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
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Introduction to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In 1986, Jeanne Clery was a freshman at Lehigh University. One evening she left her dorm room unlocked, and was sexually assaulted and murdered by another student. Her parents thought she was in the safest place she could be in living on a college campus. They were unaware there had been 35 violent crimes in the area over the past three years. Her family believed she would have been more cautious had she known about crime in the area.
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 in Jeanne’s honor.
Reporting Crimes

• Gathering and disclosing campus crime statistics is a large focus of the Clery Act
• Ideally, all crimes would be reported to local law enforcement
• The Clery Act recognizes that is not always the case and many crimes can go unreported
Reporting Crimes

• Many people disclose crimes to people they trust

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

• CSAs are required to report certain crimes to the Clery Coordinator should they be reported to them
Due to your role with the University, you have been identified as a Campus Security Authority, or CSA, for the University of Tennessee Knoxville or Institution of Agriculture.

If a Clery Act reportable crime is reported to you, you will need to report it through a CSA Report.
Submitting a CSA Report

Go to clery.utk.edu

Select the Campus Security Authority Tab
Submitting a CSA Report

Complete the online form and submit.
CSA Reporting

The following information is needed for the submission:

- Date
- Location
- Crime Classification (if known)
- Victim/Suspect relationship (if known)
- If it was motivated by bias
- Incident description – Please report all the information 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

The CSA Report Form is specifically for CSAs to report Clery crimes to the Clery Office.

CSA’s should review the form to familiarize themselves with the information needed to complete the submission.

https://clery.utk.edu/campus-security-authority/
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 UTPD, and falls under the guidelines of a Clery reportable incident, you will need to fill out and submit a CSA form.
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 incidents, 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 incidents 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
For definitions to any of these crimes…

Visit the Clery website at [https://clery.utk.edu/](https://clery.utk.edu/)

*See the *Reportable Crimes, Definitions, & Locations* under the Campus Security Authority tab
If I report to Title IX do I also need to submit a CSA Report?

Yes. Title IX and the Clery Act have different reporting obligations. To ensure all necessary information is forwarded to the appropriate departments, we ask that you complete the CSA report. Just be sure to mark on your submission that the incident was also reported to Title IX (or other agency) if that is the case.
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, you 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
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 the Office of 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 $54,789 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.

In 2016, the Department of Education issued its largest fine to date to Penn State for $2.4 million dollars.
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 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. Please be sure to assist the victim in obtaining help if needed (medical, counseling services, etc.).

What to Do if You Have Been Sexually Assaulted

Go to a safe place.

Once you are in a safe place, tell someone you can trust about the incident—a roommate, friend, resident advisor or hall director, minster, or counselor—a someone who can provide emotional support and objectively help you make a plan.

Preserve all physical evidence.

Do not change your clothing, bath, shower, clean, use the bathroom, brush your teeth, drink liquids, wash your hands, or comb your hair. If you change clothes, you should place all of your clothing that was worn at the time of the incident in a paper (not plastic) bag.

Seek medical attention.

You may need medical care at any time. You might want to prosecute, you are bees, a medical professional will examine you for signs of sexual assault and pregnancy. UT Police examination, receiving a medical examination, and notifying the police. If you think you have evidence within seconds to minutes from the time of the examination.

What are your rights if you are a survivor of sexual assault, domestic violence, or stalking?

Click Here.
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 Clery 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. New regulations were issued in 2016 that impact reporting and CSAs. 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 for 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

Jillian Paciello
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865-974-3114
You have now completed your Clery Training.

Thank you for your time!

THE UNIVERSITY OF TENNESSEE KNOXVILLE