Your role as Campus Security Authority

under the Jeanne Clery Campus Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”)

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What does this training cover

- Who is a CSA
- What crimes must be reported under Clery
- What do we mean by Clery geography
- How to report and what to provide victims
- CSA training requirements

If you believe you've been wrongly identified as a CSA, contact your Clery Coordinator.

Learning Goal

Upon completion of this training the Campus Security Authority (CSA) will understand the basic reporting requirements of the Clery Act and how to report Clery crimes to the USF Tampa Clery Coordinator.

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History of the Clery Act

Jeanne Ann Clery

Named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered in her residence hall room on April 5, 1986.

Her parents believe she would have been more cautious if she had known about other violent crimes at Lehigh.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

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History (continued)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

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History (continued)

- 1988-Became law in Pennsylvania
- 1990-Became a federal law: *Crime Awareness and Campus Security Act; a*mended the Higher Education Act (HEA) of 1965
- 1998-Renamed "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (aka the "Clery Act")
- 2000 & 2008-Amended as part of the Higher Education Opportunity Act (HEOA)
- 2013-Amended as part of the Violence Against Women Act (VAWA)

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Purpose

Gather/publish de-identified crime data to:

- Ensure students know about dangers on campus
- Allow students and parents to compare colleges

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Federal Monitoring and Penalties

Compliance monitored by Dept of Education

- Civil penalties - $55,000/violation
- Suspend federal student financial aid

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Why was I designated as a CSA?

- University Audit & Compliance, General Counsel, and the University Police Department worked with Human Resources and the organizational units to identify the appropriate employees by Clery definition.
- Unit HR Reps

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What are Campus Security Authorities?

Campus Security Authorities (or “CSAs”) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution who are responsible for reporting crimes under the Clery Act.

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Four Types of CSAs

Campus police

Non-law enforcement campus security

Individuals/organizations to which students and employees should report criminal offenses

USF officials with responsibility for student and campus activities

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Examples of CSAs at USF

Note: This list is not exhaustive.

Examples of USF Officials who have significant responsibility for student and campus:

- Dean of Students
- Provost and Staff
- Representatives of Housing and Resident Life
- Student Judicial Programs or Other Discipline Officials
- Directors or Managers of Student Service Centers
- Officials who oversee extracurricular activities
- Director of Athletics, Coaches, Trainers, Staff
- Student Health Directors
- Faculty Advisors and Advisers to Student Groups

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What are some examples of individuals who are CSAs under Clery?

Note: This is not an exhaustive list

- A dean of students who oversees student housing, a student center, or student extracurricular activities
- A director of athletics or a team coach
- An advisor to a student group
- A student resident advisor or assistant or a student who monitors access to dormitories

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What are some examples of individuals who are not CSAs under Clery?

Note: This is not an exhaustive list

- A faculty member who does not have any responsibility for student and campus activities beyond the classroom
- Clerical or cafeteria staff
- Pastoral and Professional Counselors
  - If they are a licensed mental health counselor or a pastoral counselor (recognized by a religious organization to provide confidential counseling) **AND th**ey are working within the scope of their license or religious assignment

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A special note to Counselors…

- Even though as a counselor, under certain conditions, you do not have to report, you can tell the person how he/she can report the crime to Police
- USF encourages reports of crimes by counselors and victims

