

Your role as a...

# CAMPUS SECURITY AUTHORITY (CSA)

...under the Jeanne Clery Act

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UNIVERSITY OF WASHINGTON BOTHELL  
CAMPUS SAFETY DEPARTMENT



# The History of the Clery Act

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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 (referred to as the Clery Act) was enacted in her memory.

# The Goal of the Clery Act

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To ensure both current and prospective students, their parents, and both current and prospective employees have access to accurate information about crimes committed on campus and about campus security procedures.

# SECTION 1 of 4

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## CLERY ACT BASICS

- Overview
- Why the the Clery Act is important
- Requirements of the Clery Act
- Review

# Overview

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The Clery Act requires institutions of higher education receiving federal financial aid to report specific crime statistics and provide safety and crime information to members of the campus community.

Colleges and universities are required to make timely warnings, emergency notifications, and provide annual information about campus crime statistics and security policies.

Institutions found to be in violation of the Act can be fined up to \$69,733 per incidence. The fine is levied by the U.S. Department of Education, the agency charged with enforcement of the Act.

# Importance of the Clery Act

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Many crimes, especially sexual assaults, are not reported to police.

The Clery Act requires that the University gather and publish crime data from multiple sources, including Campus Security Authorities, to ensure that students and others know about potential dangers on campus—even if those crimes were never reported to law enforcement by the victims.

# Requirements of the Clery Act

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**Disclose, collect, classify and count crime** reports and statistics.

**Issue crime alerts** . Known as a “timely warning,” these alerts are disseminated 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 and Fire Safety Report.**

**Submit crime statistics** to the Department of Education.

**Maintain a publicly available daily crime log.**

**Implement missing student notification procedures.**

**Maintain fire safety information** - including fire log, annual fire report with statistics and policy statements.

# Requirements of the Clery Act

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Institutions must report (annually and on-going) the following:

- Where crimes occurred
- Type of crimes reported

Employees and students are notified by **October 1** of each year that the campus Annual Security and Fire Safety Report is updated and available.



# Review

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- Many crimes, especially sexual assaults, are not reported to police.
- The Clery Act requires institutions of higher education receiving federal financial aid to report specific crime statistics and provide safety and crime information to members of the campus community.
- Each campus is responsible for establishing appropriate procedures to implement these requirements.
- Employees and students are notified by October 1 of each year that the campus Annual Security and Fire Safety Report is updated and available.

# SECTION 2 of 4

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## CAMPUS SECURITY AUTHORITIES

- What is a Campus Security Authority?
- CSA designation
- Examples of a CSA
- CSA reporting exemptions
- Review

# Campus Security Authority Definition

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The Clery Act requires that the University gather and publish crime data from multiple sources, including data from any person deemed to be a Campus Security Authority (CSA).

The law defines 4 categories of Campus Security Authorities:

- UW Police Department
- Non-police security staff responsible for monitoring University property
- Staff members/offices designated under UW policy as those to whom crimes should be reported
- “Officials with significant responsibility for student and campus activities”

# CSA Designation

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

## Function

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 Conduct and Campus Judicial Proceedings

# Examples of a CSA

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## Examples of CSAs

- Deans
- Student Housing staff
- Athletic coaches
- Student activities coordinators
- Officials who oversee a student center
- Student judicial officers
- Resident Advisors (RAs)
- Student advisors
- Faculty advisors to student organizations

## Non 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
- Doctors in the Student Health Center or Counselors in the Counseling Center, who only provide care to individual students

# CSA Reporting Exemptions

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**Licensed professional mental health counselors.**

**Pastoral counselors** (employed by a religious organization to provide confidential counseling) and are **working within the scope of their license or religious assignment.**

Although licensed mental health professionals and pastoral counselors are exempt from Clery Act requirements, the University 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 University 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.

# Review

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- CSAs are defined by job function and not by title.
- A CSA is anyone who has significant responsibility for students AND campus activities.
- Examples of CSAs include deans, student housing staff, athletic coaches, and student coordinators and advisors.
- Administrative, clerical staff or faculty positions without responsibility for student activities or advising do not meet the requirements of a CSA.
- Licensed professional mental health and pastoral counselors are exempt from Clery Act reporting requirements.

# SECTION 3 of 4

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## RESPONSIBILITIES & REPORTING

- Overview
- What crimes to report
- Limitations on crimes to report
- Geography of reporting
- How to make a report
- Review



# Responsibilities & Reporting Overview

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CSAs are responsible for collecting information on and reporting 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 provisions of the Clery Act.

# What Crimes to Report

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## What is a CSA required to report?

