

CAMPUS SECURITY AUTHORITY TRAINING



GOAL AND OBJECTIVE

Goal

- Increase your understanding of the Clery Act and your role and responsibilities as a Campus Security Authority (CSA) in reporting Clery Act crimes.

Objective

- You will be able to carry out your responsibilities as a CSA to report allegations of Clery Act crimes to the Director of Campus Security.

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?

WHAT IS THE CLERY ACT?

- Federal law that requires colleges and universities to disclose information about crime on and around their campuses reported to:
 - Local law enforcement agencies
 - Campus Security Authorities
- Your Title IX responsibilities as a “responsible employee” are in no way diminished by your CSA Clery Act responsibilities!

RESPONSIBILITIES FOR HU

- The University is required to:
 - Disclose campus crime statistics annually
 - Maintain a daily crime log
 - Issue timely safety warnings
 - Make campus security policies available
 - Report Clery reportable crimes to the Department of Education

WHO IS A CSA?

1. Campus police or security
2. Non-police security staff responsible for monitoring University property
3. Any individual or organization designated to receive reports of criminal offenses from students and employees
4. An official who has significant responsibility for student and campus activities

Exclusions; when functioning within the scope of a counselor:

- Pastoral Counselors
- Professional Counselors

The current list of HU CSA's are here:

<https://security.press.hollins.edu/clery-act-compliance/>

WHAT ARE YOUR RESPONSIBILITIES?

1.

- The function of a CSA is to report to the Director of Campus Security, those allegations of *Clery Act* crimes that he or she receives.

2.

- CSA's are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA.

3.

- This means that CSA's are **not** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

WHAT AREN'T YOUR RESPONSIBILITIES?

DO NOT:

- Try to make an authoritative determination as to whether or not a crime took place
- Apprehend the alleged perpetrator of the crime
- Try to convince the victim to contact law enforcement if the victim chooses not to do so

WHICH CRIMES SHOULD YOU REPORT?

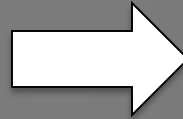
Criminal Offenses

- **Criminal Homicide**
 - Murder/Non-negligent manslaughter
 - Negligent manslaughter
- **Sexual Assault**
 - Forcible – Rape or Fondling
 - Non-forcible – Incest or Statutory Rape
- **Robbery**
- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**
- **Arson**

CRIMES YOU SHOULD REPORT (CONTINUED)

Hate Crimes

- **Larceny-Theft**
- **Simple Assault**
- **Intimidation**
- **Destruction/Damages/Vandalism**
- **Criminal Offenses (as described)**



Motivated by negative opinion or attitude based on:

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

CRIMES YOU SHOULD REPORT (CONTINUED)

Violence Against Women Act (VAWA)

- Domestic Violence
- Dating Violence
- Stalking Incidents

Arrests and Referrals reported/initiated

- Weapons Laws
- Drug Abuse Laws
- Liquor Laws

Count a crime regardless of whether it is attempted or completed

CLERY DEFINITIONS (CONTINUED)

CRIMINAL OFFENSES DEFINITIONS – Clery Handbook

Criminal Homicide:

Manslaughter by Negligence: The killing of another person through gross negligence.

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: 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.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, 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.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

CLERY DEFINITIONS (CONTINUED)

Robbery: Taking or attempting to take anything of value for 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.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft in all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joyriding.)

Arson: Any 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.

CLERY DEFINITIONS (CONTINUED)

HATE CRIMES DEFINITIONS – Clery Handbook

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without consent of the owner or person having custody or control of it.

CLERY DEFINITIONS (CONTINUED)

VAWA OFFENSES DEFINITIONS – Clery Handbook – These definitions may be different from the definitions in the Harassment Policy

Domestic Violence is defined as a felony or misdemeanor crime 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 in which the crime of violence occurred; 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 in which the crime of violence occurred.

CLERY DEFINITIONS (CONTINUED)

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- Dating Violence includes, but is not limited to; sexual or physical abuse or the threat of such abuse.
- Dating Violence does not include acts covered under the definition of Domestic Violence.

CLERY DEFINITIONS (CONTINUED)

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- *Course of Conduct* means two or more acts, including, but not limited to, acts in which the stalker, directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable Person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial Emotional Distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

CLERY DEFINITIONS (CONTINUED)

ARRESTS AND REFERRALS DEFINITIONS – Clery Handbook

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacturing, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations: 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. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacturing, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

REPORTABLE CRIME LOCATIONS

For Clery Act Purposes

- On campus
 - e.g. – residence halls or academic/administrative buildings
- Public Property
 - e.g. – off-campus sidewalks and streets or Hollywood's Restaurant
- Non-campus property
 - HU has no non-campus property at this time

CLERY LOCATIONS DEFINITIONS

LOCATIONS DEFINITIONS – Clery Handbook

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 areas identified above, 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 vendor).

Non-Campus 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 by students, and is not within the same reasonably contiguous geographic area of the institution.

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.

HOW DO I REPORT A CRIME?

Record the following on form SD313-156 - CSA
CRIME REPORT.

Available from dcarlson@hollins.edu

What type of crime?

Where did it occur?

When did it occur?

When was it reported to you?

Who is the reporting person? *

*Indicates information which the reporting person may elect NOT to report **

HOW DO I REPORT A CRIME? (CONTINUED)

- If a student or employee comes to you to report a crime, ask them if they would like to report their crime to Campus Security first. If not, inform them that you will have to report their crime to the Director of Campus Security once they have reported it to you.
- Use form SD313-156 to record the information or take notes during the reporting and complete SD313-156 after the reporting has ended.
- Make a copy of form SD313-156 for your records and forward the original SD313-156 to the Director of Campus Security immediately. The Director has two business days to enter crimes into the campus crime log.

SUMMARY

CSA reports are used by the institution to compile statistics for *Clery Act* reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert to the campus community (timely warning).

- You play an important role in maintaining a safe campus
- Report Clery crimes to the Director of Campus Security immediately on form SD313-156

SUMMARY (CONTINUED)

- When in doubt, report the crime
- Provide the facts and details
- Title IX responsibilities and reporting requirements are in no way diminished by your CSA Clery Act responsibilities.

Thank you for supporting our students, employees, and Hollins University.

HOLLINS CLERY COORDINATOR

For questions, please contact:

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