

Campus Security Authorities

Annual Training for the Clery Act



Overview

What is the Clery Act?



Who is a Campus Security Authority (CSA)?



What are your responsibilities as a CSA?



Which crimes should you report?



How do you report Clery Act crimes?

Jeanne Clery & The Clery Act

- **Jeanne was a freshman student at Leigh University in Pennsylvania in 1986.**
 - April 5, 1986 – Jeanne was raped and murdered in her residence hall by a fellow student who was burglarizing rooms in the dorm.
 - Her family campaigned for more awareness of crimes that occur on and around college campuses.
 - In 1990, The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act or the Clery Act was signed into federal law.

Reporting Crime & Clery Act

- The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that are considered by the Act to be ...

Campus Security Authorities

- It is important to understand that a victim of a crime may be more inclined to report the crime to someone other than law enforcement, including campus police.

Who is a Campus Security Authority (CSA)?

- The Clery Act defines **FOUR** categories of CSAs:
 1. Campus police or security department
 2. Persons responsible for campus security, but who are not campus security officers
 3. Persons with significant responsibility for students and campus activities, including advisors for student organizations
 4. Persons designated by the College as someone to whom crimes should be reported

Campus Security Authority Exclusions

Who is not a CSA?

- A faculty member who does not have responsibility for student or campus activities beyond the classroom.
- Clerical Staff
- Cafeteria Staff
- Facilities & Maintenance Staff

Privileged Exemption

- There are two types of individuals who are exempt from Clery reporting obligations:
 - Pastoral Counselors
 - Professional Counselors

How will I know what to report?

- Ask yourself the following **three** questions:
 - Is it a qualified Clery Act crime/incident?
 - Did the crime/incident occur in one of the geographic areas defined by the Clery Act?
 - Was this crime/incident specifically reported to me as a Campus Security Authority?
- If “yes” is the answer to those questions, you are required to report that incident to the Department of Public Safety using the [CSA Incident Report Form](#).

What do I say when someone reports an incident to me?

- “As part of my position here, I am a federally mandated Campus Security Authority (or CSA) for CCGA. As such, I am required to report this incident to Public Safety for data gathering purposes.
- “If you request confidentiality, my report will not include your name or the names of any other individuals involved. My report will contain only the information you wish to provide.
- “Do you have any questions about my responsibility here? Would you like to help me fill out my report?”

What if someone wants to report confidentially?

- Confidential reports may be made for crimes EXCEPT for sexual assault, dating violence, domestic violence, and stalking.
- For crimes of sexual assault, dating violence, domestic violence, and stalking, if the reporting party requests confidentiality or asks that a report not be investigated, the College will take reasonable steps consistent with the request.
- The College's ability to respond may be limited in such cases. CCGA may not be able to grant such a request for confidentiality when the allegation suggests a continuing threat to the campus community.

A CSA Must ...

- 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 within 48 hours of learning of the incident.
- Report only what a person is willing to share, and record the information as it was provided to you.

A CSA Must NOT ...

- Attempt to determine whether a crime took place.
- Try to prove what happened or who was at fault.
- Attempt to identify or find the perpetrator.
- Try to convince a victim to contact law enforcement if the victim chooses not to do so.

