What you need to know about your role as a Campus Security Authority
Your Duty as a CSA

Your position at PC has been designated as a Campus Security Authority (CSA), either by Federal Law or by the Phoenix College Administration.

As a Campus Security Authority, you are required to report to the PC Department of Public Safety office, certain crimes that are reported to you by students or campus employees.

This duty is required under federal law, known as the Clery Act.
Origin of The Clery Act

- In 1986, Jeanne Clery was a 19 year old freshman at Lehigh University in Pennsylvania.
- She was sexually assaulted, strangled and murdered in her dorm room (the suspect was caught and prosecuted).
- There had been 38 violent crimes on Lehigh’s campus in the three years prior to Jeanne’s murder.
- At the time, colleges and universities were not required to disclose crime statistics.

Jeanne’s parents, Connie and Howard Clery, began the foundation “Security on Campus” and lobbied Congress for the passage of the Clery Act -- which requires institutions to maintain and disclose information about crime on or near their campus.
CAMPUS SECURITY AUTHORITY

In order to comply with the Clery Act, the college administration must:

• Determine who the institution’s Campus Security Authorities are
• Advise them of their role
• Describe their responsibilities
• Provide training for them
The Clery Act and CSA’s?

- According to the Clery Act, The Department of Public Safety at each campus is required to report to the campus community and the Department of Education, statistics concerning the occurrence of certain criminal offenses that are reported to the department, or any official (employee) of the institution who is defined as a Campus Security Authority (CSA).
Who are Campus Security Authorities?

They are ANY employees of the institution, who are in a position to develop relationships with students, or has significant responsibility for student and campus activities.

(This includes Board approved, temporary and volunteer staff)
How are employees designated as CSA’s

- Individuals may be designated as CSA’s based on whether they perform the following functions:
  - Their official job responsibilities involve significant interaction with students and/or campus activities and organizations
  - They serve as informal or unofficial mentors to students
  - They serve as a member in an office or of a committee, to whom students are instructed and informed to report or discuss crimes, allegations of crimes, and other situations
  - They have oversight for disciplinary procedures
  - Their position is designated a CSA by the Clery Act
Examples of CSA’s

• Campus Public Safety Department staff
• Faculty or Staff student club advisors
• Dean of Students
• Director/Asst Director of Athletics and ALL COACHES (including volunteer coaches)
• Specialized staff that work with students on a daily basis. (Example: Disability Services, Veterans Affairs, International Students etc.)
• Other faculty or staff that the campus Administration designates as CSA’s
Who are not CSA’s

- Faculty (unless a student club/activity advisor)
- Clerical staff
- Facilities staff
- Food service staff
- Academic advisors
- Athletic trainers
- Licensed Psychologists
Campus Security Authority Responsibilities

If a Campus Security Authority receives information about a crime, and believes the report was made in good faith, they should document the incident and **must** report it to the proper:

“Campus Reporting Authority.”
Campus Reporting Authority

The **ONLY** proper Campus Reporting Authority within the Maricopa County Community College District, is the MCCCD Department of Public Safety

At PC it’s the Public Safety office

You may report the incident to your supervisor, department head, division chair, or the Dean of Students, but it still must be reported to the Department of Public Safety
It’s Not Who and It’s Not When

It’s not the who:

- It does not matter if the victim or offender are MCCCD students or have any affiliation with the College District. As long as the incident occurred on campus property.
- It does not have to be the victim who reports the crime to you. For example, if the friend of the victim tells you about a crime, you must notify your campus Department of Public Safety.

It’s not the When:

- Even if someone tells you about a crime that occurred 2 years ago, you must notify the campus Department of Public Safety.
- Clery crime statistics are counted for the year that the crime was reported, not the year that it occurred.
What Crimes Are Required To Be Reported?

- Homicides
- Sexual Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate/Bias Related Crimes (Any criminal offense under Arizona law that was committed based on the bias of the suspect)
  - Types of Bias
    - Disability
    - Ethnicity
    - Gender
    - Gender Identity
    - National Origin
Crimes Continued

• Race
• Religion
• Sexual Orientation

• Stalking (new as of 2013)
• Dating Violence (new as of 2013)
• Domestic Violence (new as of 2013)

• Criminal:
  – Drug Abuse Violations
  – Liquor Law Violations
  – Weapons Law Violations
Crime Definitions

• **Murder and Non-negligent Manslaughter**: The willful (non-negligent) killing of one human being by another.

