



CAMPUS SECURITY AUTHORITIES (CSA): THE CLERY ACT COMPLIANCE TRAINING

WHAT YOU NEED TO KNOW AS
A CAMPUS SECURITY AUTHORITY

THE CLERY ACT HISTORY



Jeanne Clery
1966 - 1986

In 1986 Jeanne Clery, a Freshman at Lehigh University, was sexually assaulted and murdered in her campus residence hall room.

Her school hadn't informed students about 38 violent crimes on campus in the three years preceding her murder.

Her parents believe she would have been more cautious if she had known about other violent crimes at Lehigh.

The Clery Act promotes a safe and secure campus environment through crime reporting disclosure and statistics. Clery Act requirements provide students and their families with accurate, complete and timely information about crime reporting and campus safety so that they can make informed decisions.

CAMPUS SECURITY AUTHORITY (CSA)

The *Clery Act* requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “campus security authorities.” **Campus Security Authority** is a Clery-specific term that encompasses individuals and organizations with an institution:

- A campus police or security dept
- An individual or group with responsibility for campus safety (this includes Orientation Leaders and Hosts to non-campus groups)
- An individual or unit that institutional materials indicate to whom student and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An *official* is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
- *Employees or other individuals who supervise students during University-related off-campus travel are considered by the U.S. Department of Education to be Campus Security Authorities for the duration of the travel period even if they are otherwise not considered a Campus Security Authority.*

WHAT MAKES YOU A CAMPUS SECURITY AUTHORITY (CSA)

Campus Security Authorities are defined by job function and not by title. A Campus Security Authority is defined as “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to:

- Deans
- Student Housing Staff
- Athletic coaches
- Student activities coordinators
- Officials who oversee a student center
- Student Judicial officers
- Resident Advisors
- Student Advisors
- Faculty advisors to student organizations

WHY IS THIS NECESSARY?

- Keeping accurate crime statistics will help JSU know where to provide prevention programs and safety awareness programs to help keep the campus safe.
- The intent of including non-law enforcement personnel as CSAs is to acknowledge that many individuals, and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.
- If JSU is found to be non-compliant with any aspect of the Clery law the university can be fined and risk losing federal funding.
- The State of Mississippi monitors Clery Act Compliance which includes periodic audits.

WHAT CRIMES DO I NEED TO REPORT?

- Murder/Non-negligent Manslaughter
- Manslaughter by negligent
- Sexual Assault (rape, fondling, incest and statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Hazing
- VAWA (Violence Against Women Act) offenses
 - Domestic Violence
 - Dating Violence
 - Stalking
- Arrest and referrals for disciplinary action
 - Weapon Violations
 - Alcohol Violations
 - Drug Violations

I'M A CSA? WHAT DO I HAVE TO DO?

Your basic responsibility is to be a contact person for students who feel more comfortable reporting an incident to you than to the police. It would help if you encouraged the reporting party to contact the police and help them upon request. You must forward the report to the Accreditation/Compliance Manager. You do not have to be an expert on Clery crimes or locations; report the information to the best of your understanding.

When in doubt, Report it!

WHO IS NOT A CAMPUS SECURITY AUTHORITY (CSA)?

- Pastoral and Professional counselors are not considered a campus security authority when acting in their roles as a pastoral or professional counselor.
- Faculty member without responsibility for student/campus activity beyond the classroom;
- Physicians/nurses in the University Health Center who only provide care for students
- Clerical or administrative support staff
- Cafeteria/facilities maintenance/information technology staff

CSA SHOULD ALWAYS

- Call 911 in case of emergency
- Immediately contact the Department of Public Safety if there appears to be an ongoing or serious threat of a similar incident occurring to the victim or others
- Complete a Campus Security Authority Incident Report Form to the best of your ability and submit it as soon as possible but no later than 48 hours after learning of the incident. It can be found on the JSU Public Safety website under Clery Act.
- Report only what a person is willing to share, and record the information as it was provided to you.

WHAT INFORMATION SHOULD BE INCLUDED IN MY REPORT?

- Type of Crime
- Location of crime
- Timing
 - Date and time the crime or incident occurred
 - When the person reported it to you
- Name of Victim (if the victim wishes to be identified)
- Identities of any known suspects or witnesses (if the victim wishes to identify)
- Description of the incident or crime
- Get the information the person wants to tell you, Public Safety will classify the crime. Detailed information will help correctly categorize the crime
- You don't have to prove what happened or who was at fault
- You aren't supposed to find the perpetrator

JUST THE FACTS PLEASE....

- Just get the information the person is willing to tell you.
- You don't have to prove what happened or who was at fault or classify the crime. The Security Department will determine the proper classification of the crime.
- You aren't supposed to find the perpetrator.
- Use the report form, but DON'T identify the victim UNLESS she/he permits you.
- Encourage the person to report to College-wide security (but don't insist).
- Tell them the report can remain confidential.

BUT: The decision isn't yours, the person talking to you may not want to talk to college-wide security, and doesn't have to.

- If the person does NOT want to report to the police, you MUST report the incident as an anonymous statistic, but will not identify anyone involved without permission.

A CRIME MUST BE REPORTED IF IT OCCURRED:

- On campus
- Non-campus building or property
- Public property on or immediately adjacent to campus and easily accessible from campus

Do not Report Crimes if:

- A person tells you about a crime that occurred before they came to campus
- While they were away from the campus and not involved in a JSU activity.

WHEN TALKING WITH A VICTIM REMEMBER...

- Be an open and supportive listener
- Understand that trauma affects everyone differently
- Be non-judgmental
- When a student comes to you to report an incident you cannot guarantee confidentiality, and make sure they know of your obligation to report.