

# Regis College Campus Security Authority (CSA) Training 2018-2019



“University police and campus security authorities must report crimes in the annual Uniform Campus Crime & Fire Safety Report”

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# CSA TRAINING COURSE OBJECTIVES

Upon completion of this course, you should be able to:

Describe the Clery Act

Explain a Campus Security Authority (CSA)

Identify your Crime Reporting Role

Properly Report a Crime

Complete and Submit the CSA Incident Reporting form

Report a Missing Student

Report an Emergency Situation

# Clery Act Background

- In 1986, Jeanne Clery was a freshman at Lehigh University.
- She was murdered and sexually assaulted in her room in a campus residence hall.
- The university had not informed students about 38 violent crimes on campus in the three years preceding her murder.



# What is the Clery Act?

- The “**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**” is a **federal law** that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas.

# What is required by the Clery Act?

- Publish and make available a campus Annual Security Report (ASR) by October 1<sup>st</sup> of each year.
- Inform prospective students and employees about the Annual Security Report.
- Notify the campus in a timely manner of crimes that pose a significant ongoing threat.
- Support and keep an up-to-date daily log of all reported crimes.

# Which schools must comply with the Clery Act?

- All institutions of postsecondary education, both public and private, that participate in federal student aid programs must publish and disseminate an annual campus security report as well as make timely warnings.
- Violations of the act can result in fines up to \$35,000 (up from 27,500) by the US Department of Education.

# Distribution Requirements

- Each campus must publish its campus Annual Security Report by October 1<sup>st</sup> of each year.
- The report must be published within a single document and may come in electronic and/or print format.



# Three Years of Crime Statistics

- The campus annual security report provides information on crime statistics for the three years prior to publication.
- The 2016 report includes crime statistics from 2013, 2014, and 2015.

# What is a Campus Security Authority?

- The definition of “Campus Security Authority” is: “Any official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings.”

## These Officials May Include (but not limited to)

- Dean of Students
- Director of Student Activities
- Director of Campus Health or Counseling Center
- Athletic Director
- Athletic Coaches
- Title IX Coordinator
- Faculty Advisors to Student Groups
- Student Resident Advisor or Assistant
- Student Affairs Professionals
- Mentors to Student Clubs and Organizations
- Hall Directors and RA's
- Victim Advocates or others who are responsible for providing victims with advocacy services such as housing relocation, disciplinary action or court cases etc.

# Campus Security Authorities

- In order to comply with the Clery Act, the college/university administrators must:
  - Determine who the institution's campus security authorities are
  - Advise them of their role
  - Describe their responsibilities
  - Provide training for them

# Campus Security Authority's Major Responsibilities

- Encourage crime victims and witnesses to report any mandatory reportable crime to the Campus Police.
- Formally notify the Campus Police Department of any reportable crime you are made aware of.



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# What a CSA Should Not Do

- You do not need to investigate any crime reported to you
- You should not try to apprehend the alleged perpetrator of the crime
- You do not need to convince the person reporting this to you to speak to the police if they are unwilling to do so



# General Crime Reporting

- In an emergency situation always dial 911 or 7777 on campus!
- For routine reports contact the Campus Police at 781-768-7111
- You should report a crime whenever a victim or witness calls it to your attention whether they decide to report it or not.

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# What are the Crimes That Must Be Reported

If you are unclear as to the crime or it does not fit in any of the Clery crime definitions as listed below please report the crime that is reported to you. The police will make the determination of whether the crime must be reported under Clery Act guidelines.

# What Crimes Need to be Reported?

- The Clery Act specifies eight crime categories that must be reported:
  - 1) Aggravated Assault( an unlawful attack on a person with the purpose of inflicting severe or aggravated bodily injury upon that person)
  - 2) Arson
  - 3) Burglary
  - 4) Criminal Homicide Murder and Non-Negligent Manslaughter
  - 5) Hate Crimes
  - 6) Motor Vehicle Theft
  - 7) Robbery
  - 8) Sex Offenses
    - Rape (forcible)
    - Statutory Rape (non-forcible)
    - Fondling(the touching of the private body parts of another person for the purpose of sexual gratification without his/her consent including instances where the victim is incapable of giving consent; i.e. under the influence of alcohol/drugs)
    - Incest

# Crime Definitions

- **Aggravated Assault:** 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 means likely to produce death or great bodily harm. Attempts are included since it is not necessary that an injury results 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.
- **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 or other property. Only fires determined through investigation to have been willfully or maliciously set are classified as arson. Fires of suspicious or unknown origins are excluded.

