

Rowan University

Campus Security Authority (CSA) Training

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY
POLICY AND CAMPUS CRIME STATISTICS ACT

Revised 8-19 Version

WHY ARE YOU TAKING THIS TRAINING?

You have been identified as a **Campus Security Authority or CSA** by the function of your job responsibilities. As a result, we are required by law to provide you with training and more importantly an understanding of how important you are as a CSA and what is required of you by law.

This training presentation should take you approximately 30 minutes to review.

Cross reference with the CSA Frequently Asked Questions-FAQs found at:

https://sites.rowan.edu/publicsafety/_docs/_csa/csafaq.pdf

According to the federal Clery Act, a “Campus Security Authority”, or CSA, is “[a]n official of an institution who has significant responsibility for student and campus activities.” Under this federal Act, many positions qualify as CSAs, including student life professionals, public safety staff, student advisors, staff supervising student workers, coaches and many others due to the **function of their job responsibilities**.

Reporting incidents required by the Clery Act is the responsibility of a Campus Security Authority. In most cases you are going to report an incident when it occurs directly to Public Safety here at Rowan. The reporting process will be further explained later in this training presentation.



BASICS OF THIS TRAINING

You will need to know the following basic cornerstones to CSA reporting:

CSAs should report all crimes immediately and directly to the Rowan University Department of Public Safety- **CALL PUBLIC SAFETY OR DIAL 911 IMMEDIATELY-** if the crime is still happening or recently happened, or if the CSA becomes aware of a serious crime against persons or property. Especially if it may warrant a review for Timely Warnings or Emergency Notifications.

If delayed information is received: If the crime brought to the CSA's attention was a delayed report, Campus Security Authorities are provided a web link to a form to report crimes electronically to Rowan University Public Safety.
<https://www.rowan.edu/webapps/csafom/index.html>

Remember, if the incident/crime is in progress/happening real-time and constitutes an emergency, immediately report to Rowan Public Safety or the appropriate law enforcement agency depending on your location. Dial 911 immediately from a phone or push the button of an outdoor emergency phone where available.



BASICS OF THIS TRAINING

The Rowan University Public Safety Department is designated as the **official collector of crime report information for all our campuses**. The main issue here is that **CSAs are required to report directly to Public Safety rather than simply through their department chain of command**.



You can follow up with reporting through your “chain of command” after the incident has already been reported to Public Safety, either directly or through the CSA reporting process!!

NOTE: Sexual violence should also be reported to the Rowan University Title IX Coordinator.

<https://sites.rowan.edu/equity/titleix/index.html>

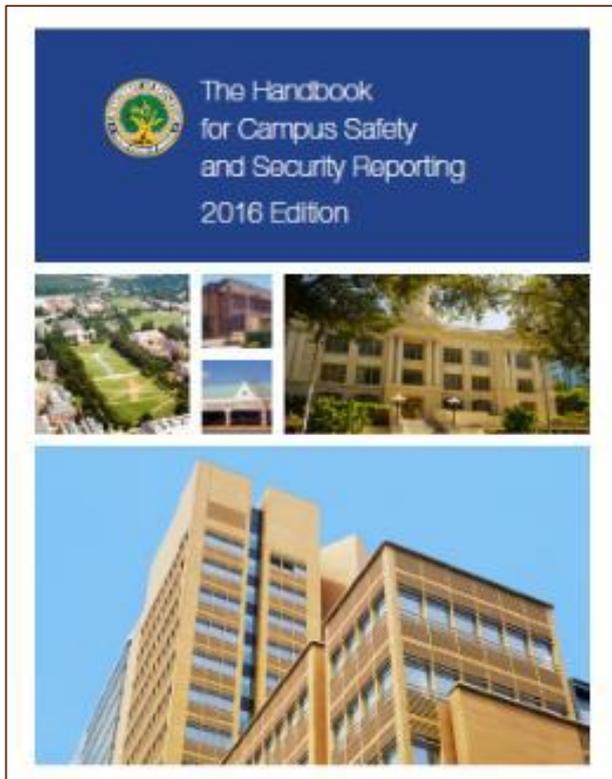
See Rowan CSA website at <https://sites.rowan.edu/publicsafety/clery/csa/index.html>

OBJECTIVES OF THIS PROGRAM

- To provide an overview of **WHAT and WHY the Clery Act is law**, its **compliance requirements** and **impacts** on the University.
- Understand **WHAT must be reported** and **WHO must report it**.
- Provides specific information that you will need to fulfill your role as a **Campus Security Authority (or CSA)**, specifically the reporting requirements.
- Emphasizes the importance of **accurate, specific and timely information** in the CSA reporting process, and the potential **consequences for errors and their impacts**.



