Campus Security Authority Guide

A quick reference guide on the history, responsibilities, what to report, and additional resources

August 1

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
History of the Clery Act

In 1986 Jeanne Clery was raped and murdered in her residence hall by another student she didn’t know. Her parents believe she and her fellow students who had left doors propped open would have been more cautious if she has known about other violent crimes at Lehigh.

The Crime Awareness and Campus Security Act of 1990 renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act) in 1998, requires higher education institutions to report crimes statistics to current and prospective students and employees and the U.S. Department of Education. It further requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to disclose their campus security policies.

Clery Act Responsibilities

To help ensure students know the dangers on their campus, the Clery Act requires institutions to gather and publish data from Campus Security Authorities (CSAs).

The CSAs should have baseline knowledge of the following components of the Clery Act:
- Development, disclosure, implementation of campus security policy
- Timely Warnings
- Daily Crime Log
- Annual Security Report
- Emergency Response.
Who is a Campus Security Authority

The **JOB** of safety on campus does not rest solely in the hands the Campus Security Department. It is a collaborative effort across campus.

The purpose of including non-security department employees as CSAs is that many individuals receive crime reports, not only the Security Department.

The Clery Act defines a CSA as:
- A member of the Campus Security Department
- An individual who has responsibility for campus security but does not constitute a member of the security department (for example monitoring the entrance to a building)
- An individual or organization specified in the institution’s security policy as an individual or organization to which students or employees should report criminal offenses.
- An official of an institution who has significant responsibility for student campus activities.

Examples: Resident Assistants, Directors of Housing/Residence Life, Directors of Greek Life, Student Conduct/Judicial Officers, Athletic Coaches, Director of Athletics, Vice President of Student Affairs, faculty advisors to groups.

CSA Responsibilities

- Report Clery Act crimes to the official or office designated by the institution, such as the Security Department.
- The reportable Clery Act crimes are “good faith” reports. (reasonable basis to believe it is not hearsay or rumors)-witness, 3rd party, victim, or offender
- The CSA is **NOT** responsible for determining if a crime took place.
CSA Exclusions

Some examples of those EXCLUDED from the definition of campus security authority include:

- Individual faculty who are not advisors to student groups
- Individual campus health center physicians or nurses whose only responsibility is to provide care to students.
- Pastoral counselor
- Professional counselor

*Person must be acting in the aforementioned role. For example, if a dean has counseling license must report if they are functioning as an administrator than a counselor.

YOU DO NOT HAVE TO REPORT IF:

You are a licensed mental health counselor or a pastoral counselor (recognized by a religious organization to provide confidential counseling)

AND

You are working within the scope of your license or religious assignment.

Even though as a counselor you don’t have to report, you can tell the person how they can confidentially report inclusion in the annual statistics. At Morningside we have a confidential reporting policy.

When to Report

I am a CSA—What must I do??

- If someone tells you about a crime or an incident that may be a crime, you must report it to Campus Security to be included in the Clery Report information
- Just get the information from the person.
- The Police Department will the investigating
- When in doubt, report
- Tell the person you must report the incident as an confidential statistic but will not identify anyone involved unless the victim consents to being identified.
Reporting Options

- Let the person know about options for reporting to law enforcement
- They can report the incident confidentially
- Crimes that CSAs become aware of need to be reported to Campus Security
- CSA do not investigate any crimes

Clery Crimes

Criminal Homicide
- Murder, negligent manslaughter, and non-negligent manslaughter

Sex Offenses
- Forcible sex offenses
- Non-forcible sex offenses

Robbery

Aggravated assault

Burglary

Motor Vehicle theft (not theft from a vehicle)

Arson

Liquor, drug, and weapons law violations

Hate Crimes
- Larceny-theft
- Simple Assault
- Intimidation
- Vandalism of property

If you are unsure, just report it to Campus Security
What Must Be Reported

Type of Crime

Location of the Crime
- On campus
  - On campus, student housing facility
- On public property adjacent and accessible from campus
- On non-campus property owned or controlled by Morningside College

Time of the crime
- Date and time the crime or incident took place
- When the person reported it to you

Name of Victim (if they wish to be identified)

Identify of known suspects or witnesses

In All Cases
- Get the information the person wants to tell you. Campus Security will decide what type of crime has occurred
- You don’t have to prove what happened or who was at fault
- You are not supposed to find the suspect

Description of the incident or crime
- Detailed information will help correctly categorize the crime
- Get as accurate and complete description of what happened if possible
- If you are not sure if a crime should be reported, report it and Campus Security will decide.

If the person reporting the crime is in imminent danger or harm, call Campus Security (712-274-5234) or the Sioux City Police Department immediately (911).
Information You Should Provide To The Person

- Programs for assisting victims of sexual and other assault
- Procedures for seeking medical help
- Options for reporting the crime to the police department

Campus Information

- Campus Security: 712-274-5234
- Counseling Services: 712-274-5606
- Council on Sexual Assault and Domestic Violence: 1-800-982-7233
- Sioux City Police Department: 712-279-6960 or 911

Clery Crime Definitions

Criminal Homicide
- **Murder and non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another
- **Negligent manslaughter** is defined as the killing of another person though gross negligence

Sex offenses
- **Sex-offenses-forcible** is defined as any sexual act directed against another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent
- **Sex-offenses-non-forcible** is defined as unlawful, non-forcible sexual intercourse (incest or statutory rape)

Robbery is the 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.

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by the means likely to produce death or great bodily harm.

Burglary is the unlawful entry of a structure to commit a felony or a theft. (Each bedroom in a student housing is considered a separate dwelling.)
**Motor vehicle theft** is the theft or attempted theft of a motor vehicle.

**Arson** is any willful or malicious burning or attempt to burn with or without intent to defraud, a dwelling, house, a public building, motor vehicle, or person property of another person.

**Larceny-theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

**Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

**Weapons: Carrying, possessing, etc.,** is defined as 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. This classification encompasses weapons offenses that are regulatory in nature.

**Drug abuse violations** are defined as 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, transportation, or importation of any controlled drug or narcotic. Arrests for the violations of state and local laws, specifically those relating to the unlawful possession, sale, growing, manufacturing, and making narcotic drugs.

**Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, and transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.