



# Clery Act Training

For Campus Security Authorities (CSAs)



**Tyler Masamori**

Emergency Planning Manager

Santa Clara University Campus Safety Services



# Clery Act Training: Know Your Role

- Introduction to the Jeanne Clery Act
- Who is a CSA?
- Who is NOT a CSA?
- Listening, Documenting, & Reporting: Your Role & Responsibilities
- After Reporting: How Information is Used Under the Clery Act



# Clery Act Training: An Introduction

The goal of the Clery Act is to ensure students, prospective students, parents, faculty and staff have access to accurate information about crimes committed on university properties and campus security procedures

**Information disclosed under the Clery Act can assist students and parents in making decisions which affect their personal safety.**



# Clery Act Training: An Introduction

## What is the Clery Act?

The Clery Act requires institutions of higher education receiving federal financial aid to report specific crime statistics and provide safety and crime information to members of the campus community.

The law is tied to federal student financial aid programs and requires colleges and universities to make timely warnings, emergency notifications, and provide annual information about campus crime statistics and security policies.

Institutions that violate the Clery Act can be fined \$54,789 per violation by the U.S. Department of Education, the agency charged with enforcement of the Act.



# Definitions and Requirements

## Requirements of the Clery Act

Disclose, collect, classify and count crime reports and statistics

Issue Crime Alerts

Issue Emergency Notifications

Publish Annual Security Report

Submit Crime Statistics to Department of Education

Maintain a publicly available daily crime log

Implement missing student notification procedures

Maintain Fire Safety information



## Definitions and Requirements

Santa Clara University is required to report (annually and on-going) the following:

- **Where crimes occurred**
- **Type of crimes reported**

Employees and students are notified by October 1st of each year that the campus annual security report is updated and available for review.

**CURRENT MAIN CAMPUS  
ANNUAL SECURITY AND  
FIRE SAFETY REPORT**



**CURRENT JST  
ANNUAL SECURITY AND  
FIRE SAFETY REPORT**





## Who is a Campus Security Authority

The Clery Act requires that the University gather and publish crime data from multiple sources, including from designated **Campus Security Authorities**.

The law defines 4 categories of a **Campus Security Authority**:

- Campus Safety Services
- Non-police security staff responsible for monitoring University property
- People/Offices designated under our policy as those to whom crimes should be reported
- Officials with significant responsibility for student and campus activities

### How is a campus official designated as a Campus Security Authority (CSA)?

- CSAs are defined by **job function** and not by title
- **A CSA is anyone who has significant responsibility for student and campus activities**



## Who is a Campus Security Authority

### Examples of CSAs

- Deans
- Athletic Coaches and Staff
- Faculty Advisors
- Area Coordinators
- Community Facilitators
- Resident & Assistant Resident Directors

### Who Are Not CSAs

- Administrative staff not responsible for student activities (e.g., payroll, facilities)
- Clerical staff
- Individual faculty who do not serve as advisors to registered student organizations
- Counseling and Psychological Services Staff

### CSA Reporting Exemptions

Licensed professional mental health counselors

Pastoral counselors\* who are working within the scope of their license or religious assignment

\*A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Victims have the option of reporting crimes confidentially to a CSA. This means the University will keep a record that a crime occurred but will not publish any identifying information. Reports filed in this manner are counted and disclosed in the annual crime statistics





# Who is a Campus Security Authority

## To Review

CSAs are defined by job function and not by title

A CSA is anyone who has significant responsibility for student AND campus activities.

Examples of CSAs include Deans, Student Housing Staff, Athletic Coaches, and Student Life Coordinators and Advisors

Administrative, clerical staff, or faculty positions without responsibility for student activities or advising **do not** meet the requirements of a CSA

Licensed professional mental health and pastoral counselors are exempt from Clery Act requirements



## Responsibilities and Reporting

- CSAs are responsible for collecting and reporting on certain crimes that are reported to them by students and employees
- The following slides in this section will help CSAs know what crimes need to be reported and how to report them within the Clery Act provisions.

### What crimes are CSAs required to report?

Criminal homicide (murder and manslaughter)

Sex offenses, forcible & non-forcible

Aggravated assault

Robbery

Burglary

Motor vehicle theft

Arson

Arrests and discipline referrals of students, staff, and faculty for liquor, drug and weapons law violations



# Responsibilities and Reporting

**Hate crimes are those crimes motivated by race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability**

These crimes include any of the seven crimes listed in the previous slide, or any other crime causing bodily injury if motivated by hate.

