

**From:** [Amber Steele](#)  
**Cc:** [Adam Williams](#)  
**Subject:** Campus Security Authority Notification & Information  
**Date:** Thursday, August 27, 2020 2:53:53 PM  
**Attachments:** [Clery Act Overview Guidance for CSAs.pdf](#)  
**Importance:** High

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Dear Athletics Department Staff,

You are receiving this email on behalf of Adam Williams, Associate Vice President for Student Life, because the University has identified you as a Campus Security Authority (CSA) in accordance with the *Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act* (aka the *Clery Act*). The *Clery Act* requires colleges and universities who receive federal funding to annually compile and distribute campus security policies and crime statistics. A CSA is an individual, who by virtue of their University responsibilities and under the *Clery Act*, is designated to receive and report criminal incidents to CBN/Regent Campus Police (or the Title IX Office in cases of sexual violence) so that they may be included and published by October 1<sup>st</sup> each year in the University's Annual Security and Fire Safety Report. Crimes reported by CSAs are also used by the University to issue or facilitate the issuance of timely warnings or emergency notifications for crimes that pose a serious or continuing threat to the campus community. Per the law, CSAs are “officials with significant responsibility for student and campus activities.”

Since you have been identified as a CSA, it is your duty to formally report any *Clery Act* crimes that are reported to you. A guidance document has been created and posted on the University's website to provide in-depth information about what crimes are considered *Clery Act* crimes, how to address and assist reporting parties, and instructions on how to report *Clery Act* crimes. This guidance document for CSAs can be found online here: <https://www.regent.edu/app/uploads/2020/01/Clery-Act-Overview-Guidance-for-CSAs.pdf>. The CSA Crime Reporting Form referenced in the guidance document can be found here: <https://www.regent.edu/about-regent/cbnregent-campus-police/csa-crime-report-form/>. Information that will be reported in this form includes the reporting CSA's information, the reporting party's information, nature of the reported crime, and other general information about the reported crime (i.e. date, time, location). Please bookmark or save the link to the reporting form for future reference.

Additionally, there will be a required CSA training provided through Safe Colleges that will be assigned to you within the week. Please look for an email within the next week from Safe Colleges prompting you to complete this short training.

Please take the time to carefully review the guidance document. Should you have any questions regarding your role as a CSA please contact Adam Williams, at [awilliams@regent.edu](mailto:awilliams@regent.edu) or 757-352-4894. Thank you for your prompt attention to this very

important matter.

Sincerely,

Amber

**Amber E. Steele**

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