

# Campus Security Authority Training

Ohio Christian University



# Your Role

- ▶ First and foremost, your role as a Campus Security Authority or CSA is to provide a safe environment for all members of the OCU Community.
- ▶ As a CSA, you play an important part in helping the University disclose annual crime statistics to the public and issue timely warnings of serious or continuing threats to the campus community as parts of the Clery Act compliance.



# Your Responsibilities

- ▶ Promptly and accurately report crimes that you have been made aware of regardless of their status within the University Community. Students, Staff, Faculty, Third-party Vendor, and Visitors to campus can all be victims of reportable Clery crime violations.
- ▶ Offer assistance regardless of the victim's decision to have the crime investigated. This includes informing the victim that help is available, how to receive that help and that the decision to act is the victim's.
- ▶ Under University policy, you are a mandated reporter.
- ▶ Federal law states that the University personnel who are designated as CSA's are considered the threshold for institutional awareness of a crime



# Exemptions to Mandated Reporting

- ▶ Exemptions for professional counselors and chaplains/clergy (ordained ministers) are allowed only if the University employs you in this function.
- ▶ Example A: A licensed counselor who is a member of the Psychology Department faculty is not exempt because they are not employed by the University for that function.
- ▶ Example B: Small group leaders, student chaplains, Religion Department faculty, or staff who are ordained or function as spiritual leaders on campus but are not employed by the University as an ordained University Chaplain are not exempt.



# What is a Clery Act Crime

Crimes, Geography, Determination of Validity



# 3 Things

There are three things that make an infraction of the law a Clery reportable crime

- ▶ The type or motivation of that crime
- ▶ The location of the crime
- ▶ The validity of the crime

Your responsibility as a Campus Security Authority deals primarily with the reporting of crimes not the determination of whether a crime is Clery reportable.

However, accurate reporting is extremely important and understanding these categories will help with the accurate reporting and investigation process.



# Type or Motivation of the Crime

Clery, Hate, Campus SaVE Act



# Clery Crimes

The following is a list of crimes that are Clery reportable:

- ▶ Criminal homicide:
  - ▶ Murder
  - ▶ Non-Negligent Manslaughter
- ▶ Forcible Sex Offenses
  - ▶ Forcible Rape
  - ▶ Forcible Sodomy
  - ▶ Sexual Assault with an object
  - ▶ Forcible Fondling
- ▶ Non-forcible Sex Offenses
  - ▶ Incest
  - ▶ Statutory Rape
    - ▶ Ohio law has a scale measure for statutory rape. If one partner is over 18 and the other is under 18 report the crime and the investigation process will make the determination of a crime

\* Date or acquaintance rape is a forcible sex offense



- Robbery

- Not to be confused with burglary or larceny
- Robbery must be committed in the presence of a victim, the victim is directly confronted by the perpetrator, the victim is threatened with force or fearful that force will be used, and involves a theft or larceny.

- Aggravated Assault

- Burglary

- Unlawful entry of a structure to commit a felon or a theft
- Not to be confused with robbery or theft
- A structure can be burglarized, a person cannot

- Motor Vehicle Theft

- Theft or attempted theft of a motor vehicle
- Not to be confused with items stolen from a vehicle

- Arson

\*Note: any uncontrolled open flame which is not arson must still be reported to the Policy Coordinator for inclusion in the Fire Safety Report



# Hate Crimes

- ▶ In addition to reporting Clery Crimes, the University has the responsibility to report crimes motivated in whole or in part by the offenders bias.
- ▶ Bias: A performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity or national origin
- ▶ You must report all Clery Crimes (which will be referred to as Category A crimes for the purpose of this discussion) as well as a secondary category of non-Clery crimes to be covered in this section (to be referred to as Category B) if they are motivated by bias.
- ▶ Your responsibility does not include an investigation of the biases of crimes. If you are suspicious of any bias report as a hate crime and University Investigators will make the final determination



# Category B Crimes

The following is a list of the Category B crimes

- ▶ Larceny-Theft
  - ▶ A theft which does not qualify as a burglary or robbery
- ▶ Simple Assault
- ▶ Intimidation
  - ▶ The placing of an individual in reasonable fear of body harm through the use of threatening words and/or other conduct
  - ▶ If the victim reports the offense, it is understood as reasonable fear
- ▶ Destruction/Damage/Vandalism of Property



