



CAMPUS SECURITY AUTHORITY TRAINING

*What you need to know if you are
a Campus Security Authority at Saint
Petersburg College*



- ▶ In 1986 Jeanne Clery, a freshman at Lehigh University, was murdered and sexually assaulted 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.
- ▶ The “**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**” (formerly the Campus Security Act) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas.
- ▶ For more information on the Clery Act please refer to: The Handbook of Campus Safety and Security Reporting

THE CLERY ACT - HISTORY

WHAT IS A CSA?

(CAMPUS SECURITY AUTHORITY)

Although every institution wants its community to report criminal incidents, we know that this doesn't always happen. Even at institutions with a police department, a student victim of a crime may be more inclined to report it to someone other than the campus police. For example, a victim of a sexual offense may turn to a resident advisor or trusted advisor for assistance, or a student athlete whose car was stolen may report the theft to their coach.

For this reason, 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."** CSA's are a vital part of data collection for the annual safety and security report.



- ▶ Many crimes (especially sexual assaults) go unreported to police but may be reported to other campus officials.
- ▶ As a result the Clery Act requires institutions to designate certain campus officials as CSA's.
- ▶ Data is collected from the CSA's to get the most accurate crime statistics possible –
- ▶ That's where you come in 😊

WHAT DOES THIS HAVE TO DO WITH YOU?

WHAT MAKES YOU A CSA?

- The law defines four categories of Campus Security Authority:
 - Police/security officials.
 - Non-police/security staff responsible for monitoring university property (*such as the student work scholars that perform security-like duties*).
 - People/offices designated by the College to whom crimes should be reported.
 - “Officials with significant responsibility for students and campus activities”



- ▶ Defined by function, not title:
 - ▶ Significant responsibility for student AND campus activities
 - ▶ Has regular contact with students
- ▶ Examples include:
 - ▶ Associate Provosts, Provosts
 - ▶ Athletic coaches
 - ▶ Student activities coordinators
 - ▶ Student judicial officers
 - ▶ Faculty advisors to student organizations

CAMPUS SECURITY AUTHORITIES ARE:

EXAMPLES OF WHO WOULD NOT MEET THE CRITERIA FOR BEING A CSA:

- A faculty member who does not have any responsibility for student and campus activities beyond the classroom.
- Medical doctors responsible for student care.
- Support Staff
 - Clerical
 - Maintenance
 - Food service employees
- Those who are exempt by law:
 - Pastoral and licensed Professional counselors
 - They must be working within the scope of their license or religious assignment at the time they receive the crime report.



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

- The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus security department, those allegations of *Clery Act crimes that he or she concludes were made in good faith.*
- Here at Saint Petersburg College all reportable crimes should be reported to the College-wide Security Department.
- A Campus Security Authority's key responsibility is to encourage crime victims and witnesses to report crimes to the campus security department or law enforcement .

When in doubt, report it!



SO WHAT DO I HAVE TO REPORT?

THESE CRIMES MUST BE REPORTED:

- Homicide/Manslaughter
- Negligent Manslaughter
- Sex Offenses
- Aggravated Assault
- Robbery
- Burglary
- Stolen Vehicles
- Arson
- HATE CRIMES, including any of the seven crimes previously listed; any crime causing bodily injury or any of the following crimes (new in 2008) that were motivated by hate:
 - Larceny-Theft
 - Simple assault
 - Intimidation
 - Vandalism
- Liquor, drug and weapons – both arrests **AND** disciplinary referrals

TIMING AND LOCATION IS CRITICAL

Be sure to document-

- **When** the crime or incident occurred .
- **When** it was reported to you.

The law requires that the **crime be reported for the calendar year in which it was first reported to a Campus Security Authority** – not when it occurred, not when it was reported to security or law enforcement by a CSA.

A crime must be reported if it occurred

- On campus
- In on-campus room
- On public property adjacent to campus (e.g.. roads, sidewalks)
- On certain off-campus property such as the SPC Athletic complex
- If a crime occurs in a location not listed above it is not reportable under Clery. i.e. a student reports being sexually assaulted while at home during spring break.

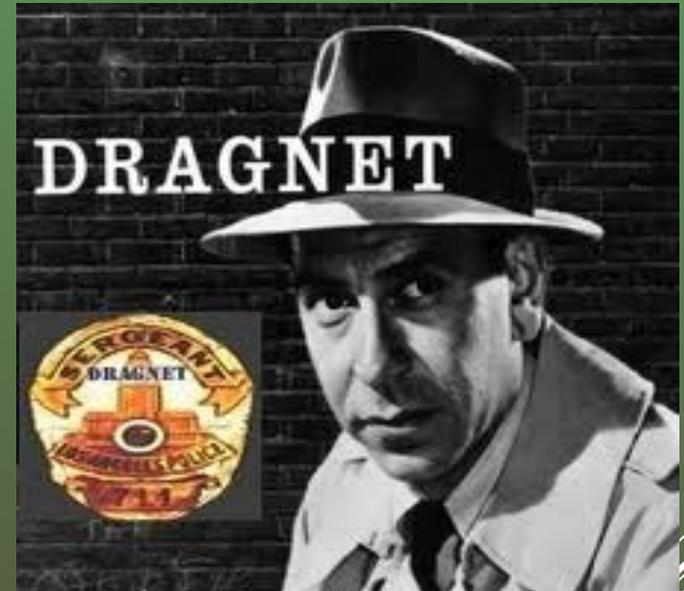
CONFIDENTIAL REPORTING OPTION

- SPC encourages professional and pastoral counselors, although not required to report crimes and to tell victims about the Confidential Reporting Process. The counselor must make a judgment call if it is appropriate to discuss crime reporting in that particular situation.
- Confidential Reporting Process: Victims can report crimes confidentially (no names or criminal investigation) to Director of college-wide security. However, adequate enough information should be provided to determine a crime has occurred.



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 gives you permission.
- 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.



- If you have no crimes to report please respond back to this email and type “no crimes to report”.
- If you have a Clery crime that needs to be reported please print the attached crime statistic form and complete.
- If you have any questions about the form or if a crime should be reported please contact the Director of college-wide security at 727.341.3051
- Non-compliance with the Clery Act could result in a fine of up to \$57,317 for EACH violation so your participation is greatly appreciated.
- A fine of nearly 1 million dollars was levied against the University of Montana for failure to properly report at least 7 sexual assaults.

CONTACT INFORMATION

All questions should be directed to:

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► Other Resources

- [Security on Campus](#)
- [Department of Ed Handbook](#)