

The Clery Act

Campus Security Authority Guide

WHAT is a Campus Security Authority (CSA)?

A Campus Security Authority is a term used in the Clery Act to describe someone who has significant responsibility for student and campus activities. The regulations that govern the Clery Act (34 CFR 668.46) define a CSA (Campus Security Authority) as:

A Campus Police Department or a Campus Security Department of an institution.

Any individual or individuals who have responsibility for campus security but who do not constitute a Campus Police Department or a Campus Security Department such as an individual who is 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.

Pastoral and professional counselors are not considered a campus security authority when acting in their roles as a pastoral or professional counselor.

WHO is a Campus Security Authority?

The Clery Act defines a CSA as:

A member of Public Safety

An individual or individuals who has responsibility for campus security but does not constitute a police or security department (for example, escort services)

An individual or organization specified in the institution's 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 campus activities

Examples of CSA's: Resident Assistants and Academic Peer Advisors, Director of Athletics, Athletic team coaches, assistant coaches, Dean of Students, Advisors to student organizations, Coordinator of Greek Affairs, Community Service Officers and Escort Services.

What responsibilities does a Campus Security Authority have?

CSAs are in positions that have relationships to students such that they are more apt to receive reports from students who were a crime victim or witness. Therefore, it is necessary to provide CSAs with the proper tools and training to assist them if they are made aware of information about crimes or asked for assistance by a victim. Additionally, as stated above, this is a federal obligation required under the Clery Act.

Under the Clery Act, a crime is considered "reported" when it is brought to the attention of a CSA or reported directly to law enforcement by a victim, a witness, other third party or even the offender. It doesn't matter whether or not the crime, are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. If you believe you received a "good faith" report of an incident, please document and report it immediately to the Indiana State University Police Department.

When to Report?

If someone tells you about a crime or an incident that may be a crime, you must report it to the designated office or official responsible for collecting Clery report information. At ISU, the Director of Public Safety is responsible for collecting Clery report information.

Please make notice to the Public Safety Office when a report is made to you as soon as possible. If there are any questions, please contact Public Safety at 812-237-5555.

The reportable Clery crimes are "good faith" reports. (reasonable basis to believe it is not rumor or hearsay) Information can be from a witness, 3rd party, victim or offender.

Tell the person you must report the incident as a confidential statistic but will not identify anyone involved unless the victim consents to being identified

When in doubt, report!!

How to Report?

If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report via the [ISU Crime Incident Campus Security Authority Document](#). In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. What you must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic. Campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority should not try to

apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement. It's also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

If the individual wants to make a report/have the incident investigated, let the person know about options for reporting to law enforcement, including meeting with Public Safety and/or local law enforcement. Contact information is provided below.

Inform the person how they can report confidentially through the web form "Silent Witness" on the Office of Public Safety webpage at [Silent Witness Reporting](#)

You can contact an Officer by calling 812-237-5555

What Information should I include in my [ISU Crime Incident Campus Security Authority Document](#) to Public Safety?

- ✚ *Type of crime*
- ✚ *Location of the Crime*
- ✚ *Timing*
 - *Date and Time the crime or incident occurred*
 - *When the person reported it you*
- ✚ *Name of Victim (if the victim wishes to be identified)*
- ✚ *Identities of any known suspects or witnesses (if the victim wishes to identify)*
- ✚ *Description of the incident or crime*
- ✚ *Get the information the person wants to tell you, Public Safety will classify the crime. Detailed information will help correctly categorize the crime*
- ✚ *You don't have to prove what happened or who was at fault*
- ✚ *You aren't supposed to find the perpetrator*

What Resource Information should I provide to the reporting person?

Programs for assisting victims of crime, including sexual and other assault

[Counseling Center](#)

[Student Health Center](#)

[National Sexual Assault Hotline](#)

[Indiana State University Police Department/Public Safety](#)

ISU Police Department 911 or 812-237-5555

What if I want more information?

[You can access The Handbook for Campus Safety and Security Reporting or;](#)

Chapter 4 of the Handbook, [Collecting Statistics: Campus Security Authorities and Law Enforcement Agencies](#), which explains in detail the law regarding Campus Security Authorities (CSA's)