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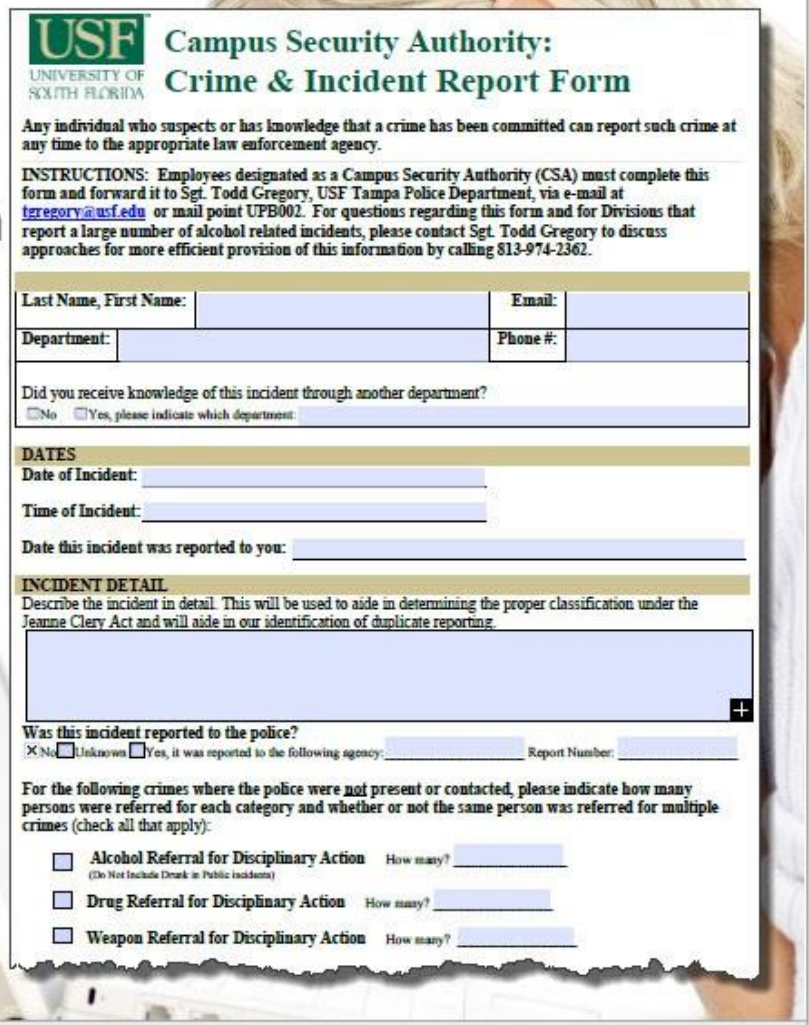
As a CSA, your responsibilities are...

- Report Clery crimes occuring on our Clery Geography to your Clery Coordinator
- Provide crime victims with resources available
- Take CSA training annually



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Campus Security Authority: Crime & Incident Report Form

Any individual who suspects or has knowledge that a crime has been committed can report such crime at any time to the appropriate law enforcement agency.

INSTRUCTIONS: Employees designated as a Campus Security Authority (CSA) must complete this form and forward it to Sgt. Todd Gregory, USF Tampa Police Department, via e-mail at tgregory@usf.edu or mail point UPB002. For questions regarding this form and for Divisions that report a large number of alcohol related incidents, please contact Sgt. Todd Gregory to discuss approaches for more efficient provision of this information by calling 813-974-2362.

Last Name, First Name:		Email:	
Department:		Phone #:	

Did you receive knowledge of this incident through another department?
☐No ☐Yes, please indicate which department:

DATES

Date of Incident:

Time of Incident:

Date this incident was reported to you:

INCIDENT DETAIL

Describe the incident in detail. This will be used to aide in determining the proper classification under the Jeanne Clery Act and will aide in our identification of duplicate reporting.

Was this incident reported to the police?
☒No ☐Unknown ☐Yes, it was reported to the following agency: Report Number:

For the following crimes where the police were not present or contacted, please indicate how many persons were referred for each category and whether or not the same person was referred for multiple crimes (check all that apply):

☐ **Alcohol Referral for Disciplinary Action** How many?
(Do Not Include Drunk in Public incidents)

☐ **Drug Referral for Disciplinary Action** How many?

☐ **Weapon Referral for Disciplinary Action** How many?

For emergencies, always call 911

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CSA Report Form?

The *CSA Crime & Incident Report* Form is available on the USF Police Department web site:

http://www.usf.edu/administrative-services/university-police/your-safety/campus-security-authority.aspx

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CSAs must report the following Clery crimes...

- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Dating violence
- Domestic violence
- Stalking

CSAs must report the following hate crimes...

Hate Crimes:

- Larceny-Theft
- Simple assault
- Intimidation
- Destruction, damage or vandalism of property

Bias categories:

- Race
- Gender
- Gender Identity
- Religion
- Ethnicity
- Disability
- Sexual Orientation
- National Origin

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CSAs must also report...

Arrests and referrals for disciplinary actions:

- Carrying and possessing weapons
- Illegal drug abuse
- Liquor law violations

Drunkenness and DUI do not count as a Liquor Law violation

Do NOT report violations of university policy as a Clery crime

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Where can I find Clery Crime definitions?

- Summary definitions are on the *CSA Crime & Incident Report* Form.
- Detailed definitions and examples are in *The Handbook for Campus Safety and Security Reporting*.

These materials are available online on the USF Tampa Police Department web site.

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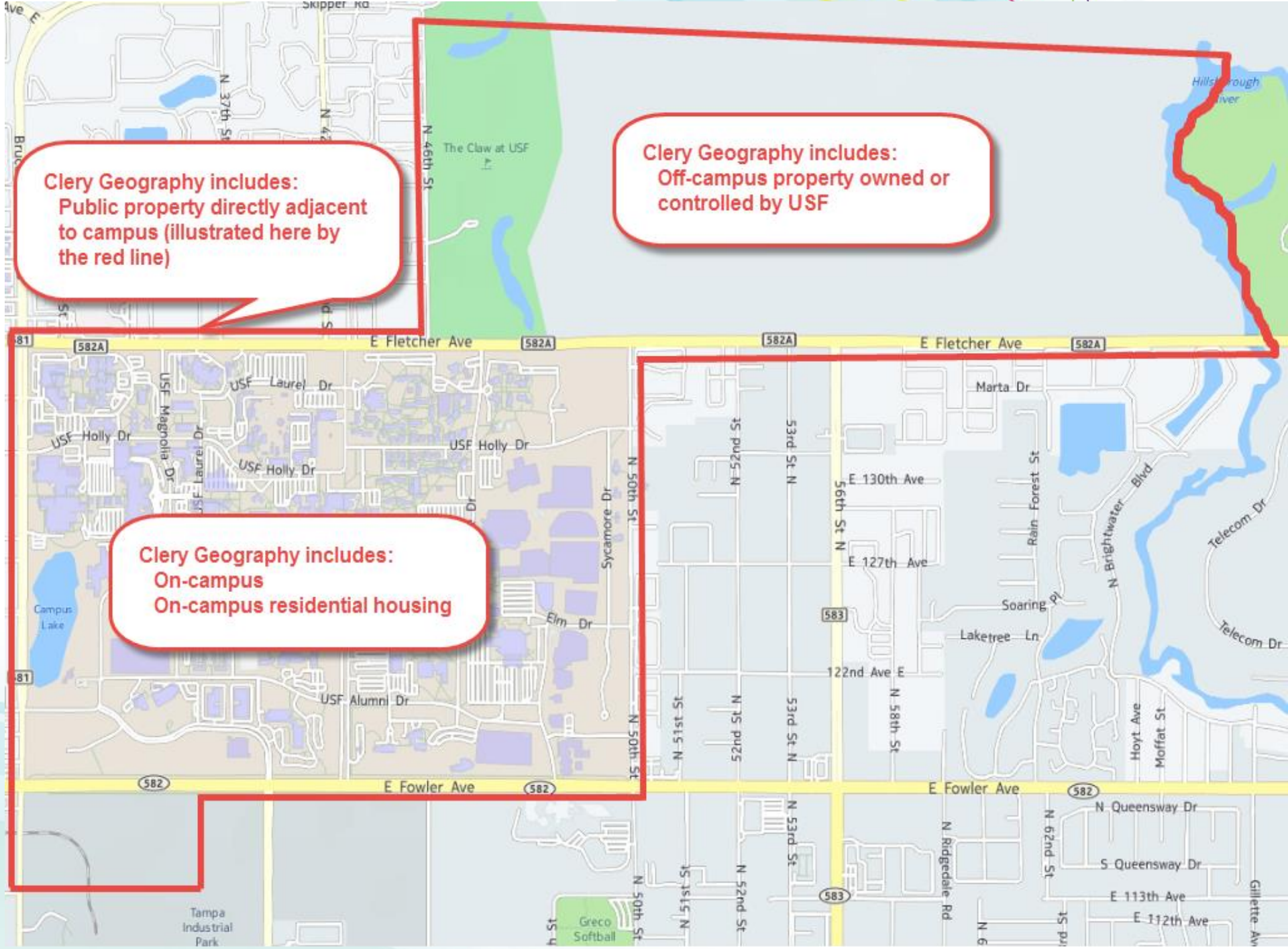
Clery Geography includes:
Public property directly adjacent to campus (illustrated here by the red line)
Clery Geography includes:
Off-campus property owned or controlled by USF
Clery Geography includes:
On-campus
On-campus residential housing
The Claw at USF
E Fletcher Ave
E Fowler Ave
USF Laurel Dr
USF Holly Dr
USF Magnolia Dr
USF Alumni Dr
Elm Dr
Sycamore Dr
N 50th St
N 51st St
N 52nd St
N 53rd St
N 56th St
N 58th St
E 130th Ave
E 127th Ave
122nd Ave E
Marta Dr
Rain Forest St
N Brightwater Blvd
Soaring Pl
Laketree Ln
Telecom Dr
Hoyt Ave
Moffat St
N Queensway Dr
S Queensway Dr
E 113th Ave
E 112th Ave
N Ridgedale Rd
N 62nd St
Campus Lake
Tampa Industrial Park
Greco Softball
Skipper Rd
N 37th St
N 46th St
582A
582
583

