Campus Security Authority (CSA)

Responsibilities and Resources

Introduction

The Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act and what you need to know if you are a Campus Security Authority (CSA) at Gettysburg College.

The Clery Act, what’s that?

Jeanne Clery, a 19-year-old Lehigh University freshman, was assaulted and murdered in her dorm room in 1986. In 1998 the “Student Right-to-Know and Campus Security Act” was renamed in her memory. The Clery Act was enacted in the belief that crime awareness can prevent campus victimization.

The law requires colleges and universities receiving federal funding to prepare, publish, and distribute, by October 1 of each year, campus security / safety policies and crime statistics in the form of an annual report. A Fire Safety Compliance Report (which is a requirement for campuses with College controlled residential facilities) is also published simultaneously and included in the annual report. Gettysburg College’s annual report is titled; the Annual Security and Fire Safety Report. Gettysburg College community members are notified, annually in September, of the availability of and how and where to access this report. The Department of Education is responsible for Clery Act compliance and enforcement.

What you need to know if you are a Campus Security Authority (CSA)

The intent of including non-security personnel in the Campus Security Authorities (CSA) role is to acknowledge that some community members and students in particular may be hesitant about reporting crimes to campus security or the police, but may be more inclined to report incidents to other campus-affiliated individuals.
What makes you a CSA?

The law defines four categories of CSA’s: College or University Police; Non-police public safety staff responsible for monitoring College property; People/offices designated under our policy as those to whom/which crimes should be reported; and “Officials with significant responsibility for student and campus activities”.

What is the role of a CSA?

CSA’s are obligated to report crimes reported to them which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the College. CSA’s should only report those crimes that have not been previously reported to Campus Public Safety or another College CSA. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students in particular, may be hesitant about reporting crimes to Public Safety or the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Who are CSA’s?

1) Gettysburg College Department of Public Safety personnel.

2) Campus contract public safety personnel, personnel providing access control and/or security at campus facilities, athletic events or other special events, safety escort staff, resident directors and assistants and other similar positions.

3) The Officials with significant responsibility for student and campus activities category is defined broadly to ensure complete coverage and thorough reporting of crimes. To determine which individuals or organizations are CSA’s consider job functions that involve relationships with students. Look for Officials whose functions involve relationships with students. 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 College. If someone has significant responsibility for student and campus activities, she/he is a CSA.
Some examples of CSA’s in this category include, but are not limited to: academic deans; student affairs / residential life officials; coordinator of Greek affairs or related positions; athletic administrators including director, assistant directors and coaches; student activities coordinators and staff; student judicial officials; faculty and staff advisors to student organizations; fitness center building staff; and CUB student staff working the information center.

4) Any individual or organization specified in an institution's statement of campus public safety policy as an individual or organization to which students and employees should report criminal offenses.

**Who is not a CSA?**

The following non-CSA positions / functions include but are not limited to: faculty member without responsibility for student and campus activity beyond the classroom; physicians/nurses in the student Health and Counseling Center who only provide care for students; clerical or administrative support staff; dining staff; facilities maintenance staff; information technology staff, licensed mental health or pastoral counselors, when acting within the scope of their license or certificate; and other like functions.

**CSA Crime Reporting**

When a crime is reported to a CSA, first ask the person if they would like to report it to the Department of Public Safety. If so, contact the Department of Public Safety at (717) 337-6911. If not, the CSA must submit, on a timely basis, the crime information to Public Safety. This can be accomplished by calling Public Safety or completing an on-line “Community Concern Form” at: [http://www.gettysburg.edu/about/offices/college_life/care/submit-a-concern/](http://www.gettysburg.edu/about/offices/college_life/care/submit-a-concern/).

If the reported crime is made in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then the crime is Clery reportable. CSA’s should attempt to obtain (and ultimately document) as specific and thorough incident information as the reporting party is willing / able to provide.
Reporting party identifying information should only be documented if the reporting party is willing to provide same. CSA’s should not investigate the crime or attempt to determine whether a crime, in fact, took place. **When in doubt, report it!!**

**Sample CSA statement (for use with crime reporting party)**

As part of my position on campus I am a federally mandated crime reporter for the College. I am required to report this incident to the Department of Public Safety for data gathering and crime reporting. If you request confidentiality, the report will not include your name, or that of any other involved individuals. My report will contain only the information you provide. Do you have any questions? Would you like to help me fill it out?

**What is done with CSA Report Forms?**

The Director of Public Safety reviews Report Forms and makes a determination if an incident qualifies as a Clery Act reportable crime and as such, is reportable in the Annual Security and Fire Safety Report. The Director of Public Safety will consolidate crime data from multiple sources, report the data to the federal Department of Education, publish the campus Annual Security and Fire Safety Report and inform the campus community when and where crime data is available. Gettysburg College Annual Security and Fire Safety Report data are posted on the Department of Public Safety web site; [http://www.gettysburg.edu/about/offices/college_life/safety/](http://www.gettysburg.edu/about/offices/college_life/safety/). Hard copies of this report are also available, upon request, from the Department of Public Safety.

**Crime / Emergency and Non-Emergency Reporting**

Regardless of your status (CSA or non- CSA), all community members are encouraged to promptly report all campus related criminal incidents and other public safety related emergencies to the Department of Public Safety (717-337-6912 or 6911). Criminal incidents can also be reported to the Gettysburg Borough Police by calling 911.