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GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

# Campus Security Authority (CSA) and The Clery Act



In 1986, Jeanne Clery was raped and murdered in her dorm room at Lehigh University.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was enacted in her memory.

The goal of the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures.

# The Clery Act

Information disclosed under the Clery Act can assist students and parents in making decisions which affect their personal safety.

The following information is general guidance for a Campus Security Authority (CSA).

Each campus is responsible for establishing appropriate procedures to implement these requirements.

**Section 1:  
Clery Act Overview –  
Definitions and Requirements**

## Section 1: Clery Act Overview

### What is the Clery Act?



- The Clery Act requires institutions of higher education receiving federal financial aid to report specific crime statistics on campus and provide safety and crime information to members of the campus community.
- Law is tied to federal student financial aid programs and requires colleges and universities to make timely warnings, emergency notifications, and provide annual information about campus crime statistics and security policies.
- Violators can be fined up to \$35,000 per incident by the U.S. Department of Education, the agency charged with enforcement of the Act.

## Section 1: Clery Act Overview - continued

### Why is this important?

- Many crimes, especially sexual assaults, are not reported to police.
- The Clery Act requires that the District gather and publish crime data from multiple sources (including a Campus Security Authority) to ensure that students and others know about potential dangers on campus.



## Section 1: Clery Act Overview - continued

### Requirements of the Clery Act

- **Disclose, collect, classify and count crime reports and statistics by October 1<sup>st</sup> of each year.**
- **Issue Crime Alerts** - timely warning for any Clery Act-specified crime that represents an ongoing threat to the safety of students or employees
- **Issue Emergency Notifications** upon confirmation of significant emergency or dangerous situation involving **immediate threat to health or safety**
- **Publish Annual Security Report**
- **Submit Crime Statistics** to Department of Education
- **Maintain a publicly available daily crime log**



## Section 2

# Section 2: Campus Security Authority

## Section 2: Campus Security Authority

### What is a Campus Security Authority?

The Clery Act requires that the District gather and publish crime data from multiple sources, including a Campus Security Authority.

The law defines **four categories of a Campus Security Authority**:

- Campus Police
- Non-police security staff responsible for monitoring Campus property
- People/Offices designated under policy as those to whom crimes should be reported
- “Officials with significant responsibility for student and campus activities”



## Section 2: Campus Security Authority - continued

### How is a campus official designated as a Campus Security Authority (CSA)?

CSAs are defined by **job function** and not by title.

#### Functions

A CSA is anyone who has significant responsibility for student AND campus activities.

The law defines "significant responsibility" broadly and includes, but is not limited to:

- Student Housing
- Student Discipline and Campus Judicial Proceedings
- Coaching and Mentoring

## Section 2: Campus Security Authority - continued

### Examples of CSAs

- Deans
- Athletic Coaches
- Student Activities Coordinators
- Officials who oversee a student center
- Student Judicial Officers
- Student Advisors
- Faculty Advisors to student organizations
- Campus Counseling Staff – with exceptions

### NOT CSAs

- Administrative staff not responsible for student activities (e.g., payroll, facilities)
- Clerical staff
- Individual faculty who DO NOT serve as advisors to registered student organizations
- Pastoral Counselors
- Maintenance and Operations Staff

## Section 2: Campus Security Authority - continued

### CSA Reporting Exemptions

- Clerical or Cafeteria Staff
- Facilities or Maintenance Staff
- Faculty who does not have responsibilities for students beyond the classroom.

Although licensed professional mental health and pastoral counselors are exempt from Clery Act requirements, the District encourages such counselors to tell victims about the Confidential Reporting Process if, in their judgment, it is appropriate to discuss crime reporting with this client.

Victims have the option of reporting crimes confidentially to a CSA. This means the Campus will keep a record that a crime occurred, but will not publish any identifying information. Reports filed in this manner are counted and disclosed in the annual crime statistics.

# Section 3: CSA Responsibilities and Reporting

## Section 3: CSA Responsibilities and Reporting

CSAs are responsible for collecting and reporting on certain crimes that are reported to them by students and employees

The following slides in this section will help CSAs know what crimes need to be reported and how to report them within the Clery Act provisions.