• **Negligent Manslaughter**: The killing of another person through gross negligence.

• **Forcible Sex Offenses**: Any sexual act (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling) or an attempted sexual act directed against another person, forcibly and/or against that persons will, or not forcibly or against the persons will where the victim is incapable of giving consent.
  
  — **Forcible Rape**: The carnal knowledge of a person, forcibly and/or against that persons will, or not forcibly or against the persons will where the victim is incapable of giving consent.
  
  — **Forcible Fondling**: The touching of private body parts of another person for the purpose of sexual gratification, forcibly and/or against that persons will, or not forcibly or against the persons will where the victim is incapable of giving consent.
  
  — **Forcible Sodomy**: Oral or anal sexual intercourse with another person, forcibly and/or against that persons will, or not forcibly or against the persons will where the victim is incapable of giving consent.
  
  — **Sexual Assault with an Object**: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons will, or not forcibly or against the persons will where the victim is incapable of giving consent.
Definitions Continued

- **Non-Forcible Sex Offense:** Unlawful non-forcible sexual intercourse (incest, Sexual conduct with a minor).
  - **Incest:** Non-forcible sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.
  - **Sexual Conduct with a Minor:** Non-forcible sexual intercourse with a person who is under the age of consent.

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

- **Aggravated Assault:** An unlawful attack by one person on 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:** The unlawful entry of a structure (excluding a vehicle) to commit a felony or a theft.

- **Arson:** 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.

- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
Definitions Continued

- **Stalking (new as of 2013):** A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct would cause a reasonable person to fear for the person’s safety or safety of that person’s immediate family member and that person in fact fears for the person’s safety or the safety of that person’s immediate family member. This also includes the fear of death for that person or immediate family member. Acts may include, but are not limited to:
  - Following
  - Observing
  - Monitoring
  - Threatening
  - Surveillance
  - Communicating to or about a person
  - Interfering with or damaging a person’s property or pet
  - Contact via electronic communication

- **Dating Violence (new as of 2013):** Violence committed by a person who is or has been in an intimate or romantic relationship with the victim. This includes, but not limited to, sexual or physical abuse or the threat of such abuse.
Definitions Continued

• **Domestic Violence (new as of 2013):** Any person who murders, kidnaps, physically assaults in any manner, threatens, harasses, damages the victim’s property or interferes with the personal liberty of another. It includes:
  – Family Members including: spouse’s family and step-family members
  – People who are married, or were married
  – Previously dated or are currently dating, or are or were in a sexual relationship
  – Have a child in common
  – Is pregnant by the other party
  – Share or have shared a household (ex: roommates)

• **Weapons Law Violations:** The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; alien possession of deadly weapons; and all attempts to commit any of the aforementioned.
• **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

• **Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).
Your Role as a Campus Security Authority

Encourage crime victims and witnesses to report any reportable crimes to the PC Department of Public Safety.

Formally notify the Public Safety office of any reportable crimes you are made aware of.

Just collect the facts

- You are not a detective
- You don’t have to prove what happened or who was at fault
- Your aren’t expected to find the suspect
Role Continued

Explain that you are required to notify the campus Department of Public Safety

- The victim can remain anonymous, if they wish.
- The victim does not have to speak with the police.
- You may wait to file a report until you are alone, but make the report as soon as possible. The crime may require a Timely Warning to be issued by the campus.
Reporting a Crime

A crime may be reported to the PC Public Safety office in following manner:

- You may call Public Safety at (480) 784-0900 and a police officer will respond to your location to take a report.
- The victim/witness/complainant may come to the Public Safety office in person and make a report.
- You may complete the Campus Security Authority Incident Report form and send it to the Public Safety office. The form may be found on the PC Public Safety website under the Campus Security Authority heading.
CSA Information

• The campus Public Safety Department is required to keep a list of all CSA’s. The following information is required to be kept on file:
  – Your Name
  – Your Department
  – Your Title
  – Your Email Address
Quiz

As part of your training as a Campus Security Authority, you are required to take quiz. You must pass the quiz with a score of 80%
Questions?

If you have questions regarding your duty as a Campus Security Authority, you can contact the PC Public Safety office at (480) 285-7254.

You may also access the PC Public Safety website at:
www.phoenixcollege.edu/about/administrative-services/public-safety