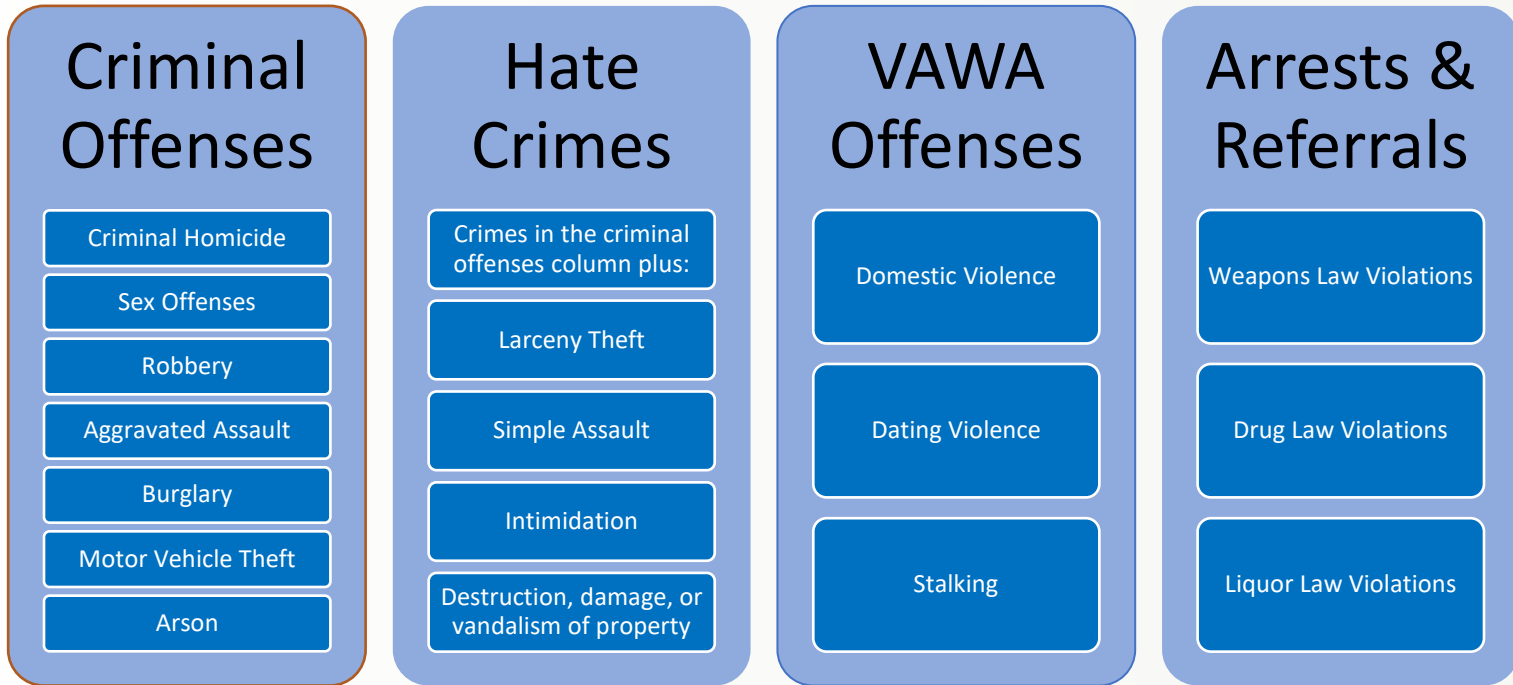


Clery Act Reportable Crimes

- Only certain types of crimes, committed at specified locations, are required to be reported under the Clery Act regulations.
- As a CSA, you will be asked to initially identify an incident type, but you are not responsible for making the final decision about crime classification.



