

Campus Security Authority

Online Employee Training





Based upon the job functions you have at Harford Community College you:

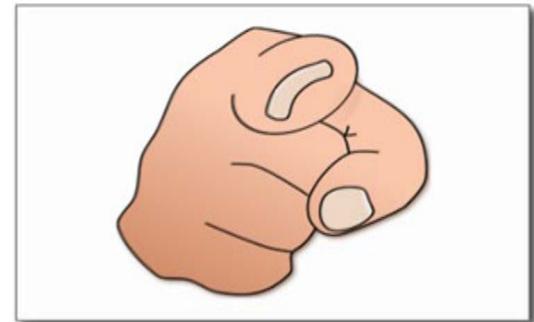
1. Have been identified as a Campus Security Authority (CSA) or,
2. You are an administrator, dean, or other type of supervisor

The purpose of the this online training is to:

1. Describe the **Clery Act**
2. Explain **why** you have been identified as a CSA
3. Inform you of the **responsibilities** of a CSA

Why You Have Been Identified as a CSA

- As an employee/faculty member who works in any of the following departments, you have been identified as a Campus Security Authority based on your **position** at the College, the amount of **interaction** you may have with students and staff, the **responsibility** you have for students and staff, and/or the **likelihood that a student/staff member would report criminal activity** to you. The information used to make the determination is based on material from *The Handbook for Campus Safety & Security Reporting*.
- Student Affairs
- Athletics Staff
- Human Resources
- Cultural Events
- Advisors to registered student organizations
- Public Safety



The Clery Act



- The Clery Act is short for “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”
- The Clery Act was named in 1990 in memory of Jeanne Clery, a student who was raped and murdered in her campus dorm room at Lehigh University.
- After her death, Jeanne’s parents fought for the mandatory reporting of campus-related crimes.
- The Clery Act provides parents and students knowledge of the types and prevalence of crimes reported to have occurred on the college campus a student attends, or is interested in attending.

The Clery Act - Statistics

- To be **compliant** with the requirements of the Clery Act, HCC's Department of Public Safety is required to **keep statistics** of all criminal activity reported at HCC, and properties controlled by HCC, and to **publish an *Annual Security Report*** that contains the statistics. This report must be published by October 1 each year.



The Clery Act - Compliance

- Any institution receiving federal financial aid must comply with the requirements of the Clery Act.
- The Department of Education conducts **random audits** to ensure compliance.
- Penalties for non-compliance can be a fine of **up to \$35,000 per violation** and **suspension from participating in federal student aid programs**.



The Clery Act - Campus Security Authorities

- As you can see, capturing crime statistics is important! While HCC's Department of Public Safety is primarily responsible for receiving reports of criminal activity, the Department of Education realizes that **not every person who has been the victim of a crime or has knowledge of a crime is comfortable reporting to a Public Safety Officer.**



The Clery Act - Campus Security Authorities

The Department of Education has further recognized that **there are certain personnel on a college campus who come in contact with students/staff and with whom students/staff may feel more comfortable talking** about criminal activity that they have:

- Been the victim of,
- Witnessed, or
- Were told about



The Department of Education has named these personnel **Campus Security Authorities (CSAs)**. The Department of Education requires that HCC **identify** those staff who meet the definition of being a Campus Security Authority and to **notify** those persons that they are a Campus Security Authority.

The Clery Act - Campus Security Authorities



- Because Public Safety is responsible for maintaining the crime statistics for the College, it is important that Public Safety be notified of criminal activity that was not reported to them directly. In other words, **Public Safety needs assistance in order to ensure that the statistics we publish each year are as accurate as possible.**

Under the Clery Act, a crime is **“reported”** when it is brought to the attention of a Campus Security Authority by a **victim, witness, third party, or the offender him/herself**. It does not matter whether the individuals involved in the crime, or reporting the crime, are associated with the College.

If a CSA receives the information and believes it was **provided in good faith**, the CSA, as mandated, will report the information. *In good faith* means there is a reasonable basis for believing that the information is not simply rumor or hearsay and that there is little or no reason to doubt the validity of the information.

Criminal activity can be reported to you from anyone; it **does not have to be reported only by students and staff**. It is the location (the College and College-controlled properties) where the criminal activity allegedly occurred, **not the person reporting the activity**, that is important for the statistical reporting.