# Crime Comparison

## Category 1/

### Clery Crimes

- Murder and non negligent manslaughter
- Forcible sex offense
- Non-forcible sex offense
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

## Category 2/

### Hate Crimes

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/damage/vandalism of property

\*remember a hate crime can be in either category, but a Clery Crime can only be in category 1



# Arrests and Disciplinary Referrals

- The third type of reportable offenses are weapons, drug abuse and liquor law violations.
- When a student is arrested, given a citation or summoned to court for weapons, drugs or liquor law violations, the University must report this in their Clery Crime report.
- Student and Student Athlete Handbooks have strict policies regarding these offenses. Any violation of student policies regarding these offenses should be reported to the University as usual.



# Campus SaVE Act

The Campus SaVE act or the Campus Sexual Violence Act is a provision and re-establishment of VAWA or the Violence Against Women Act with additional protections and clarifications.

Under this act, colleges and universities are required to:

- ▶ Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- ▶ Adopt certain student discipline procedures, such as for notifying purported victims of their rights
- ▶ Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.



# Campus SaVE Act Crimes

- ▶ “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- ▶ “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- ▶ “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

\*further specifications can be found in the Annual Security Report



# Important Additional Information

- ▶ In the case of a Campus SaVE Act crime (Domestic violence, Dating violence, Stalking) as well as any sex offense, forcible or non-forcible (Forcible Rape, Forcible Sodomy, Sexual Assault with an object, Forcible Fondling, Incest, Statutory Rape), there are additional procedures that the University must follow regardless of the location of the offense or the victims decision to prosecute the offender.
- ▶ As a CSA, you have a mandated responsibility to offer assistance to the victim and insure that the victim receives the proper support services offered by the University if they so desire.
- ▶ The victim's decision to not pursue disciplinary proceedings, institutional or criminal, does not excuse the University from not providing support.



# Continued

- ▶ If you are made aware of any of these crimes, immediately contact the Policy Coordinator.
- ▶ A disclosure of the victim's identity in any way other than to report it to the Policy Coordinator is a violation of FERPA. This includes reporting to Campus Security. Only the victim can file a report with Campus Security.
- ▶ Procedures for Reporting Sex Offenses can be found in the University's Annual Security Report. All employees should be familiar with the policies and procedures in the Annual Security Report.
- ▶ A reminder: Failing to report a crime may be a crime in itself. Ohio maintains a mandatory reporting law for felonies.



# Location of the Crime

What you need to know about the geography of crime reporting



# Reportable Locations

- ▶ We must disclose Clery Crimes that occur
  - ▶ On Campus
  - ▶ On Public Property within or adjacent to Campus
  - ▶ In or on non-campus property that your institution owns or controls
- ▶ Crimes that occur at University controlled functions or involving a member of the University Community not at these locations, we are not responsible for reporting according to the Clery Act.\*

\*Crimes that occur at University function not on campus, such as a sports game at another University, may be still applicable to Title IX. If an instance of sexual discrimination including gender violence occurs, please report this to the Title IX Coordinator.

# On Campus (Circleville)



# Public property adjacent to Campus (Circleville)



Public property includes the cross country track and the stretch of Lancaster Pike running parallel to campus



# Non-campus Property and Buildings

Property at these addresses are considered non-campus property

- ▶ 583 Lancaster Pike
- ▶ 617 Lancaster Pike
- ▶ 389 Clark Drive
- ▶ 271 Clark Drive

All AGS locations (other than Morrow Campus) are considered non-campus Property. While we do not need to track every crime at these locations, any crime involving those locations while our students are present we must report.

# On Campus (Morrow)

No public or non-campus property





# Determining the Validity

Or what a CSA should not do



# CSA's Roles in relation to Crimes

- ▶ A CSA does not have the authority to make a determination on the validity of the crime.
  - ▶ If a crime is reported or comes to the attention of the CSA, it is required that the CSA reports the crime
- ▶ It is not the role of the CSA to investigate the crime.
  - ▶ Investigating the crime in any way is prohibited
- ▶ It is not the role of the CSA to apprehend an alleged perpetrator.
- ▶ A CSA is not responsible for convincing a victim to report the crime to campus security or law enforcement
  - ▶ A CSA is only to inform and encourage the victim of their right to report the crime.



