled by the University of New Haven within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and,
- ii. Any building or property that is within or reasonably contiguous to the above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

- **Separate & Branch Campuses (Off-Campus Affiliated Property):**

- i. The University of New Haven recognizes that it operates multiple educational separate or branch campuses, and satellite locations. The University adheres to the definition of a separate campus as defined by the Clery Act: “A school is a division of an institution that is organized to give instruction of a defined type, such as a school of business, law, medicine or nursing.”
- ii. Other University affiliated-locations may include satellite, extension, or similar types of noncontiguous locations that have an organized program of study and administrative personnel on-site. Clery reportable crimes which occur at the aforementioned locations will be included in the annual disclosure of statistics.

- **Non-campus locations:**

- i. Any building or property owned or controlled by a student organization that is officially recognized by the University; or,

- ii. Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
  - iii. Crime statistics will be disclosed in the annual security report for non-campus locations per the written agreement at each location which specify the days and times the University controls these spaces.
- **Public Property:**
  - i. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
  - ii. Annual statistics for public property will only be reported for on-campus property, where the public property is both adjacent to, and accessible from the on-campus property.
- **International Locations:**
  - i. Crimes that occur at study abroad locations which the University does not own or control will not be included in the annual disclosure of statistics.
  - ii. However, if the University rents or leases space for students and/or employees in a hotel or student housing facility, the University is in control of that space for the time period covered by such an agreement.
- **School-Sponsored Trips:**
  - i. **Study Abroad Trips with University Housing:**
    - 1. If the University sponsors a study abroad program with an overseas university, and engages in a written affiliation agreement for housing and/or classroom space with that university, then statistics will need to be disclosed as non-campus property for the specific length of time delineated in the agreement.
  - ii. **Student Trips Overseas with Privately Owned Housing:**
    - 1. Students participating in study abroad semesters or trips which utilize host family housing will not qualify as non-campus locations unless the University engages in a written agreement with the host family for control over space in the family home.
  - iii. **Day-long or Overnight Student Trips, Abroad & Domestic:**
    - 1. If the University has an arrangement to rent or lease space for students in a hotel or other facility for more than one night, such facility will be defined as a non-campus property for the specific length of time utilized frequently by students.
    - 2. If the University has a long-term agreement with a hotel or housing company to utilize its space or has a practice of utilizing the same hotel or housing company for student trips, this will be included as non-campus property.

## 8602.2 Procedures

### ***Campus Security Authority Identification & Training***

It is the responsibility of the University's Vice President for Student Affairs or their designee to annually identify who, as a result of their University role or position, constitutes a Campus Security Authority, as defined above.

An annual notice will be distributed to all identified Campus Security Authorities, informing each individual of their responsibilities under the Clery Act and University policy via individuals' official University (newhaven.edu) email addresses.

The University of New Haven recognizes that individuals in the role of Campus Security Authority will have additional duties and responsibilities as identified in the Clery Act. Thus, the University strongly encourages all identified CSAs to complete a training program to comprehend their legal obligations under the Clery Act on an annual basis. Instructions for participation in annual training will be detailed in the annual notice, with periodic announcements and updates communicated by Clery Compliance Team.

### ***Reporting Crimes & Emergencies***

Campus Security Authorities are required to report known or alleged Clery reportable crimes (as defined above), of which they become aware of for purposes of the campus making timely warning reports to the community and annual statistical disclosure. The following list delineates the procedural steps that all Campus Security Authorities are expected to take to promptly report crimes:

