

# **Campus Security Authority Training**

**The Jeanne Clery Disclosure of Campus  
Security Policy & Crime Statistics Act**

**Dr. Justin Lawrence  
Title IX Administrator**

**CLERY- CAMPUS SECURITY AUTHORITIES**

**What You Need to  
Know**

## WHAT IS THE CLERY ACT?

- Jeanne Clery was raped and murdered in her dorm room at Lehigh University in 1986. Her killer was another student. Her parents believe she would have been more cautious if she had known about other violent crimes at Lehigh.
- Congress agreed. The Clery Act, first enacted in 1990 and amended in 1998, requires higher education institutions to report crime statistics to current & prospective students & employees.

## What Does All This Have to Do With Me?



## WHAT IS MY ROLE?

- Many crimes and incidents, especially sexual assaults, are not reported to the police.
- To ensure that students know about dangers on their campuses, the Clery Act requires institutions to gather and publish data from additional Campus Security Authorities.
- That's where you come in.

## WHAT MAKES ME A CAMPUS SECURITY AUTHORITY

### Four categories

1. Campus Police Departments
2. Individuals with Campus Security Responsibilities
3. Individuals Designated by the Campus
4. Officials with Significant Responsibility for Student and Campus Activities who are likely to receive complaints from a victim of crime.

## **CAMPUS SECURITY AUTHORITIES**

### **Category 1 – Campus Police Departments**

- All Officers of the Wayland Baptist University Police Department.
- All non-commissioned Security Guards employed by the Wayland Baptist University Police Department.

## CAMPUS SECURITY AUTHORITIES

- **Category 2 – Individuals with Campus Security Responsibilities.**
- Persons responsible for monitoring or controlling entrance to campus property
  - *Residence hall security guards*
  - *Parking/Information booth operators*
  - *Academic building security guards*
  - *Special events security staff*
- Campus safety personnel & community assistants who routinely monitor entrances to buildings and secured areas are likely to assist with reporting crime.



## CAMPUS SECURITY AUTHORITIES

### ■ Category 3 – Individuals Designated by the Campus.

- Academic Deans;
- Student affairs/residential life officials;
- Athletic administrators, including directors, assistant directors and coaches;
- Student activities coordinators and staff;
- Student judicial officials;
- Faculty and staff advisors to student organizations;
- Student peer education advisors.

## CAMPUS SECURITY AUTHORITIES

### Category 4 – Officials with Significant Responsibility for Student & Campus Activities.

- Focus on Function of official, not just title
- Significant Contact with Students
- Line Responsibility
- May include Officials not specifically employed as “Faculty” or “Staff”

## WHO IS NOT A CSA?

Individuals that do not deal with students outside of a normal classroom or business setting are not considered CSAs. The following non-CSA positions and functions include, but are not limited to:

1. Faculty member without responsibility for student/campus activity beyond the classroom;
2. Physicians/nurses in the University Health Center who only provide care for students;
3. Clerical or administrative support staff;
4. Cafeteria/facilities maintenance/information technology staff

# **YOU DO NOT HAVE TO REPORT IF**

- You are a licensed mental health counselor or a pastoral counselor (employed by a religious organization to provide confidential counseling) AND**
- You are working within the scope of your license or religious assignment**

## CONFIDENTIAL REPORTING

Even if **you are exempt** and don't have to report:

You can tell the person how she/he can report the crime anonymously to Police.

You have to make a judgment call: is it appropriate to mention Police in the particular situation?

## I'M A CAMPUS SECURITY AUTHORITY WHAT DO I HAVE TO DO?

- If someone tells you about a crime or an incident that may be a crime, you must record the information and submit it to the Wayland Baptist University Police Department.
- Just get the facts, Police will investigate and tabulate appropriate statistics.

WHAT DO I HAVE TO DO?

When in doubt...

REPORT

## TIMING IS (ALMOST) EVERYTHING

Be sure you can document

- When did the crime or incident occur?
- When did the person report it to you?



