



**Your role as Campus Security Authority**

**Jeanne Clery Act – Disclosure of Campus Security Policy  
& Campus Crime Statistics Act (the “Clery Act”)**

# Campus Safety Authority

- Who is a CSA
- What Crimes must be reported under the CLERY Act
- What is Clery Geography
- How to report and what to provide victims
- CSA Training requirements

*If you believe you have been wrongly identified as a CSA contact you CLERY Coordinator.*



# Campus Safety Authority

Upon completion of this training the Campus Security Authority (CSA) will understand the basic reporting requirements of the Clery Act and how to report Clery crimes to the Utica University Clery Coordinator.



# Clery Act

## History of the Clery Act



*Jeanne Ann Clery*

Named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered in her residence hall room on April 5, 1986.

Her parents believe she would have been more cautious if she had known about other violent crimes at Lehigh.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act



# History (continued)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.



# History (continued)

- 1988-Became law in Pennsylvania
- 1990-Became a federal law: *Crime Awareness and Campus Security Act*; amended the Higher Education Act (HEA) of 1965
- 1998-Renamed “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (aka the “Clery Act”)
- 2000 & 2008-Amended as part of the Higher Education Opportunity Act (HEOA)
- 2013-Amended as part of the Violence Against

# Purpose

Gather/publish de-identified crime data to:



- Ensure students know about dangers on campus
- Allow students and parents to compare colleges





# Federal Monitoring and Penalties



- Compliance monitored by the Department of Education
- Civil penalties \$67,500/violation
- Suspended Federal Student Financial Aid





# Why am I considered a CSA

University Audit & Compliance, General Counsel, Human Resources, and the Office of Emergency Management work with Campus Safety and all Institutional departments and units to identify the appropriate employees by Clery definition.



# What are Campus Security Authorities

Campus Security Authorities (or “CSAs”) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution who are responsible for reporting crimes under the Clery Act.



# Who is a CSA?

- Individuals and organizations to which students should report criminal offenses.
- Utica University Officials with responsibility for student and campus activities.
- Campus Safety
- Title IX Coordinators



# Examples of CSA's at Utica University

*\*Note: this is not an exhaustive list*

- Provost and Staff
- Dean of Students and Staff
- Representatives of Student Housing, SLCE, SGA and Greek Life Advisors
- Student Judicial Programs or Other Discipline Officials (Conduct, DEI, BRRN, BIT, etc.)
- Directors or Managers of Student Service Centers (Success Coaches, Registrar, Admissions, etc.)

# Examples of CSA's at Utica University

- Officials who oversee extracurricular activities
  - Intramurals, events, clubs activities, etc.
- Director of Athletics, Coaches, Assistants, Trainers, Staff
- Student Health Directors
- Faculty and Staff Advisors to Student Groups



# Examples of persons who are CSAs under Clery

*\*Note: this is not an exhaustive list*

- A dean of students who oversees student housing, a student center, or student extracurricular activities
- A director of athletics or a team coach/assistant/trainer
- A student resident advisor or assistant or a student who monitors access to dormitories
- An advisor to a student group



## Examples of individuals who are NOT CSAs under Clery

*Note: This is not an exhaustive list*

- A faculty member who does not have any responsibility for student and campus activities beyond the classroom.
- Pastoral and Professional Counselors
- A licensed mental health counselor or a pastoral counselor (recognized by a religious organization to provide confidential counseling) **AND** working within the scope of their license or religious assignment.
- Clerical or cafeteria staff





# Special Note to Counselors

- Even though as a counselor, under certain conditions, you do not have to report, you can tell the person how he/she can report the crime to Police.
- Utica University encourages reports of crimes by counselors and victims.



# CSA Responsibilities

- Report Clery crimes occurring on our Clery Geography to your Clery Coordinator
- Provide Crime Victims with Resources available
- Complete annual CSA training

**\*\*Always Call 911 in Emergencies**



## CAMPUS SECURITY AUTHORITY CRIME & INCIDENT REPORT FORM

Please submit this completed form to :

Campus Safety Coordinator Jay LaFayette: [jjlafaye@utica.edu](mailto:jjlafaye@utica.edu)

If no crimes were reported to you in 2022, please check the box below, print your name and initial. This form is being used to document that you have received this reporting form and that no crimes were reported to you for the previous reporting cycle.

Reporting Person (print name): \_\_\_\_\_ Department/Organization: \_\_\_\_\_

Initial here: \_\_\_\_\_

Complete this box if a crime was reported to you that may correspond to one of the crimes defined on this form. If more than one crime was reported to you, fill out one form for each crime reported. CSA crime reports should include personally identifying information, if available. This is important for law enforcement purposes and to avoid duplication of reporting crimes. If a victim doesn't want the report to go any further than the CSA, you should explain that you are required to submit the report for statistical purposes, and that the report can be submitted without identifying the victim.