KEY TRAINING ELEMENTS OF THIS PROGRAM



Will cover:

- A description of the **Campus Security Authority (CSA)** role
- Provide **information on the reporting process**
- Discuss the **importance of documentation**
- Emphasize the **need for timely report submission to Public Safety**

THE HISTORY OF THE CLERY ACT



Jeanne Clery

The **Clery Act** was named in memory of a student, Jeanne Clery, who was murdered and raped in her dorm room at Lehigh University in 1986. Her attacker was also a student at the University whom Jeanne did not know prior to the attack. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990.

Known as the Crime Awareness and Campus Security Act, later renamed “The Jeanne Clery Act”.

“The best education in the world is useless if a student doesn’t survive with a healthy mind and body” – Connie and Howard Clery

PURPOSE OF CLERY ACT



The Act is intended to provide current and potential students and their families, as higher education consumers, with **accurate, complete and timely information about safety on campus** so they can make informed decisions. The issue of **campus safety is the vital concern** that drives this nationwide law. The Clery Act requires colleges and universities across the United States to disclose information about **crime on and around their campuses**.

It is the University, along with all mandatory reporters (you the Campus Security Authorities or CSAs) that bear responsibility for reporting.

The Keys to the Clery Act:

Provide **“Support for Victims”** and provide required **“Policies and Procedures”** as outlined in the Act.

PURPOSE (cont.)



What does the Clery Act have to do with me?

Remember that crimes and incidents, especially sexual assaults, **may not always be reported directly to the police or public safety.**

To ensure that the Rowan community knows about potential safety issues on our campuses, the Clery Act requires institutions to **gather and publish data from many sources**, which includes you- the **Campus Security Authorities or CSAs.**

That's where you as a CSA play **such an important role** in the Clery Act reporting process.

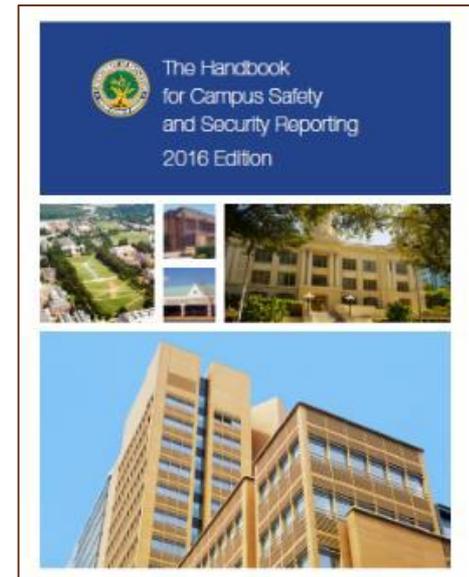
Timely Reporting is KEY

CLERY ACTS CRIMES TO BE REPORTED

Required to be reported-they are “serious crimes”. Examples include but are not limited to:

- Criminal Homicide: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence
- Sex Offenses (Rape, Fondling, Incest, Statutory Rape)
- Robbery and Burglary
- Aggravated Assault
- Arson
- Theft of a Motor Vehicle (Stolen Vehicle)
- Hate Crimes (any of the above and assault, intimidation, vandalism, property destruction motivated by bias)
- Alcohol/Drug Violations
- Weapons Possession
- Domestic Violence, Dating Violence, Stalking

*If you are not sure what exact crime definition fits the incident- **report it anyway** through the CSA process explained later in this review.*



REQUIREMENTS OF THE LAW

Institutions are required to provide data about Clery Act crimes: **Why your reporting is so critical- we need this information from you.**

Publish statistics, accessible to employees and current and prospective students, regarding crime occurring on or near the University's premises.

Publish an Annual Security and Fire Safety Report (ASR) by October 1st

- Report includes Crime and Fire Statistics for the **three previous calendar years** for the required locations outlined in the Clery Act.
- Report contains information about where to find security-related policies and resources for victims.

-“**Annual Security & Fire Report**” can currently be accessed:

Public Safety/Clery Act Reporting web page at:

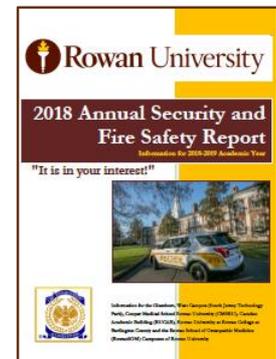
<https://sites.rowan.edu/publicsafety/clery/asr/index.html>

Must maintain a public Daily Crime Log and Fire Log

-“**Daily Logs**” can currently be accessed:

Public Safety/Clery Act Reporting web page at:

<https://sites.rowan.edu/publicsafety/clery/crimeandfire/index.html>



Case Number	Date/Time Reported	Date/Time Occurred	Nature	General Location	Disposition
18-015715	05/01/18 11:34	5/1/18 11:34	• Possession of CDS (Illegal Drugs) • Motor Vehicle Stop	Not on Rowan University Geographic Area • Mullica Hill Road (Rt. 322) • Hampton Blvd. • Off Campus- Glassboro	• Closed Subject Arrested • Student?: Non Student
3rd Party	05/01/18 12:00	Unk.	• Dispute	Glassboro Campus • 220 Rowan Blvd.	• N/A • Not reported to Public Safety • Student?: Student
18-015825	05/02/18 2:16	5/2/18 2:16	• Motor Vehicle Stop • Possession of CDS	Glassboro Campus	• Closed Subject Arrested

REQUIREMENTS OF THE LAW (cont.)