- Criminal homicide (murder and manslaughter)
- Sex offenses: Rape, Fondling, Incest and Statutory Rape
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes, including any of the crimes listed above or any other crime causing bodily injury, if motivated by race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability. As of 2008, please also report hate crimes that involve larceny/theft, simple assault, vandalism or intimidation.
- Arrests and discipline referrals of students, staff, and faculty for liquor, drug and weapons law violations.

# What Crimes to Report

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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:

1. Dating violence
2. Domestic violence
3. Stalking

The three Clery crimes listed above must be tracked for inclusion in the reporting of Clery crime statistics as of the 2014 Annual Security Report. **Work with your respective supervisors about any additional reporting of these crimes as there are potential Title IX reporting requirements.**

The Annual Security Report must also include updated policy statements to include VAWA requirements addressing UW Sexual Harassment Policy and procedures for responding to complaints of sexual harassment.

# Limitations on Crimes to Report

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You are required to report on the crimes listed on the previous slides only if they occurred within particular geographical areas.

Those areas are:

- On-campus, as defined by the Clery Act
- Off campus, as defined by the Clery Act

# On-Campus Locations Defined

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On-campus locations for the UW Bothell/Cascadia College campus includes all buildings and properties contiguous with main campus.

On-campus also includes streets, grounds and parking lots within campus boundaries and...

- On-campus housing facilities, even if privately owned or operated.
- Public property adjacent to campus (roads, sidewalks).

# Off-Campus Locations Defined

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Some off-campus locations are deemed so closely related to the University that crimes at these locations are included in campus crime statistics:

Any building or property owned or controlled by the UW that is used in direct support of UW's educational purposes, is frequently used by students and is not "on-campus" property. An example at the UW is the Eastside Learning Center (ELC) in Bellevue

# Foreign Locations

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## Situation

**UW opens and operates a campus in another country.**

Students go abroad for credit in a program not run by UW.

**UW runs an international program - contracts with an international entity to provide services and/or space.**

## Clery Requirements

**... Must report.**

... No Clery reporting obligations.

**... Must report if UW “owns or controls” (e.g., leases) international property.**

# Reporting Exceptions

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

- A crime that occurred before the victim came to the University.
- A crime that occurred while the victim was away from campus and not involved in a UW activity (e.g., at home during break).



# What to Do - Overview

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If someone reports a crime to you...

1. Get the facts: Who, what crime, when, where, how, etc.
2. Immediately report all Clery Act crimes to the Campus Safety Department so the campus can comply with timely warning policies and maintain accurate crime statistics for the Annual Security Report.
3. Inform victims of their options, including confidential reporting and offering referrals to resources (e.g., campus assistance programs or a counseling or advocacy service, if appropriate).

# What to Do – Getting the Facts

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Important questions to ask:

- Is a violent crime in progress (if so, call the police immediately).
- Has the victim sought or is the victim in need of services?
- What happened? How, when and where? Is there an identified suspect?
- Has the incident already been reported to the police or another CSA?
- Does the victim prefer to remain anonymous?

# What to Do – Reporting to Campus Safety

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Complete a Crime Report Form (available online).

- Describe the incident/crime as completely and accurately as you can.
- You do not need to make a judgment about or investigate what happened, just get the facts as they are reported to you.

**Note:** If the victim reports a crime to you, but wishes to remain anonymous, you still need to submit a Crime Report Form, but you do not need to identify the victim.

