



# Campus Security Authority (CSA) Training Program

HOWARD  
FORWARD



# **CAMPUS SECURITY AUTHORITY (CSA) TRAINING**

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**Created by the Clery Compliance Coordinator in compliance with the  
Jean Clery Disclosure of Campus Security Policy and Campus Crime  
Statistics Act 20 U.S.C. § 1092**

# OVERVIEW

What is the Clery Act?



Who is a Campus Security Authority (CSA)?



What are your responsibilities as a CSA?



Which crimes should you report?



How do you report Clery Act crimes?

# Clery Center Presents Campus Security Authorities



# What is the Jeanne Clery Act?

- The "Jeanne Clery Act" is named in memory of 19-year-old Jeanne Ann Clery a Lehigh University freshman who was raped and murdered in her residence hall room on April 5, 1986.
- Jeanne's parents, Connie and Howard, learned that Lehigh University students had not been informed of the 38 violent crimes that occurred on the Lehigh campus in the three years before her murder. They eventually persuaded Congress to enact a law that would help mitigate future tragedies.

# The Annual Security Report

- ▶ The Clery Act requires the publication of an Annual Security Report. This report is the primary vehicle for detailing all statistics regarding crimes committed on any Howard University campus, centers, and affiliated locations for the previous three (3) calendar years. The report also must describe specified policies, procedures, and programs that pertain to school safety.
- ▶ Howard University community members are notified in October of the publication of the Annual Security Report, along with how and where to access it.
- ▶ The Department of Education monitors Clery compliance and is authorized to impose fines and sanctions on all educational institutions that fail to meet Clery Act reporting requirements.

# Campus Security Authorities (CSA)

- ▶ The Clery Act also mandates the creation of a program that places certain personnel in the role of a CSA.
- ▶ Howard University acknowledges that some community members and students may be hesitant to report crimes to Howard University Department of Public Safety (HUDPS) and/or local Law Enforcement personnel but may be more inclined to report them to other HU affiliated individuals. The CSA program allows an individual to report a crime or incident anonymously.

# Who is considered a CSA?

The Clery Act defines four categories of CSA's:

- ▶ Howard University Campus Police Officers
- ▶ Non-police contracted security staff responsible for monitoring HU property
- ▶ Officials with significant responsibility for student and campus activities
- ▶ People holding offices designated under HU policy as those to whom crimes should be reported such as Title IX



# CSA Categorical Definitions

- Officials with significant responsibility for student and campus activities - This category is defined broadly to ensure complete coverage and the thorough reporting of crimes.
- An 'Official' is defined as any person with the authority and duty to respond to particular issues on behalf of Howard University.
- If someone has significant responsibility for student and campus activities, they are a CSA. To determine which individuals or organizations are CSA's, Howard University considered job functions that involved relationships with students.

# CSA Categorical Definitions (cont.)

Some examples of CSA's in category three include, but are not limited to:

- ▶ Academic Deans
- ▶ Student Affairs officials
- ▶ Athletic Administrators including the Director, Assistant Directors, Coaches and Assistant Coaches
- ▶ Student Life Coordinators and Staff
- ▶ Student Judicial Officials
- ▶ Faculty and staff advisors to student organizations
- ▶ Administrators

# Compliance with Department of Education Settlement Agreement on Clery Act

- (2022) University of Michigan agreed to pay \$490 million to the victims of Dr. Robert Anderson who sexually assaulted student athletics during their routine exams. Some campus officials (CSA's) were aware of the sexual abuse allegations but, failed to do anything about it. This is one of the largest settlements paid by a University for sexual abuse committed.
- (2021) University of Southern California agreed to pay \$852 million to 710 women who accused student health center gynecologist George Tyndall of sexual abuse
- (2021) San Jose State University agreed to pay \$1.6 million for failure to respond adequately to reports of sexual harassment, including sexual assault, of female student-athletes by an athletic trainer then working at SJSU
- (2018) Michigan State agreed to pay a settlement of \$500 million to 332 women who alleged they were sexually assaulted by sports doctor Larry Nassar

## CSA Categorical Definitions (cont.)

- ▶ 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.

