Baylor University

Campus Security Authority Training

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Clery Compliance Manager

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act
Areas to be Addressed

• History and purpose of the Clery Act
• What are the University’s responsibilities?
• Why is this important?
• How does the Clery Act apply to me?
• Who is a Campus Security Authority (CSA)?
• How is CSA status determined?
• Who is not a CSA?
• Are there exemptions for CSA reporting?
Areas to be Addressed (continued)

• What are my responsibilities as a CSA?
• What is a CSA required to report?
• Clery crime definitions
• Clery geography definitions
• What information should I collect as a CSA?
• What should I *not* do as CSA?
• Conclusion and Other available resources
In 1990, Congress enacted the Crime Awareness and Campus Security Act, which amended the Higher Education Act of 1965. The HEA requires higher education institutions participating in federal financial aid programs to disclose information about crime on and around their campuses. The Act was re-named in memory of 19-year-old Lehigh University freshman, Jeanne Clery, who was raped and murdered in her dorm room in 1986.

The goal of the Clery Act is to promote a safe and secure campus through providing accurate and timely information about crimes and campus security procedures, so that informed decisions can be made.
Development, disclosure and implementation of all campus security policies including but not limited to:

- Emergency Response Notification and Testing Policies
- Missing Student Policy
- Security and Access Policy
- Prevention Policies for Sexual Assault, Domestic Violence, Dating Violence and Stalking
- Victim Confidentiality Policy
What Are the University’s Responsibilities?

- Issue timely warnings to alert the campus community about crimes that pose a serious or continuing threat to safety.
- Publish an annual security report containing campus security policy disclosures and crime statistics for the previous three years, which specifically define policies as they pertain to each separate Baylor campus.
Keep a daily crime log that lists the nature, date, time and location of all crimes reported to the campus police or security department.

Report to the Department of Education annual crime statistics that occur on campus, in unobstructed public areas immediately adjacent to campus and at certain non-campus facilities such as remote classrooms.

Report fire data to the Department of Education and publish an annual fire safety report.

Identify and train all Campus Security Authorities (CSAs).
Compliance is an *institutional* responsibility.

The Dept. of Education can impose fines of up to $35,000 per violation.

The Dept. of Education can limit funding or completely disqualify the institution for federal funding.

Prevention is key but in the unfortunate event that a crime occurs these are more than statistics. These are our students, colleagues, family and loved ones. It is our responsibility to make sure we promote a safe and caring community here at Baylor.
Many crimes, especially physical and sexual assaults, are not always reported to the police.

It is easier to report something of such a sensitive nature to a trusted administrator, coach, residence life staff person, friend or colleague.

As a Campus Security Authority, YOU may be that trusted individual, and are a critical first step in a process that is designed to support victims and protect the larger campus community.
Who is a Campus Security Authority?

- Outside Police Agencies
- Campus Police Department
- Officials with significant responsibility for student and campus activities
- Campus Security Authorities
- Non-Police Security Staff (individuals monitoring events, entryways, etc.)
- Individuals/Departments who are designated to receive crime reports
Campus Security Authorities are defined by job function, not title

- An individual’s **function**, not their title, determines CSA status.
- Baylor has determined that CSAs include but are not limited to:

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<thead>
<tr>
<th>Vice Presidents, Assistant Vice Presidents, Associate Vice Presidents</th>
<th>Athletic Directors, Coaches, Assistant Coaches</th>
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<td>Deans, Directors, Department Heads</td>
<td>Student Housing (CL&amp;L)</td>
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<td>Campus Law Enforcement</td>
<td>Student Conduct Administration</td>
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<td>Title IX Coordinator</td>
<td>Student Life</td>
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<td>Human Resources</td>
<td>Student Disability Services</td>
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<td>Ombudsperson</td>
<td>Greek Life Coordinator</td>
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<td>Department of Theater Arts Chairman</td>
<td>Director of Parking &amp; Transportation</td>
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<td>University Advisement</td>
<td>Study Abroad Team</td>
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Campus Security Authorities are defined by job function, not title

- Some that would not meet the criteria to be CSAs include but are not limited to:
  - Administrative Staff not responsible for student activities
  - Support Staff such as clerical, cafeteria or maintenance staff
  - Individual faculty who do not serve as advisors to student organizations
Are there any exemptions for CSA Reporting?

Professional and Pastoral Counselors may be exempt from reporting as CSAs while working within the scope of their license or religious assignments.

- There are some CSA reporting exemptions:
  - Licensed professional mental health counselors
  - Pastoral Counselors - employed by a religious organization to provide confidential counseling (The University Chaplain)
Although licensed professional mental health and pastoral counselors are exempt from Clery Act requirements, the University encourages them to tell victims about the Confidential Reporting Process, if it is deemed appropriate to discuss crime reporting with the client.

For more information on the confidential reporting process or to report an anonymous tip, visit the Baylor University DPS Reporting a Crime page or the “ReportIt” website: [http://www.baylor.edu/dps/](http://www.baylor.edu/dps/) or [http://www.baylor.edu/reportit/](http://www.baylor.edu/reportit/)
What are my responsibilities as a CSA?