# How to Report Crimes

Reporting Forms, Assisting Reporters, and Who to report to,



# Reporting Forms

Campus Crime Reports

**OHIO CHRISTIAN UNIVERSITY CAMPUS CRIME REPORT**

|                                   |                           |
|-----------------------------------|---------------------------|
| Alleged Victim(s):                |                           |
| Crime Reporter(s) (if necessary): |                           |
| Date Of Crime:                    | Date Report Received:     |
| Suspected Crime:                  | Date of Report Submitted: |
| Location of Crime:                | Alleged Perpetrator(s):   |

**CRIME DETAILS IF WITNESSED**

|                          |       |
|--------------------------|-------|
| Contacted                | (Y/N) |
| Civil Authorities Called |       |
| Emergency Services       |       |
| Hospital Transportation  |       |
| Campus Security          |       |

**SUSPECTED TYPE OF CRIME**

|                                 |  |
|---------------------------------|--|
| Clery Crime                     |  |
| Clery Hate Crime                |  |
| Hate Crime                      |  |
| Campus SaVE Act                 |  |
| Arrest or Disciplinary Referral |  |

**NARRATIVE**

(Describe the details of the crime)

**Action Taken**

(Describe in detail what you did in response to being made aware of the crime)

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
POSITION

**\*\*THIS PORTION TO BE COMPLETED BY CAMPUS INVESTIGATORS\*\***

**INVESTIGATION:**

**FOLLOW UP:**

\_\_\_\_\_  
Policy Coordinator

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Campus Investigator

\_\_\_\_\_  
DATE

If the Crime is discovered apart from the victim

| OHIO CHRISTIAN UNIVERSITY CAMPUS CRIME REPORT    |                           |
|--|---------------------------|
| Alleged Victim(s):                               |                           |
| Crime Reporter(s) (if necessary):                |                           |
| Date Of Crime:                                   | Date Report Received:     |
| Suspected Crime:                                 | Date of Report Submitted: |
| Location of Crime:                               | Alleged Perpetrator(s):   |
| CRIME DETAILS IF WITNESSED                       |                           |
| Contacted  | (Y/N)                     |
| Civil Authorities Called                         |                           |
| Emergency Services                               |                           |
| Hospital Transportation                          |                           |
| Campus Security                                  |                           |
| SUSPECTED TYPE OF CRIME                          |                           |
| Clery Crime                                      |                           |
| Clery Hate Crime                                 |                           |
| Hate Crime                                       |                           |
| Campus SaVE Act                                  |                           |
| Arrest or Disciplinary Referral                  |                           |
| NARRATIVE<br>(Describe the details of the crime) |                           |
|  |                           |

Insert the Alleged Victim's Name or Names

May be different than the date of the crime

If known

Mark Y/N for service contacted if the Crime was witnessed

Mark Y/N for the type of Crime committed

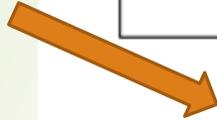
Give specific details that you obtained about the crime

Insert the specific location given for the occurrence of the crime





Your Name



**Action Taken**  
(Describe in detail what you did in response to being made aware of the crime)

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Detailed account regarding your interactions with the victim

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
POSITION



Your Title

**\*\*THIS PORTION TO BE COMPLETED BY CAMPUS INVESTIGATORS\*\***

**INVESTIGATION:**

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**FOLLOW UP:**

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To be complete by Campus Investigators

\_\_\_\_\_  
Policy Coordinator

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Campus Investigator

\_\_\_\_\_  
DATE



# Where to Find Campus Crime Reports

➤ <http://my.ohiochristian.edu/policies>





# Who to report the Crime to

Policy Coordinator, Campus Security, Title IX Officer,  
Privacy



# Policy Coordinator

- ▶ The role of the Policy Coordinator is to ensure Federal compliancy with University policies and procedures
- ▶ All reports should be sent to Matthew Merringer, Policy Coordinator, [mmerringer@ohiochristian.edu](mailto:mmerringer@ohiochristian.edu)
- ▶ The Policy Coordinator will insure that the proper procedures are followed and an investigation is started
- ▶ The Policy Coordinator will also provide accommodations and protective measures



# Campus Security

- ▶ Our Campus Security Office is not law enforcement and crimes are not mandated by law to be reported to them
- ▶ Students may choose not to inform the office of Campus Security and still choose to receive assistance from the University
- ▶ They cannot be informed of a student's personal information unless that student reports directly to them
- ▶ Campus Security also maintains University Investigators which might present a conflict of interest if crime reports are given to them that are not to be investigated
- ▶ For legal purposes, consider Campus Security a non-specialized department at the University when reporting Clery Crimes