## LOCATION, LOCATION, LOCATION

You must report if it occurred

- On campus
- On campus, in residence halls
- On public property adjacent to campus
- On non-campus property owned or controlled by the University or a recognized student organization

## APPLICABILITY

### DO NOT REPORT CRIMES AS A CSA IF:

- A person tells you about a crime that occurred before he/she came to the University OR
- While he/she was away from campus and not involved in a University Sponsored activity—e.g., at home, on spring break etc.

## JUST REPORT IT

Police will categorize the report: your job is to get the information the person wants to tell you.

- You are not a detective.
- You don't have to prove what happened or who was at fault.
- You aren't supposed to find the perpetrator.
- DON'T identify the victim in the CSA Report (but may identify to police if victim is agreeable.)

## JUST REPORT IT

- Let the person know about options for reporting to Police.
- Tell the person how he/she can report anonymously to Police.
- **BUT: The decision isn't yours!**
  - A person who talks to you may not want to talk to Police—and doesn't have to.

## OFFER HELP

Provide the person with information on:

- Reporting to campus police.
- Campus programs for assisting victims of sexual and other assault.
- Procedures for seeking medical help.

## GET THE FACTS

Complete the Clery Incident Report form

- You may need to wait until the person leaves.
- Tell the person you must report the incident as an anonymous statistic but will not identify anyone involved.

## Campus Security Authority Crime Report Form

- If you need to report a crime, [click here](#).
- Before you fill out the form, please be familiar with the [Clery Act Crimes and Definitions](#) you are reporting.
- For more information about Campus Security Authorities see [Campus Security Authorities Guidelines](#).

**CSA Crime Report Form Website:**

<https://www.wbu.edu/university-police/csacrf.htm#yes>



[HOME](#) > [UNIVERSITY POLICE](#) > [CAMPUS SECURITY AUTHORITY CRIME REPORT FORM](#)

# Campus Security Authority Crime Report Form

If you need to report a crime, [click here](#). Before you fill out the form, please be familiar with the [Clery Act Crimes and Definitions](#) you are reporting. For more information about Campus Security Authorities see [Campus Security Authorities Guidelines](#).

If **NO Crimes** were reported to you in 2019, please fill out the first form below. This form is being used to document that you have received this reporting form and that no crimes were reported to you for the previous reporting cycle. (If you need to report a crime, [see below](#))

## Reporting Person\*

## Department, School, or Office\*

## Campus Location\*

## Check \*

 Yes

By checking this box, you are confirming that you were not aware of, and did not receive, any reports of criminal incidents (including VAWA offenses); arrests/disciplinary referrals for Liquor, Drug, and Weapons Law Violations; or hate crimes.

## UNIVERSITY POLICE

[Police Officers](#)[Campus Parking](#)[Emergency Procedures](#)[Pioneer Alert](#)[Silent Witness Report](#)[Reporting A Title IX Violation](#)[Title IX Information](#)[Campus Security Reports](#)[Title IX Reporting Form](#)[Campus Security Authority Crime Report Form](#)[Campus Security Authorities Guidelines](#)[Clery Act Crimes and Definitions](#)[Campus Security Authorities](#)[APPLY NOW](#)



**Complete this form if a crime was reported to you** that may correspond to one of the crimes defined on this form. If more than one crime was reported to you, fill out one form for each crime reported. CSA crime reports should include personally identifying information, if available. This is important for law enforcement purposes and to avoid double counting crimes. If a victim doesn't want the report to go any further than the CSA, you should explain that you are required to submit the report for statistical purposes, but it can be submitted without identifying the victim.

**Reporting Person\***

Please provide your full name.

**Department, School, or Office\***

Please indicate the department, school or office

**Campus Location\***

[About](#) [Academics](#) [Admissions](#) [Athletics](#) [Campuses](#) [Student Life](#)

Information For 

Please provide a phone number so we may contact you.

**Date of Incident\***

**Name of Accused**

Please provide the name(s) of the accused

**Victim Name**

Please provide victims name unless confidentiality has been requested

**Actual Location of Incident\***

Please indicate the actual location of incident (building name or address)

**Brief Description of Incident\***

Please give a brief description of what happened.

