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## CAMPUS SECURITY AUTHORITY TRAINING

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Thank you for your commitment to campus security authority (CSA) training! Campus security authorities are a critical part of Clery Act compliance, as they are the trusted members of your community that are likely to be receiving crime reports. CSAs help ensure you are aware of crimes impacting the campus, can compassionately respond to reports, and can take steps to prevent similar incidents. In addition to using our CSA training film to educate CSAs on their roles, responsibilities, and how to support a reporting party, this CSA training packet provides you with sample tools and resources you may adapt to enhance your CSA training or reporting procedures. In it you will find:

- A handout reminding CSAs of their responsibilities under the Clery Act and your specific campus contacts and resources
- A sample CSA reporting form, including attached definitions of Clery Act crimes for reference
- A sample CSA training pre/post test to use to evaluate whether or not CSAs understand their role.

As you work to adapt these resources to your campus, and explore new or innovative strategies for training CSAs, please stay connected with Clery Center and share what's working on your campus!

### TABLE OF CONTENTS

<u>CSA Handout: Campus Security Authority Basics</u> .....	2
<u>Sample CSA Crime Reporting Form</u> .....	4
<u>Clery Act Definitions</u> .....	7
<u>CSA Training Pre/Post Test</u> .....	11
<u>CSA Training Pre/Post Test Answer Key</u> .....	12



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## CAMPUS SECURITY AUTHORITY BASICS

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### HISTORY OF THE CLERY ACT

In April 1986, Jeanne Clery's life ended tragically when another student raped and murdered her in her residence hall room. Alarmed at the lack of transparency around crime and violence on college campuses, Jeanne's parents, Connie and Howard, committed themselves to create enduring change.

In 1990, Congress approved the Crime Awareness and Campus Security Act. Later renamed in Jeanne's memory, the Jeanne Clery Campus Safety Act took effect in 1991. It requires that colleges and universities:

- keep a public crime log
- publish an annual security report that includes crime statistics and security policies
- provide timely warnings and emergency notifications to inform the campus community of potential threats.
- ensure certain basic rights for victims of sexual assault, dating violence, domestic violence, and stalking

The U.S. Department of Education enforces the Clery Act, and is responsible for collecting and disseminating crime statistics from colleges and universities each year.

### CLERY ACT CRIMES

Any of the following offenses which take place in one of the Clery Act Geography categories: On-Campus (including student residences), Noncampus, and Public Property.

#### **Criminal Offenses**

- Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

#### **Hate Crimes**

- All criminal offenses plus:
  - ◆ Larceny-theft
  - ◆ Simple Assault
  - ◆ Intimidation
  - ◆ Destruction/ damage or vandalism of property

#### **Hate Crime Bias Categories**

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National Origin
- Disability

#### **VAWA Offenses**

- Domestic Violence
- Dating Violence
- Stalking

#### **Hazing**

#### **Arrests & Referrals**

- Drug Law Violations
- Weapons Law Violations
- Liquor Law Violations

### WHO ARE CAMPUS SECURITY AUTHORITIES?

- Officials with significant responsibility for student and campus activities
- A campus police or security department
- Individuals who have responsibility for campus security
- Individuals or offices designated to receive crime reports



# CAMPUS SECURITY AUTHORITY BASICS

## CSA RESPONSIBILITIES

- If someone tells you about a crime or an incident that might be a crime, you must report it to your institution's designated office or an official responsible for collecting Clery report information.
- Share the information as related by the person.
- When in doubt, report.
- Tell the person who disclosed the crime to you that you must share the information.
- Help connect the person to available options and resources within the institution.

