

# Clery Liaison Reporting Guide

## Information Needed to Register

### CSA

Has my unit hired a new employee?

Do they fall into one of these categories?

1. Police personnel
2. Non-sworn staff with responsibility for campus security (security guard, ID checkers at an entrance to a university facility)
3. Anyone specified in campus security policy
4. Anyone with significant responsibility for student/campus activities: Deans, Student Affairs Professionals, Student Housing Staff (RAs, RDs, Area Coordinators), Athletic Director, Assistant Athletic Directors, Coaches, Student Activity Coordinators, Title IX Coordinator, Coordinator of Greek Affairs, Student Judicial Officers, Faculty/Staff Advisors to Student Organizations, Director of Health Center, Administrative Nurses, Victim Advocates, Faculty/Staff who lead university-sponsored travel

Last Name  
First Name  
Position  
Department  
Email Address

### Property

Does my unit have a written agreement to use a physical space that is NOT university-owned?

Is there NOT a contract on file with either OBFS or Real Estate for this property?

Name & Email of Person Completing Form  
Physical Address of Property  
Is there a written agreement to use space?  
Is the property frequently used by students?  
Is there a program of study offered at this location?  
Is there an administrator on site?

### Travel

Does my unit have students that are traveling overnight on university-sponsored travel?

Did my unit make the hotel or lodging arrangements/reservations using a T-Card?  
OR  
Did my unit use a university-contracted third party vendor to make the arrangements?

Name & Email of Person Completing Form  
Name & Email of Faculty/Staff Traveling WITH students  
Physical Address of Hotel/Lodging  
Dates Students Arrived & Departed this Location