The primary responsibility of a CSA is to collect and report allegations of certain crimes.

- If a crime is reported, it should be reported regardless of who the complainant is. It does not matter if the person involved is associated with the University.

- It is not necessary for alleged criminal incidents to have been investigated by the police or campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic.

When in doubt, report it!
What is a CSA required to report?

- Murder - Both negligent and non-negligent manslaughter
- Rape and other Sex Offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- All liquor, drug, or weapons law violations resulting in an arrest, citation, or referral for disciplinary action
- All hate crimes theft, simple assault, intimidation or destruction/damage/vandalism of property
Clery Crime Definitions:

- Murder and non-negligent manslaughter
  - Willful (non-negligent) killing of one human being by another.

- Negligent manslaughter
  - Killing of another person through gross negligence.

- Rape
  - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Sex offenses
  - Sexual act directed against another person, without the consent of the victim, including instances when the victim is incapable of giving consent (including forcible fondling of private body parts for the purpose of sexual gratification, without consent, incest, and statutory rape).
Clery Crime Definitions:

- **Robbery**
  - 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**
  - 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**
  - Unlawful entry of a structure to commit a felony or a theft.

- **Motor Vehicle Theft**
  - Theft or attempted theft of a motor vehicle.

- **Arson**
  - Willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Clery Crime Definitions:

- **Domestic violence:**
  - Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse or intimate partner, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence law in the jurisdiction where the crime occurred, or anyone else protected under domestic or family violence law where the crime occurred.

- **Dating violence:**
  - Means violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether there is or was such a relationship will be determined based on the reporting party’s statement, with consideration of the length, type, and frequency of interaction between the persons involved in the relationship.

- **Stalking:**
  - Means 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.

- Any **liquor, drug or weapons law violations** resulting in an arrest, citation, or referral for disciplinary action.
All Hate Crimes

- Criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, stalking, domestic violence, dating violence, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.

Crimes that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias.

Bias is a pre-formed negative opinion/attitude toward a group of persons based on:

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity
- Disability
- National Origin
- Gender Identity
Clery Geography Requirements

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of the Universities educational purposes.

Examples:

✓ Baylor University Residence Halls
✓ Administrative Buildings
✓ Parking lots on campus/garages
Covered Clery Geography includes all of the property of Baylor University, including:

- The School of Social Work
- The School of Nursing in Dallas, and
- certain off site academic and study abroad locations.

Again…if in doubt…report
Clery Geography Requirements

- **Non-Campus Buildings/Property**
  
  Any building or property that is off campus but still owned or controlled by Baylor University; or property of a student organization that is officially recognized by the institution.

  **Examples:**
  
  ✓ Fraternity/Sorority Houses (Baylor currently does not have any)
  ✓ BRIC – Baylor Research and Innovation Collaborative
Public Property

Public property adjacent to the campus

Examples:

- Streets
- Sidewalks
- Parking facilities
- Thoroughfares
What information should I collect as a CSA?

The Primary responsibility of a CSA is to collect and report allegations of certain crimes. This is an ongoing expectation.

- Assess the situation first; if the incident is in progress and causing imminent danger to a victim contact the police immediately!

- Document **When** the crime or incident occurred

- Document **When** it was reported to you

- Document **Where** it occurred

- Document **What** occurred

- Document **Who** was involved
What Should I NOT do as a CSA?

- It is not your responsibility to investigate a crime; leave that to the appropriate officials.
- It is not your responsibility to determine if a crime actually took place.
- It is not your responsibility to convince a victim to contact law enforcement if the victim chooses not to do so.
- Never discourage a victim from contacting law enforcement.

A CSA who is not a law enforcement officer should NEVER try to apprehend the alleged perpetrator of the crime.
As a CSA you must report crimes that are reported to you. For quick reference some contacts have been provided below:

Clery Campus Security Authority Crime Report Form Can be found by visiting the following link: [http://www.baylor.edu/reportit/](http://www.baylor.edu/reportit/)

- **Clery Compliance Manager, Shelley Deats**  
  ✓ Phone: 254-710-7643  
  ✓ Email: [Shelley_Deats@Baylor.edu](mailto:Shelley_Deats@Baylor.edu)

- **Title IX Coordinator, Kristan Tucker**  
  ✓ Phone: 254-710-8363  
  ✓ Email: [Kristan_Tucker@baylor.edu](mailto:Kristan_Tucker@baylor.edu)

- **Baylor Police Department**  
  ✓ Phone: 254-710-2222

- **Baylor Counseling Center**: 254-710-2467

- **For crimes that happen off-campus contact Waco Police Department**  
  ✓ Emergency: 911  
  ✓ Non-Emergency: 254-750-7500  
  ✓ Victim Services: 254-750-7526
Thank You For Making Baylor An Even Better Place!

"Lest We Forget The Meaning of her Death, That We Must Protect One Another, So That Her Life Will Not Have Been In Vain."