Institutions are **ALSO required** to:



- Issue Timely Warnings about Clery Act crimes which may pose a serious or ongoing threat to students and employees.
- Have an **emergency response, Emergency Notification** (immediate notification) and **testing policy**.
- Compile and **report fire related data** to the federal government (for incidents occurring in **on-campus housing**) and publish an Annual Fire Safety report. *(This report at Rowan is part of the Annual Security and Fire Safety Report)*
- Enact policies and procedures to handle **reports of missing students**.

REMEMBER reporting is key: CSAs should report all crimes immediately and directly to the Rowan University Department of Public Safety- **CALL PUBLIC SAFETY OR DIAL 911 IMMEDIATELY**

PENALTIES FOR NON-COMPLIANCE

- **Monetary Fines:** Colleges and Universities found in violation can be “fined” per incident by the U.S. Department of Education for any material misrepresentation of information (what we actually report, or what we fail to report).
- **Disqualification:** Non-compliance with the Clery Act can have a **negative impact** on the University’s ability to receive federal financial aid or qualify for federal grant programs.
- **Reputational Damage:** Clery Act violations can have **national attention and consequences**. Indeed, the DoE uses adverse publicity to incentivize compliance by other universities.

It was reported for example:

Oct. 3, 2018: The University of Montana (UM) has been fined \$966,614 for reporting “inaccurate and misleading” crime statistics, violating the Clery Act.

The false report covers crimes like liquor store violations and rape cases from 2012-2015, according to [Missoulian](#).

Nov. 3, 2016: The U.S. Department of Education announced that it is seeking to impose on Penn State a record fine of nearly \$2.4 million for failing to comply with the Clery Act after a comprehensive review prompted by on-campus sex offenses involving former assistant football coach Jerry Sandusky.



THE MOST IMPORTANT CONCERN FOR NON-COMPLIANCE WITH THE ACT

Ultimately, the **health and safety** of our students and other campus constituents are at stake. If it's not reported, we cannot fix it, others won't know about it, and they could remain **at risk**.

Proper, timely reporting of incidents to Public Safety is the key to being compliant with the Act. As a **CSA** you play a **crucial** role in the process and for our many campus communities!!



WHY YOU? DEFINITION OF A CAMPUS SECURITY AUTHORITY

A **Campus Security Authority (CSA)** is a Clery-specific term. It encompasses four groups of individuals and organizations associated with an institution.

- 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 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.**

Well-trained CSAs are essential to the success of the Clery Act.

WHY YOU? (cont.)

You may think that you do not fit within this definition.

However, the **categories are broad**. CSAs are individuals who have **significant responsibility for student and campus activities**.

- Guidance issued under the Clery Act makes clear that this provision was intended to include student group advisors and employees involved in student life and other activities.
- While being a faculty member alone may not be enough to trigger qualification under the law, additional service and other activities may qualify you for inclusion as a CSA.

Some examples of CSAs: University President and members of his cabinet, Resident Assistants, Directors of Housing/Residential Life, Dean of Student Conduct, Coaches, Athletic Directors, Title IX Coordinators, Faculty Advisors to Student Groups, Student Community Safety Assistants, Greek Affairs coordinators, Human Resources staff receiving employee disciplinary infractions, Employees supervising student workers, interns, etc.

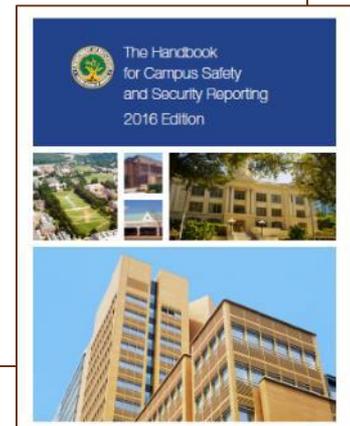
***Do not get confused** over the term **CSA** which is also used at Rowan for Community Safety Assistants, which are also CSAs under Act.

WHO IS NOT A CSA?

- Faculty member who **does not have any responsibility for student and campus activity beyond the classroom**;
- Professional counselors: person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification;
- Pastoral counselors: 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;
- Clerical Staff;
- Physician or nurse whose only responsibility is to provide care for students.

FUNCTION, FUNCTION, FUNCTION

of the person's job or position is the determining point of being a CSA !!!



CSAs under Clery are not the same as “Responsible Employees” under Title IX

Title IX is the law requiring equal opportunity regardless of gender in the educational environment.