Non Campus Examples

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What to tell the person reporting this to me

- Discuss resources available to crime victims
- Disclose that you are a mandatory reporter under Clery
- Reassure them you will not identify anyone unless the victim consents

This is an example: Each institution will provide a flyer for their community

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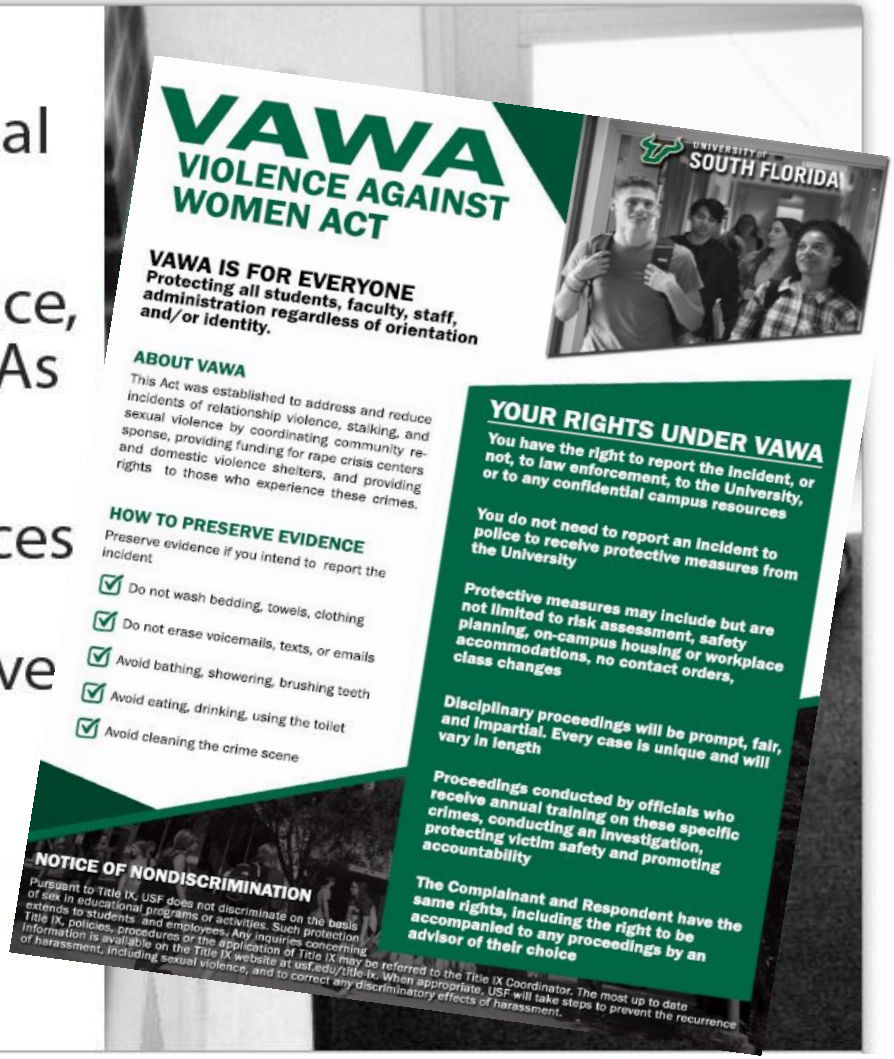
What Information Do I Provide?

