



## Campus Security Authorities

The following provides information on what makes an individual a Campus Security Authority, and his/her responsibilities under the Clery Act. It also includes a Q & A to help provide further clarification.

### Introduction

The Federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, better known as the Clery Act, was enacted to help create safer university communities throughout the nation. The overall intent of the Clery Act is to encourage the reporting and collection of accurate campus crime data, to promote crime awareness and to enhance campus safety. As part of the requirements, institutions must set up a system of ensuring accurate and timely crime reporting through the use of Campus Security Authorities (CSAs).

As part of the Clery Act mandates, certain categories of crimes, arrests and referrals occurring at specific locations (on or adjacent to University property) must be reported through [Annual Campus Crime and Fire Safety Security Report](#) which must be published by October 1st of each year and made available to the campus community. These crime statistics must also be submitted to the U.S. Department of Education for website publication by the same date.

Another key requirement of the Clery Act is to issue safety alerts, or timely warnings, to the campus community regarding crimes considered to be a serious or a continuing threat to University community members. In order



Act reportable. What must be forwarded, therefore, are reports of alleged criminal incidents; there does not have to be absolute proof.

CSAs have an important role in complying with the Clery Act. Timely reporting of crimes by CSAs allows the University the opportunity to review whether or not an emergency alert or timely warning should be issued, and it assists in maintaining and providing accurate crime data.

## CSA Response to Reported Crimes

Regardless of your status (CSA or non-CSA), all campus community members are encouraged to promptly report all criminal incidents and other public safety related issues to the ~~Police~~ Public.

1. When a crime is reported and involves an emergency situation, the CSA should always first handle the emergency to the extent possible and immediately call 911 or University Police at 774-4225.
2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to University Police. If they do, then the CSA should coordinate reporting and contact University Police via phone at 800-774-4225 or in person at the Campus Police Station, 2002 West Street. If the reporting party does not want the police involved, the CSA must complete CSA Crime Report Form.
3. The CSA should explain that they are a federally mandated crime reporter and are required to submit a report for statistical purposes, but that the crime report can be submitted without identifying the reporting party and/or victim, if the reporting party would like to remain anonymous. CSAs are encouraged to use the following statement when talking with the reporting party:  
"As part of my position on campus, I am a federally mandated crime reporter for the University. I am required to report of this incident to the University's Clery Compliance Committee at a gathering. If you request confidentiality, my report will not include your name, or that of any other involved individuals. My report will contain only the information you provide. Do you have any questions? Would you like to help me fill it out?"
4. If the reporting party is a student victim of a sex offense and University Police are not involved, the student shall be encouraged to contact the University's IX Administrator, Dr. Justin Lawrence and/or University counseling and health care services. Dr. Lawrence can be reached by phone at 219-281-1863 and by email at [jlawrencej@wbu.edu](mailto:jlawrencej@wbu.edu)
5. If the CSA has firsthand knowledge/confirmation that the reporting party or someone else has already filed a police report with University Police, or has placed the information into a system that ensures University Police will be informed, then the CSA is not obligated to complete and submit CSA Crime Report Form. However, if the reporting party says they will file a report with University Police, but the CSA has no firsthand knowledge/confirmation that the report was filed, then the CSA must complete and submit a crime report form. When in doubt, the reporting form should be completed and submitted.
6. CSAs should not investigate a crime reported to them or attempt to determine whether in fact a crime took place. CSAs should simply report the crime on a timely basis to University Police or the Accreditation/Compliance Manager; timeliness is essential, as the incident may warrant a University issued timely warning.



## Frequently Asked Questions and Their Answers

What makes someone a Campus Security Authority (CSA)?

The Act itself defines the following four categories of CSAs:

1. University Police Department: Sworn personnel and department administrators.
2. Non-



- x Sexual Assault#Non-forcible;
- x Robbery;
- x AggravatedAssault;
- x Burglary;
- x Motor VehicleTheft;
- x Arson;
- x DatingViolence;
- x DomesticViolence;
- x Stalking;
- x Specifically,if anyof the abovewere HateCrimes,andif a HateCrime,the followingadditionalcrimes:
  - o LarcenyTheft;
  - o SimpleAssault;
  - o Intimidation;
  - o Destruction/Damage/Vandalism ofProperty.
- x Weapons LawViolations;
- x Drug LawViolations;
- x Alcohol LawViolations.

The abovenoted crimes only need to be reported if they occurred at the following locations:

- x On Campus, including Studenthousing;
- x Off campus but on WVAffiliatedProperty;
- x On public property going through/directly adjacentto campus.

Please be aware that you are not expected (or required) to be absolutely correct regarding the specific crime designation or the reportable location; if you have any doubts, just report what you think it is and provide much information as possible, and the Accreditation/Compliance Manager will determine if it must be reported as part of the Clery statistics and how it should be classified.

What's the difference between reporting a crime to the WVPolice Department and reporting it to the Clery Compliance Committee (CCM)

A crime is reported to University Police when the report is made directly to the Department, either in person or through some form of communication, and an official report is taken, or when the report is entered into a University tracking system that ensures the report is forwarded to the WVPolice Department. A crime is reported to the CCM when an electronic [e-USA Crime Report Form](#) is completed, as



would not

