



at the heart of campus safety

85 Old Eagle School Rd
Suite 103
Strafford, PA 19087
484.580.8754
clerycenter.org

CAMPUS SECURITY AUTHORITY TRAINING

Thank you for your commitment to campus security authority (CSA) training! Campus security authorities are a critical part of Clery Act compliance, as they are the trusted members of your community that are likely to be receiving crime reports. CSAs help ensure you are aware of crimes impacting the campus, can compassionately respond to reports, and can take steps to prevent similar incidents. In addition to using our CSA training film to educate CSAs on their roles, responsibilities, and how to support a reporting party, this CSA training packet provides you with sample tools and resources you may adapt to enhance your CSA training or reporting procedures. In it you will find:

- A handout reminding CSAs of their responsibilities under the Clery Act and your specific campus contacts and resources
- A sample CSA reporting form, including attached definitions of Clery Act crimes for reference
- A sample CSA training pre/post test to use to evaluate whether or not CSAs understand their role.

As you work to adapt these resources to your campus, and explore new or innovative strategies for training CSAs, please stay connected with Clery Center and share what's working on your campus!

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CAMPUS SECURITY AUTHORITY BASICS

HISTORY OF THE CLERY ACT

In April 1986, Jeanne Clery's life ended tragically when another student raped and murdered her in her residence hall room. Alarmed at the lack of transparency around crime and violence on college campuses, Jeanne's parents, Connie and Howard, committed themselves to create enduring change.

In 1990, Congress approved the Crime Awareness and Campus Security Act. Later renamed in Jeanne's memory, the Jeanne Clery Act took effect in 1991. It requires that colleges and universities:

- keep a public crime log
- publish an annual security report that includes crime statistics and security policies
- provide timely warnings and emergency notifications to inform the campus community of potential threats.
- ensure certain basic rights for victims of sexual assault, dating violence, domestic violence, and stalking

The U.S. Department of Education enforces the Clery Act, and is responsible for collecting and disseminating crime statistics from colleges and universities each year.

CLERY ACT CRIMES

Any of the following offenses which take place in one of the Clery Act Geography categories: On-Campus (including student residences), Noncampus, and Public Property.

Criminal Offenses

- Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

VAWA Offenses

- Domestic Violence
- Dating Violence
- Stalking

Arrests & Referrals

- Drug Law Violations
- Weapons Law Violations
- Liquor Law Violations

Hate Crimes

- All criminal offenses
plus:
 - ♦ Larceny-theft
 - ♦ Simple Assault
 - ♦ Intimidation
 - ♦ Destruction/damage or vandalism of property

Hate Crime Bias Categories

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

WHO ARE CAMPUS SECURITY AUTHORITIES?

- Officials with significant responsibility for student and campus activities
- A campus police or security department
- Individuals who have responsibility for campus security
- Individuals or offices designated to receive crime reports



CAMPUS SECURITY AUTHORITY BASICS

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CSA RESPONSIBILITIES

- If someone tells you about a crime or an incident that might be a crime, you must report it to your institution's designated office or an official responsible for collecting Clery report information.
- Share the information as related by the person.
- When in doubt, report.
- Tell the person who disclosed the crime to you that you must share the information.
- Help connect the person to available options and resources within the institution.

INFORMATION TO SHARE

- Date, time, and location of the incident
- Date and time the incident was reported to you
- Description of the nature of the incident
- Identities of individuals involved, including known suspects and witnesses (although not required)

MY CAMPUS CONTACTS

Clery Contact: _____

Campus Safety/Security: _____

Counseling Center: _____

Victim Services: _____

Other: _____

Other: _____



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SAMPLE CSA CRIME REPORTING FORM

This sample form is intended to be used as a basis for creating a CSA crime reporting form that is specific to the institution and your unique campus community. This template is not intended to be prescriptive and, as always, should not be relied upon as legal advice or legal services. You should always consult a suitably qualified attorney regarding any specific legal problem or matter, or the application of the law to your particular situation.

[Name of Institution]

Campus Security Authority Reporting Form

Date of report: _____

Name of campus security authority: _____

Date that incident occurred (mm/dd/yyyy): _____

If multiple incidents were reported or if the date of the incident occurred is unknown, please note below:

Reporting Person Contact Information

Reported by: The Victim A Third Party

First name:	Last name:
Phone number:	E-mail address:

If a third party reported the crime to you, please enter the relationship of the third party to the victim:

Agency Notified

If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.

Does the victim want the incident reported to law enforcement? Yes No



SAMPLE CSA CRIME REPORTING FORM

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Incident Information

Location of incident (building name, street address, office number):
Time of incident (if known):
Incident description (Please provide specific, detailed information; can attach additional document if necessary.)