- Encourage them to seek medical help
- Sexual assault, domestic violence, dating violence or stalking, CSAs required by VAWA to provide:
  - Victims with written resources
  - Guidance on how to preserve evidence
  - Copy of "resources" flyer



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USF Resources

- **USF Center for Victim Advocacy**
  - Student Services Building (SVC), Suite 0067 Phone 974-5756
- **USF Counseling Center**
  - Student Services Building (SVC), Suite 2124 Phone 974-2831
- **USF Office of Student Conduct and Ethical Development**
  - John and Grace Allen Building (ALN), Rm. 109 Phone 974-9443
- **USF Diversity, Inclusion and Equal Opportunity Office (DIEO)**
  - John and Grace Allen Building (ALN), Rm. 172 Phone 974-4373

Resources are listed in USF System Policy 0-004 Sexual Misconduct/Sexual Harassment (Including Battery)

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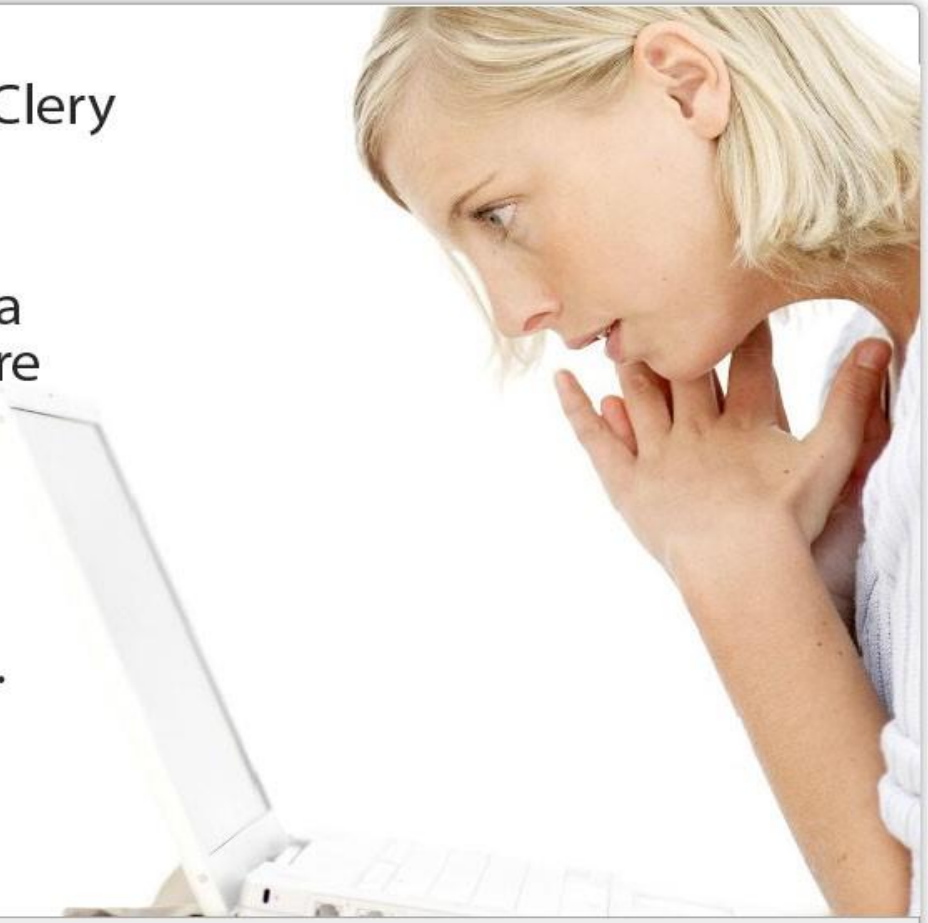
Clery does not require you to report