# Crime Definitions

- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. The use of force to gain entry is not required to classify an offense as burglary. Burglary in this program is categorized into three sub-classifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry.
- **Criminal Homicide Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Negligent manslaughter is the killing of another person through gross negligence.

# Crime Definitions

- **Hate Crime:** A hate crime, also known as a bias crime, is a criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.
- **Motor Vehicle Theft:** Defined as the theft or attempted theft of a motor vehicle, this offense category includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc. The definition excludes the taking of a motor vehicle for temporary use by persons who have lawful access.

# Crime Definitions

- **Robbery:** 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 the victim in fear.



# Crime Definitions-Sex Offenses

- Sex Offenses – Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (ie: under the influence of alcohol).
- Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

# Crime Definitions-Sex Offenses

- Forcible sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

# Crime Definitions-Sex Offenses

- **Forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- **Sex Offenses – Non-Forcible:** Unlawful, non-forcible sexual intercourse.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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# Violence Against Woman Act - **VAWA**

VAWA Offenses include any incidents of Domestic Violence, Dating Violence, and Stalking. (Note that Sexual Assault is also a VAWA Offense but it is included in the Criminal Offenses category for Clery Act reporting purposes.)

# New VAWA Crime Definitions

- Dating 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 length of the relationship, the type of relationship or the frequency of interaction between the persons involved in the relationship.

# New VAWA Crime Definitions

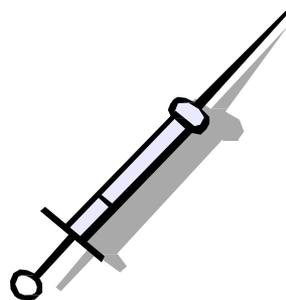
- Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

# New VAWA Crime Definitions

- Stalking: 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.

# Alcohol, Drug, and Weapons Offenses That Must be Reported

- Campuses must include three years of statistics for arrests in these areas.
- Campuses **must also include statistics for persons not arrested but referred for campus disciplinary action** in regard to liquor law, drug law violations, and illegal weapons possession.



# Campus Property Definitions

For a crime to be reportable, it must occur at one of the following locations:

- 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 owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

