

# **Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act**

*What you need  
to know if you  
are a Campus  
Security  
Authority*



# Clery Act? What's That?

- \* Jeanne Clery, a nineteen year old freshman, was raped and murdered in her dorm room while asleep in her Lehigh University residence hall in 1986. As a result, the law called the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act (Clery Act) was enacted in her memory is intended to ensure that students and other campus community members are informed about campus crime so they can make informed decisions.
- \* Crime statistics must be made available to all perspective students and staff upon request.
- \* The Clery Act requires that Universities distribute crime statistics to current students and all campus employees.



# What is the purpose of the Clery Act?

- \* The Clery Act promotes a safe and secure campus
- \* The Clery Act requirements provide students and their families with accurate, complete and timely information about crime and campus safety so that they can make informed decisions.

**Note: Consequences of non-compliance includes large fines and potential limitation, suspension, or termination of eligibility for Title IV funding (student financial aid)**



# What are a University's Responsibilities?

- \* Identify Campus Security Authorities (CSA's);
- \* Issue emergency notifications and timely warnings;
- \* Collect, classify, and count crimes reported to the Campus police, local law enforcement, and CSA's;
- \* Publish an annual security report with campus security policies and crime statistics; and
- \* Submit crime statistics to the Department of Education.

# But what does this have to do with YOU?

The University encourages victims to report criminal incidents to the police. However, a victim of a crime may be more inclined to report it to someone other than the police.

- \* Many crimes (especially sexual assaults) and disciplinary actions go unreported to Police
- \* Data is collected from a wide variety of “Campus Security Authorities” to get the most accurate crime statistics possible – That’s where you come in.

# What makes you a campus Security Authority (CSA)?

CSA is a Clery-specific term

The law defines four categories of Campus Security Authority:

- University Police
- Non-police security staff responsible for monitoring university property
- People/offices designed under our policy as those to whom crimes should be reported
- “Officials with significant responsibility for students and campus activities” – **THAT’S YOU!**



# Additional information about Campus security authorities and examples

## Examples:

- \* Dean of Students
- \* A member of Public Safety
- \* Athletic Directors and Coaches
- \* Student Organization Advisors
- \* Residential Staff, Resident Assistants and Academic Peer Advisors
- \* Student Judicial Office
- \* Coordinator of Greek Affairs
- \* Community Service Officers, Escort Services



# How did you get to be a Campus Security Authority?

The category of “Campus Security Authority” is defined broadly to ensure complete coverage and thorough reporting of crimes.

*Over 500 ISU staff and faculty have been identified as CSA’s having “significant responsibility for student and campus activities” – **including YOU.***



# Who ISN'T a Campus Security Authority?

- \* Administrative staff not responsible for students (e.g., payroll, facilities)
- \* Clerical Staff or cafeteria staff
- \* Individual faculty who does NOT have any responsibility for student and campus activity beyond the classroom

# Who is EXEMPT from reporting requirements?

- \* **Licensed** professional mental health counselors

And

- \* **Pastoral** counselors (Associated with a religious organization to provide confidential counseling)
- \* Those who are working within the scope of their license or religious assignment at the time they receive the crime report.

# 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, Residential Staff, Athletic Coaches, and Student Coordinators and Advisors and members of Public Safety
- \* Non-examples include administrative, clerical staff or faculty positions without responsibility for student activities or advising
- \* Licensed professional mental health and pastoral counselors are exempt from Clery Act requirements

# So you are a CSA – What do you have to do?

The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be CSA's.

- \* If someone tells you about a crime or an incident that may be a crime, you must record the information and submit a report to ISU Police Department
    - Just get the facts, experts will determine the crime
    - It does not matter if the person involved in or reporting the crime is associated with the University
    - Use the form made available to you;
- [ISU Crime Incident Campus Security Authority Document](#)
- You are not responsible for determining whether or not a crime took place, report in “good faith” which means there is a reasonable basis for believing that the information is not simply rumor or hearsay, That is, there is little or no reason to doubt the validity of the information

**When in doubt, report it!**

# WHAT do you have to report?

These crimes must be reported:

- \* Homicide
- \* Sex Offenses
- \* Aggravated Assault
- \* Robbery
- \* Burglary
- \* Stolen Vehicles
- \* Arson