- Title IX requires that Rowan promptly redress allegations of sexual discrimination and harassment and the law requires that “Responsible Employees” promptly report acts of harassment and discrimination that come to their attention.

A Responsible Employee is any employee (full-time, part-time or volunteer) who:

- has the authority to take action to redress sexual harassment;
- has the duty to report to appropriate school officials sexual harassment or any other student misconduct (i.e., plagiarism, alcohol/drug violations, or other student code of conduct violations); or students would reasonably believe has the aforementioned authority or responsibility.

Some examples of Responsible Employees who are NOT CSAs:

All faculty members including adjunct faculty who don't serve as advisors to student organizations and certain Professional Staff. The Rowan Office of Student Equity and Compliance, handles **TITLE IX Responsible Employee issues** at the University. **Please contact them for further information and training.**

WHAT DOES A CSA DO?

According to the Dept. of ED Handbook:

“The function of a campus security authority is to **report to the official or office designated by the institution to collect crime report information**, such as the campus police or security department, those allegations of *Clery Act* crimes that he or she receives. CSAs are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA.

Remember to report incidents to Public Safety-Reporting is KEY

This means that CSAs are **not** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.”
(4-5 DoE Handbook 2016)

WHAT DOES A CSA DO? (cont.)

According to the Dept. of ED Handbook:

In most cases it is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality.



CSA reports are used by the institution to compile statistics for *Clery Act* reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (i.e., a timely warning or emergency notification). However, those responsibilities can usually be met without disclosing personally identifying information. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue this action.(4-8 DoE Handbook 2016)

WHEN IS A CRIME “REPORTED”?

- A **crime is reported** when it is brought to the attention of **law enforcement or a CSA.**
- Function of a CSA is to report information to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of *Clery Act* crimes that he or she receives. (At Rowan this is Public Safety)
- **If a CSA receives information** about a crime it **must be logged, categorized, and publicly reported by the University.**
 - ❑ It does not matter if the person reporting was not directly involved.
 - ❑ If there is a report of a crime made to a CSA or if the CSA becomes aware of a crime in another way, the **CSA should report it!**
- CSAs are **NOT responsible for** determining whether the crime took place, or whether what happened actually constitutes a crime under the Crimes Code. You don't have to prove what happened or who was at fault, and **it is not your responsibility to find the perpetrator.**

REMEMBER REPORT: CSAs should report all crimes immediately and directly to the Rowan University Department of Public Safety- CALL PUBLIC SAFETY OR DIAL 911 IMMEDIATELY. If the crime brought to the CSA's attention was a delayed report, Campus Security Authorities are provided a web link to a form to report crimes electronically to Rowan University Public Safety.

AS A CSA-WHAT STEPS DO YOU HAVE TO DO TO REPORT?

- **Step 1** – Get and record the facts
- **Step 2** – Report the facts as completely and accurately as possible– to Public Safety: *In a delayed report you may use the on line report. (Found at CSA Website)*
<https://www.rowan.edu/webapps/csafom/index.html>

For EMERGENCIES/CRIMES IN PROGRESS:

Contact Rowan Public Safety immediately

- 911** will be directed to-Rowan University
Public Safety Communications
- 856-256-4911** from any phone.



STEP I – **REVIEW: GET THE FACTS**

- The most important thing you can do up-front is **GET AS MANY OF THE FACTS AS YOU CAN** and **WRITE THEM DOWN**.
- Tell the person who disclosed the crime that you must share the information. (Their name does not have to be reported if they want to remain **anonymous**).
- You can include reports from a witness, third party, victim or offender, CSAs ARE **NOT EXPECTED OR REQUESTED** TO DO ANY INVESTIGATION. CSAs are ONLY REPORTERS!!

ALWAYS REMEMBER: Help to connect the person to **available options and resources**. **Be aware of the options and resources.**

STEP 1 - FACT GATHERING CHECKLIST

“Fact Gathering Checklist” to assist you in ensuring you get all pertinent information when an incident is reported to you.

- ✓ **WHEN** did the incident occur (date and time)?
- ✓ **DATE** the incident was REPORTED to you.
- ✓ **WHERE** the incident occurred (be as specific as possible).
- ✓ **WHO** was involved in the incident?
- ✓ **WHAT** happened?

Also remember to ask:

- Has the **incident been reported to the police or another source** at the University?
- Has the victim sought or is the **victim in need of assistance or services**?

WHY WE NEED THIS INFORMATION?

Detailed information is necessary to properly log, categorize and report the crime. Also remember to provide information on services available to victims.

STEP 2 – REVIEW: REPORTING

Remember:

- A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement.

What do you do:

- ✓ **Get the Information**
- ✓ **Report the Information to Public Safety**



And always help to connect the person to available options and resources.

STEP 2 – REPORTING (cont.)

Remember: CSAs should report all crimes immediately and directly to the Rowan University Department of Public Safety- **CALL PUBLIC SAFETY OR DIAL 911 IMMEDIATELY.**

If the crime brought to the CSA's attention **was a delayed report**, Campus Security Authorities are provided a web link to a form to report crimes electronically to Rowan University Public Safety.