Reporting Person (print name): \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Incident Occurred: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Name(s) of Accused: \_\_\_\_\_

Victim Name: (unless confidentiality has been requested): \_\_\_\_\_

Location of Incident (building name or address): \_\_\_\_\_

Brief description of the incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# CSA's Must Report the following Clergy Crimes:

- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Dating violence
- Domestic violence
- Stalking



# CSA's Must Report the following Clery Crimes:

## Hate Crimes:

- Larceny-Theft
- Simple assault
- Intimidation
- Destruction, damage or vandalism of property



## Bias categories:

- Race
- Gender
- Gender Identity
- Religion
- Ethnicity
- Disability
- Sexual Orientation
- National Origin





# CSA's must also report...

Arrests and referrals for disciplinary actions:

- Carrying and possessing weapons
- Illegal drug abuse
- Liquor law violations

*Drunkenness and DUI do not count as a Liquor Law violation*



Do NOT report violations of university policy as a Clery crime



# Where Can I Find Clery Crime Definitions

- Summary definitions are on the *CSA Crime & Incident Report Form*.
- Detailed definitions and examples are in *The Handbook for Campus Safety and Security Reporting*.

# Clery Geography

- All Main Campus Properties and Buildings
- Public property immediately adjacent to campus (sidewalks and roadways)
- Off Campus Properties owned or controlled by Utica University
  - Brvenik Business School
  - Branch Campuses of NY (Latham, Syracuse) & FL (St. Petersburg, Miramar)
  - ADK Bank Center
  - Utica University Nexus Center



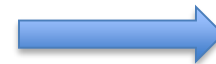
# Off Campus Examples



# What to tell a person reporting this to me:

- Discuss resources available
- Disclose that you are a mandatory reporter under Clery
- Reassure them you will not identify anyone unless the victim consents

This is an example of a pamphlet provided to our community



**Non-Confidential Private Resources**  
These resources need to share information with or without consent from students.

**On Campus**  
Campus Safety  
Strebel Student Center  
24/7 assistance  
(315) 792-3046  
Dial 611 from on-campus landlines

Office of Student Affairs  
103 Strebel Student Center  
Dean of Students  
(315) 792-3100  
Student Conduct & Community Standards  
(315) 792-3363

Office of Student Living & Campus Engagement  
206 Strebel Student Center  
(315) 792-3285

Title IX Resources:  
Lisa Green  
Coordinator  
124/125 White Hall  
(315) 792-3276

David Fontaine  
Deputy Coordinator  
Clark Athletic Center  
(315) 792-3050

**Off Campus**  
Enough is Enough  
Report Sexual Assault  
NY State Police 24/7 Hotline  
1-844-845-7269

Utica Police Department  
Non-emergency (315) 735-3301

911

**Student Bill of Rights**

**All individuals have the right to:**

1. Make a report to the University, local law enforcement, and/or state police
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and or criminal justice process free from pressure by Utica University
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
5. Be treated with dignity and receive from the University, courteous, fair, and respectful health care and counseling services, where available
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations
7. Describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident
8. Be protected from retaliation by Utica University, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of Utica University
9. Access to at least one level of appeal of a determination
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Utica University

**Confidential Resources**  
These resources CANNOT share information without consent from students.

**On Campus**  
Health & Wellness Center  
Student Health/Counseling/Prevention  
204 Strebel Student Center  
Main Office Line (315) 792-3094

Primary Victims Advocate  
Bethany VanBenschoten  
HWC Prevention Suite  
105 Strebel Student Center  
Hours: M-F 8am-3pm  
(315) 792-3708  
bavanben@utica.edu

**Off Campus**  
MCAT Mobile Crisis Assessment Team  
at (315) 732-6228.  
24/7 Confidential Resource  
Use for mental crisis help after-hours or on weekends.

YWCA Mohawk Valley Hotline  
Sexual Assault, Domestic Violence, Stalking  
Oneida County (315) 797-7740  
Herkimer County (315) 866-4120  
24/7 Confidential Resource  
YWCAMV.org/chat  
Use for help after-hours or on weekends.

Local Hospitals:  
Faxton-St. Luke's ER (315) 624-6112  
St. Elizabeth's ER (315) 801-8111

# What information do I provide?

- Encourage them to seek medical help
- Sexual assault, domestic violence, dating violence or stalking, CSA's are required by VAWA to provide:
  - Written resources for victims
  - Guidance on how to preserve evidence
  - A copy of "Resources" flyer

[Utica University Title IX Resources](#)

## DEFINITIONS

### Sexual Assault/Misconduct

Any sexual activity done without affirmative consent or with an individual under the age of 17 in New York.