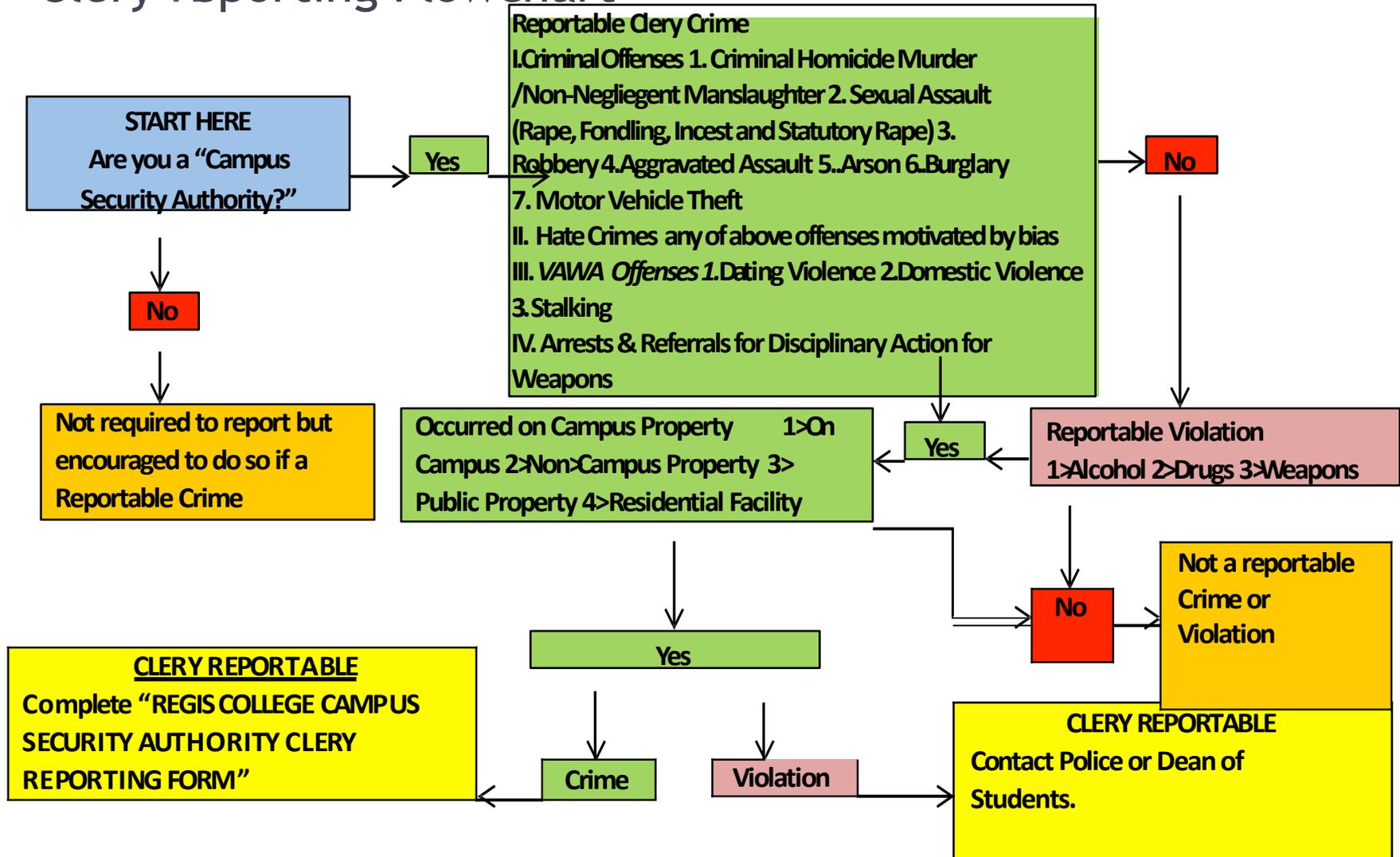
# Campus Property Definitions

- **Non-Campus 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.
- **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.
- **Residential Facility:** Dormitories/Residence Halls or other residential facilities for students on campus is a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus.

# Disciplinary Referrals

- Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction:
  - The official receiving the referral must initiate a disciplinary action,
  - A record of the action must be kept, and
  - The action may, but does not have to, result in a sanction.

# Clery Reporting Flowchart



# Clery Reporting Forms

- Anyone identified as a Campus Security Authority **must complete and submit the “REGIS COLLEGE CAMPUS SECURITY AUTHORITY CLERY REPORTING FORM”** when a Clery reportable crime is brought to their attention. This form can be found on the Regis Website under the main header click “About”, then click “Public Safety”. On the Regis Public Safety webpage in the upper right hand corner click located under Campus Security Authority you will find the “Crime Reporting Form”. Please click this and print this form and manually complete it; sign it and submit it to the Campus Police. This form is to be used each time you are made aware of a Clery violation. As a CSA if at the end of the calendar year you have not had any Clery violations, you are still required to submit the CSA form, checking the block indicating that you had no Clery violations for the calendar year, sign it and submit the completed form to Campus Police.

# Informing Prospective Students and Employees about the campus Annual Security Report

- To comply with the Clery Act, campuses must let everyone who asks for information about a job or admissions to the school know that the report is available.

# Timely Warnings/Reporting of Crimes That Threaten Campus Safety

- Notification may be given by several means including the Campus Police Website, E-Mails and social media.
- The campus must be notified in a timely manner regarding any incident that poses a significant and ongoing threat to the community.

# Daily Log of all Reported Crimes

- Each entry on the daily log should include:
  - The date, time, and location of the crime.
  - An easy-to-understand crime definition.
  - The disposition of the crime.

# Clery Act Resources

- Regis College Campus Police webpage:  
[https://www.regiscollege.edu/about-regis/  
public-safety-and-title-ix-resources](https://www.regiscollege.edu/about-regis/public-safety-and-title-ix-resources)
- Security on Campus Inc.:  
<http://clerycenter.org/>

**CONTACT THE REGIS COLLEGE POLICE  
DEPARTMENT FOR QUESTIONS  
CONCERNING PROPER CLERY  
REPORTING 781-768-7111**