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The Roane State Office of the Chief of Police, Roane State Police Officers, and Security Officers are the accepted front line of safety and security on the college campuses. However, it is recognized that a student who is the victim of a crime may be more inclined to report it to someone other than campus police. The institution has identified employees who by virtue of their job or responsibilities are more likely to have crimes reported to them by students. These employees are considered campus security authorities (CSAs).

As a result of your position, you have been identified as an employee with a significant responsibility for student and campus activities (beyond the classroom) or as an employee who represents the college at a non-campus location. Therefore, you have been designated as a CSA for the 2015-2016 academic years.

**Your function as a CSA is to report to the campus police department any allegations of a crime that a victim, witness, other third party, or even the offender shares.** As a CSA, you would report those allegations to the campus police department if you believe the allegations were made in good faith and had a reasonable basis for believing that the information is not simply rumor or hearsay. Under the federal Clery Act, a crime is "reported" when it is brought to the attention of a CSA or local law enforcement personnel. The Clery Act also defines certain crimes that are within the reporting scope. A list of those crimes is included in the attachment. However, we want the CSA's to report all alleged crimes, not just those within the scope of the Clery Act.

**A CSA is not responsible for determining authoritatively whether a crime took place-that is the function of law enforcement personnel. A CSA should not try to apprehend the alleged perpetrator of the crime.** That too is the responsibility of law enforcement. It's also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

The Roane State Police Department would then collect the data for such alleged crimes, investigate them, and take necessary actions if a crime is deemed to have occurred. The most important consideration is that the campus will not tolerate or condone any cover-up or well-intentioned non-disclosure of an alleged crime. Students, families of students, other employees, and even our community deserve to know the college stands for the victim.

One of the responsibilities of a CSA is to collect information from the one reporting the alleged crime. To that end, we have developed a form to assist you if you ever have to collect such information. The form is attached to this letter.

The institution appreciates your service. If you have any questions or need clarification of any of these responsibilities, please contact the Chief of Police at any time at 865.882.4512.