- **Complete the online CSA Report** provided by the University. <https://www.rowan.edu/webapps/csafom/index.html>
- **Answer questions on the form** as accurately and completely as possible.
- **Submit the online report** to the Department of Public Safety.

(Residential Learning/University Housing additional reporting process is explained later in presentation.)

-If the victim wishes to **remain anonymous**, you still **need to submit a report**. **DO NOT identify the victim if they DO NOT want to be identified.**

-Remember: Let the victim know about **options for reporting to police and using the confidential hotline**. Remember they are not required to do either!

Campus Security Authority
Information

CSA Training Overview

CSA FAQs

CSA Newsletter

CSA Reporting Form



STEP 2 – REPORT THE FACTS- ON LINE

If the crime brought to the CSA's attention was a delayed report, Campus Security Authorities are provided a web link to a form to report crimes electronically to Rowan University Public Safety. Find the CSA Reporting Form on the Rowan Public Safety-Clery Act webpage:

<https://sites.rowan.edu/publicsafety/clery/index.html>

From Left Column picklist:

-Click on “Campus Security Authority Information”:



-Click on “CSA Reporting Form”:



STEP 2 – REPORT THE FACTS- ON LINE (cont.)

-Enter your credentials:

-Complete “CSA Reporting Form”:

All Information!



CSA Reporting form

IF this incident requires an immediate Public Safety response, (for example crime in progress/emergency situation) call 256-4911.

This form is to be used by identified Campus Security Authorities-CSAs who are required under the Federal Clery Act to report information they receive about crimes. The information collected from these forms will be used to compile required statistics to be included in the University's Annual Security Report and Daily Crime Log as required by law.

No information should be included on this form that would personally identify the student or other individuals involved in the incident. If you have questions about this form, please contact Public Safety, Clery Compliance Office at 856-256-4911.

Detailed information is necessary to properly log, categorize and report the crime.

Please complete all questions with as much information as you know, enter unknown if not known. All fields must be completed.

Campus Security Authority-CSA Information

Your Name: *

Your phone number: *

Your Email: *

Your Department/Position at Rowan University:

When did the incident occur?

Date of Incident (if known): *

Time of Incident (if unknown, enter Unknown): *

Description of Incident

Please provide as much information regarding the incident as you know. DO NOT IDENTIFY

ALWAYS REMEMBER

If the **crime or emergency is in progress** on campus what do you do?

Report it immediately to Public Safety !



All Clery related offenses have to be reported to Public Safety! If not sure on category of incident **REPORT ANYWAY.**

For example, do not try to determine if something is burglary or a theft, aggravated assault or just a simple assault-just **report it.**

CRIME REPORTING

Some Special Considerations

In review when a Clery Crime is reported to you as a CSA:

-CSAs should **report all crimes immediately and directly to the Rowan University Department of Public Safety**- CALL PUBLIC SAFETY OR DIAL 911 IMMEDIATELY.

-*For example:* If the crime is still happening or recently happened, or if the CSA becomes aware of a serious crime against persons or property. Especially if it may warrant a review for Timely Warnings or Emergency Notifications.

-**Delayed Report:** If the crime brought to the CSA's attention was a delayed report, Campus Security Authorities are provided a web link to a form to report crimes electronically to Rowan University Public Safety.

<https://www.rowan.edu/webapps/csafom/index.html>

There are some **special reporting considerations** to this process for:

- Resident Advisors/RLUH staff
- Student Travel/Off Campus
- Rowan University classes held at other campuses (*Not Rowan University*)
- Public Safety (*Which **complete DPS Incident Reports** on all reports*)

CRIME REPORTING

Special Considerations (cont.)



For RLUH staff, CSAs should report:

- **All crimes immediately and directly to the Rowan University Department of Public Safety- CALL PUBLIC SAFETY OR DIAL 911 IMMEDIATELY.**
- -For example: If the crime is still happening or recently happened, or if the CSA becomes aware of a serious crime against persons or property. Especially if it may warrant a review for Timely Warnings or Emergency Notifications.

Incidents reported to you as RLUH staff (RAs, etc.) are also reported through the **University's Community Standards Violation Report Form**. These are considered delayed reports. **You need to initially report Clery incidents to Public Safety.**

-DPS receives copies of these delayed reports, which are reviewed for Clery purposes.

REMEMBER TO REPORT: Contact Rowan Public Safety immediately



This includes any type of fire, even if extinguished.

Remember DPS has to have the incident reported to them!

CRIME REPORTING

Special Considerations (cont.)

For Rowan University classes held on the campuses of other Non-Rowan University colleges, buildings, etc.