## INFORMATION TO SHARE

- Date, time, and location of the incident
- Date and time the incident was reported to you
- Description of the nature of the incident
- Identities of individuals involved, including known suspects and witnesses (although not required)

## MY CAMPUS CONTACTS

Clery Contact: \_\_\_\_\_

Campus Safety/Security: \_\_\_\_\_

Counseling Center: \_\_\_\_\_

Victim Services: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_



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## SAMPLE CSA CRIME REPORTING FORM

This sample form is intended to be used as a basis for creating a CSA crime reporting form that is specific to the institution and your unique campus community. This template is not intended to be prescriptive and, as always, should not be relied upon as legal advice or legal services. You should always consult a suitably qualified attorney regarding any specific legal problem or matter, or the application of the law to your particular situation.

**[Name of Institution]**

### Campus Security Authority Reporting Form

Date of report: \_\_\_\_\_

Name of campus security authority: \_\_\_\_\_

Date that incident occurred (mm/dd/yyyy): \_\_\_\_\_

*If multiple incidents were reported or if the date of the incident occurred is unknown, please note below:*

### Reporting Person Contact Information

Reported by:  The Victim  A Third Party

First name:

Last name:

Phone number:

E-mail address:

If a third party reported the crime to you, please enter the relationship of the third party to the victim:

### Agency Notified

If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.

Does the victim want the incident reported to law enforcement?  Yes  No



# SAMPLE CSA CRIME REPORTING FORM

## Incident Information

Location of incident (building name, street address, office number):
Time of incident (if known):
Incident description (Please provide specific, detailed information; can attach additional document if necessary.)

## Incident Category (please see attached for definitions of offenses)

<input type="checkbox"/> Homicide (indicate if murder/non-negligent manslaughter or manslaughter by negligence):	<input type="checkbox"/> Burglary
<input type="checkbox"/> Sex Offense (indicate whether rape, fondling, incest, or statutory rape):	<input type="checkbox"/> Robbery
<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Hate Crime (if the crime is not already indicated in another Incident Category, indicate if larceny-theft, intimidation, simple assault, or destruction/damage/vandalism of property)
<input type="checkbox"/> Motor Vehicle Theft	<input type="checkbox"/> Dating Violence
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Stalking
<input type="checkbox"/> Arrest for Liquor Law Violation	<input type="checkbox"/> Hazing
<input type="checkbox"/> Arrest for Drug Law Violation	<input type="checkbox"/> Referral for Liquor Law Violation
<input type="checkbox"/> Arrest for Weapons Law Violation	<input type="checkbox"/> Referral for Drug Law Violation
<input type="checkbox"/> Arson	<input type="checkbox"/> Referral for Weapons Law Violation
<input type="checkbox"/> I am unsure how to classify this incident	



# SAMPLE CSA CRIME REPORTING FORM

Other Crime Category (If the crime was not listed above, please enter the additional crime category):

Is there any evidence that this crime was motivated by bias?  Yes  No

If yes, please choose any/all categories of prejudice that apply:

Race             Disability             Gender             National Origin

Ethnicity             Gender Identity             Religion             Sexual Orientation

If you answered "yes" to the Motivated by Bias question, please provide a brief summary of the evidence supporting a bias motivation:

### Location

What best describes the location of the crime? (If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as to the geography.)

<input type="checkbox"/> On-campus, residence hall	<input type="checkbox"/> Noncampus in a University owned leased or controlled space (fraternity, sorority, off-campus classroom)
<input type="checkbox"/> On-campus, not in a residence hall	<input type="checkbox"/> Unknown location, other
<input type="checkbox"/> Public property within or immediately adjacent to campus	<input type="checkbox"/> I do not know which category this location would fall under.

**Please review the information in the form. When completed, submit the form to:**

Campus Department  
 Attn: Name  
 emailaddress@institution.edu  
 Phone Number  
 Address