Types of Criminal Activity to Report:

- The criminal activity that we are required to report is murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, arson, liquor law violations, drug violations and/or illegal weapons possession.
- We are also required to report statistics for hate (bias) related crimes for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, and simple assault.*
- We are required to report offenses that occur on the College campus, property that is controlled by the College (the University Center and Towson University-North East) and on certain areas of public property near the College.
- **If you become aware of any criminal activity on the main campus, property controlled by the College, or public areas near the College and are unsure if you should complete a *Crime Statistic Reporting Form*, please complete the form and submit it to The Department of Public Safety.**

*Crime definitions can be found in the Annual Security Report, located on the Department of Public Safety's webpage <http://www.harford.edu/about/offices-and-departments/public-safety.aspx>

ADMINISTRATORS, DEANS & OTHER SUPERVISORS



While you may not have been identified as a CSA, **you have been included in this online training** so that if you have a student or staff member who notifies you that they are aware of criminal activity, you **will know the proper procedures to follow** to ensure that the statistic for the criminal activity has been documented.

Responsibilities of a CSA

- At HCC our primary responsibility is to **ensure the safety and well-being of our students**. If you believe that a person is in need of assistance, direct them to:
 - ❖ Public Safety,
 - ❖ Student Development, or
 - ❖ Local law enforcement

Our job is to do our best to ensure that the person **gets the assistance they need**. However, we cannot force anyone to seek our services.



Responsibilities of a CSA

- If your situation requires that you complete a Report Form for Code of Conduct Violations or reporting by other official means, including filing an incident report with the Department of Public Safety, your responsibilities as a CSA will be covered by the Report Form for Code of Conduct Violations or other reporting method and ***no further action by you is required.***
- If, for any reason, you do not complete a Report Form for Code of Conduct Violations or report the incident by other official means then you must submit a ***Crime Statistic Reporting Form*** to the Department of Public Safety as soon as possible after the criminal activity has been reported to you. Send the form via interoffice mail to the Department of Public Safety, 1st Floor, Library. The *Crime Statistic Reporting Form* can be found on OwlNet in the Work Life tab under “Forms”.
- The Department of Public Safety will send a copy of the form to Student Development for Title IX-related review.
- One time per year (early September) a blank *Crime Statistic Reporting Form* will be sent to all CSAs. If the CSA is aware of any criminal activity that occurred during the previous year that was not previously reported by a Report Form for Code of Conduct Violations, a *Crime Statistic Reporting Form*, an incident report with the Department of Public Safety, or other official means, the CSA will complete the bottom portion of the *Crime Statistic Reporting Form* at this time (“better late than never”). If no criminal activity was reported to the CSA, the CSA will complete the top portion of the form.

Responsibilities of a CSA

- For Clery purposes, the reporting of criminal activity can be **kept confidential** if the person doing the reporting requests. The CSA can complete the *Crime Statistic Reporting Form* without listing the reporter's name. This way, the reporter maintains his or her confidentiality while the statistic for the crime still gets submitted to the Department of Public Safety;
- **HOWEVER**, it is important to understand that Clery crime statistic reporting differs from Title IX reporting. A matter that can be kept confidential under the Clery Act may not be able to be kept confidential based on Title IX requirements.
- Your primary role as a CSA is to assist the Department of Public Safety to publish crime statistics that are as accurate as possible. **Reporting as a CSA does not limit or release you from your responsibilities as a Title IX mandated reporter.**
- Also remember that, as stated in our new Sexual Harassment and Misconduct Policy, ALL employees are always required to report at the time the information is learned, any suspected incident of sexual misconduct.



A CSA Should NOT . . .

- Attempt to make any contact with the alleged offender of the criminal activity.
- The CSA IS **NOT responsible for determining if a crime was actually committed.** This is the job of Public Safety and local law enforcement.