1. Call 9.1.1 immediately if a crime or other emergency is in progress, or if at any time there is an imminent threat of harm to persons or property.
  - a. If the incident does not present an imminent threat of harm, or does not otherwise constitute an emergency, the CSA should report the incident to the University Police Department at 203.932.7014. Crimes may also be reported anonymously via LiveSafe App.
2. Promptly file an electronic Campus Security Authority Reporting Form using the CSA link on the UNH Clery webpage.
  - a. The identity of the victim(s) should not be included in the CSA Reporting Form unless:
    - i. Disclosure is required by law (e.g. abuse or neglect of minors);
    - ii. The incident presents an imminent threat of harm, as identified in Step 1;
    - iii. The incident constitutes sexual misconduct under the University's Title IX & Sexual Misconduct Policy;
    - iv. The CSA is given permission to do so.
3. Should the incident constitute sexual misconduct under the University's Title IX & Sexual Misconduct Policy, you are obligated to report all known information to the University's Title IX Coordinator, Robin Salters.
  - a. Faculty and staff designated in the role of CSA, must complete both the CSA reporting form and notify the Title IX Coordinator, Robin Salters ([rsalters@newhaven.edu](mailto:rsalters@newhaven.edu), or 203.932.7022).
  - b. Pursuant to Title IX of the Education Amendments of 1972, all University employees have been designated as 'Responsible Employees'. Title IX has regulated that Responsible Employees report all known incidents of sexual misconduct and/or gender-based discrimination. In doing so, you are required to disclose as much information about the incident as you have available.

4. Provide information regarding resources and support services available to the victim or third party that may be helpful to victims or witnesses of an (alleged) crime, including but not limited to sex offenses, such as:
  - a. On-Campus Resources:
    - i. University Counseling Center (confidential): 203.932.7332, Charger Plaza
    - ii. University Health Services (confidential): 203.932.7079, Sheffield Hall, Lower Level
    - iii. University Police Department: 203.932.7014, Campus Bookstore, Lower Level
    - iv. Dean of Students Office: 203.932.7432, Bartels Hall Campus Center
    - v. Office of Residential Life: 203.932.7076, Bixler Hall, Lower Level
  - b. Off-Campus Resources:
  - c.
    - i. Connecticut Office of Victim Services: 1.800.822.8428 [Office of Victim Services](#)
    - ii. [Rape Crisis Center of Milford](#) (confidential): 203.878.1212, [Rape Crisis Center of Milford](#)
    - iii.
    - iv. BHcare - Domestic Violence Services (confidential): 203.736.2601, [BH Care](#)
    - v. Milford Hospital: 203.876.4000, [Milford Hospital](#)
    - vi. Yale New Haven Hospital: 203.688.2222 (main campus), [Yale New Haven Hospital](#)

### ***Collection of Statistics for Annual Campus Security & Fire Safety Report***

The University of New Haven's Police Department is responsible for the collection, classification and counting of crime reports and crime statistics. The University Police Department collects crime reports and statistics through the exercise of their traditional duties, working relationships with local law enforcement agencies, outreach to local law enforcement agency in the jurisdiction of its non-campus property, and receipt of CSA Reporting Forms.

Additionally, the UNH Public Safety Department will work collaboratively with the Dean of Students Office to query for campus conduct processes at the close of each calendar year for violations of state and local ordinances (liquor law, substance use, and weapons law) occurring within University property for inclusion in the report. The UNH Police Department, in cooperation with local law enforcement agencies, will track arrests of the same nature. Campus Security Authorities are required to contact the appropriate campus officials - Dean of Students Office (students), Office of Residential Life (within residential building), or Human Resources (employee) - in accordance with the University policy, when witness to violations of liquor, substance use, or weapons laws, or UNH policies concerning the same.

The University's Annual Campus Security and Fire Safety Report, ([www.newhaven.edu/student-life/police/clery-disclosure/](http://www.newhaven.edu/student-life/police/clery-disclosure/)) is distributed annually to all students and employees of the University, and is available to prospective employees and students through the University Police Department.

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## **8602.3 Policies**

The University recognizes to fully comply with the requirements of the Clery Act, it must coordinate many policies and procedures related to safety and security of its community members and campuses. A collection of relevant documents and policies that are critical to the University's compliance with Clery Act are contained within the links below.

[University of New Haven Clery Policy Page](#)  
[University of New Haven Student Handbook](#)  
[Emergency Procedures](#)

#### **8602.4 Contact Information**

The University of New Haven is committed to supporting all employees and students in developing a safe and secure educational environment. Assistance for faculty and staff how wish to report a crime or concern regarding safety, should contact the University Police Department at (203) 932.7014.

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**This Policy's Contact Person:**

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