



**ROSEMONT COLLEGE**  
**DEPARTMENT OF PUBLIC SAFETY**



**Campus Security Authority (CSA) Notification and Training Letter**

July 1, 2026

Dear Colleague,

This letter serves as official notification that you have been identified as a **Campus Security Authority (CSA)** under the requirements of the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**.

Based on your position and responsibilities at Rosemont College, you have been designated as a Campus Security Authority because your role includes significant responsibility for student and campus activities. As a CSA, you play an important role in helping the College maintain a safe and informed campus community.

Please take a few moments to review this information carefully, complete the required Clery Act training, and contact the Department of Public Safety if you have any questions regarding your responsibilities.

**What is the Jeanne Clery Act?**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law requiring colleges and universities participating in federal financial aid programs to collect, classify, and disclose information regarding certain crimes occurring within Clery-defined geography. Rosemont College is required to publish annual crime statistics and campus safety information based upon reports received by law enforcement agencies and designated Campus Security Authorities.

**What is a Campus Security Authority?**

A Campus Security Authority (CSA) is defined by federal law 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."

The following positions at Rosemont College generally meet the definition of a Campus Security Authority:

- All members of the Department of Public Safety
- All academic deans, assistant deans, and Cabinet members
- The Title IX Coordinator and Deputy Title IX Coordinators
- Resident Directors, Resident Assistants, Peer Leaders, and Residence Life staff
- Senior Directors and Human Resources personnel
- Staff members within the Student Academic Success Center (SASC), Student Engagement, and Club Sports
- Faculty and staff advisors to student organizations and clubs
- Other employees who have significant responsibility for student and campus activities

This list is intended to be comprehensive; however, CSA status is determined by job function and responsibilities rather than job title alone.



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#### **CSA Responsibilities**

Campus Security Authorities are **not responsible for investigating crimes, determining whether a crime occurred, or identifying offenders.** Instead, a CSA's responsibility is to promptly report information regarding potential Clery-reportable crimes that are brought to their attention.

When in doubt, **report the information.** Public Safety will review the report and determine whether it qualifies as a Clery-reportable incident. Reports should be submitted as soon as reasonably possible after becoming aware of an incident.

#### **Crimes Reportable Under the Clery Act**

The Clery Act requires institutions to collect and disclose statistics for the following offenses when they occur within Clery-defined geography:

- Criminal Homicide (Murder and Non-Negligent Manslaughter)
- Manslaughter by Negligence
- Aggravated Assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Arson
- Sexual Assault (Rape, Fondling, Incest, and Statutory Rape)
- Domestic Violence
- Dating Violence
- Stalking
- Hate Crimes
- Liquor Law Violations
- Drug Law Violations
- Weapons Law Violations

Please note that incidents involving sexual misconduct, domestic violence, dating violence, stalking, and other forms of sex discrimination may also require reporting under **Title IX**. Reporting an incident to Public Safety does not replace any separate reporting obligations under Title IX.

#### **Training Requirements**

Federal regulations require Rosemont College to identify, notify, and train Campus Security Authorities annually. Individuals designated as CSAs are required to complete annual training and are encouraged to notify Public Safety if they believe another employee within their area may meet the federal definition of a Campus Security Authority.

#### **Compliance and Enforcement**

The U.S. Department of Education is responsible for enforcing the Clery Act. Institutions that fail to comply with Clery requirements may face substantial civil penalties and other administrative sanctions, including limitations on participation in federal student financial aid programs.



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**Questions or Reporting**

If you have questions regarding your CSA responsibilities or believe you may qualify as a Campus Security Authority but have not received training, please contact:

**Jenny Felton**

Director of Public Safety

Rosemont College

[jfelton@rosemont.edu](mailto:jfelton@rosemont.edu)

Thank you for your partnership in helping maintain a safe, secure, and supportive campus environment. The information you report assists the College in meeting its federal obligations, informing our community, identifying trends, and enhancing campus safety efforts. Your willingness to assist students and employees during difficult circumstances contributes significantly to our mission of care, service, and community responsibility.

Please remember that reports should be submitted promptly whenever you become aware of a potentially reportable incident. Do not wait for annual reminders or requests for information. Thank you for your continued commitment to the safety and well-being of the Rosemont College community.

Sincerely,

**Jenny Felton**

Director of Public Safety

Rosemont College