

Campus Safety Authority Training



Duties of a Campus Security Authority

Briefly:

- You are required to notify the Student Life Office about certain crimes that are reported to you.
- You can call or use the online crime reporting form.
- You are required to do this under law, the Clery Act.

History of the Clery Act

- Jeanne Clery was raped and murdered in her residence hall room at Lehigh University by another student. Her parents believe she would have been more cautious if she had known about other violent crimes at Lehigh.
- The Clery Act requires higher education institutions to report safety policies and crime statistics to current and prospective students and employees and the Department of Education.

The Clery Act requires colleges to

- Disclose crime statistics
- Identify and train Campus Security Authorities
- Maintain a Daily Crime Log
- Maintain a Fire Log
- Issue Emergency Notification/Timely Warnings
- Publish safety policies/procedures
- Publish an Annual Security Report every Fall



Clery Act Responsibilities

- Many crimes, especially sexual violence, are not reported to the police.
- To ensure that students know about dangers on their campuses, the Clery Act requires institutions to gather and publish data from law enforcement and Campus Security Authorities.
- This is about keeping our campus safe.

Besides Safety, Why Comply?

- Compliance is important because the possible sanctions include:
 - \$35,000 per violation
 - OR
 - Loss of all federal funding, not just student financial aid.



Who is a Campus Security Authority at Sterling College?

Because Sterling College is a small college, all employees have relationships with students. Because of this, all employees (except the campus counselor and chaplain) are considered Campus Security Authorities.

What do I do if someone tells you about a crime?

* If someone tells you about a crime or an incident that may be a crime, you must record the information and report it to the Student Life Office by calling 620-278-4232 ASAP.



Confidential Reporting

* If you have a student who is not willing to share something with you, you can tell the person how she/he can report the crime, including anonymously at [File a Complaint](#).



It's not the WHO or the WHEN

- It does not matter if the victim or offender are SC students or employees.
- It does not matter if the victim or a friend tells you.
- Report the incident to Student Life Office.
- Even if the incident happened 2 years ago, report it to Student Life.



It's the **WHERE** that matters

Clery requires we report crime that occurs on:

1. On-campus
2. In SC Student Housing
3. Public Property immediately adjacent to campus but not crime in businesses or private homes.
4. Noncampus property controlled by SC that students use.



Getting the Facts

- Be sure you can document:
 - When and where did the crime or incident occur?
 - When did the person report it to you?
 - Who was involved? (Victim's name, witnesses, suspects)
- Student Life will categorize the report. Your job is to get the information the person wants to tell you. You are not a detective.
- You don't have to prove what happened or who was at fault, nor do you need to find the perpetrator.
- DON'T identify the victim unless the victim is agreeable.



Clery Crimes

- The Clery Act only requires certain types of crimes to be reported in the Annual Security Report.
- At SC we ask that you report ALL INCIDENTS.
- Student Life will determine if it is a Clery Crime for reporting purposes.

