

Mason, Pamela H (COMPLIANCE)

From: [sympa]clerycsa-request on behalf of Morrison, Margaret
Sent: Monday, December 3, 2018 5:37 PM
To: [sympa]clerycsa
Subject: Campus Security Authority (CSA) Notification and Training
Attachments: 2018.11.30 CSA Training Access Guide.pdf

Greetings from the Office of Compliance & Equity,

A federal law known as the [Clery Act](#) requires universities to collect information about certain crimes from employees who are designated as “**Campus Security Authorities**” (CSAs). **You are designated as a CSA** because of the nature of your position, particularly your responsibility for student advising, involvement in campus activities, or other regular interactions with students.

As a CSA, you are required to report to [William & Mary Police](#) (757-221-4596) information about [certain criminal conduct](#) or attempted criminal conduct occurring on any W&M campus, public property adjacent to campus, or other certain non-campus locations utilized regularly by students. If you are unsure if something occurred in our [Clery geography](#), then report it and let WMPD make the determination.

The [Office of Compliance & Equity](#) is providing you with a short electronic presentation with the pertinent information that you need to know to fulfill your reporting obligations. Please complete this training by **January 31, 2019**. The 11 minute training video is available through W&M’s Cornerstone learning management system (<http://cornerstone.wm.edu/>). Log in using your campus network user ID and password and select “My Transcript” to begin the curriculum. An illustrated access guide is attached to this email. The training includes audio narration; if you need a transcript of the audio content, please contact me.

Thank you for helping to keep our campus safe!

Margaret Morrison
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