

Southwest Minnesota State University Campus Security Authority Training

Campus police and campus security
authorities must report crimes in the
annual crime statistics

CSA Training

Upon completion of this course, you should be able to:

- Describe the Clery Act
- Explain a Campus Security Authority (CSA)
- Identify your Crime Reporting Role
- Properly Report a Crime
- Report an Emergency Situation

Clery Act

- The Clery Act, is a federal law intended to ensure that students, members of the campus community and the public are informed about crimes that occur at colleges and universities.
- The Clery Act requires that universities collect and publish crime statistics to the public.
- The Clery Act identifies a group of people that are required to report all crimes reported to them. This group is called Campus Security Authorities (CSA).

What is required by the Clery Act?

- Publish and distribute an annual Campus Security report by October 1st of each year
- Inform current and prospective students and employees about the Campus Security report
- Notify the campus in a timely way of crimes that threaten safety
- Support and keep an up-to-date daily log of all reported crimes

Which schools must comply with the Clery Act?

- All institutions of postsecondary education, both public and private, that participate in federal student aid programs must publish and disseminate an annual campus security report as well as make timely warnings
- Violations of the Act can result in fines up to \$54,789 per violation

What and who is a CSA?

- A CSA is a Campus Security Authority
- CSA's are officials with significant responsibility for student and campus activities
- Many crimes that are reported on campus are not reported to Police, especially sexual assaults
- The Clery Act requires we gather and publish crime data to ensure that students and others know about dangers on campus. Crimes that are reported to CSA's will be collected for the annual report.

What makes me a CSA?



- The law defines four categories of Campus Security Authority:
 1. University Police
 2. Non-police security staff
 3. People and offices designated by policy
 4. Officials with significant responsibility for student and campus activities

Why would a crime be reported to me?

- The University encourages all students and employees to report crimes and emergencies to SMSU Public Safety, however we know that doesn't always happen
- Often times when students are the victims of crime, they are likely to report it to someone other than the police
- Because of your function at SMSU, someone may tell you about a crime
- As a CSA you have the responsibility to report the incident
- Pastoral and Professional counselors are exempt from reporting under the law however confidential reporting is available if deemed appropriate

What does a CSA do?

- If someone tells you about a crime or an incident that might be a crime, record the information and submit a report
- Simply get the facts-experts will do the analysis
- To make a report, please complete SMSU's CSA Incident Report Form and forward it to SMSU Public Safety Director, Mike Munford at Mike.Munford@smsu.edu
- When in doubt, report it
- Questions? Contact SMSU's Director of Public Safety at 507-537-7252.

What should a CSA not Do?

- You do not need to investigate any crime reported to you
- You should not try to apprehend the alleged perpetrator of the crime
- You do not need to convince the person reporting this to you to speak to the police if they are unwilling to do so

Examples of CSA's

- At SMSU, EMPLOYEES are encouraged to report all incidents of potential criminal activity to University Public Safety
- Deans, student housing staff, athletic coaches, student activities coordinators, student judicial officers and faculty advisors to student organizations are generally considered CSA's by definition
- If you are directly affiliated with and responsible for students, they are likely to report an incident to you and you have a duty to report this as a CSA

Who ISN'T a CSA:

- Although some persons at SMSU may not be considered a CSA by definition they still have an obligation to report suspect incidents to the proper authorities.

When does a CSA need to report crime?

- Report the crime whenever a victim or witness calls it to your attention.



Report All Crimes even if it did not occur at SMSU

For example:

- A student tells you about a crime that occurred at a different college before he transferred here
- A student reports an assault that happened away from campus and did not involve a campus activity (e.g., home for spring break, in an off-campus student apartment, on vacation or at an off-campus job with a private company.
- *** These incidents may not be CLERY reportable, this determination will be made by the CLERY compliance staff.

Examples of Crime that should be reported

- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Non-Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Hate Crime
- Alcohol, Drug, or Weapons
- Domestic Violence
- Dating Violence
- Stalking

Do tell the student about reporting options and refer for help

For example:

- A student tells you she was raped by another student at an off-campus apartment

Although the crime did not occur at a location covered by Clery reporting, the accused student may be subject to SMSU's disciplinary action for this off-campus conduct. Getting accurate information and forwarding the CSA report will assist in ensuring proper reporting and follow through of the incident through Clery and Title IX.

Just get the facts

- The Director of Public Safety will categorize the report; your job is to get the information the person is willing to tell you. Remember:

You are not a detective

You don't have to prove what happened or who was at fault

You are not supposed to find the perpetrator

Emergency Situations

In case of an emergency or dangerous situation, you must call right away! Do not use the internet or text messages. Please place the call.

- 911
- MPD- 507-537-7000
- SMSU-507-537-7252

Course Summary

You have now completed the Campus Security Authority Training course

- You should now be able to:
 - Describe the Clery Act
 - Explain a Campus Security Authority (CSA)
 - Identify your Crime Reporting Role
 - Properly Report a Crime
 - Report an Emergency or Dangerous Situation

Questions ?

The CSA Reporting form can be found at SMSU's Public Safety website.

<https://www.smsu.edu/campuslife/publicsafety/forms/form463.html>

Now, please click on the below link to go log in to D2L Brightspace and be taken to the SMSU Public Safety D2L Brightspace page to take the CSA test.

<https://smsu.learn.minnstate.edu/d2l/home/2558279>

On the Public Safety D2L Brightspace page are instructions to

1. Review this PowerPoint (for those who start at D2L)
2. Click on Assessments and Quizzes
3. Complete quiz and submit

Thank you!