



**Campus Security Authority
Training and Assessment**

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.

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)

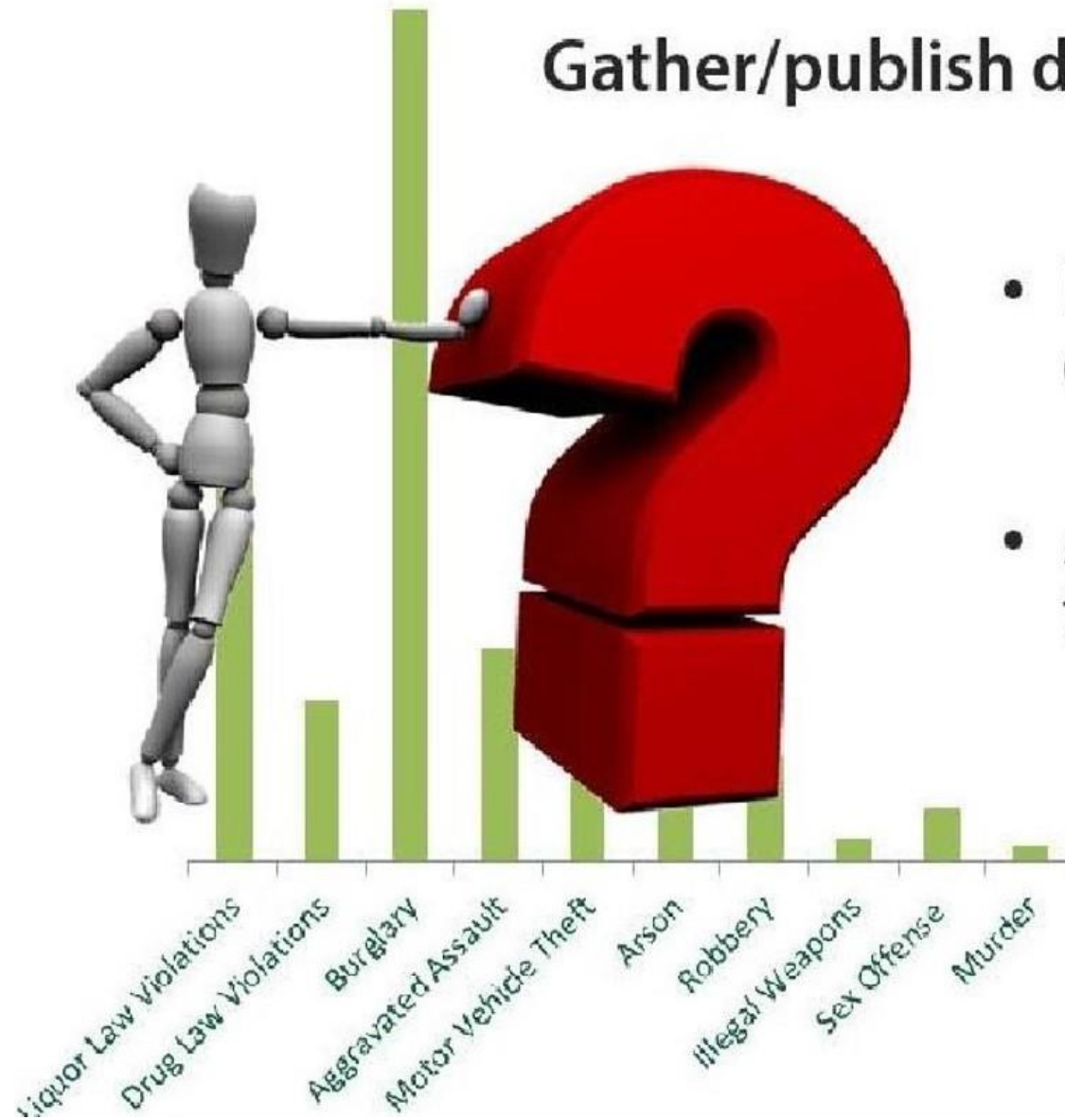
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) requires all colleges and universities participating in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

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

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 Campus Security Authority?

- Campus Safety Officers
- Any individual who has responsibility for campus security but who are not Campus Safety Officers:
 - i.e.: Person responsible for monitoring entrance into institutional property.
- 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.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Other Examples of CSA's

** Inclusive of but not limited to:*

- Student Judicial Programs or Other Discipline Officials (Conduct, DEI, BRRN, BIT, etc.)
- Directors or Managers of Student Service Centers (Success Coaches, Registrar, Admissions, etc.)
- Director of Athletics
- Athletic coaches/assistants/trainers

Other Examples of CSA's

** Inclusive of but not limited to:*

- Dean of Students and staff
- SLCE employees
- Student community assistant
- Student who monitors access to residence halls
- Faculty or Staff advisor to a student group
- Faculty who hold office hours

Employees who are NOT CSA's

** Inclusive of, but not limited to:*

- A faculty member with no responsibility beyond the classroom.
 - “Office hours” is considered outside the classroom
- Pastoral and Professional Counselors
- A licensed mental health counselor or a pastoral counselor working within the scope of their license or religious assignment.
- Food service employees
- Facilities services employees

Special Note to Counselors

- Even though counselors are not considered CSA's and are not required to report Clery Crimes:
 - Utica University encourages reports of crimes by counselors and victims.
 - Additionally, explaining how to report a crime to Police or Campus Safety is encouraged.

CSA Responsibilities

- Report Clery crimes occurring on our Clery Geography to your Clery Coordinator (VP Shad Crowe @ smcrowe@Utica.edu)
- Provide Crime Victims with Resources available
- Complete annual CSA training



CAMPUS SECURITY AUTHORITY CRIME & INCIDENT REPORT FORM

Please submit this completed form to :

Campus Safety Coordinator Jay LaFayette: 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: _____

****Always Call 911 in Emergencies**



Clery 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 Clergy 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)
 - 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 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

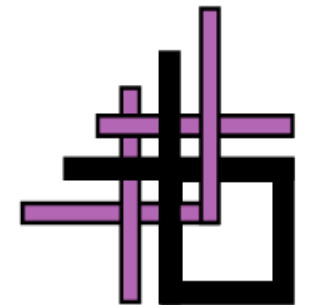
Confidential resources CANNOT share information without explicit consent from the student.

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.
- If reportable the identified crime is included as a statistic published each October in our Annual Security and Fire Safety Report.
- The ASR is available on the Campus Safety website and hard copies can be found in several offices on campus including the Campus Safety Office.

Utica University Clergy Coordinators

- Shad Crowe – VP for Emergency Management and Facilities
 - (315) 792-3472
 - smcrowe@utica.edu
- Jay Lafayette – Director of Campus Safety
 - (315) 792-3046
 - jjlafaye@utica.edu
- Carl Lohman – Director of Student Conduct & Community Standards
 - (315) 792-3363
 - calohman@utica.edu

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:

TITLE IX Coordinator:

Nina Gray, Human Resource Generalist

315.792.3012 or ngray@Utica.edu

Deputy Coordinators:

Kristin St. Hilaire, Interim Director of Athletics and Physical Education

315.792.3050 or kmsthila@utica.edu

Marissa Hall (Finch), Executive Director of Student Living

315.792.3285 or mmhall1@utica.edu

Lauryn Moore, Associate Dean of Students & Campus Engagement

315.223.2598 or lamoore@utica.edu

<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



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