The Amendments to the Clery Act in 2008 expanded hate crimes to include:

Larceny-theft

Simple assault

Vandalism

Intimidation



## Responsibilities and Reporting

The Violence Against Women Act (VAWA). Includes the Campus Sexual Violence Elimination Act (Campus SaVE) that amends the Clery Act to include reporting of the following in **Red** effective 2014:

Rape

Acquaintance rape

Sexual assault

**Domestic violence**

**Dating violence**

**Stalking**



[www.campussaveact.org/](http://www.campussaveact.org/)



## Responsibilities and Reporting

### Depends on the location: Part 1

A CSA must report an incident if it occurred:

#### **ON CAMPUS**

(includes streets, grounds and parking lots within campus boundaries)

In on-campus housing facilities (even if privately owned/operated)

On public property adjacent to the campus (e.g., roads, sidewalks)

On non-campus property owned or controlled by the University

### Depends on the location: Part 2

A CSA must report an incident if it occurred:

#### **OFF CAMPUS** but closely related to the University

Under the law, some off-campus locations are deemed so closely related to the University that crimes at these locations are included in campus crime statistics.





## Responsibilities and Reporting

### Depends on the location: Part 3 (International)

Foreign educational operations that are either owned or maintained by SCU are governed by the Clery Act and have reporting requirements.

Situation	Clery Impact
SCU opens and operates a program in another country (Ex. Casa in El Salvador)	Full Clery Act reporting obligations/need to define “public property”
Students go abroad for credit in a program not run by SCU	No Clery reporting obligations
SCU runs an international program – contracts with an international entity to provide services and/or space	Clery reporting obligations if SCU “owns or controls” international property



## Responsibilities and Reporting

### What Not to Report

As a CSA, you **do not** have to report the following:

- A person tells you about a crime that occurred before he/she came to the University
- While he/she was away from campus and not involved in an SCU-related activity (e.g., at home during Spring break)

### Reporting an Incident

As a Campus Security Authority you are required to:

- Get the facts - Who, what, where, when
- Report all Clery Act crimes immediately to Campus Safety (x4444 or 408-554-4444)
- Inform victims of their options, including confidential reporting options and offer referrals to resources (e.g., campus assistance programs or counseling services, if appropriate)





## Responsibilities and Reporting

### Reporting an Incident – Getting the Facts

Important questions you should ask:

- Is the a violent crime is progress? (If yes, call or text 911 immediately)
- What exactly happened? Where did it happen? Is the suspect ID known?
- Has the victim sought or are they in need of assistance/services?
- Has the incident been reported to another CSA already?
- Does the victim wish to remain anonymous?



## Responsibilities and Reporting

### Reporting an Incident – Next Steps

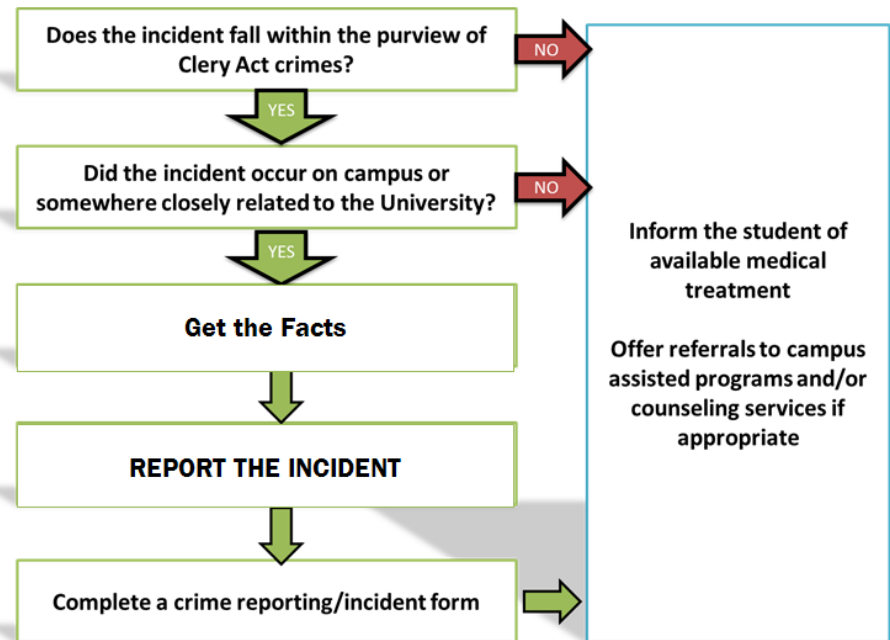
Complete a CSA Reporting Form:

- (Google Doc located at scu.edu/clery)
- Describe the incident/crime as completely and as accurately as you can
- You do not need to make a judgment about or investigate what happened, just get the facts

**Note:**

If the victim reports a crime to you, but wishes to remain anonymous, you will still need to submit a completed CSA Reporting Form (but you do not need to identify the victim)

### Reporting Flow Chart





## In Review

- A Campus Security Authority (CSA) is **anyone** who has significant responsibility for students and campus activities.
- CSAs are required to: Get the facts, report all Clery related crimes to Campus Safety Services, inform victims of confidential reporting options and offer referrals to resources.



**Campus Safety Emergency: 408-554-4444**

**Campus Safety Non-Emergency: 408-554-4441**

**Santa Clara Police Emergency: Call or Text 911**

**Santa Clara Police Dispatch Non-Emergency: 408-615-5580**



**THANK YOU FOR ALL YOU DO!**