# WHAT do you have to report? (continued)

## You must also report:

- \* Hate crimes involving larceny, simple assault, and vandalism and intimidation including any of the seven crimes previously listed or any other crime causing bodily injury, if motivated by hate.
- \* Liquor, drug and weapons violations – both arrests AND disciplinary referrals

# Timing is critical

**Be sure to document:**

***When*** the crime or incident occurred and

***When*** it was reported to you

**Report promptly to the University Police**

The report may be the basis for determining if there is a serious or continuing threat to the safety of the campus community that requires a timely warning or an immediate threat requiring an emergency notification



# Location, location, location

## A crime must be reported if it occurred

- \* On campus
- \* In on-campus student residences
- \* On public property adjacent to campus (e.g.. roads, sidewalks)
- \* On certain off-campus property . . .

## Location (continued)

The law includes, some off-campus locations that are a part of or so closely related to the University that crimes occurring at those locations are included in campus crime statistics.

*Examples: Crimes occurring at student organization properties and at University owned or controlled facilities “frequently used by students”*

# Location (continued)

These off-campus properties are termed “**non-campus property,**” defined by law to include:

- **Property owned or controlled by ISU**
- **Property owned or controlled by a student organization registered with ISU**

# How to report crime statistics to be included in the Clery Report:

- \* For emergencies & crimes in progress, call **911**
- \* ISU Police Department Dispatch number **(812) 237-5555**
- \* Fill out Campus Security Authority Crime Incident Report Form found on the ISU Police Website

[ISU Crime Incident Campus Security Authority Document](#)

# Confidential Reporting Option

- \* ISU encourages professional and pastoral counselors, although **not required** to report crimes, to tell victims about the Confidential Reporting Process. The counselor must make a judgment call: is it appropriate to discuss crime reporting in this particular situation
- \* **Confidential Silent Reporting Process:** Victims can report crimes confidentially (no names or criminal investigation) Silent Witness Reporting, to be included in crime statistics. However, enough information has to be given to determine a crime has occurred.

# Crimes **not** connected to ISU are **not** included

For example,

- \* *A student tells you about a crime that occurred at a different college before he transferred to ISU; or*
- \* *A student reports an assault that happened while she was away from campus and not involved in a campus activity – e.g., at home on spring break, on vacation, or at a summer job with a private company*

# Get the Facts!!

- \* Police will categorize the reported incidents. Your job is to get the information the person is willing to tell you. **Remember:**
  - You are not a Police Officer or Detective
  - You don't have to prove what happened or who was at fault, or classify the crime
  - You aren't supposed to investigate or try to find the perpetrator
- \* Use the **CSA report form available on the ISU Police web page, but DON'T identify the victim.** [ISU Crime Incident Campus Security Authority Document](#)



# Describe Options

- \* Let the person know about options to report crimes to the Police
  - \* A person who talks to you may not want to talk to Police – and doesn't have to, But you as a CSA should report the crime to the University Police
- \***Exception: when the victim reports a crime to a professional who is mandated by law to report specific crimes; for example child abuse.**