(For example: Rowan University at Rowan College at Burlington County RCBC) CSAs should report by the following:

-Two Step process:

1. Report it **immediately** to Public Safety/Police at **your campus**. Rowan University Public Safety is **NOT** the responding agency at these non Rowan campuses/buildings. (Check the institution's reporting process)

2. Then follow up, also report to **Rowan DPS**:

Then **report to Rowan DPS**. In a delayed report, please use the CSA reporting process by use of the on-line CSA Report form found at **Rowan Public Safety-Clery Act webpage**. <https://www.rowan.edu/webapps/csaform/index.html>

CRIME REPORTING

Special Considerations (cont.)

For Rowan University sponsored trips off campus or off site events CSAs should report:

-Two Step process:

1. **Report it immediately to the law enforcement agency that is the jurisdiction for that location, for example-911, especially when in progress.** Rowan University Public Safety is **NOT** the responding agency.



2. Then **report to Rowan DPS.** In a delayed report, please use the CSA reporting process by use of the on-line CSA Report form found at **Rowan Public Safety-Clery Act webpage.**

THE DO'S AND DON'TS OF RECORDING THE FACTS FOR REPORTING

DO:



- **Get** the facts
- **Record** the facts
- **Report** the facts to Department of Public Safety
- **Let the victim know** about options for reporting to police; however, they are **not required** to do so
- **Inform the victim** about the CSA confidential reporting process

DON'T:



- Do not try **to prove** what happened or who was at fault
- Do not attempt **to find** the perpetrator
- You are not **Police/Public Safety**

Remember always provide resource information to victims

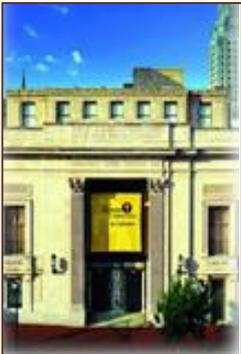
REPORT!

REQUIRED CRIME REPORTING LOCATIONS

“CLERY GEOGRAPHY” OVERVIEW

You are not expected to be expert on Clery Geography. We report on more than just on campus incidents.

This is an overview to understand the location of an incident that has to be reported for compliance with the Act- it involves more than on-campus.



A CRIME MUST BE REPORTED IF IT OCCURRED

On campus: This is the one we generally think of.

- Any building or property **owned or controlled** by the University within the same **reasonably contiguous** geographic area, or used by the University in **direct support of**, or in a manner related education purposes, including residence halls; and (i.e. any classroom or other building on campus).
- Any building or property, that is **within or reasonably contiguous to the University**, that is **owned by the University but controlled by another person**, is **frequently used** by students, and **supports** institutional purposes. (i.e. food or retail vendors)

A CRIME MUST BE REPORTED IF IT OCCURRED

Non-campus building or property: Important for Club Advisors/Trip managers

- Any building or property **owned or controlled** by a student organization that is officially recognized by the University (i.e. fraternity and sorority housing not on campus); or
- Any building or **property owned or controlled** by the University that is used in **direct support** of the University's educational purposes, is frequently used by the students, and is **not within the same reasonably contiguous geographic area** of the University.

(i.e. classroom used at a local high school for Rowan classes, hotel used during a trip for more than one night..)

A CRIME MUST BE REPORTED IF IT OCCURRED

On public property:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or **immediately adjacent to and accessible from campus**. A crime must be reported if it occurred on property owned by a public entity (city or state government) that is **immediately adjacent to and accessible from the campus**.

(i.e. this is primarily streets and sidewalks, but could include parking lots and public spaces. that immediately border the University's geographic boundaries.) Some examples of "Public Property" under the Clery Act:

- in Glassboro, sections of Mullica Hill Rd. (Rt. 322), Bowe Blvd., Carpenter St., Main St. (from West St. to High St.)
- in Camden, the sidewalk in front of the doorway of CMSRU on North Broadway; the sidewalk in front of the doorway of RUCAB on Cooper St.
- in Stratford, portions of East Laurel Road bordering RowanSOM

REPORTING ALL CRIMES IS CRITICAL

Clery Geography is important but, **reporting all crimes is critical.**

Remember- CSAs are **not expected to understand the specifics** of the Clery Act's geographical requirements. This is to provide you with an understanding and to be aware that reporting involves more than just on-campus incidents.

Your rule is easy:

If you become aware of a crime (involving Rowan students, employees, visitors or Rowan property), in your role as a Rowan CSA (employee or volunteer), REPORT IT IMMEDIATELY TO PUBLIC SAFETY following the process explained.

REVIEW: LEARNING CHECK QUESTION



“You are a **Resident Advisor** attending a Take Back the Night rally at our university. You attend the event as a participant and are not involved in providing any counseling services. As part of the event’s programming, a student gives a speech in which she says that she was raped on campus last year. In response to hearing the speech, three other students decide to address the crowd and disclose their own experiences being sexually assaulted. After the event, you return to your room where a student from your housing facility knocks on your door and tells you that she was sexually assaulted at an on-campus party in another housing facility a year ago and has not reported it.