Do not report crimes to the Clery Coordinator if:

- A person tells you about a crime that occurred before he/she came to USF; OR
- While he/she was away from campus and not involved in a USF activity.



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What NOT to Do

- Do NOT try and determine whether a crime took place or who was at fault
- Do NOT try to apprehend the alleged perpetrator of the crime
- Do NOT try to convince a victim to contact law enforcement if the victim chooses not to do so
- Do NOT identify the victim unless the victim consents to being identified

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What is Done with CSA Crime Reports?

The Clery Coordinator determines whether the crime is reportable under Clery and, if so, includes the de-identified crime as a statistic published each October in our annual Security and Fire Safety Report, available on the your institution's Police Department's web site.

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USF Clery Coordinators

USF Tampa— Edwin Lovett

USF Tampa Police Department
4202 E Fowler Ave, UPB002 | Tampa, FL 33620-8750
(813) 974-3959 | Fax: (813) 974-5616
eglovett@usf.edu | usfpd.usf.edu

USF St. Petersburg— Chief David Hendry

USF-SP Police Department
140 Seventh Avenue South, FPF 105 | St. Petersburg, FL 33701
(727) 873-4267 | Fax: (727) 873-4122
davidhendry@usfsp.edu | www1.usfsp.edu/police

USF Sarasota-Manatee—Chief Michael A. Kessie

USF-SM Police Department
5800 Bay Shore Road, CPD | Sarasota, FL 34243 (941)
487-4210 | Fax: (941) 487-4799
mkessie@ncf.edu | www.usfsm.edu/campuspolice

USF Health, CAMLS—Donald Mullins

Campus Location
124 S Franklin St, Tampa, FL 33602
(813) 224-7840 | Fax: (941) 487-4799
mullinsd@usf.edu | www.health.usf.edu/

