

## Campus Security Authorities FAQs

### **What is a CSA?**

Campus Security Authorities (CSAs) are individuals on campus that have been identified under the Clery Act as those individuals that a student would reasonably assume to have the authority or information to respond to an incident of concern. As such, these individuals have a federally mandated requirement to report crimes.

CSAs include:

- All employees with a direct responsibility for campus security (*such as the Department of Safety or Residence Hall Directors*)
- University officials and administrators responsible for campus activities and/or student concerns (*such as academic deans, athletics coaches and club advisors*)
- Selected student leaders that are responsible for reporting peer safety concerns (*such as residence assistants and students employed by the Department of Safety*)

**All CSAs are notified of their status and reporting obligations annually.**

### **What is the Clery Act?**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” is a federal law that requires institutions of higher education in the United States to disclose campus security information (including crime statistics and information about safety-related policies). Originally enacted by Congress in 1990 and amended a number of times since, the overall intent of the Clery Act is to encourage the reporting and collection of accurate campus crime data and to promote awareness in order to enhance campus safety.

Under the Clery Act, campuses must issue alerts to the University community on reported crimes considered to be a threat or potential threat to students and employees.

In an effort to be transparent about campus safety efforts, statistics and policies, the Clery Act also requires certain categories of crimes to be reported and published annually. These statistics, efforts and policies are found in an Annual Campus Security and Fire Safety Report that is reviewed and published by October 1st.

This report is made available to the campus community at:

[https://www.messiah.edu/download/downloads/id/412/Annual\\_Safety\\_and\\_Security\\_Information\\_Report.pdf](https://www.messiah.edu/download/downloads/id/412/Annual_Safety_and_Security_Information_Report.pdf)

## **What does a CSA do?**

CSAs **must** report all crimes and suspected crimes to the University. Crimes that are emergencies or imminent threats to safety should be reported immediately to the police and then reported to the University.

## **What crimes must I report?**

CSAs must report the following crimes if they occurred (or potentially occurred) on the Messiah University campus, on property immediately adjacent to Messiah University, and/or on Messiah University affiliated property or program locations:

Aggravated Assault, Alcohol Violations (e.g. Underage Consumption), Arson, Burglary, Dating Violence, Domestic Violence, Drug Violations, Hate Crimes, Homicide, Motor Vehicle Theft, Robbery, Sexual Assault, Stalking, and Weapon Violations (e.g. Possession, Brandishing).

## **How and when do I report a crime or incident?**

If there is an emergency, the CSA should immediately call 911 and report to the police, and then contact one of the following University officials. If there is not an emergency, the CSA should contact the Department of Safety (or the Associate Dean of Students or the Title IX office) and disclose the information that the CSA has regarding a crime or potential crime.

The CSA is not required to identify a specific Clery crime definition. The employee receiving the report will ask for a short description of the concern, including date and approximate time frame of incident, location of the incident, and individuals known to be involved. As much information as the CSA has access to will be requested. Follow-up may be necessary.

CSAs should report a crime as soon as it is made known to you. This includes as soon as an incident has been directly disclosed to you, as soon as you have suspicion of an incident occurring, or as soon as you learn of it from a third party.

## **What if I am unsure if an incident is a crime? Or if it should be reported under Clery?**

Since CSAs are not law enforcement professionals, they are not expected to be experts in Clery crime classification. As such, the University requests that **all** CSAs report **all** incidents of concern and potential crimes with as much detail as possible. The Clery Coordinator on campus will determine if it is a reportable Clery crime.

## **What happens once I report?**

The University (and/or the police) will respond as necessary per protocol to assure safety, conduct an investigation, maintain privacy, initiate any care or correction measures that are required, and alert community members if needed.

The Clery Coordinator collects and reviews all incident reports to properly identify and record unduplicated and de-personalized information according to location and crime definition. This information populates the data that is published in the annual security report.

Unless directly involved, CSAs that file a report are not updated on the proceedings and outcomes that follow a report. This is to maintain privacy of individuals that may be involved.

### **What happens if I do not report?**

The United States Department of Education is charged with enforcing the Clery Act and may level civil penalties against institutions of higher education up to \$57,317 per violation or may suspend them from participating in federal student financial aid programs.

In addition, CSAs who fail to report Clery Act incidents may be subject to disciplinary action under applicable personnel policies.

### **If a student shares something in confidence, what do I do?**

CSAs are not allowed to hold information confidentially when it may be a crime or a Clery Act incident that requires reporting and follow up for the safety of the community.

As such, the CSA receiving the information should offer the reporting options available to the student and let the student choose the option they are most comfortable with the CSA pursuing. The CSA may file the report alongside the student or independently from the student, but must share the information with one of the appropriate offices on campus.

Only confidential resources on campus are not obligated to report all Clery crimes. Those individuals are restricted to professional counselors, the University pastor and the confidential resource coordinator for interpersonal violence.

### **What shouldn't a CSA do?**

CSAs **should not** investigate a crime or potential crime to determine whether or not it actually occurred or fulfilled Clery reporting requirements, actively seek out potential crimes or threats in the community, or try to convince victims of crimes on what to do. CSAs may offer support and options available to victims, but CSAs are not authorized to advise crime victims on actions such as police contact or perpetrator confrontation.

### **Why is this necessary?**

Keeping accurate crime statistics is mandated in order to maintain federal funding. It is also a best practice for providing transparent information to the campus community and potential employees and students.

The intent of including non-law enforcement personnel as CSAs is to acknowledge that many individuals (students in particular) are hesitant about reporting crimes, but may be more inclined to report or discuss incidents of concern with other campus individuals.

In order for our campus to be safe for all individuals, our processes, programs, and awareness efforts must be reviewed, updated, documented and available for scrutiny and improvement to better serve our changing community needs.