### Affirmative Consent

Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent cannot be given when incapacitated by substances (alcohol, drugs, etc.), when being coerced or pressured, or otherwise being forced from the individuals.

### Intimate Partner Violence (IPV)

Use of physical violence, coercion, threats, intimidation, isolation, or other forms of violence directed towards a person who is or has been in a social relationship of a romantic or intimate nature with another. IPV can be a single act or a pattern of behavior in relationships.

### Stalking

Stalking refers to a course of knowingly unwanted conduct directed at a specific person that would cause a reasonable person to fear for that person's safety or the safety of others, or suffer substantial emotional distress.

For full definitions & other related information, scan this QR code to view the HWC Prevention Education website:



## How to get help following an incident:

1. Get to a safe place.
2. Get help. Consider telling someone you trust what has happened.
3. Contact one of the offices in this pamphlet to get support and talk about options. There are confidential and non-confidential resources in this pamphlet.

## Confidential vs. Private

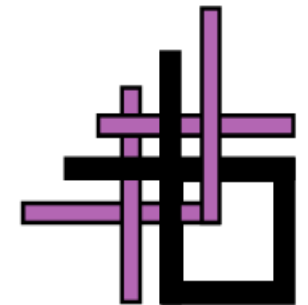
**Confidential resources CANNOT share information without explicit consent from the student.**

**Exception: someone is threatening to harm themselves or others.**

**Private resources need to share information, with or without consent from the student.**

## Resources for Victims of Sexual Assault, Intimate Partner Violence and Stalking

Utica University Reporting and Support Services





# Clery does not require reporting if:

- Do not report crimes to Clery Coordinator IF:
  - A person tells you about a crime that occurred BEFORE they came to Utica University; OR
  - While they were away from campus and not involved in a Utica University sanctioned event or activity.



# What NOT to do:

- Do NOT try to determine whether a crime took place or who was at fault.
- Do NOT try to apprehend the alleged perpetrator of the crime or action.
- Do NOT try to convince a victim to contact Law Enforcement if the victim chooses not to do so.
- Do NOT identify the victim unless the victim consents to being identified.



# What is done with Clery Reports?

- The Clery Coordinator determines whether a crime is reportable under Clery and if so includes the de-identified crime as a statistic published each October in our annual Security and Fire Safety Report, available on the Campus Safety website and hard copy in the Campus Safety Office.



# Utica University Clery Coordinators

- Shad Crowe – VP for Emergency Management and Facilities
  - (315) 792-3472
  - [smcrowe@utica.edu](mailto:smcrowe@utica.edu)
- Musco Millner III – Director of Campus Safety
  - (315) 792-3046
  - [mumillne@utica.edu](mailto:mumillne@utica.edu)
- Jay Lafayette – Campus Safety Coordinator
  - (315) 792-3046
  - [jjlafaye@utica.edu](mailto:jjlafaye@utica.edu)
- Brandy Gray – Associate Director of Institutional Research & Institutional Effectiveness
  - (315) 792-3228
  - [bgray@utica.edu](mailto:bgray@utica.edu)
- Carl Lohman – Director of Student Conduct & Community Standards
  - (315) 792-3363
  - [calohman@utica.edu](mailto:calohman@utica.edu)