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## CLERY ACT DEFINITIONS

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### CLERY ACT CRIMES

<b>Homicide</b>	<p><b>Murder/non-negligent manslaughter:</b> the willful (non-negligent) killing of one human being by another.</p> <p><b>Manslaughter by Negligence:</b> the killing of another person through gross negligence.</p>
<b>Sex Offenses</b>	<p><b>Sex offenses:</b> Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.</p> <p><b>Rape:</b> The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.</p> <p><b>Fondling:</b> The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victims, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.</p> <p><b>Incest:</b> Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.</p> <p><b>Statutory Rape:</b> Sexual intercourse with a person who is under the statutory age of consent.</p>
<b>Robbery</b>	<p>Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.</p>
<b>Aggravated Assault</b>	<p>Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.</p>
<b>Burglary</b>	<p>Unlawful entry of a structure to commit a felony or a theft.</p>
<b>Motor Vehicle Theft</b>	<p>The theft or attempted theft of a motor vehicle.</p>
<b>Arson</b>	<p>Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.</p>
<b>Dating Violence</b>	<p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:</p> <ul style="list-style-type: none"><li>• the length of the relationship</li><li>• the type of the relationship</li><li>• the frequency of interaction between the persons involved in the relationship</li></ul>



# CLERY ACT DEFINITIONS

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<b>Domestic Violence</b>	Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
<b>Stalking</b>	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.
<b>Hazing</b> <i>(definition continued on following page)</i>	Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that: <ul style="list-style-type: none"><li>• is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and</li><li>• causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:<ul style="list-style-type: none"><li>» whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;</li><li>» causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;</li><li>» causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;</li><li>» causing, coercing, or otherwise inducing another person to perform sexual acts;</li><li>» any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;</li><li>» any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and</li><li>» any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.</li></ul></li></ul>

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## CLERY ACT DEFINITIONS

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<b>Hazing</b> <i>(continued from previous page)</i>	For purposes of Clery Act statistics only, the term “student organization” in the definition of hazing is defined as: an organization at an institution of higher education ( <i>such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government</i> ) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.
<b>Liquor Law Violation</b>	The violation of state or local law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
<b>Drug Abuse Violation</b>	The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.
<b>Weapons Law Violation</b>	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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# CLERY ACT DEFINITIONS

## HATE CRIME BIAS CATEGORIES

<b>Race</b>	A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
<b>Gender</b>	A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
<b>Gender Identity</b>	A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
<b>Religion</b>	A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
<b>Sexual Orientation</b>	A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
<b>Ethnicity</b>	A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
<b>National Origin</b>	A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
<b>Disability</b>	Preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.



# CLERY ACT DEFINITIONS

## CLERY ACT GEOGRAPHY

### **On Campus**

- any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors)

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### **Noncampus Building or Property**

- any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution

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### **Public Property**

- all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus



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## CSA TRAINING PRE/POST TEST

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### Pre/Post-Test

1. **True or False:** I am a campus security authority.
2. Which of these crimes is not a reportable offense under the Clery Act:
  - a. Sex offense
  - b. Burglary
  - c. Pick-pocketing
  - d. Arson
3. **True or False:** If a crime is disclosed to me, I am responsible for determining whether or not the crime took place before reporting.
4. When I receive a crime report I should:
  - a. file it in a folder to submit at the end of the school year
  - b. report it right away
  - c. only direct the student to campus police/security
5. If I am not sure whether a crime reported to me fell within Clery-specific geography I should:
  - a. look at a campus map for clarification
  - b. ask a colleague within my department
  - c. report it anyway so the institution can make that determination



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## CSA TRAINING PRE/POST TEST ANSWER KEY ---

### Pre/Post-Test (Answer Key)

1. **True or False:** I am a campus security authority.
2. Which of these crimes is not a reportable offense under the Clery Act:
  - a. Sex offense
  - b. Burglary
  - c. Pick-pocketing**
  - d. Arson
3. **True or False:** If a crime is disclosed to me, I am responsible for determining whether or not the crime took place before reporting.
4. When I receive a crime report I should:
  - a. file it in a folder to submit at the end of the school year
  - b. report it right away**
  - c. only direct the student to campus police/security
5. If I am not sure whether a crime reported to me fell within Clery-specific geography I should:
  - a. look at a campus map for clarification
  - b. ask a colleague within my department
  - c. report it anyway so the institution can make that determination**