Clery Liaison Reporting Guide

**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 actives: 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

**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?

**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?

Information Needed to Register

- Last Name
- First Name
- Position
- Department
- Email Address
- Name & Email of Person Completing Form
- Physical Address of Property
- Name & Email of Person Completing Form
- Physical Address of Hotel/Lodging
- Name & Email of Faculty/Staff Traveling WITH students
- Dates Students Arrived & Departed this Location

https://police.illinois.edu/crime-reporting/clery-compliance/clery-liaisons/