CAMPUS SECURITY AUTHORITY

TRAINING AND COMPLIANCE

THE UNIVERSITY OF TENNESSEE KNOXVILLE
Welcome to CSA Training!
Your role with the university has designated you as a Campus Security Authority, or CSA. This training will introduce you to the Clery Act, the federal law requiring this training, as well as your part in the university’s compliance as a CSA.
If you have any questions, please feel free to contact me.

Jillian Paciello, Clery Compliance Coordinator
clery@utk.edu
Introduction to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In 1986, Jeanne Clery was sexually assaulted and murdered in her dorm room at Lehigh University by another student. Her parents believed she would have been more cautious had she known about other violent crimes in the area.
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

At the time, only 4% of colleges and universities reported crimes on their campuses to the FBI.

The Clery’s went to work to mandate that all colleges and universities disclose crimes that occur on their campuses.

In 1990, the Campus Security Act was passed. It was later renamed the Clery Act.
What role do I play in the Clery Act?

• Gathering and disclosing campus crime statistics is a large focus of the Clery Act

• Even with a police department on campus, someone may be inclined to report a crime to someone other than police

• To ensure campus crime is not underreported, the Clery Act has designated certain individuals on campus as Campus Security Authorities

• You have been identified as a Campus Security Authority, or CSA, for the University of Tennessee Knoxville or Institution of Agriculture
Please take a moment to watch the following video
If a crime is reported to you or you are made aware of a criminal incident, you need to report it to the Clery Compliance Office within the University of Tennessee Police Department.

Reporting can be done through a CSA Report.
CSA Reporting

A CSA Report Form is specifically for UTK and UTIA CSAs to report incidences for Clery reporting to the appropriate authorities.

The CSA Reporting form can be located online at http://clery.utk.edu/campus-security-authority/

CSA’s should review the form at this time during the presentation to familiarize themselves with the information needed to complete the entry form.
CSA Reporting

The following information is needed for the incident:

- Date
- Location
- Crime Classification
- Victim/Suspect relationship (if known)
- If it was motivated by bias
- A brief description – Please report what you know to help determine the appropriate Clery classification

Victim information is **not** required on the CSA reporting form.
CSA Reporting

Though victim information is not required on the CSA reporting form, personal identifiers are requested to prevent double reporting.

The initials of the victim’s first, middle and last name are requested for tracking purposes only. However, this is not a mandatory field.

Whether crime information is shared for a safety notice or included in campus statistics, no personal identifiers are disclosed.
CSA Reporting

If a Clery crime is reported to you, encourage the reporting party to notify UTPD.

If the incident has been reported to UTPD, then you do not need to submit a CSA Report.

If the incident has not been reported, and falls under the guidelines of a Clery reportable incident, you will need to fill out a CSA report and submit it to the Clery Office.
What crimes do I need to report?

• Not all crime needs to be reported to the Clery Office

• There are specific crimes the Clery Act has designated as reportable crimes

• If you are made aware of the following incidences, you will need to report them
Clery Reportable Crimes

- Murder and non-negligent manslaughter, negligent manslaughter
- Rape
- Fondling
- Incest & Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking
Clery Reportable Crimes

A hate crime or crime of bias involving any of the previous listed Clery crimes or one of these four crimes –

(The four following crimes are only reportable if motivated by bias)

- Simple assault
- Larceny – Theft
- Intimidation
- Destruction/damage/vandalism of property

A hate crime is when offenses are committed because of a person’s –

- Race
- Gender
- Religion
- Gender identity
- Sexual orientation
- Ethnicity
- Disability
- National origin
Clery Reportable Crimes

Law Violations:
- Liquor Law
- Drug Law
- Weapon Law

If you have reported any of these incidences as a part of a Student Conduct report, you do not need to report them to the Clery Office.

*DuIs or intoxication of someone 21 and older are not Clery reportable liquor law violations*
TN Law & Child Abuse

Tennessee law mandates additional reporting by any person who has knowledge of physical or mental harm to a child or suspects that a child has been sexually abused. Reporting to UTPD or your supervisor does not satisfy your reporting duty under Tennessee law. (i.e., your duty to report child abuse/child sexual abuse under TN law is in addition to your reporting duty under the Clery Act.)

- A Child is any person under 18 years of age
- Is it an emergency? Call 911
- Otherwise, must report to one of the following:
  - The Tennessee Department of Children’s Services (reports can be made by calling the Central Intake Child Abuse Hotline at 1-877-237-0004)
  - The sheriff of the county where the child resides
  - The chief law enforcement official of the city where the child resides or
  - A judge having juvenile jurisdiction over the child
For definitions to any of these crimes…

Go to the Clery website at http://clery.utk.edu/campus-security-authority/

*See the Reportable Crimes, Definitions, & Locations tab next to the CSA Report
Does it matter where the crime occurred?

