



# CAMPUS SECURITY AUTHORITY (CSA) TRAINING

*For University staff, faculty, contractors, and students with significant responsibility for student activities*

Created by the Clery Compliance Coordinator in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))

# OBJECTIVES

- Be aware of the Clery Act
- Know the basic CSA reporting requirements
- Know how to handle a crime disclosure

# HISTORY OF THE CLERY ACT

**Jeanne Clery**  
1966 - 1986



*"Lest We Forget The Meaning of Her Death, That We Must Protect One Another, So That Her Life Will Not Have Been In Vain."*

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

Her parents believed she and others would have been more cautious if they'd known about other violent crimes at Lehigh University.

1990 – Federal Law enacted: *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" (i.e., the "Clery Act").

# IMPACT OF THE CLERY ACT

**Mandated a requirement for all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.**



# PURPOSE OF THE CLERY ACT

**Provide students, families, and employees with accurate, complete, and timely information about campus safety so that they can make informed decisions.**

**Mason provides campus safety information in a number of ways, including, but not limited to:**

- **Alerting the campus community about significant emergencies or dangerous situations and crimes that pose a serious or continuing threat to safety.**
- **Disclosing safety and security policies in an annual security report.**
- **Publishing a daily crime and fire log of all crimes and all fires in on-campus student housing facilities reported to Mason Police.**
- **Collecting crime reports from Campus Security Authorities and local law enforcement and disclosing statistics to the public.**



# ROLE OF CAMPUS SECURITY AUTHORITIES (CSAs)

**Not all crimes come to the attention of campus police. Therefore, the Clery Act requires a collaborative effort to collect previously unreported crime statistics from all individuals and organizations associated with the university who have significant responsibility for student or campus activities.**



# DEFINITION OF CSA AT MASON

**CSAs include all University faculty, staff, and contractors who are not Pastoral Counselors or Professional Counselors. Additionally, all students fulfilling duties requiring them to take action or respond to particular issues on behalf of the institution (e.g., Resident Advisors) are also considered CSAs under University Policy #1412.**

- **Exemptions:** Only staff members in Counseling and Psychological Services (CAPS) and pastoral counselors associated with a religious group who provide confidential counseling, functioning within the scope of that recognition, are *exempt* from CSA reporting.

**See University Policy #1412: Reporting of Clery Act Crimes and/or Prohibited Sexual Conduct:** <http://universitypolicy.gmu.edu/policies/reporting-of-clery-act-crimes-andor-prohibited-sexual-conduct/>

# CSA TRAINING IN ONE SENTENCE

**“You have been designated as a Campus Security Authority (CSA); this means if you witness, learn of, or hear about a Clery Act crime, you must, as soon as possible, contact Mason Police and tell them what happened, when it happened, and where it happened; you may identify the victim or keep the victim’s identity confidential.”**



# “WHAT ARE CLERY ACT CRIMES?”

## Criminal Offenses:

- Homicide
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking
- Hazing

## Hate Crimes:

- Motivated in whole or part by hate or bias (race, gender, gender identity, religion, ethnicity, disability, sexual orientation, national origin)
- All criminal offenses previously mentioned, plus:
  - Larceny/theft
  - Simple assault
  - Destruction/damage/vandalism
  - Intimidation
  - Any crime involving bodily injury

## Arrests and Referrals for Disciplinary Action

- Weapons law violations
- Drug law violations
- Liquor law violations

Specific crime definitions can be found at the following link:

<http://police.gmu.edu/clery-act-reporting/clery-crime-definitions/>

# **“DOES IT MATTER WHERE INCIDENTS HAPPEN?”**

## **YES – Location Matters**

- Crimes are only “Clery reportable” if they’ve occurred on or near property that Mason owns or controls through a written agreement and have not already been reported to Mason Police.
- However, when in doubt, report!
- Mason Police will sort out any geography concerns.

# “WHAT IF VICTIMS WISH TO REMAIN ANONYMOUS?”

- At the request of the victim(s), identifying information may be excluded from the report (e.g., names, initials, contact information, etc.).
- However, if the incident involves sexual violence (e.g., sexual assault, dating/domestic violence, or stalking), according to federal law, identifying information must be reported to Mason’s Title IX Coordinator located at the Office of Access, Compliance, and Community (OACC):
  - Complete an intake form at <https://diversity.gmu.edu/title-ix/sexual-or-interpersonal-misconduct-report-form>,
  - E-mail [titleix@gmu.edu](mailto:titleix@gmu.edu), or
  - Call 703-993-8730

# “HOW SHOULD I HANDLE THE CRIME DISCLOSURE?”

- CSAs are not responsible for determining authoritatively whether a crime took place, and they should not try to apprehend alleged suspects of crimes.
- When interacting with a person reporting a crime, CSAs should do the following:
  - Explain their obligation to report the incident to Mason Police
  - Gather enough information that would provide sufficient detail to properly classify the incident
  - Offer the person available support resources (a listing of available support resources is available here:  
<http://universitypolicy.gmu.edu/policies/sexual-harassment-policy/>)

# CSA REPORTING PROCEDURES

**CSAs must report all Clery Act crimes as soon as possible to Mason Police using at least one of the following options:**

**Calling Mason Police directly**  
at (703) 993-2810

**Completing the CSA Crime  
Statistics Reporting Form**  
available online at  
<http://police.gmu.edu/clery-act-reporting/csa-form/>

**Contacting the Clery  
Compliance Coordinator at**  
[cleryact@gmu.edu](mailto:cleryact@gmu.edu)

**In case of emergency, immediately call 9-1-1**



# RESOURCES

- For CSA reporting, use the **CSA Crime Statistics Reporting Form** available here: <http://police.gmu.edu/clery-act-reporting/csa-form/>
- University Policy #1412: Reporting of Clery Act Crimes and/or Prohibited Sexual Conduct: <http://universitypolicy.gmu.edu/policies/reporting-of-clery-act-crimes-andor-prohibited-sexual-conduct/>
- More information about Clery Act crime reporting is available here: <http://police.gmu.edu/clery-act-reporting/>
- Various resources for reporting sexual misconduct, crimes, and other incidents can be found in the most up to date Annual Security Report: <http://police.gmu.edu/annual-security-report/>
- The U.S. Department of Education has Clery Act information at: <https://www2.ed.gov/admins/lead/safety/campus.html>

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