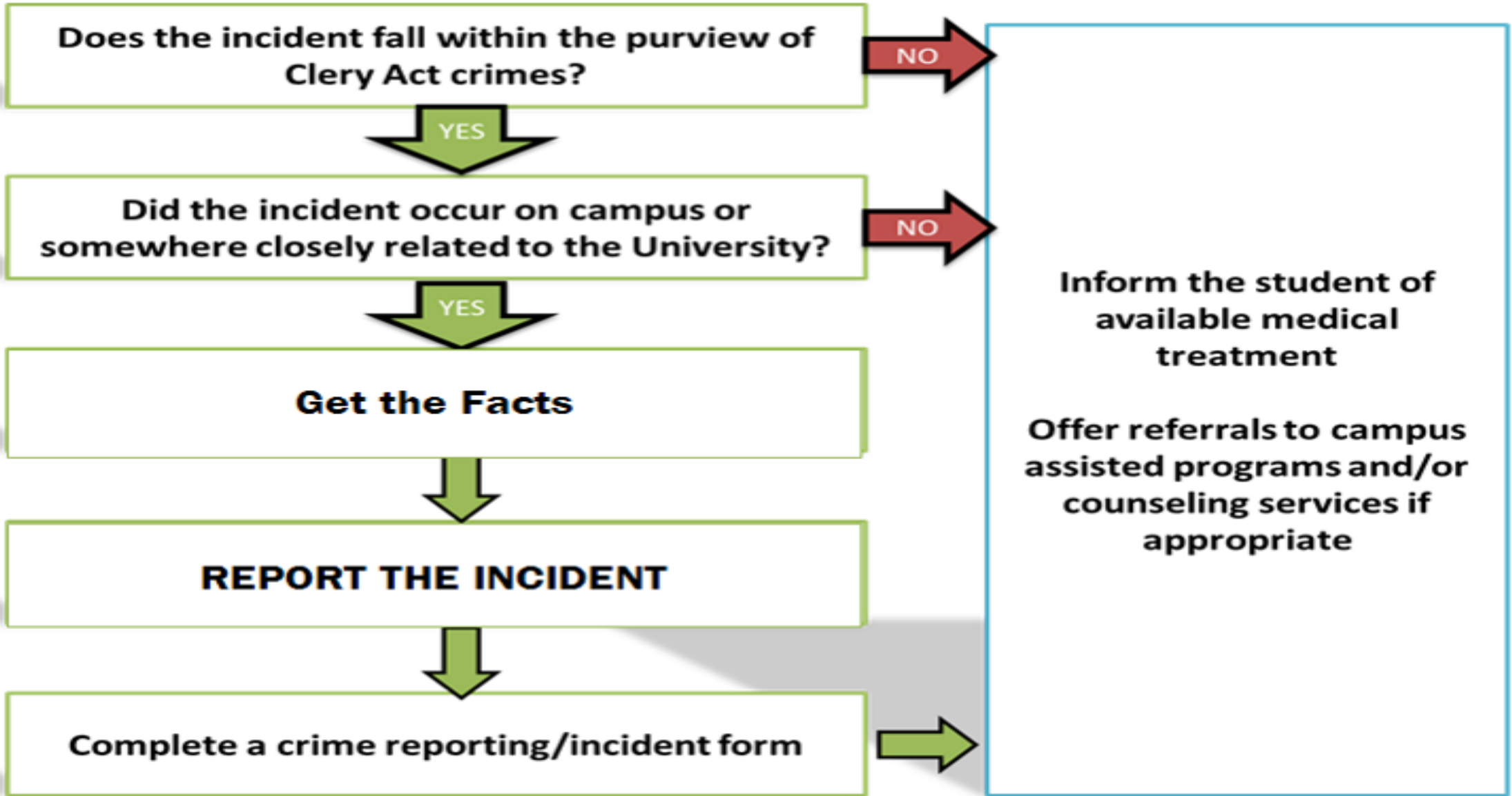
# What to Do – Reporting to Campus Safety

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## Filling out the Crime Report Form

- Answering questions on the form will help determine the correct crime category. Even if you are unsure that you checked the correct crime, Campus Safety will review your answers and determine the correct category from the info you provide.
- Write a brief description of the incident.

**Timely reporting is critical!**



Does the incident fall within the purview of Clery Act crimes?

NO

YES

Did the incident occur on campus or somewhere closely related to the University?

NO

YES

**Get the Facts**

**REPORT THE INCIDENT**

Complete a crime reporting/incident form

Inform the student of available medical treatment

Offer referrals to campus assisted programs and/or counseling services if appropriate

# Crime Report Form

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The Crime Report Form is Available online.

You will need to fill out a separate form for each crime reported to you.

## Campus Security Authority Crime Report Form

Fields marked with an asterisk (\*) are required

Your First Name \*

Your Last Name \*

Your Phone Number \*

Your Email \*

Your UW Department

Location of Incident \*  On-campus  Non-campus  Public Property

Campus Building Name or Street Address

Did the crime occur in a building or on the street? \*  
 Building  Street  Reporting Party does not wish to provide this information  
 Other - please add info below

# SECTION 4 of 4

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## REVIEW & GUIDANCE

- Review
- Resources

# Review

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- The Clery Act requires institutions of higher education receiving federal financial aid to report specific crime statistics and provide safety and crime information to members of the campus community.
- Each campus is responsible for establishing appropriate procedures to implement these requirements.
- A Campus Security Authority (CSA) is anyone who has significant responsibility for student AND campus activities.
- CSAs are required to: get the facts, report all Clery-related crimes to the Campus Safety Department, inform victims of confidential reporting options and offer referrals to resources.



# Resources for CSAs

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- Campus Safety Department

[www.uwb.edu/safety](http://www.uwb.edu/safety)

- U.S. Dept. of Education Handbook for Campus Safety and Security Reporting

[www2.ed.gov/admins/lead/safety/handbook.pdf](http://www2.ed.gov/admins/lead/safety/handbook.pdf)

- UW's current Annual Security and Fire Safety Report, and Drug-Free Schools Act Information

<https://www.uwb.edu/safety/clery>

# THANK YOU!

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**...for your participation in the CSA training program.**

Please be sure to take the one-question quiz to attest to the completion of this training before logging out.