# Title IX Officer

- ▶ Title IX Crimes that overlap, such as sexual assault or hate crimes dealing with gender and sex, must be reported to both the Policy Coordinator and the Title IX Officer
- ▶ Your role as a CSA does not negate your duty to uphold Title IX
- ▶ Report all Title IX offenses to [titleIX@ohiochristian.edu](mailto:titleIX@ohiochristian.edu)



# Privacy



- ▶ For your own protection, do not disclose crimes to anyone but the Policy Coordinator
- ▶ A disclosure to fellow co-workers or other departments may present a FERPA violation, EVEN IF IT IS FOR THE PROTECTION OF THE VICTIM
- ▶ The victim always chooses who to disclose crimes, personal information, and detail about their life to



# Assisting Crime Reporters

Witnessed crimes, secondhand reporting, assisting victims



# How to Report a Crime that you Witness

- ▶ If you witness a crime or emergency situation taking place, such as an assault, immediately contact campus security and local emergency services at 911.
- ▶ Campus Security will proceed with the investigation at that point.
- ▶ You may be asked to give a statement to Campus Security at this time.
- ▶ Fill out Campus Crime Report



# How to Report a Crime that you Hear of Secondhand

- ▶ Not all crimes will come to the attention of the University through the actual victim.
- ▶ CSA's are still mandated to report these crimes
- ▶ Gather as many details as possible from the source of the information about the crime
- ▶ Fill out a Campus Crime Report

Example: Jim, a basketball player, mentions offhand after basketball practice that his girlfriend's dorm room was broken into. Coach Bob overhears this comment. Coach Bob is a mandated crime reporter and must now fill out a Campus Crime Report and submit it to the proper authorities



# Victims Reporting Crimes

- ▶ CSA's are the University's front line in providing a safe environment for victims of a crime
- ▶ Never lead Community members to believe that you are not a mandated reporter
- ▶ Ensure that the victim is safe and does not need medical attention.
  - ▶ If the victim requires immediate attention, CSA's must help provide that immediate attention if the victim so desires.
- ▶ Encourage the Victim to report the crime to the police and Campus Security
- ▶ The University cannot force a victim to do anything
  - ▶ Ultimately, the decision to report a crime to the police, seek medical attention, or seek professional help rests solely on the victim. \*

\*Under Ohio law it is illegal to not report a felony to the police. But as thresholds of institutional knowledge in your role of CSA, if you report the any crimes to the University, that liability transfers to the University.



# Accurate Reporting

- Gather as many facts as the victim feels confident in reporting to you
- The victim may not want to give any details or want you to know that the crime occurred
  - You must still file a Campus Crime Report
  - Encourage the Victim to speak with a University official they feel more comfortable with such as a member of Student Development or Campus Security or to bring their case to local law enforcement
- Offer assistance to reporting the crime to Campus Security or local law enforcement
- File a Campus Crime Report regardless of the victims decision to file a report with law enforcement or Campus Security



# Consequences of Not Reporting

Promptly, Accurately, or Failing to Report



# Promptly and Accurately

- ▶ Failure to report Promptly may lead to the continued harm of the victim and the campus community as a whole
- ▶ Inaccurate reporting may led to improper criminal and institutional investigations and proceedings
- ▶ The University is mandated to offer Timely Warnings about crimes and patterns of crimes which is impossible to track without prompt and accurate reports



# Failing to Report

- ▶ Failing to report a crime is strictly against University policy. There are no exceptions for this policy including ignorance of proper procedures, crimes reported in confidence, or suspected lack of authenticity of crime
- ▶ Further, not reporting a crime could be a criminal offense. Ohio mandates the reporting of certain crimes including all felonies
- ▶ Compromising reporting policy compromises the safety of everyone at the University
- ▶ If you are not sure if a crime has been committed or if you do not believe that it is a Clery Crime, you still must report it



# Conclusion

- Be aware of threats to campus safety
- Report crimes, regardless of the seriousness or suspected authenticity to the Policy Coordinator
- Always offer and provide assistance to the victims of crimes
- Take your role seriously for your own sake- by failing to report or disclosing information improperly you may break Federal Institution Regulations, FERPA laws, Ohio law, and University Policy