



Ferris State University

# CAMPUS SECURITY AUTHORITY TRAINING



# The Clery Act

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- In 1986, Jeanne Clery, a freshman at Lehigh University, was **sexually assaulted and murdered in her campus residence room**.
- Her school hadn't informed students **about 38 violent crimes on campus in the three years** preceding her murder.
- The “**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**” (*formerly the Campus Security Act*) is a **federal law** that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas.



# What is a CSA?

## *Campus Security Authority*

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Although every institution wants its campus community to report criminal incidents to law enforcement, we know this doesn't always happen.

Even at institutions with a campus police department, a student who is the victim of a crime may be more inclined to report it to someone other than the campus police.

For this reason, the **Clery Act requires all institutions** to collect crime reports from a variety of individuals and organizations that Clery considers to be "Campus Security Authorities."

**CSA's are a vital part of data collection for the Annual Security Report.**



# What does this have to do with you?

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- **Many crimes** (*especially sexual assaults, domestic violence, dating violence and stalking*) **go unreported to police**, but may be reported to other campus officials.
- As a result, the Clery Act strengthens reporting requirements by **designating certain campus officials as Campus Security Authorities (CSA)**.
- Data is collected from the CSA's to get the most accurate crime statistics possible.

**This is where you come in!**



# Clery Says...

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- A crime is “reported” when it is brought to the **attention of a Campus Security Authority** or local law enforcement personnel by a victim, witness, other third party or even the offender.
- It does not matter if they are associated with the College.
- Was it provided in **good faith** (*reasonable basis to believe it*)?
- **It is NOT up to the CSA to determine if it truly occurred.**



# What makes you a CSA?

- The law defines four categories of Campus Security Authority:
  - **Police/Public Safety**
  - **Non-police/university staff** responsible for monitoring university property/security (*Access monitoring (including parking; contract/event security; safety escorts)*).
  - Faculty/Staff/Departments **designated by the College to whom crimes should be reported** (*such as the Dean of Students, Human Resources, Title IX*).
  - Officials with **significant responsibility for students and campus activities** (*such as coaches, Housing staff, and student organization advisors*).



# Campus Security Authorities are:

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- Role is defined by function, not title:
  - Significant responsibility for student and campus activities
  - Regular contact with students
  - These definitions can include student workers
- Examples Include:
  - Deans
  - Coaches and athletic directors
  - Student activities coordinators
  - Conduct Officers
  - Faculty and staff advisors to student organizations
  - Faculty & Staff who lead off campus interim and semester programs
  - Office of Housing and Residence Life Staff



# Who is not a CSA:

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- A faculty member who does not have any responsibility for student and campus activities beyond the classroom.
- Medical staff responsible for student care, with the **exception of the Director of Health Services.**
- Support Staff
  - Clerical
  - Maintenance
  - Food Service
- Those who are exempt by law:
  - Pastoral and licensed professional counselors.
    - **They must be working within the scope of their license or religious assignment at the time they receive the crime report, and are not an advisor to a student organization or coach.**



**Once a CSA...Always a CSA!**  
***As long as you are still in the defining role!***

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# CSA: What do I have to do?

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- The function of a Campus Security Authority is to immediately report to the official or office designated by the institution to collect crime information, those allegations of **Clery Act crimes that he or she concludes were made in good faith.**
- A Campus Security Authority's **key responsibility is for the intake of information regarding incidents of crimes that have been reported to them.**

**At Ferris State University, all reported crimes must be reported to the Department of Public Safety.**



**When in doubt, report it!**

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# What do I have to report?