Clery Reportable Crimes



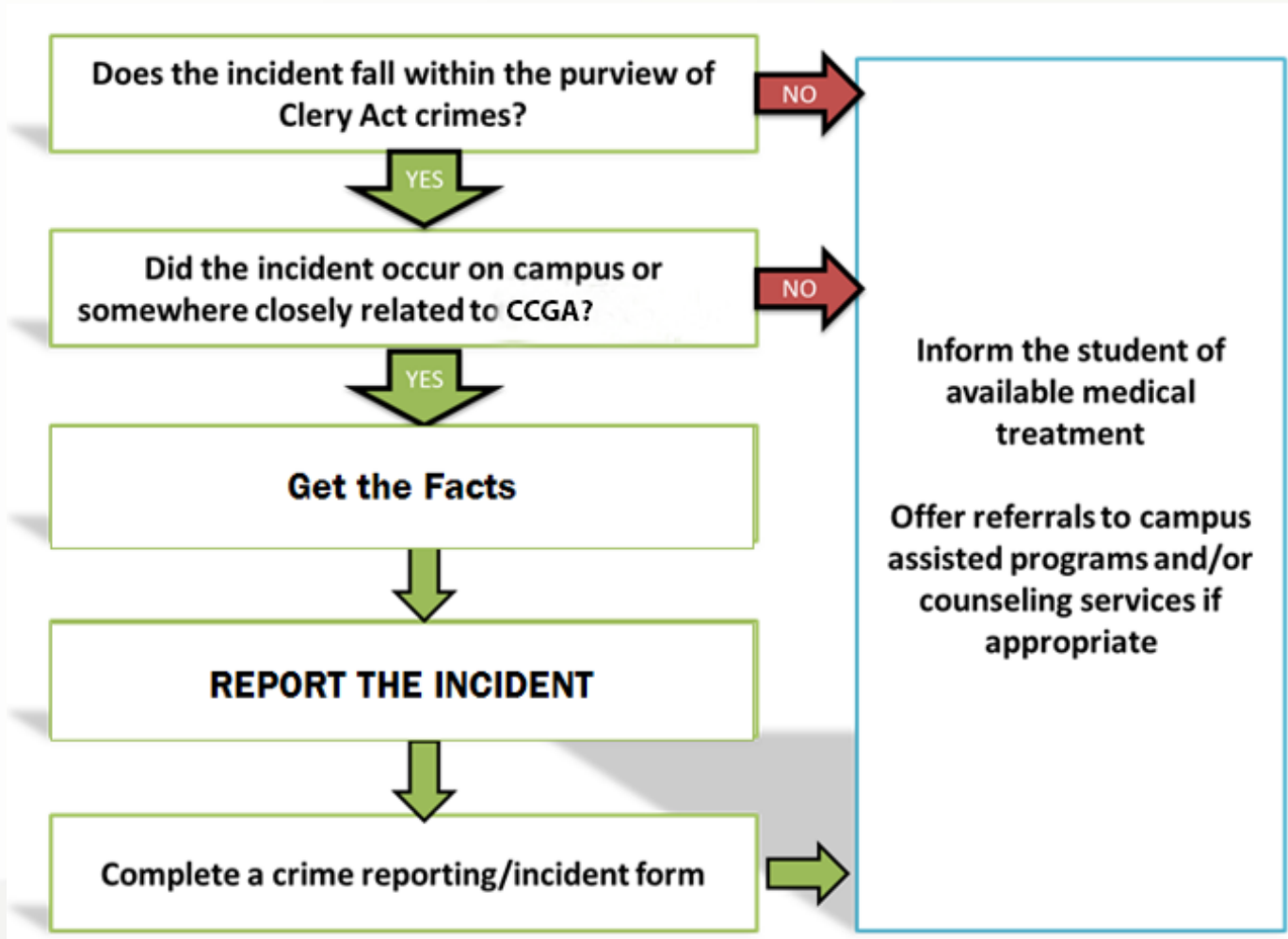
Full descriptions of each crime can be found at www.ccgga.edu/clerycompliance

What happens after a crime is reported?

- The Department of Public Safety will review the [CSA Crime Incident Report Form](#) and make a determination if the incident warrants a timely warning or emergency notification of the Mariner community.
- The Clery Compliance Coordinator will work with the Police Chief to determine the appropriate classification of the reported incident.
- The Coordinator and Chief of Police will consolidate crime data collected from multiple sources (including CSA reports), report all qualifying crime data to the Department of Education, publish the data in the College's ***Annual Security and Fire Safety Report*** (ASFSR), and inform the campus community when and where the Annual Report will be available.

Responsibilities and Reporting

Key Steps



What if I forget to file a report?

- Each January, the Clery Act Coordinator will send an email to all CSAs that contains a [CSA Annual Summary Disclosure Form](#) to confirm whether CSAs do or do not have any previously unreported Clery Act-qualifying crimes/incidents that were reported to them the previous calendar year.
- All CSAs are required to complete, sign, and return the form to the Coordinator no later than January 31.
- If CSAs have previously unreported Clery Act qualifying crimes/incidents to report, they are required to complete and submit to Public Safety a [CSA Crime Incident Report Form](#) for each unreported incident.

Closing

- Remember as a CSA you have a legal responsibility to make our Department of Public Safety aware of Clery Crimes ...

For assistance and/or questions please contact:

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Clery Compliance Website

www.ccgga.edu/clerycompliance