# Filling out the Report form:

## Describe the incident or crime

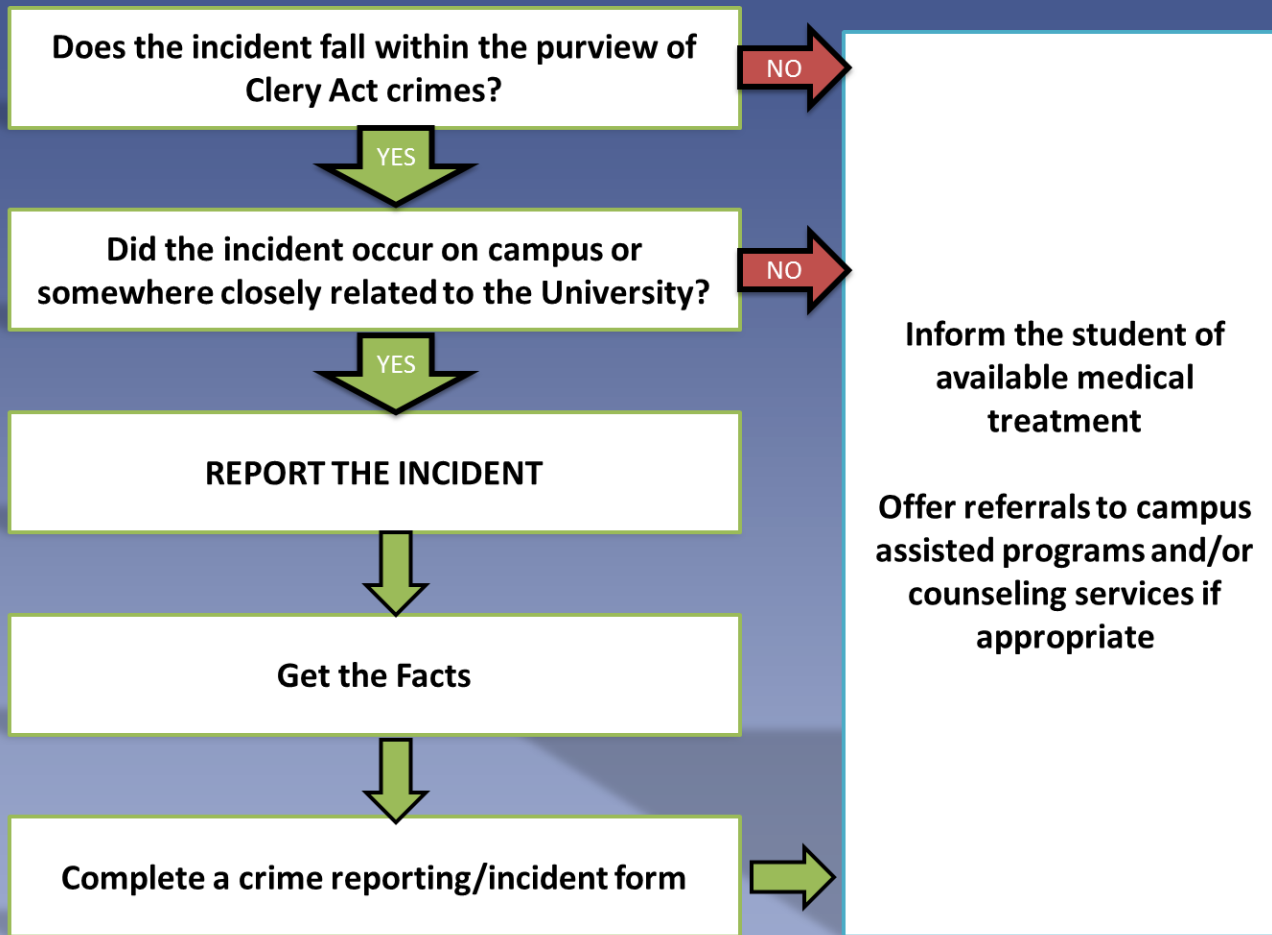
- Answering questions on the form will help police determine the correct category
- Write a brief description of the incident
- Even incomplete information can help
- Timely reporting is critical

# The Questions:

- \* Is a violent crime in progress? (If so, call police immediately!)  
911
- \* Has the victim sought or is the victim in need of assistance/services?
- \* What happened? How, when, and where did it happen?
- \* Has the incident been reported to another campus resource?
- \* If the reporting person has concerns, advise that a crime can be reported without filing charges, and confidentially. Information reported confidentially is disclosed in the Annual Security Report as an anonymous statistic. Confidentiality is maintained to the extent allowed by law

# Filling out the report form: you're not the expert, and you don't have to be

- \* You don't have to know the classification
- \* Just indicate the crime that seems most likely or possible
- \* The Police will make the final determination and classify the crimes



Does the incident fall within the purview of Clery Act crimes?

NO

YES

Did the incident occur on campus or somewhere closely related to the University?

