

CAMPUS SECURITY AUTHORITY TRAINING

PRESENTED BY:

The School of the Art Institute's
Campus Security Department

What is the Clery Act?

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (formerly the Campus Security Act) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and adjacent areas to current and prospective students and employees.

What does the Clery Act Require?

- Create and distribute an Annual Crime Report each year by October 1st.
- Keep a daily log of all security incidents reported to Campus Security to create crime statistics.
- Give timely warnings to the campus community of significant incidents which could pose an ongoing threat.
- Maintain fire safety information of practices, standards, and statistics concerning the number of fires and their locations.

What is a Campus Security Authority (CSA)?

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. **An official is defined as** any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

In order to comply with the Clery Act, Campus administrators must:

- Define who the Campus Security Authorities are in the Annual Security Report.
- Describe their responsibilities of the CSA's.
- Provide training for their role.

Examples of CSA's:

- Professional staff in the Office of Student Affairs, including leaders in Student Affairs and Housing.

- Staff in the Campus Life, or Student Life departments.
- Staff in the Campus Activities Office (handling extracurricular activities).
- Faculty or Staff Advisors to Student Organizations.
- Resident Assistants/Advisors; Summer Program Assistants.
- Students who monitor access to dormitories or other facilities.
- Contract Security Officers.
- Event Security Staff.
- Administrators at offsite class locations/ study trips.
- Certified medical staff in a campus health center, a counselor in a campus counseling center.

Who is not a CSA?

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom.
- Clerical or cafeteria staff.
- Facilities or maintenance staff.
- Licensed mental health professionals working within the scope of their license.

I'm a CSA, what are my duties?

- If you are informed of an incident that might be a crime, you must record the information and submit a brief report.
- Do not try to make any determinations as to classification, just record the facts as presented to you.
- Be sure to record when the incident occurred, and when it was reported to you.
- A form will be made available on the Campus Security website.

Which crimes must I report?

REPORTABLE CLERY CRIMES:

- Murder / Manslaughter
- Sex offenses—forcible & non-forcible
- Robbery
- Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests & disciplinary referrals for violations of liquor, drug, & weapons laws
- Hate crimes
- Domestic Violence
- Dating Violence
- Stalking

What about the location of the crime?

You'll need to report the crime if it occurred:

- In an on-campus building or property.
- In a dormitory or other student residence.
- In a non-campus building or property.
- On public property directly adjacent to a campus property.

What if I am not sure?

- If you're not sure if the crime is reportable or occurred on a campus property, report it anyway!
- SAIC Administrators will make a final determination as to whether the crime is Clery Act reportable.

How do I report the crime?

- Complete the Campus Security Authority Crime Report Form.
- Submit the report to any Campus Security employee; or email to dmartino@saic.edu.
- Call Campus Security at (312) 899-7442.
- Dial (8) 9-1-1.

What happens if I don't report criminal incidents to campus security?

Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs. Colleges receive fines on a regular basis; which includes the Penn State Sex Abuse Scandal where huge fines are now pending.

What if I still need help?

- Detailed definitions of Clery Act reportable crimes are attached to the CSA Crime Report Form.
- Contact Campus Security for assistance.
- Dave Martino 9-7442, dmartino@saic.edu
- Art Jackson 9-7446, ajackson@saic.edu
- Visit the ED.Gov website <http://www2.ed.gov/admins/lead/safety/campus.html>

CAMPUS SECURITY THANKS YOU!

Remember, Security & Safety is everyone's responsibility!