What do you need to do before you decide whether to report the assault?

ANSWER

REPORT- You should forward the report of the incident that was reported to you by the student in your housing facility, as you were acting in your capacity as an RA.

FYI: You should not report the Sexual Assaults that you heard discussed at the Take Back the Night event, because you were not acting as a CSA.

Report it NOW! This is considered a delayed report. Follow the CSA online reporting process. The Clery Coordinator will do the rest.

Remember: The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of *Clery Act* crimes that he or she receives. CSAs are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA and there is no time limit.



LEARNING CHECK QUESTION

"A student worker mentions to her boyfriend that she saw in the locker room during the previous month's basketball game on campus, a child being sexually molested by a volunteer coach. Later that day, her boyfriend and the student worker tell you as the Athletic Director what she saw. You gather initial information and anything else known about the incident."

What should you do?

- a. **Report it to your boss first and discuss it with them and other administration and conduct your own investigation.**
- b. **Report it to first to Public Safety directly or through the CSA Reporting process in a delayed report and then follow your chain of command.**

ANSWER

B. Report it by the CSA process first.

You should document the information and report it to the Public Safety Department immediately per the University's CSA reporting process. Then follow up internally and in cooperation with Public Safety. Remember Title IX should also be made aware of the incident.

Remember:

The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of *Clery Act* crimes that he or she receives. CSAs are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA.

LEARNING CHECK QUESTION



"You are a Resident Assistant in your building and a student reports his roommate was **just attacked and robbed at gun point** outside the Student Center and his roommate does not want to report it to the police. He has provided you with a good description of the attacker."

What should you do?

CRIMES THAT INCLUDE THE POSSIBILITY OF AN ONGOING THREAT

You as a CSA must report it immediately to Public Safety! It should be reported regardless of whether the victim chooses to file a report with law enforcement or press charges.

REMEMBER if a serious crime may cause an ongoing threat to the University community, **DO NOT WAIT** to report it. It must be reported to the Rowan Department of Public Safety **AS SOON AS POSSIBLE!** **Do not wait to use the on-line process, call Public Safety or Dial 911 immediately!** This not considered a delayed report.

The University has a responsibility to notify the campus community about any crimes which may pose an ongoing threat to the community.

LEARNING CHECK QUESTION



Ms. Jones, the director of Student Housing at our university, gets a call from the resident director of a university dorm. The caller wants to let the director know that two power strips over the last week had burned in dorm rooms causing minor fires, which were easily extinguished by the students.

What should Ms. Jones do?

ANSWER

Report it!

All fires need to be reported immediately to Public Safety, even if extinguished.

She should also document all of the information she was given and forward the reports to the Department of Public Safety who is responsible for collecting *Clery Act* Fire incidents at Rowan, following the University's CSA reporting process.

Remember: The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of *Clery Act* crimes that he or she receives. This also includes fires in University residential housing.

IN REVIEW, You're a CSA

What do you have to do to report?

- CSAs should report all crimes immediately and directly to the Rowan University Department of Public Safety- CALL PUBLIC SAFETY OR DIAL 911 IMMEDIATELY.-*For example:* If the crime is still happening or recently happened, or if the CSA becomes aware of a serious crime against persons or property. Especially if it may warrant a review for Timely Warnings or Emergency Notifications.
- **Step 1** – Get the facts about the possible crime that occurred on or near the University premises. Answer the key questions.
 - Record the facts as completely and accurately as possible.
- **Step 2** – Report the facts directly to Public Safety or in a delayed report, using the online CSA Report located at <https://www.rowan.edu/webapps/csaform/index.html>

Note: The on line CSA Report is not to be used to report incidents real time to Public Safety. It is for **CSA use only**, (delayed report).

YOUR REPORT IS SUBMITTED-

If you are a CSA and hear about a crime, report first. **Timely and complete reporting is essential!**

Remember: CSA crime reports should include personally identifying information if available. This is important for law enforcement purposes and to avoid double counting crimes. If a victim doesn't want the report to go any further than the CSA, the CSA should explain that he or she is required to submit the report for statistical purposes, but it can be submitted without identifying the victim. If a CSA is unsure of whether an incident is a *Clery Act* crime, or even if it's criminal in nature, **they should report it.**

What happens with your report? **A CAMPUS SAFETY REVIEW PROCESS**

1. Communications: The University must **NOTIFY** the campus community of serious or continuing threats to their health or safety. The University will evaluate reports from CSAs to determine whether a warning must be disseminated.

2. REQUIRED REPORTING: Crime Statistics: Clery Act crimes within the designated Clery geography of the University's campuses are **recorded and reported** to the U.S. Dept. of Education and in the **Annual Security and Fire Safety Report**. They are also reported in the **Daily Crime Log**. Personal identifiers are NOT included.

CSA Process- What you can expect during the year.