NO

YES

REPORT THE INCIDENT

Get the Facts

Complete a crime reporting/incident form

Inform the student of available medical treatment

Offer referrals to campus assisted programs and/or counseling services if appropriate

# Filling out the report form: the crimes

- \* **Criminal Homicide:** murder, non-negligent manslaughter, and negligent manslaughter
- \* **Aggravated Assault:** unlawful attack upon another with intent to inflict severe injury, using weapon or means likely to produce death or great bodily harm

# Filling out the report form: the crimes

- \* **Sex offenses, forcible and non-forcible**

- Forcible sex offenses: rape, sodomy, sexual fondling, sexual assault with object
- Non-forcible: statutory rape and incest



# Filling out the report form: the crimes

## Questions re: sex offenses:

- Was the crime committed forced and/or non-consensual
- Was victim incapable of giving consent because of temporary/permanent mental/physical incapacity, or because underage?
- Was assault facilitated by (including intoxicated persons) drugs/alcohol?

# Filling out the report form: the crimes

- \* **Robbery:** taking/attempting to take something by force, violence, threat, or by putting victim in fear
- \* Questions re: Robbery
  - Was force or a weapon used or threatened?
  - Was victim injured?
  - Did victim feel fearful, threatened or endangered?

# Filling out the report form: the crimes

- \* **Burglary:** unlawful entry into a structure to commit a felony or theft
- \* Questions re: Burglary
  - Was item taken from inside residence halls, classroom, office, store, lab, or other structure?
  - Was structure, room, store, or office open, closed, or locked?
  - How did thief get into the structure/ room etc.?

*It's important to establish the elements of burglary because theft is not reportable under Clery*

# Filling out the report form: the crimes

- \* **Stolen Vehicles:** theft of automobiles, trucks, etc., including “joyriding” (taking by person without lawful access)
- \* **Arson:** willful or malicious burning/attempt to burn structure, vehicle, or personal property of another

# Filling out the report form: the crimes

\* **Hate crimes:** Is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

1. Race
2. Religion
3. Ethnicity
4. Gender
5. Sexual Orientation
6. Disability

# Other Hate Crimes to Report

- \* Larceny
- \* Simple Assault
- \* Intimidation
- \* Vandalism

# Filling out the report form: the crimes

- \* **Hate crimes to property, questions:**
  - \* Was the target personal property, a personal residence, house of worship, or ethnic organization?
  - \* Did the incident involve any expression of hatred (e.g. Graffiti, comments) re: race, gender, ethnicity, religion, sexual orientation, or disability?
  - \* Did any personal injury result from the incident?
- \* **Report ANY vandalism to property that is the result of a hate crime**



# Filling out the report form: the crimes

- \* **Liquor, drug, and weapon law violations:**
  - Police report statistics on arrests for liquor, drug, and weapons-related crimes
  - Report statistics on disciplinary referrals for drug, liquor, and weapon **law violations** (except when the individual was also arrested for the same act)
  - Statistics must reflect number of persons involved (head count), not just number of incidents (for these crimes only)

# Filling out the report form: the crimes

## \* Arrest/Citations & Disciplinary Referrals

### ➤ Arrests

Persons processed by arrest, citation or summons

### Referrals

➤ The referral of any person to any campus official who initiates a **disciplinary action** of which a record is kept and which may result in the imposition of a sanction

# What is a “disciplinary action?”

- \* Suspension
- \* Expulsion
- \* Disciplinary Conference
- \* Mediation
- \* Medical Amnesty
- \* Requiring training/education
- \* Any other action listed that is possible in our conduct system

# Filling out the report form: the crimes

- \* Do these allegations have to go through a hearing, or the individual be disciplined, before they are eligible for Clery Act reporting statistics?

**NO!!** Just as is with crime reporting, violations eligible for disciplinary actions only have to be reported to the CSA to be counted in the crime statistics report. The CSA must then report the statistic to the ISU Police.

# Help is at hand . . .

**To get more information on campus safety and to read the Annual Security and Fire Report go to:**

ISU website: [Indiana State University Police Department/Public Safety](#)

You can also find our Clery Act-Campus Security Authority Guide, and Clery Crime Definitions at: [Campus Security Authorities \(CSA's\)](#)

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# Review

- \* The Clery Act requires institutions of higher education receiving federal financial aid to report specific crime statistics on campus and provide safety and crime information to members of the campus community.
- \* Each campus is responsible for establishing appropriate procedures to implement these requirements.
- \* A Campus Security Authority (CSA) is anyone who has significant responsibility for student AND campus activities.
- \* CSAs are required to: Get the facts, report all Clery related crimes to the police, inform victims of confidential reporting options and offer referrals to resources.

THANK YOU