### What is a CSA required to report?

- **Criminal homicide (murder and manslaughter)**
- **Sex offenses, forcible & non-forcible**
- **Aggravated assault**
- **Robbery**
- **Burglary**
- **Motor vehicle theft**
- **Arson**
- **Hate crimes**, including any of the seven crimes listed above, or any other crime causing bodily injury or property damage, if motivated by race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.
- **Arrests and discipline referrals** of students, staff, and faculty for liquor, drug and weapons law violations.

## Section 3: CSA Responsibilities and Reporting - continued

### What is a CSA required to report?

In March 2013, President Obama signed a bill that strengthened the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE) that amends the Clery Act to include reporting of the following effective 2014:

- **Dating violence**      • **Domestic violence**      • **Stalking**
- The three new Clery crimes listed above must be tracked for inclusion in the reporting of Clery crime statistics starting with the October 2014 Annual Security Reports. Work with your respective chain of command about any additional reporting of these types of crimes.
- The Annual Security Report must also include updated policy statements to include VAWA requirements addressing Sexual Harassment Policy and Procedures for Responding to Complaints of Sexual Harassment.

## Section 3: CSA Responsibilities and Reporting - continued

### Reporting depends on location

A CSA must report an incident if it occurred:

- **ON CAMPUS** (includes streets, grounds and parking lots within campus boundaries)
- **In on-campus housing facilities** (even if privately owned/operated)
- **On public property adjacent to the campus** (e.g., roads, sidewalks)
- **On non-campus property owned or controlled by the District or a recognized student organization.**

## Section 3: CSA Responsibilities and Reporting - continued

### Reporting depends on location

A CSA must report an incident if it occurred:

**OFF CAMPUS** but closely related to the District

Under the law, some off-campus locations are deemed so closely related to the colleges that crimes at these locations are included in campus crime statistics.

- Any building or property owned or controlled by a student organization officially recognized by the District.
- Any building or property owned or controlled by the District that is used in direct support of the District's educational purposes, is frequently used by students, and is not "on-campus" property.

## Section 3: CSA Responsibilities and Reporting - continued

### What Not to Report

As a CSA, you DO NOT have to report the following:

- A person tells you about a crime that occurred before he/she came to the District

OR

- While he/she was away from campus and not involved in a District activity (e.g., at home during Spring break)

## Section 3: CSA Responsibilities and Reporting - continued

### Reporting an Incident

#### As a Campus Security Authority you are required to:

- Get the facts - When, what, where, who, etc.
- Report all Clery Act related crimes immediately to the Sheriff's Department so the campus can comply with timely warning policies and have accurate crime statistics for the Annual Security Report
- Inform victims of their options, including confidential reporting options and offer referrals to resources (e.g., campus assistance programs or counseling service, if appropriate)

## Section 3: CSA Responsibilities and Reporting - continued

### Reporting an Incident - Get the Facts

#### Important Questions to Ask

- Is a violent crime in progress? (If so, call police immediately!)
- Has the victim sought or is the victim in need of assistance/services?
- What happened? How, when, and where did it happen? Is there an identified suspect?
- Has the incident been reported to police or to another CSA?
- Does the victim wish to remain anonymous?