- These crimes must be reported:
  - Murder & Non-Negligent Manslaughter
  - Manslaughter by Negligence
  - Aggravated Assault (severe injury or with a weapon)
  - Robbery (theft by force)
  - Burglary (unlawful entry into a structure to commit a felony or theft)
  - Motor Vehicle Theft
  - Arson
  - **Sex Offenses**
  - **Domestic/Dating Violence**
  - **Stalking**
- You must also report:
  - **Hate Crimes** (*a crime committed because of a specific bias relating to race, gender, religion, sexual orientation, ethnicity, disability, national origin, and gender identity*) including any of the thirteen crimes previously listed, any crimes causing bodily injury or any of the following crimes that were motivated by hate:
    - Larceny – Theft
    - Simple Assault
    - Intimidation
    - Vandalism
    - Liquor Violations
    - Narcotic/Drug Violations
    - Weapons

**Crime definitions are provided in the  
Campus Security Authorities Letter**



# Why do I have to report?

- The Clery Act's intent is to **ensure transparency in the reporting of campus crimes**.
- It is FSU's intent to be in compliance with Clery and provide faculty, staff, students, and visitors with the **most accurate information about crime on campus**.
- Failure to comply with Clery reporting requirements may result in the university receiving **significant fines, along with the loss of funding from the Federal Government**.
- Fines for Violations of the Clery Act:
  - **\$58,017 per violation**
- Institutions who have been fined and the amount they paid:
  - Tarleton State University  
**\$100,000**
  - Salam International University  
**\$250,000**
  - Eastern Michigan University  
**\$357,500**
  - Penn State
    - **\$2+ Million**
  - Michigan State University
    - **\$4+ Million**



# Training and Location is Critical

- Be sure to document:
  - **When** the crime or incident occurred
  - **When** it was reported to you
  - **What** the crime was
  - **Where** the crime occurred
  - The law requires that the crime be reported for the **calendar year in which it was first reported to a Campus Security Authority** – not when it occurred, not when it was reported to police by a CSA.
- A crime must be reported if it occurred:
  - On-Campus
    - Streets, grounds and parking lots
  - On-Campus Housing Facilities
  - On public property adjacent to campus (*i.e.* roads, sidewalks)
  - On non-campus property owned or controlled by the University or a recognized student organization (e.g., fraternities)
  - Any building or property owned or controlled by a student organization official recognized by FSU.
  - Any building or property owned or controlled by FSU that is used in direct support of FSU's educational purposes, is frequently used by students, and is not "on-campus" property
  - If a crime occurs in a location not listed above, **it is not a reportable offense under Clery** (e.g., a student reports a car being stolen while at home during spring break).



# Confidential Reporting Option

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**Victims can report most crimes confidentially** (*no names or criminal investigation if the victim so chooses*) to the **Department of Public Safety or a CSA**. However, enough information has to be provided to determine a crime has occurred. ***Specifically, what happened and where did it happen?***

However, if the crime is also a Title IX violation, the institution will have an obligation to follow up and some information may need to be shared, so **be careful about promising complete confidentiality.**



# Just the Facts...

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- Obtain information the person is willing to tell you.
  - **You don't have to prove what happened or who was at fault**, or classify the crime. **Campus Police will determine the proper classification of the crime.**
  - You aren't supposed to find the perpetrator.
  - Use the report form, but **DON'T** identify the victim unless he or she gives you permission.
- **Encourage the complainant** to report the crime to the Campus Police Department.
- **Tell them the report can remain confidential, if appropriate.**
- If the person **does not** want to report to Campus Police, **you must report the incident as an anonymous statistic.**



# Completing the CSA Report Form

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If you have any questions on whether a crime should be reported, please contact

**Chief Allen** or **Captain Green** at

**(231) 591-5000**

Non-compliance with the Clery Act could result in a **\$58,017 fine for EACH violation**, so your participation is greatly appreciated.



# Contact Information

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**All questions should be directed to:**

John R. Allen  
Director of Public Safety  
Ferris State University  
1319 Cramer Circle  
Big Rapids, MI 49307

(231) 591-5000 – 24/7/365

**[Johnallen@ferris.edu](mailto:Johnallen@ferris.edu)**

**Other On Line Resources**

[Clery Center For Security on Campus](#)

[Department of Education Handbook](#)