# Who is NOT a CSA?

- ▶ **Non-CSA positions and functions include but are not limited to:**
- ▶ Faculty members without responsibility for student and campus activity beyond the scope of classroom instruction.
- ▶ Physicians and nurses in Student Health who only provide care for students.
- ▶ Clerical or Administrative support staff.

# Who is NOT a CSA?

- Food service staff
- Facilities/maintenance staff
- Information Technology staff
- Licensed mental health or pastoral counselors who are acting within the scope of their license or certificate

*(While these individuals are not CSA's they are encouraged to share the reporting process and if approval is granted then report the incident (use their best judgement, again it's not required to report))*

- Other positions with similar functions
- **All employees are strongly encouraged to report crimes to the Department of Public Safety**

# What do CSA's do?

- ▶ As a CSA, if a student, faculty, staff member or visitor tells you about a crime or incident that may be a Clery Act qualifying crime, you are required to record the information on a Campus Security Authority Incident Report form and promptly submit the completed form to the Public Safety department.
- ▶ CSA's are encouraged to inform Public Safety of any crimes or incidents that are reported to them. However, under the Clery Act, CSA's are only obligated to report Clery Act qualifying crimes (see Appendix A).
- ▶ CSA's should only report crimes or incidents that have not been previously reported to Department of Public Safety or another Howard University CSA. If unsure, report it.



## How will I know what to report?

- Prior to filing a report, ask yourself the following three questions:
  - Is it a qualified Clery Act crime/incident?
  - Did the crime/incident occur in one of the geographic areas defined by the Clery Act?
  - Was this crime/incident specifically reported to me as a Campus Security Authority?
- If “yes” is the answer to those questions, you are required to report that incident to Public Safety in a timely manner.



# When reporting a crime or incident

- ▶ The identity of the person(s) reporting the incident should only be included in the CSA Incident Report form if the reporting party is willing to provide it.
- ▶ CSA's should not investigate the crime or attempt to determine whether a crime, in fact, took place.
- ▶ When in doubt, a CSA Incident Report Form should be submitted.
- ▶ If the reported Clery Act crime is made “in good faith”, meaning that there is a reasonable basis for believing that the information is not a rumor or mere hearsay, then the crime must be reported. CSA's, when interacting with the person(s) making the report, need to gather as much pertinent information as possible in order to properly classify the incident.

# What are Clery Act-Qualifying Crimes? (Appendix A)

- ▶ **Murder:** The willful (non-negligent) killing of a human being by another.
- ▶ **Manslaughter:** The killing of another person through gross negligence.
- ▶ **Sex Offense (Forcible):** Any sexual act directed against another person without the other person's consent (to include attempts).

Examples include:

- Sexual intercourse
- Sodomy
- Oral copulation
- Rape with a foreign object
- Sexual battery (Fondling): the touching of the intimate parts of any person, for the purpose of sexual gratification).

# Appendix A (cont.)

- ▶ **Sex Offense (Non-forcible):** Any unlawful, but consensual sex act with another person (to include attempts).

Examples include:

- Incest (sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited).
- Statutory rape (intercourse with a person who is under the age of consent (18 years)).

- ▶ **Robbery:** The taking or the attempt to take anything of value from the care, custody or control of another, by force or threat of force, or violence, accomplished by putting the victim in fear.

# Appendix A

**Aggravated Assault:** An unlawful attack upon the person of another for the purpose of inflicting severe or aggravated bodily injury; typically involving a weapon of some kind (includes attempts, and whether or not an injury occurred).