## Section 3: CSA Responsibilities and Reporting - continued

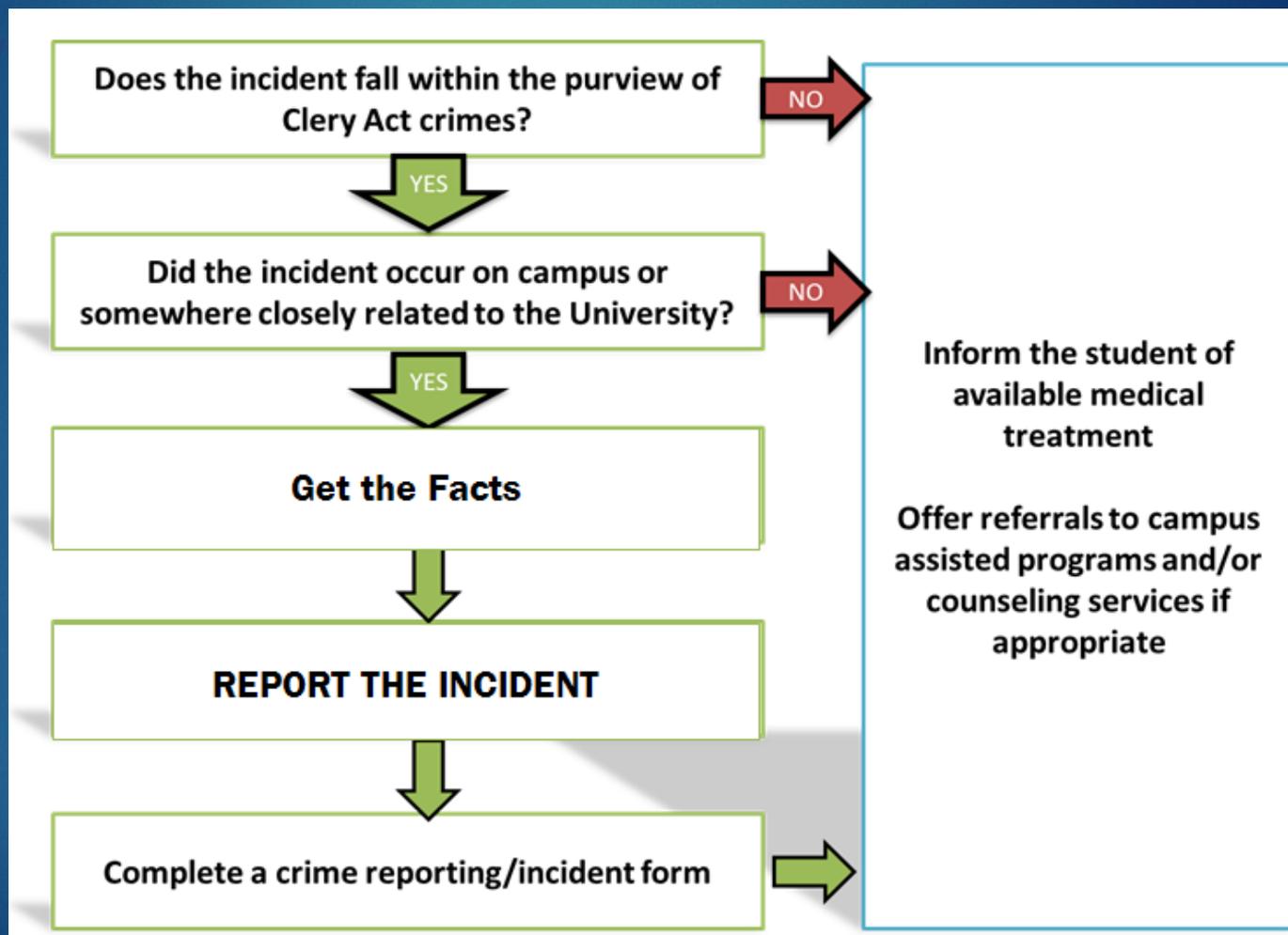
### Reporting an Incident - Next steps

- Describe the incident/crime as completely and accurately as you can to the Sheriff's Department at 858-565-5200
- Just get the facts - You do not need to make a judgment about or investigate what happened

**Note:** If the victim reports a crime to you, but wishes to remain anonymous, you still need to submit information to the Sheriff's Department but do not need to identify the victim.

## Section 3: CSA Responsibilities and Reporting - continued

Review



# Section 4: Review and Guidance

# Samples:

- ▶ "I was raped on spring break."
- ▶ "I think someone is following me."
- ▶ "Yesterday a guy in class kept touching my chest."
- ▶ "My cousin used to molest me when I was young and I have anger issues."
- ▶ "I saw a fist fight in the parking lot 10 minutes ago."
- ▶ "My boyfriend hits me a lot when I go home."

# Questions?



## Section 4: Review and Guidance - continued

### Additional Guidance and Resources

You can get additional information and advice from your campus Clery Act Administrator, Nicole Conklin x7654

- **Take the Quiz!**

<http://www.gcccd.edu/public-safety/campus-securityauthorities.html>

- Guidance is also available in the U.S. Department of Education Handbook for Campus Safety and Security Reporting.  
<http://www2.ed.gov/admins/lead/safety/handbook.pdf>

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# Quiz time!

