



## Campus Security Authority Guide

Jeanne Clery  
Disclosure of  
Campus Security Policy  
& Crime Statistics Act

## **HISTORY OF THE CLERY ACT**

In 1986, Jeanne Clery was raped and murdered in her residence hall by another student she didn't know. Her parents believe she and her fellow students who left doors propped open would have been more cautious if they had known about other violent crimes committed within their campus community.

The Crime Awareness Campus Security Act of 1990, renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) in 1998, requires higher education institutions to report crime statistics to current and prospective students and employees and the US Department of Education. It also requires higher education institutions to give timely warnings of crime that represent a threat to the safety of students or employees, and to disclose their campus safety and security policies.

To learn more about the Clery Act, visit:

<https://clerycenter.org/>

## **CLERY ACT RESPONSIBILITIES**

To ensure that students know about dangers on their campus, the Clery Act requires institutions to gather and publish data from Campus Security Authorities (CSAs).

CSAs should have the baseline knowledge of the following components of the Clery Act:

- Development, disclosure and implementation of campus security policy
- Timely warnings
- Daily crime log
- Annual security report
- Emergency response

## **WHO IS A CAMPUS SECURITY AUTHORITY**

The job of campus safety does not rest solely in the hands of campus security. It is a collaborative effort across all offices on campus.

The purpose of including non-security or law enforcement as CSAs is that many individuals on campus receive crime reports, not just campus security.

The Clery Act defines a CSA as:

- A member of campus security
- An individual who has responsibility for campus security but does not constitute a police or security department (for example, monitoring the entrance of a building during an event)
- 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 (see College Policy 500.1)
- An official of an institution who has significant responsibilities for student or campus activities

**Each institution is unique so each college or university needs to look at individual's roles and functions.**

Examples of our designated CSA's are:

- Directors
- Counselors
- Security employees
- SAIT team members
- President
- Vice Presidents

## **CSA RESPONSIBILITIES**

- Report Clery Act crimes to the official or office designated by the institution (Campus Security).
- Document any Clery crime reports provided in good faith (i.e. where there is a reasonable basis for believing that the information is not simply rumor or hearsay).
- Include reports from a witness, third party, victim or offender.
- CSAs are NOT responsible for determining whether the crime took place.

## **CSA EXCLUSIONS**

Some examples of individuals who would not meet the criteria for being campus security authorities are:

- Individual faculty who are not advisors to student groups
- Individual staff members who do not have significant responsibilities for student or campus activities

### **Exemptions:**

- Pastoral Counselor
- Professional Counselor

A pastoral or professional counselor must be acting in the aforementioned role to be exempt from reporting. For example, a director of student services may have a counseling license, but would still be required to report if he or she receives a disclosure while functioning as an administrator rather than a counselor.

## **CSA EMEMPTIONS**

### **YOU DO NOT HAVE TO REPORT IF**

You are a **licensed** mental health counselor or pastoral counselor (recognized by religious organization to provide confidential counseling).

**AND**

You are working within the scope of your license or religious assignment.

**Even though as a counselor you are not required to report, you can tell the person how he or she can confidentially report the crime for inclusion in the annual statistics.**

## WHEN TO REPORT

I am a CSA – what must I do?

- If someone tells you about a crime or an incident that may be a crime, you must report it to the College's designated office or official responsible for collecting Clery report information (Security Manager).
- Share the information as related by the person.
- When in doubt, report.
- Tell the person who disclosed the crime to you that you must share the information.
- Help connect the person to available options and resources within the institution.

Clery Contact – **Fred Frazier, Security Mgr 801-627-8471**

Campus Security – **801-430-5139, email:**

**[security@otech.edu](mailto:security@otech.edu)**

Website - **<https://www.otech.edu/about-us/security/>**



## **REPORT OPTIONS**

- Let the person know about options for reporting to law enforcement.
- Tell the person how he or she can report confidentially (LiveSafe app or Silent Witness email).
- Crimes reported to campus security authorities should then be reported to the designated office within the institution
- The CSA Crime Reporting Form can be found in the Forms section on the InfoNet.

## CLERY CRIMES

- Criminal Homicide
  - Murder and Non-negligent manslaughter
  - Negligent Manslaughter
- Sex Offenses
  - Forcible Sex Offenses
  - Non-forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking
- Liquor, Drug, or Weapons Law Violations
- Hate Crimes\*

\*Hate Crimes: Any of the above offenses as well as incidents of Larceny-Theft, Simple Assault, Intimidation or Destruction/Damage/Vandalism of Property which were motivated by the offender's bias.

## **WHAT MUST BE REPORTED**

- Type of crime
- Location of the crime
  - On campus
  - On public property adjacent to & accessible from campus
  - At non-campus property or building owned or controlled by the institution or a recognized student organization
- Timing
  - Date and time the crime or incident occurred
  - When the person reported it to you
- Name of the victim (if the victim wished to be identified)
- Identities of any known suspects or witnesses

## **IN ALL CASES**

- Get the information the person wants to share.
- You don't have to prove what happened or who was at fault.
- It is not your responsibility to find the perpetrator.
- Detailed information will help correctly categorize the crime.
- If you're not sure if a crime should be reported, report it and let campus security or the designated office decide.

If the person reporting the crime is in imminent danger or harm, telephone the Ogden Police Department immediately by dialing **9-1-1** or 801-395-8221.

## **INFORMATION YOU SHOULD PROVIDE**

- Programs for assisting victims of sexual assault and other crimes
- Procedures for seeking medical help
- Options for reporting

Learn more about the institutional requirements at:  
<https://clerycenter.org/>

## **CAMPUS SAFETY INFORMATION**

Contact Campus Security for more information:

Website: <https://www.otech.edu/about-us/security/>

• Phone: 801-430-5139, email: [security@otech.edu](mailto:security@otech.edu)

### **Other institutional and community resources:**

Program Counselors: <https://www.otech.edu/current-students/program-counselors/>

Your Community Connection Family Crisis Center (YCC):  
<https://www.ycchope.org/>

Phone: 801-394-9456      Crisis Line: 801-392-7273

**RAINN- Rape, Abuse and Incest National Network:**  
[www.rainn.org](http://www.rainn.org)

## **ADDITIONAL RESOURCES**

### **Other Resources:**

#### **Handbook for Campus Safety and Security Reporting**

<http://www2.ed.gov/admins/lead/safety/handbook.pdf>

#### **Clery Center**

<https://clerycenter.org/>

## CLERY CRIME DEFINITIONS

### *Criminal Homicide*

**Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** is defined by the killing of another person through gross negligence.

### *Sex Offenses*

**Sex Offenses-Forcible** is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Sex Offenses-Non-forcible** is defined as unlawful, non-forcible sexual intercourse (incest or statutory rape)

**Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** is the unlawful entry of a structure to commit a felony or theft.



## **CLERY CRIME DEFINITIONS (cont.)**

**Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.

**Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**A Hate Crime** is criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

**Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession of constructive possession of another.

**Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## CLERY CRIME DEFINITIONS (cont.)

**Domestic Violence** means a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction receiving grant monies (under VAWA) or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

**Dating Violence** means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of the relationship, and
  - the frequency of interaction between the persons involved in the relationship

## **CLERY CRIME DEFINITIONS (end)**

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

**Weapons: Carrying, Possessing, Etc.,** is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence of drunkenness