

The logo for the Clery Center, featuring the words "CLERY CENTER" in white, bold, sans-serif capital letters. The text is centered within a circular graphic composed of two overlapping circles: a larger blue circle in the background and a smaller green circle in the foreground, partially overlapping the blue one.

**CLERY
CENTER**

A wide-angle photograph of a large, classical-style brick building with a portico supported by white columns. The building is surrounded by lush green trees and a paved walkway. People are seen walking on the path and sitting on the steps leading up to the building. A semi-transparent white banner is overlaid across the middle of the image, containing the text for the training.

ONLINE JEANNE CLERY ACT TRAINING
Campus Security Authorities

CAMPUS SECURITY AUTHORITIES

- Campus police/security department
- Individuals responsible for security
 - Access monitor
 - Resident assistant
- Individual or offices designated to receive crime reports
- Officials with significant responsibility for student and campus activities



*Person's **function** determines if **CSA**.*

CAMPUS SECURITY AUTHORITY EXAMPLES

- Dean of students who oversees student housing, a student center, or student extracurricular activities
- Director of athletics, all athletic coaches (including part-time employees and graduate assistants)
- Faculty advisor to a student group
- Coordinator of Greek affairs
- Director of a campus health or counseling center*
- Victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.

**When functioning in an administrative capacity as per ED verbal guidance*

CSA EXAMPLES (cont'd)

- Title IX Coordinator
- Ombudsperson (including student ombudspersons)
- Student resident advisor or assistant
- Student who monitors access to residence halls or buildings that are owned by recognized student organizations
- Members of a sexual assault response team (SART) or other sexual assault advocates
- Officers from local law enforcement who are contracted by the institution to provide campus safety-related services

WHO IS **NOT** A CAMPUS SECURITY AUTHORITY?

- Faculty without responsibility for student or campus activities outside the classroom
- Support staff
 - Clerical
 - Food service workers

WHO IS EXEMPT?

- Pastoral counselors
- Professional counselors
 - Applies to mental health counselors employed or under contract by the institution
- Person uncertified but acting under the supervision of an exempt counselor

A photograph of a campus scene. In the background, a large brick building with a classical architectural style is visible, partially obscured by lush green trees. In the foreground, a paved walkway leads through a grassy area. The overall atmosphere is bright and sunny.

A CAMPUS SECURITY AUTHORITY'S PRIMARY RESPONSIBILITY IS...

to report allegations of Clery Act crimes reported to them to the official or office designated by the institution to collect crime report information.

CSAs ARE NOT RESPONSIBLE FOR....

Investigating or reporting incidents

- Overheard from students talking in a hallway or mentioned during an in-class discussion
- A victim mentions during a speech, workshop, or any other form of group presentation
- Learned indirectly

Campus Security Authorities

ACTIVITY OVERVIEW

Would the following person be a campus security authority?



Kristin is a professor in the Art History department.

- A. Yes
- B. No
- C. Maybe – I need more information.

WOULD THE FOLLOWING PERSON BE A CAMPUS SECURITY AUTHORITY?



Nathan is a Residence Hall Coordinator.

- A. Yes
- B. No
- C. Maybe – I need more information.

WOULD THE FOLLOWING PERSON BE A CAMPUS SECURITY AUTHORITY?



Garreth is a front desk monitor at Smith Hall.

- A. Yes
- B. No
- C. Maybe – I need more information.

WOULD THE FOLLOWING PERSON BE A CAMPUS SECURITY AUTHORITY?



James is a victim advocate on campus.

- A. Yes
- B. No
- C. Maybe – I need more information.

WOULD THE FOLLOWING PERSON BE A CAMPUS SECURITY AUTHORITY?



Dr. Joyce Adams is the Director of Counseling and Psychology Services on campus.

- A. Yes
- B. No
- C. Maybe – I need more information.

WOULD THE FOLLOWING PERSON BE A CAMPUS SECURITY AUTHORITY?



Paige is a Chapter Advisor for a sorority.

- A. Yes
- B. No
- C. Maybe – I need more information.

HANDOUT ACTIVITY

WB 8

*Go to the Handout Activity: **CSA Diagramming***

CSA	?	Not CSA

IDENTIFICATION OF CSAs

- Designate an individual or office to oversee CSAs
- Engage key stakeholders
- Consider function
- Be consistent
- Document process

SAMPLE FINDING: INADEQUATE SYSTEM FOR COLLECTING CRIME STATISTICS

FAST FACTS

- Didn't gather reports in manner likely to result in accurate reporting
- Lack of coordination and communication between offices
- Lack of training (including on proper documentation)

ACTION ITEMS

- Established policies and procedures for gathering and compiling incidents of crimes reported to CSAs
- Revised reporting forms and report-writing resources
- Updated method of CSA notification

CSA VITAL ROLE TO COMPLIANCE

Recommended practices:

- Make sure that CSAs know who they are
- Provide job training/description
- Give CSAs crime definitions and geographic areas
- Provide reporting materials/forms
- Emphasize the importance of timely reports

MESSAGING TO YOUR CAMPUS

WB 9

Take a minute on your own to note on your *Reminders: CSAs page* a few key messages about identifying CSAs that you would like to share with your campus community.



CLERY CENTER

85 Old Eagle School Road, Suite 103
Strafford, PA 19087
484.580.8754

info@clerycenter.org
clerycenter.org

Connect with us on social media!
@Clery Center

