

**Abby Meddaugh**  
*Associate Dean of Students*

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DATE: September 2021

TO: Campus Security Authorities

FROM: Abby Meddaugh, Associate Dean of Students

RE: Crime Reporting Obligations of Campus Security Authorities

You are receiving this memo because you are a Campus Security Authority, or you supervise one or more Campus Security Authorities under the Clery Act. This memorandum contains important information about your obligations under the Clery Act. Please read it carefully and distribute this memorandum to all Campus Security Authorities under your supervision.

Campus Security Authorities or “CSAs” are defined by the Clery Act as:

- (1) Members of the campus police department or a campus security department;
- (2) Any individual who has responsibility for campus security (e.g., those responsible for monitoring entrance into institutional property). Include individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).
- (3) Any individual or organization to whom criminal offenses should be reported (at UWM, this is the Dean of Students, Director of University Housing, Senior Student Affairs Officer, Title IX Coordinator, Office of Equity/Diversity Services Director, & Norris Health Center Director); and
- (4) Any other officials of the institution who have significant responsibility for student and campus activities (at UWM, this would include all members of the Athletics Department who actively work with students, all employees within University Housing who actively work with students, the Dean of Students Office staff and Survivor Support & Victim Advocacy staff, and advisors to student organizations).

Any Campus Security Authority who observes or is notified, formally or informally, of an incident that could constitute a crime should report that incident to the University Police (at x9911 from a campus phone or 414-229-9911, or by picking up any one of the blue-light S.A.F.E. emergency phones located on campus).

In addition, any Campus Security Authority who observes or is notified, formally or informally, of any incident that could include any of the Clery Act reportable crimes or violations listed below must report that incident to the Dean of Students Office. CSAs must report incidents by logging on to the online form available at: [www.uwm.edu/reportit](http://www.uwm.edu/reportit). University Housing and the UWM Police Department do not use the above online form, but rather maintain their own systems for tracking reports of crimes and sending that information to the Division of Student Affairs. University Housing and the UWM Police Department are responsible for annually training all CSAs in those areas on their own systems.

The Clery Act reportable crimes or violations are:

- Criminal Homicide including murder, non-negligent manslaughter, and negligent manslaughter
- Rape, fondling, statutory rape, & incest
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Domestic violence, dating violence, & stalking
- All liquor, drug, or weapons law violations
- All hate crimes (defined as any of the above crimes, or larceny-theft, simple assault, intimidation, destruction/damage/vandalism, or any other crime involving bodily injury, where there is manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity/national origin, or disability).

CSAs should report all incidents that occur on any university property, public property adjacent to the campus, and locations at which other university activities are taking place.

- UWM defines the Kenwood campus as bounded by Newport/Edgewood (north), Downer (east), Kenwood (south) and Cramer/Maryland (west).
- "On campus" includes all UWM residence halls (Sandburg, Purin, Kenilworth, RiverView, and Cambridge Commons).
- The following locations are also included:
  - The School of Freshwater Sciences Campus
  - Zilber School of Public Health Campus
- Additionally, UWM at Waukesha and UWM at Washington County are included:
  - **UWM at Waukesha**  
1500 N. University Drive  
Waukesha, WI 53188
  - **UWM at Washington County**  
400 University Drive  
West Bend, WI 53095

CSAs should complete all information on the form based on the information possessed and, if the CSA is in doubt about whether an incident is reportable, the CSA should err on the side of reporting. CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place. Appropriate University personnel may later contact the CSA or others to gather additional information.

CSAs are required to participate in Clery training annually to ensure that they have up to date information regarding their responsibilities.