Document, track and train, compliant with the law

As a CSA, you may in the follow up process:

Receive through email:

- Newsletter and Informational alerts
- Training

Required:

- **Annually or when requested**, complete reporting audit form, whether or not you have already reported all crimes. **YOU ARE REQUIRED TO RESPOND.**
- Reporting includes on University sponsored trips to off-campus locations under certain circumstances. University personnel who are responsible for students on University sponsored trips (both domestic and international) are CSAs. Report by use of the **Travel form found at:**
<https://sites.rowan.edu/publicsafety/clery/resources/clerytravelform.php>

CSA RESOURCES AVAILABLE FOR YOU

Be aware of the Rowan- Clery CSA webpage to assist you:

- CSA Training Overview
- CSA FAQs
- CSA Newsletter
- CSA Reporting Form



PUBLIC SAFETY - CLERY ACT REPORTING

[BACK TO CLERY ACT](#)

- Clery Act
- About Crime and Fire Logs +
- Notice Of Availability
- About the Annual Security and Fire Safety Report +
- Campus Security Authority Information** -
- CSA Training Overview
- CSA FAQs
- CSA Newsletter
- CSA Reporting Form

student trip, coaches and many of

In most cases it is possible for Campus Security Authority report: **determine if there is a serious c** (i.e., a timely warning or emergen personally identifying information. investigation if the victim does not

Examples of individuals who **wou**

- Faculty member whom **doe**
- Clerical or cafeteria staff (n
- **Pastoral Counselor** is defi that religious order or deno scope of that recognition as
- **Professional Counselor** is to members of the institutio certification. This definition under contract to provide c

For more information on CSAs ple

<https://sites.rowan.edu/publicsafety/clery/csa/index.html>

VICTIM RESOURCES

As a follow up to the report being made, be aware that:

- Victims have on and off campus reporting options, which include law enforcement and the University's student conduct process.
- ❖ **Title IX reporting may be involved.**

Remember if you receive a report:

Share information about programs for assisting victims of sexual assault and other crimes, procedures for seeking medical help and the options for reporting as we discussed.

Be aware of the resources being offered here at Rowan University for victims and provide that information to them, to include Title IX, and the Wellness Center.

OTHER RESOURCES INCLUDE

Anonymous Crime Tip line Public Safety:

856-256-7428

Counseling and Psychological Services, (Student Health Services/Wellness Center):

856-256-4333

Emergency (after hours) on call counselor:

856-256-4911 (*Ask to speak with the counselor on call*)

Rape information:

856-256-4333

Title IX Office:

856-256-5830, 5831

University Integrity Hotline (Confidential “Whistleblower” Reporting):

855-431-9967

-Victim Assistance for Sexual Offenses:

<https://sites.rowan.edu/equity/titleix/resources/partner-violence.html>

-New Jersey Office of the Attorney General Victim Witness Advocacy:

609-292-6755 <http://www.nj.gov/oag/dcj/victimwitness/>

-Campus Security Authority-CSA webpage:

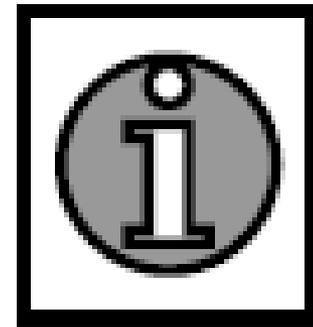
<https://sites.rowan.edu/publicsafety/clery/csa/index.html>

-Public Safety webpage/Annual Security and Fire Safety Report:

<https://sites.rowan.edu/publicsafety/clery/asr/index.html>

-CSA Frequently asked questions:

https://sites.rowan.edu/publicsafety/_docs/_csa/csafaq.pdf



THE CLERY ACT AND YOU

Think that you are not a CSA?

Department heads and other officials at the University have assisted in identifying CSAs in their departments.

As you can see reporting of incidents is so very critical to the Clery compliance process. If you do not think your job fits within this definition, please contact:

Ronald Massari

Associate Director for Clery Compliance

Department of Public Safety

856.256.4562 Desk

cleryact@rowan.edu



THE CLERY ACT AND YOU



Thank you for your review of this presentation.

"It is in your interest!"

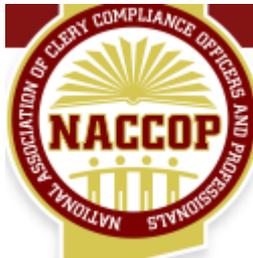


Rowan University

Resources: Campus Security Authority (CSA) Overview

The following resources were used in developing this training presentation:

- “The Handbook for Campus Safety and Security Reporting”, U.S. Department of Education, 2016 edition
- National Association of Clery Compliance Officers and Professionals (NACCOP) website: <http://www.naccop.org/>
- U.S. Department of Education, Campus Security website: <http://www2.ed.gov/admins/lead/safety/campus>
- Clery Center website: <http://clerycenter.org>



at the heart of campus safety