Incident Category (please see attached for definitions of offenses)

<input type="checkbox"/> Homicide (indicate if murder/non-negligent manslaughter or manslaughter by negligence):	<input type="checkbox"/> Burglary
<input type="checkbox"/> Sex Offense (indicate whether rape, fondling, incest, or statutory rape):	<input type="checkbox"/> Robbery
<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Hate Crime
<input type="checkbox"/> Motor Vehicle Theft	<input type="checkbox"/> Dating Violence
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Stalking
<input type="checkbox"/> Arrest for Liquor Law Violation	<input type="checkbox"/> Referral for Liquor Law Violation
<input type="checkbox"/> Arrest for Drug Law Violation	<input type="checkbox"/> Referral for Drug Law Violation
<input type="checkbox"/> Arrest for Weapons Law Violation	<input type="checkbox"/> Referral for Weapons Law Violation
<input type="checkbox"/> Arson	<input type="checkbox"/> I am unsure how to classify this incident
<input type="checkbox"/> Other Crime Category (If the crime was not listed above, please enter the additional crime category):	



SAMPLE CSA CRIME REPORTING FORM

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Is there any evidence that this crime was motivated by bias? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please choose any/all categories of prejudice that apply: <input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> National Origin <input type="checkbox"/> Ethnicity <input type="checkbox"/> Gender Identity <input type="checkbox"/> Religion <input type="checkbox"/> Sexual Orientation
If you answered "yes" to the Motivated by Bias question, please provide a brief summary of the evidence supporting a bias motivation:

Location

What best describes the location of the crime? (If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as to the geography.)

<input type="checkbox"/> On-campus, residence hall	<input type="checkbox"/> Noncampus in a University owned leased or controlled space (fraternity, sorority, off-campus classroom)
<input type="checkbox"/> On-campus, not in a residence hall	<input type="checkbox"/> Unknown location, other
<input type="checkbox"/> Public property within or immediately adjacent to campus	<input type="checkbox"/> I do not know which category this location would fall under.

Please review the information in the form. When completed, submit the form to:

Campus Department
 Attn: Name
 emailaddress@institution.edu
 Phone Number
 Address



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CLERY ACT DEFINITIONS

CLERY ACT CRIMES

Homicide	<p>Murder/non-negligent manslaughter: the willful (non-negligent) killing of one human being by another</p> <p>Manslaughter by Negligence: the killing of another person through gross negligence</p>
Sex Offenses	<p>Sex offenses: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent</p> <p>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</p> <p>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</p> <p>Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law</p> <p>Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent</p>
Robbery	<p>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</p>
Aggravated Assault	<p>Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury</p>
Burglary	<p>Unlawful entry of a structure to commit a felony or theft</p>
Motor Vehicle Theft	<p>The theft or attempted theft of a motor vehicle</p>
Arson	<p>Willful or malicious burning or attempt to burn with or without the intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.</p>
Dating Violence	<p>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 following factors:</p> <ul style="list-style-type: none">• the length of the relationship• the type of the relationship• the frequency of interaction between the persons involved in the relationship



CLERY ACT DEFINITIONS

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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 or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...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
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
Liquor Law Violation	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages
Drug Law Violation	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
Illegal Weapons Possession	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
Larceny-theft	The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another
Simple Assault	An unlawful physical attack by one person on 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 and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack
Destruction/damage/vandalism of property	To willfully and maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it



CLERY ACT DEFINITIONS

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HATE CRIME BIAS CATEGORIES

Race	A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
Gender	A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
Gender Identity	A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
Religion	A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
Sexual Orientation	A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
Ethnicity	A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
National Origin	A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
Disability	Preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.



CLERY ACT DEFINITIONS

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CLERY ACT GEOGRAPHY

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 area identified in paragraph (1) of this definition, 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 retail vendors)

Noncampus 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 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



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CSA TRAINING PRE/POST TEST

Pre/Post-Test

1. **True or False:** I am a campus security authority.
2. Which of these crimes is not a reportable offense under the Clery Act:
 - a. Sex offense
 - b. Burglary
 - c. Pick-pocketing
 - d. Arson
3. **True or False:** If a crime is disclosed to me, I am responsible for determining whether or not the crime took place before reporting.
4. When I receive a crime report I should:
 - a. file it in a folder to submit at the end of the school year
 - b. report it right away
 - c. only direct the student to campus police/security
5. If I am not sure whether a crime reported to me fell within Clery-specific geography I should:
 - a. look at a campus map for clarification
 - b. ask a colleague within my department
 - c. report it anyway so the institution can make that determination



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CSA TRAINING PRE/POST TEST ANSWER KEY ---

Pre/Post-Test (Answer Key)

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 - d. Arson
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 - b. report it right away**
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5. If I am not sure whether a crime reported to me fell within Clery-specific geography I should:
 - a. look at a campus map for clarification
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