Yes - Clery Act reporting is based on **WHERE** the crime occurred not WHO was involved in the crime.

If the incident occurred on UTK property, regardless of who was involved (affiliated or unaffiliated with the university), it needs to be reported.
Clery Reportable Locations

Crimes occurred on one of three types of property must be reported:

1. On-campus:
   - University owned or controlled property within same reasonably continuous geographic area of institution
   - Student residence facilities are considered a part of on-campus property but have their reporting category

2. Public Property:
   - Include streets, sidewalks, etc. within or immediately adjacent to campus

3. Non-Campus:
   - University owned or controlled not in the general geographic area of institution and used to support education purposes or by students

Example: The recreational fields on Sutherland Avenue or areas used on a consistent basis by the study abroad programs.
Clery Reportable Locations

A map of Clery defined on campus and public properties can be located at http://clery.utk.edu/clery-map/

If the crime did not occur on a Clery reportable location, you are not federally mandated to report it to the Clery Office.

However, you will still need to follow any procedures such as reporting to Case Management or Title IX depending on your position.
The Clery Act is strictly monitored and enforced by the Department of Education

Failure to comply with any federal regulations of the Clery Act can result in:

- A $35,000 fine per violation
- The institution can be suspended from participating in federal financial aid programs
As seen with other cases, a fine is not the only burden. Institution’s also receive crippling scrutiny from the public and the media that can damage their reputation they’ve worked so hard to build.

Penn State is still waiting to hear the final results of their review, but it could be the largest fine to date from the Department of Education.
**CSA Considerations**

When in doubt, report!

- If you are unsure if the incident is a Clery crime, if it happened in a Clery location, or if it was even a crime at all, still report the incident.

- The Clery Office will decide the classification of the crime and how it should be categorized.

- Be advised the Clery Office may contact you for additional information if necessary.

- Simply report what you know.
CSA Considerations

- As always, people and their safety are our main concern, be sure to assist the victim in obtaining help if needed (medical, counseling services, etc.)
CSA Frequently Asked Questions

- What if someone discloses information to me but they want it to be confidential?

If you are asked to keep information confidential, inform them you are federally mandated to report the incident to the Clery Office at the UT Police Department. However, we only disclose demographics in our crime statistics and notifications, and do not share personal identifiers about the victim.

- Do I need to report something that happened on private property, like an off campus apartment?

Only crimes that happen on UT owned or controlled property need to be reported. When in doubt, report the incident.
CSA Frequently Asked Questions

- Do Clery mandates ever change?

Yes, the Clery Act regulations can and have evolved. Three new crime categories, Stalking, Dating Violence and Domestic Violence were recently added. This is one of the reasons annual training for CSAs is so important.

- Why do you send out emails and texts about crime?

There are two forms of notifications. *Immediate notifications*, or UT Alert!, and *timely notifications*, or as we call them, Safety Notices. We are federally mandated to send them out and believe it’s an important part to keeping the community safe. Many universities who have received fines were failure to comply in this area.
Why do these notifications only go out for some crimes and not others?

Clery crimes that pose a serious or continuing threat to the campus community are subject to notification. However, some notices may not be posted for incidents involving:
- an arrest of the perpetrator,
- a significant time delay in reporting, or
- other circumstance diminishing a serious or continuing threat

Notices must be issued in a manner that is:
- Timely
- Will aid in the prevention of other crimes

Notices must be considered for all Clery Act crimes that are:
- Reported to CSAs or police and represent a serious or ongoing threat to the community
- Even if we don’t have all the information
- Can be issued for threats against persons (such as a rape) or property (such as motor vehicle theft)
**CSA Frequently Asked Questions**

- Where can I find more information on the Clery Act?

Additional information regarding Clery compliance at UTK can be found at [http://clery.utk.edu/](http://clery.utk.edu/).

For other resources, information and an online version of this training, go to [http://clery.utk.edu/](http://clery.utk.edu/) and visit the Campus Security Authority page and see the Resources tab.
**CSA Frequently Asked Questions**

- **Who can I contact with questions about the Clery Act?**

   You can always send your Clery questions to `clery@utk.edu`, or any of these individuals would be happy to assist you:

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
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You have now completed your Clery Training!

Thank you for your time!

THE UNIVERSITY OF TENNESSEE KNOXVILLE