## **FIND OUT THE FOLLOWING IN ALL CASES**

- Is victim or assailant a student? Are they acquaintances?
- Does victim wish to remain anonymous?
- Has the incident been reported to police or to any other CSA?
- Was either party under the influence of alcohol or drugs?

## SEX OFFENSE

- Is victim in danger?
- Did assailant use or threaten force? A weapon?
- Did assailant penetrate the victim's body?
- Did victim consent?
- Did victim know assailant?
- Was victim unable to consent because of drugs or alcohol?
- Was victim a minor (younger than 18)?

## ROBBERY, BURGLARY, THEFT (SOMETHING WAS STOLEN)

- What was taken or attempted to be taken?
- What is its value?
- Did perpetrator accost victim in person? If yes..
  - Did the perpetrator use or threaten force? A weapon? What kind?
  - Was victim injured?
  - Did victim feel threatened or in danger?

## ROBBERY, BURGLARY, THEFT (SOMETHING WAS STOLEN)

If perpetrator did not accost victim in person

- Was the item taken from inside a residence, dorm room, or office?
- Was door open, closed or locked?
- How did the thief get in?

## MOTOR VEHICLE THEFT

- What kind of vehicle?
- Where was it taken from?
- When was it taken?
- Has it been recovered?
- Does the person know who did it?
  - “Joyriding” is a motor vehicle theft if vehicle is taken by person without lawful access

## **ARSON (SOMETHING WAS BURNED)**

- What was burned or attempted to be burned?
- Was anyone hurt?
- Was property damaged? How much?
- When did it happen?
- When was it discovered?
- Was there graffiti or other evidence of hate motivation?

## **HATE CRIMES- PERSONAL**

- Did the attacker confront the victim in person?
- Did the attacker use or threaten to use force? What kind?
- Was there a weapon?
- Was the victim injured?
- Did the attack or threat (verbal, phone, email) include racial, ethnic, religious or homophobic comments?



## HATE CRIMES- PROPERTY

- Was the target personal property, a personal residence, business, house of worship, or ethnic organization?
- Was property damaged? Value?
- Did the attack include any expression related to race, gender, religion, sexual orientation, ethnicity, or disability?
- Report ANY vandalism to a house of worship, or ethnic, religious or Gay or Lesbian organization as a hate crime.

## LIQUOR, DRUG, WEAPONS LAW VIOLATION

- Police must keep statistics on numbers of people arrested for liquor law violations, drug law violations and illegal weapons possession.
- Student housing and student judicial affairs officers must keep statistics on number of people **referred for disciplinary action** for drug, liquor law and weapons violations.
  - Disciplinary referrals should not include incidents in which the person is also arrested for the same offense.
- Statistics must reflect total number of persons involved, not incidents.

## **MISSING STUDENT REPORTS**

Any CSA who receives a report of a missing student shall immediately determine the students status and make the following notifications:

### **STUDENT RESIDES OFF CAMPUS**

- Contact Wayland Baptist University Police Department: 806-774-4225
- Contact applicable Local Law Enforcement Agency

### **STUDENT RESIDES ON CAMPUS**

- Contact the Dean of Students: 806-291-3751
- Contact Wayland Baptist University Police Department: 806-774-4225

## For More Information

### WAYLAND BAPTIST UNIVERSITY POLICE DEPARTMENT

- Mike Allen 806-742-3931 or [mike.allen@wbu.edu](mailto:mike.allen@wbu.edu)

#### **Campus Security Authorities:**

<https://www.wbu.edu/university-police/campus-security-authorities.htm>

#### **Campus Security Authority Guidelines:**

<https://www.wbu.edu/universitypolice/documents/CampusSecurityAuthoritiesGuidelinesWBU.pdf>

#### **Clery Act Definitions:**

<https://www.wbu.edu/university-police/clery-act-crime-and-descriptions.htm>

#### **Campus Security Authority Crime Report Form:**

<https://www.wbu.edu/university-police/csacrf.htm>