# Title IX CLERY ACT

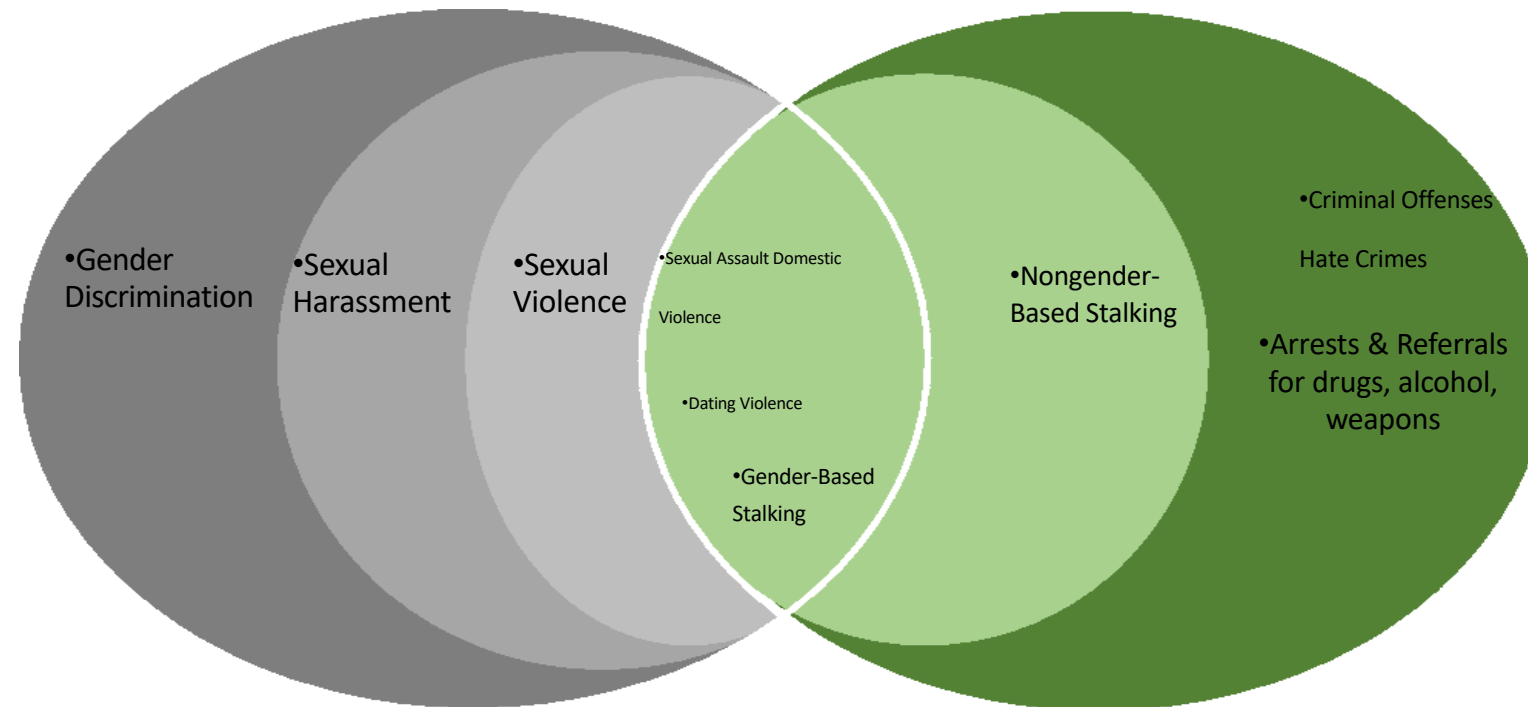
## Gender Discrimination at Educational Institutions

## Safety & Security at Educational Institutions

Mandatory Reporters = “Responsible Employees”

Mandatory Reporters = “Campus Security Authorities”

Report WHO & WHAT (non-confidential) Report WHAT & WHERE (confidential if victim wishes)



# VAWA (Violence Against Women Act)

•Amendments to Clery Act

# Title IX Coordinators

## *Duties and Responsibilities:*

Monitoring and oversight of overall implementation of Title IX Compliance at the University System, including coordinating the review processes for faculty, staff, students and other members of the University Community

Coordinator:

- **Lisa Green, Vice President for Human Resources and Personnel Development**  
315-792-3276 or [lgreen@utica.edu](mailto:lgreen@utica.edu)  
Addison Miller White Hall Room 124

Deputy Coordinator:

- **David Fontaine, Director of Athletics and Physical Education**  
315-792-3050 or [dsfontai@utica.edu](mailto:dsfontai@utica.edu)  
Clark Athletic Center

<https://www.utica.edu/directory/human-resources/title-ix-utica-university>

# Training Assessment

If the victim of a Clery Reportable Crime does not want to report the crime to police, then don't report to the Clery Coordinator on the CSA Crime and Incident Form.

True

False

False- All Clery Reportable Crimes are reported to the Clery Coordinator, even if the victim doesn't want to go to the police. Clery Crimes are reported without identifying the victims.

# Training Assessment

Which of the following are reportable under the Clery Act? Pick all that apply...

Rape

Public Drunkenness

Liquor Law Violation

Hate Crime

*All are reportable except Public Drunkenness*

# Training Assessment

Which of the following geographical areas are NOT reportable under the Clery Act:

A. Any On-Campus Building

B. Apartment Complexes near the University

C. Residential Housing

D. Roadways Bordering Campus

According to the Clery Geography definition, Apartment complexes near the University are not part of Clery Geography

# Training Assessment

If a resident reports their room has been burglarized and you find out after the fact or while the police are investigating the incident do you need to complete a CSA Crime and Incident Form?

Yes

No

No, Campus Safety Officers are CSA's and they are responsible to report the incident to the Clery Coordinator.

# History of the Clery Act



*Jeanne Ann Clery*

Named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered in her residence hall room on April 5, 1986.

Her parents believe she would have been more cautious if she had known about other violent crimes at Lehigh.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act