



Campus security authority cite 34 CFR 668.46(a)

The Clery Act regulation “Campus Security Authority” is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- *A member of a campus police department or a campus security department of an institution.*
- *Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into the institutional property).*
- *Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.*
- *An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. **An official is defined as** any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.*

For example, a dean of students who oversees student housing, a student center or student extracurricular activities has significant responsibility for student and campus activities. Similarly, a director of athletics, a team coach and a faculty advisor to a student group also have significant responsibility for these activities. Students may, in some cases, be considered campus security authorities (e.g., resident advisors/assistants, students who monitor access to dormitories).

Examples of individuals who would not meet the criteria for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff and cafeteria staff. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students is unlikely to have significant responsibility for student and campus activity.

The function of a campus security authority is to report to the appropriate law enforcement personnel, either campus police or local police, or to an official or office designated by the institution, those allegations of Clery Act crimes that he or she concludes are made in good faith. A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

The campus security authorities play an important role in the Clery Act compliance.

Certain individuals who have significant responsibility for student and campus activities are exempted from disclosing information:

• **Pastoral counselor.** *A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.*

• **Professional counselor.** *A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.*

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors. This means that a dean of students who has a professional counselor's license, but is employed by the institution only as a dean and not as a counselor, is not exempt from reporting.

An individual who is not yet licensed or certified as a counselor, but is acting in that role under the supervision of an individual, who meets the definition of a counselor, is considered to be a counselor for the purposes of the *Clery Act*. An example would be a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the institution.

Crimes that should be reported are:

Murder and non-negligent manslaughter

Negligent manslaughter

Forcible sex offenses

Non-forcible sex offenses

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

If you have any questions regarding reporting obligations, please contact Lt. James Maddox (X-3823) or Deidre Cato (Compliance Officer) (X-2056), or General Counsel, at extension 2462.

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person(s) by force or threat of force or violence and /or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors, aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine) marijuana, synthetic narcotics (Demerol, methadone) and dangerous non-narcotic drugs (barbiturates, Benzedrine)

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

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

All hate crimes involving bodily injury, all liquor, drug or weapons law violations resulting in an arrest if you are in doubt as to whether a crime is reportable, please err on the side of reporting the matter. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

CAMPUS SECURITY AUTHORITY CRIME REPORT FORM

CSA _____ Print Name

Date ____ / ____ / ____
MM DD YYYY

Crime reported by: _____ **Phone Number** (____) ____ / ____

Classification (see definition below): _____ **Date incident occurred** ____ / ____ / ____
MM DD YYYY

Location of Incident (building name or address): _____

Brief description of the incident:

Check the appropriate answer to the following questions:

Did the crime occur in a building or on the street? Building: _____ Street: _____

Did the crime occur on school owned, controlled, or leased property? Yes: _____ No: _____

Did the crime occur at a University-sponsored activity or event? Yes: _____ No: _____

Please forward this completed form to:

Lt. James Maddox
 O&M Building Room #217
 Jamddo21@csu.edu