**Burglary:** Three elements must be met for an incident to be classified as burglary:

- ▶ unlawful entry,
- ▶ into a **structure**,
- ▶ for the purpose of committing a felony or theft.
- ▶ If those three elements are not met, the incident should not be classified as a burglary.

It is **not burglary** when items are taken from open access areas, such as dining halls and libraries, and the incident must occur in a structure (four walls, a roof and a door). Automobiles, telephone booths, gym lockers and cubbies do not count. The offense of theft is not reportable under the Clery Act.

## Appendix A (cont.)

- **Motor Vehicle Theft:** The taking of a motor vehicle without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle (includes attempts). INCLUDED: cars, van's, trucks, busses, motorcycles, golf carts, ATVs, scooters, motorized wheelchairs, mopeds, and RVs.
- **NOT INCLUDED:** farm equipment, construction equipment, watercraft, and aircraft.
- **Arson:** The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another (includes attempts)

# Hate Crime Designations

- ▶ A criminal act involving one or more of the aforementioned crimes, as well as the crimes of Theft, Simple Assault, Intimidation and Vandalism, and any other crime involving bodily injury, which is shown or suspected to have been motivated by bias against any person or group of persons, or the property of any person or group of persons, because of the ethnicity, race, national origin, religion, gender, sexual orientation, gender identity, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.
- ▶ **\*Important note\***: REMEMBER CSA's are not asked to be detectives or investigators.
- ▶ If an individual 'in good faith' tells you of a crime or incident and they declare it to be a 'Hate Crime', report it as a possible Hate Crime. Department of Public Safety (HUDPS) and local Law Enforcement (MPD) will investigate and determine whether to give it an official 'Hate Crime' classification.

# Violence Against Women Act (VAWA)

Beginning March 7, 2014, the Clery Act will require the reporting of three additional crime statistics:

- ▶ **Domestic Violence:** Any violent misdemeanor or felony offenses committed by the victim's current or former spouse, current or former cohabitants living as a family, parents of a child together, person similarly situated under domestic or family violence law, or anyone else protected under domestic violence law. These include Assault, Battery, Stalking and Kidnapping.
- ▶ **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- ▶ **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

# Drug, Alcohol, & Weapon Violations

The Clery Act requires the reporting of disciplinary referrals and arrests in these categories:

- ▶ **Drug/Narcotic Violations:** The unlawful possession, sale, use, transportation, cultivation, manufacturing, maintaining an unlawful place.
- ▶ **Alcohol Violations:** The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. The Clery Act does not require the reporting of 'public drunkenness' or 'driving while under the influence' offenses.
- ▶ **Weapon Violations:** The unlawful possession or control of any firearm, deadly weapon, illegal knife or explosive device while on the property of HU, except as required in the lawful course of business (i.e. Howard University – Department of Public Safety personnel).



# Clery Act Reportable Locations (Appendix B)

## On-Campus Property:

Any Howard University building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by that institution in direct support of, or in a manner related to, the institution's educational purposes.

Any Howard University building or property that is within or reasonably contiguous to the area identified above, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).



# Appendix B (cont.)

## Non-Campus Property:

- Any Howard University building or property owned or controlled by a student organization that is officially recognized by the institution.
- Any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.



# Appendix B (cont.)

## Public Property:

- Public property is defined by the Clery Act regulations as all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the Howard University campus, or immediately adjacent to and accessible from the campus.
- Includes the sidewalk, street, and opposite sidewalk immediately adjacent to Howard University property, but does not include public property located beyond the opposite sidewalk.