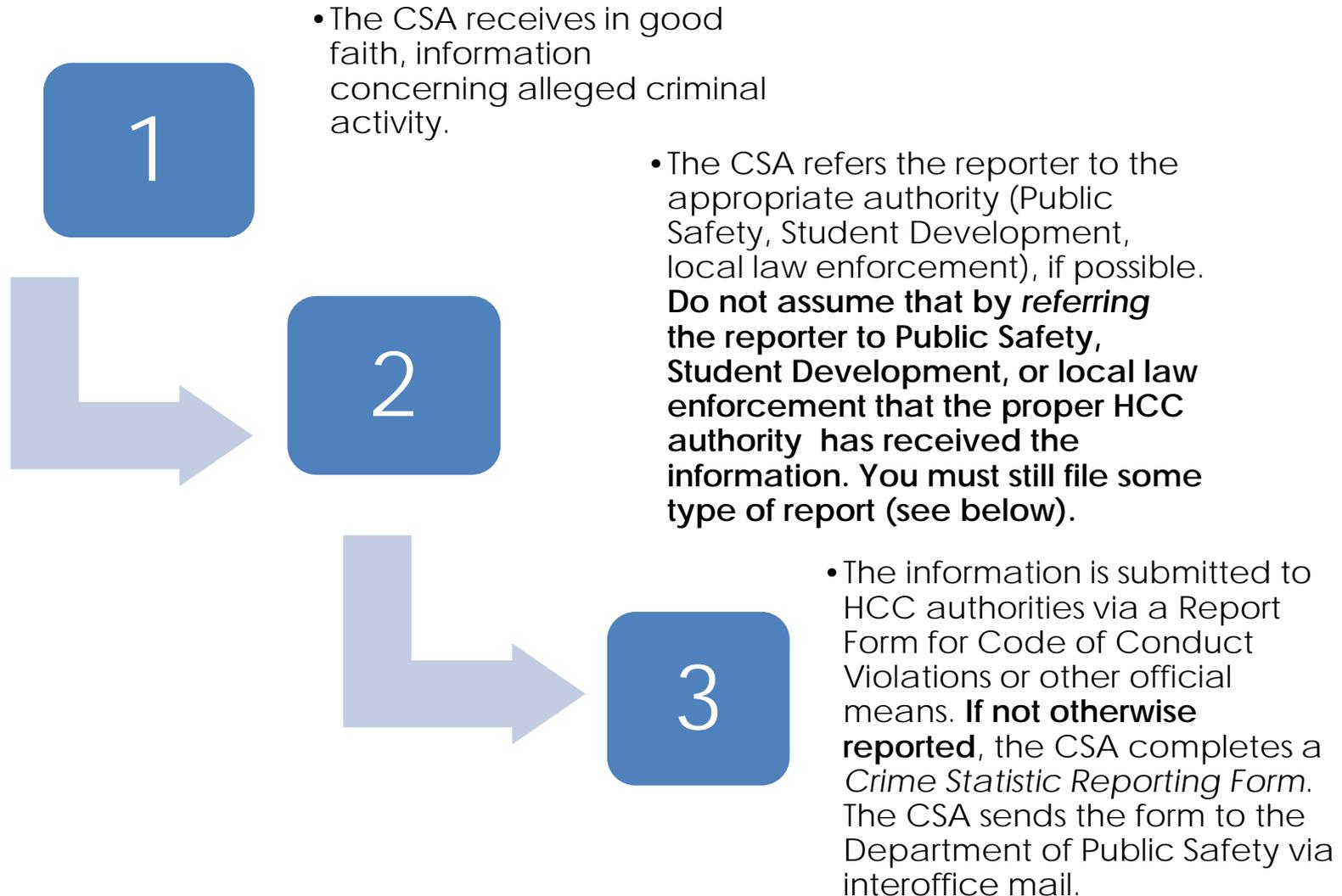
Please do not be confused:

Reporting criminal activity is not limited to CSAs.

Anyone can notify Public Safety or local law enforcement if they are aware of alleged criminal activity on the campus or College-controlled property.

The Clery Act requires that the College identify and notify those persons who meet the definition of a CSA. The Clery Act does not limit the reporting of criminal activity to CSAs.

To Summarize:



CERTIFICATE OF COMPLETION

Once you have finished this training PowerPoint, return to the Work Life tab. Click on the link that reads "Campus Security Certificate". Type in [your name](#) and [date of completion](#).

For recording purposes, **you must submit the certificate** to confirm that you have completed the training.

You may either:

1. Save the document to your computer and email as an attachment to csatraining@harford.edu; (**preferred method**) or,
2. Print the document and send a copy to Heidi Kunert, Chesapeake Building.

QUESTIONS?

Contact Heidi Kunert at
hkunert@harford.edu or
443-412-2298.