



# **CAMPUS SECURITY AUTHORITY TRAINING**

**PRESENTED BY**  
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# History of Clery Act



- ❖ April 5, 1986 Freshman Jeanne Clery was raped and murdered in her dormitory room at Lehigh University.
- ❖ Attacker gained access to her room through propped-open doors.
- ❖ He was convicted and sentenced to death
- ❖ This resulted in the law referred to as Clery Act
- ❖ The law require crime reporting, timely warning, etc.
- ❖ Require CSAs to report crimes to Campus Safety

# What is a Campus Security Authority?

- ❖ The US Department of Education uses the term *Campus Security Authority (CSA)* to designate a wide variety of university employees to whom crimes may be reported for data collection purposes.
- ❖ The designation “Campus Security Authority” is assigned to employees who are responsible for campus and student activities.
- ❖ The designation of Campus Security Authority *is for the purposes of reporting crimes only. It does not indicate any authority or responsibility to investigate crimes*

# Campus Security Authority Responsibilities

- ❖ By law CSAs **MUST** report all crimes to Campus Safety
- ❖ Notify Campus Safety as soon as possible, regardless of when the crime occurred
- ❖ Provide the following information:
  - ❖ **Name** and **contact info** of the individual
  - ❖ **Date, time,** and **location** the incident occurred
  - ❖ The **nature of the incident** and the details of what occurred
- ❖ By law, Campus Safety must issue a timely warning for some situations
- ❖ Failure to report crime or issue timely warning... **\$54,789** fine for each violation!

# WHAT do you have to report?

Big Crimes	Sex Offenses	Drugs, Alcohol, Weapons	Hate Crimes - All Crimes Already Listed Plus...	Violence Against Women Crimes
Murder	Rape & Statutory Rape	Liquor law violations	Assault	Domestic Violence
Robbery	Fondling	Drug Violations	Intimidation	Dating Violence
Aggravated Assault	Sex assault	Weapons Possession	Vandalism	Stalking
Burglary				
Motor vehicle theft				
Manslaughter				
Arson				

**\*In which victim was selected because of offender's bias such as actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability**

# **Just report the facts**

**Your job as a CSA is to obtain/document the information told to you and call Campus Safety.**

## **Remember**

- ❖ You are not a police officer or detective**
- ❖ You don't have to investigate or prove if it even really happened or who was at fault, or classify the crime**
- ❖ You aren't supposed to find the perpetrator!**

# **Location, Location, Location !!!**

A crime must be reported if it occurred:

- ❖ **Anywhere on Campus**
- ❖ **Inside on-campus residence halls**
- ❖ **Off-campus property controlled by university**
- ❖ **On public property adjacent to campus (example- roads & sidewalks)**
- ❖ **Separate campus regionally or internationally**
- ❖ **Frequently used Locations such as a hotel used for multiple nights by students**

***Key: University owned or controlled facilities “frequently used by students”***

# **Properties Controlled By Corban**

- ❖ **Main Campus**
- ❖ **Repeated use of a location for school-sponsored trips**
- ❖ **Short-stay “away” trips more than one night**
- ❖ **Third-party contracts or agreements for use of property**
- ❖ **Locations where Corban controls with signed agreement**



# How to Report

**Non-Emergency  
Campus Safety (503) 510-6430**

**Emergency  
Police 911 then Campus Safety**

**Campus Safety CSA Report**  
<https://inside.corban.edu/safety/clery-act-statistics>

**Trips\***  
<https://inside.corban.edu/safety> (\*trips under quick links)

CORBAN UNIVERSITY CAMPUS SECURITY CLERY INCIDENT REPORT FORM					
<p>One purpose of CLERY is to encourage reporting and the accurate collection of campus crime statistics to promote crime awareness and to enhance campus safety through reliable statistical records. The purpose of this report form is to provide a uniform procedure for documenting the [What, When, Where] of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred within one of the four reporting locations and which have been reported to a Campus Security Authority (CSA) other than the Office of Campus Safety. Data collected on this form is to be used to increase public safety, not to identify the victim; therefore, no personal identifying information shall be included on this form.</p> <p>It is the policy of Corban University to encourage victims and/or witnesses to crime(s) to report such crimes to the Office of Campus Safety and/or to a designated Campus Security Authority. For the purposes of CLERY, CSAs are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:</p> <ol style="list-style-type: none"> <li>1) On-campus property: Offense statistics for any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of or in a manner related to, the University's educational purpose, including buildings or property the location described herein that is owned by the University but controlled by another person and which is frequently used by students. (Excluding Residential Life buildings).</li> <li>2) On-campus residential life buildings.</li> <li>3) Non-campus property: Offense statistics for non-campus property or building owned or controlled by the University that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.</li> <li>4) Public property: Offense statistics for public property located immediately adjacent to and accessible from campus, including thoroughfares, sidewalks, streets, lands, parks and beaches.</li> </ol> <p>For CLERY purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the highlighted offenses occurs, documentation is required.</p> <p>CLERY documentation is not satisfied by simply directing/referring the reporting party to the Office of Campus Safety. In order for the Office of Campus Safety to satisfy the statistical reporting requirements of the Clery Act, all CSAs are required to complete this form when certain any of the specified offenses list below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to the Office of Campus Safety.</p>					
<p>Homicide - Aggravated Assault - Burglary - Alcohol Violations - Misdemeanor - Sex Offense (Forcible) - Sex Offense (Non-forcible) - Stalking - Dating Violence - Domestic Violence - Motor Vehicle Theft - Drug/Tobacco Violations - Robbery - Arson - Weapons Violations</p>					
<p>Hate Crime Type(s)  <small>Religion Gender Disability National Origin Sexual Orientation Ethnicity Race</small>  <small>Message - Other Hate Incident (any non-criminal incident)</small></p>					
<p>On-campus (excluding residential life)  <small>On-campus (residential life bldgs)</small>                      Non-campus property</p>		<p>Public property  <small>Unknown</small></p>	<p>Date of incident:</p>	<p>Time of incident:</p>	<p>CSA Tracking #:</p>
<p>Name of CSA receiving report:</p>		<p>Corban Department:</p>	<p>Date reported:</p>	<p>Time reported:</p>	<p>Depo. Mail Code:</p>
<p>Reporting party:                      Victim _____                      Witness _____                      Other _____</p>		<p>Police report filed?                      Yes No Unk</p>	<p>Date filed:</p>	<p>Case #:</p>	
<p>Sex Offense: Sex offenses are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity as a result he/she will often seek a reporting source other than law enforcement such as a designated Campus Security Authority. Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.</p>					
<p>Known offender (friend, classmate, acquaintance, date, etc.)  <small>Corban affiliated (student, staff, faculty)</small>                      Unknown offender (stranger)                      Victim was not injured (including emotional/psychological trauma)                      Victim was injured - Describe injuries: _____</p>		<p>Alcohol involved: _____                      Drug involved: _____                      Narcotics involved: _____                      Weapon involved: _____                      Describe weapon: _____</p>	<p>Category Of Perpetrator                      Offender _____                      Victim _____                      Offender _____                      Victim _____</p>		
<p>Description of Offender: Race / Gender: _____ Age: _____ Height: _____ Weight: _____ Hair Color: _____ Color of eyes: _____ Physical characteristics: _____</p>					
<p>Brief description of Crime or Incident:                      _____                      _____                      _____</p>					