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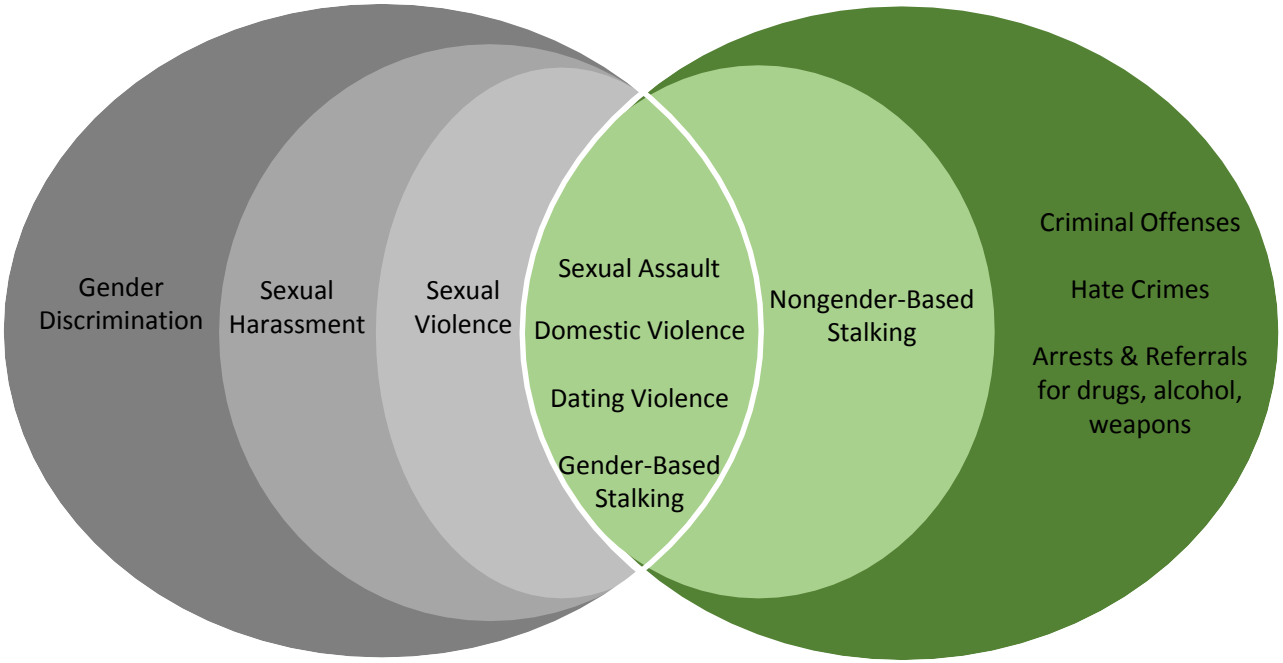
Title IX

Gender Discrimination at Educational Institutions
Mandatory Reporters = "Responsible Employees"
Report WHO & WHAT (non-confidential)

CLERY ACT

Safety & Security at Educational Institutions
Mandatory Reporters = "Campus Security Authorities"
Report WHAT & WHERE (confidential if victim wishes)



VAWA

Amendments to Clery Act

Title IX Coordinators

Title IX Coordinator:

Maggie Denney, M.Ed., LMHC
Director, Title IX & VAWA Compliance
Office of Compliance & Ethics
ALN 172
denney1@usf.edu
813-974-8616

Duties and Responsibilities:

Monitoring and oversight of overall implementation of Title IX Compliance at the University System, including coordinating the review processes for faculty, staff, students and other members of the University Community

Title IX Coordinators:

USF ST. Petersburg Students

Dr. Jacob Diaz
Deputy Coordinator and Dean of Students
140 7th Avenue South, FTF 112, St. Petersburg, FL 33701
(727) 873-4826; jacobdiaz@usf.edu

Title IX Investigator

Jeff Van Zandt, JD
4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620
(813) 974-3970; jvanzand@usf.edu

Title IX Case Manager

Katie Johnson, B.A.
4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620
johnson210@usf.edu

Training Assessment

If the victim of a Clery Reportable Crime does not want to report the crime to police, then don't report to the Clery Coordinator on the CSA Crime and Incident Form.

- ○ True
- ○ False

False- All Clery Reportable Crimes are reported to the Clery Coordinator, even if the victim doesn't want to go to the police. Clery Crimes are reported without identifying the victims.

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Training Assessment

Which of the following are reportable under the Clery Act? Pick all that apply, if needed.

- Rape
- Public Drunkenness
- Liquor Law Violation
- Hate Crime

All choices except Public Drunkenness need to be reported to Clery Coordinator.

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Training Assessment

Which of the following geographical areas are <u>not</u> reportable under the Clery Act:

- A. Any On-Campus Building
- B. Apartment Complexes near the University
- C. Residential Housing
- D. Roadways Bordering Campus

According to the Clery Geography definition, Apartment complexes near the University are not part of the USF Clery Geography

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Training Assessment

If a resident reports their room has been burglarized and you find out after the fact or while the police are investigating the incident do you need to complete a CSA Crime and Incident Form?

- ○ Yes
- ● No

No, USF Police are CSA's and they are responsible to report the incident to the Clery Coordinator.

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