# Additional Resources

- ▶ Visit the HUDPS website at:  
<https://publicsafety.howard.edu/index.php/clery-act-compliance-and-statistics> and view the Clery Compliance and CSA Resource pages.
- ▶ View the Annual Security Report-Campus Safety Handbook online:  
<https://publicsafety.howard.edu/resources/hudps-annual-security-fire-safety-reports>

# **NAVEX Global (EthicsPoint)**

## **Anonymous Ethics and Compliance Hotline**



Website: [howard.ethicspoint.com](https://howard.ethicspoint.com)

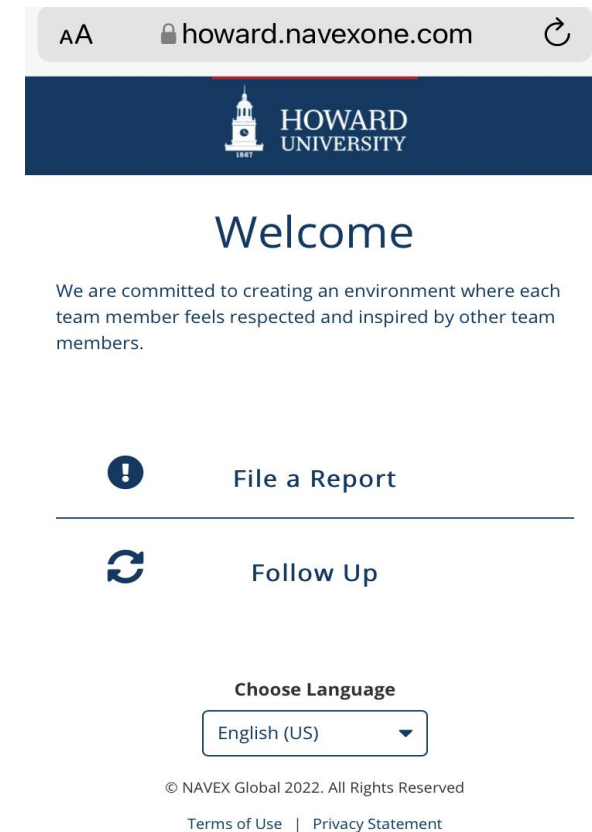
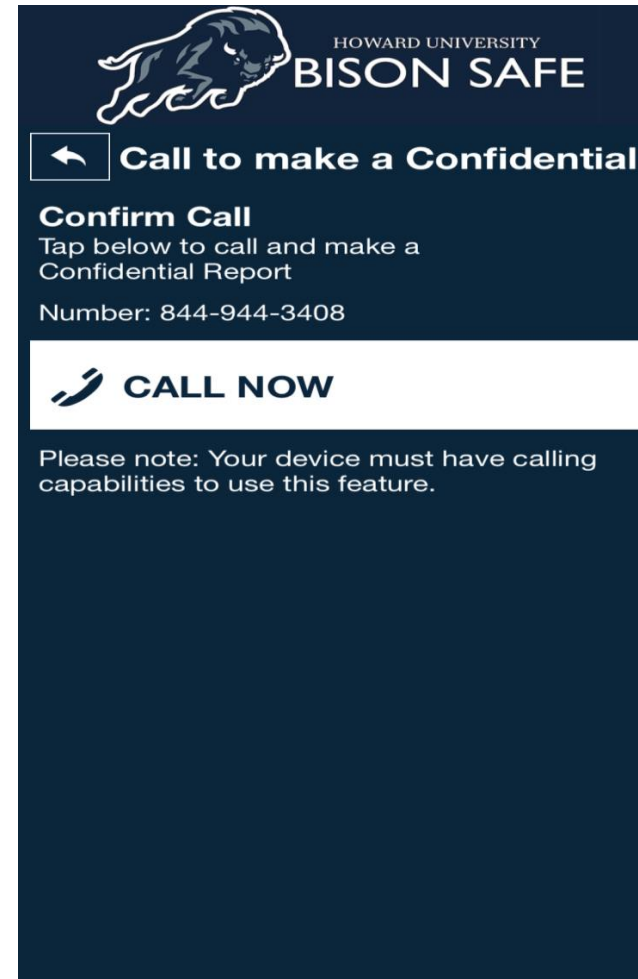
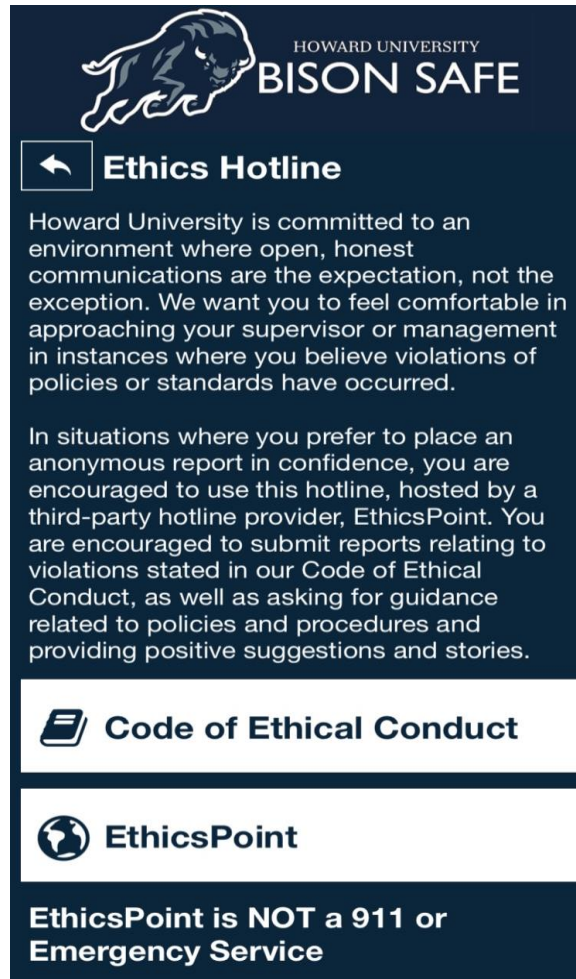
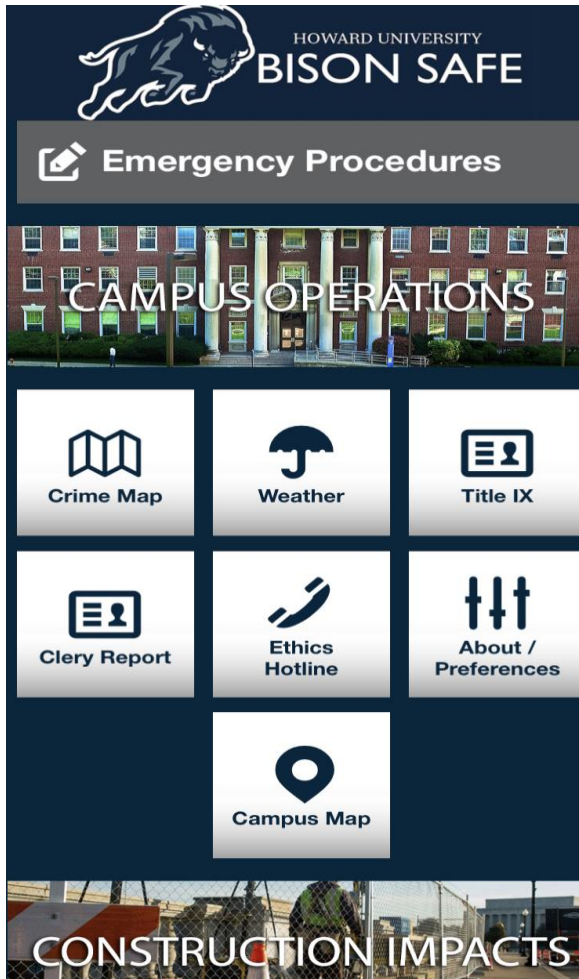
Mobile: [howardmobile.ethicspoint.com](https://howardmobile.ethicspoint.com)

Telephone: 844-944-3408



# Bison Safe Application

## Ethics Hotline



# THE CLERY CENTER CSA VIDEO



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# Questions?



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