

COLLEGE *of*  
CHARLESTON

# Campus Security Authority Tutorial



## Welcome to the Campus Security Authority Tutorial

You have been identified as a Campus Security Authority (“CSA”) based on your position or affiliation with the College of Charleston (“the College”). This tutorial was designed to assist you in understanding your role as a CSA and what is required of you under the federally mandated *Jeanne Clery* Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

Questions regarding this tutorial and requirements should be directed to:

Robin LaRocque  
Annual Security Report Coordinator  
Office of Victim Services Director  
67 George Street  
843.953.2273  
[LarocqueR@cofc.edu](mailto:LarocqueR@cofc.edu)

## Who was Jeanne Clery and what is the Clery Act?

Jeanne Clery was a freshman at Lehigh University when she was raped and murdered in her residence hall by another student in 1986.

38 violent crimes had occurred at Lehigh University prior to Jeanne's murder, and her parents believed that if they had known about the crimes, Jeanne would have been more cautious.

In 1990, Congress passed the Clery Act in memory of Jeanne to make campuses safer for students, faculty and staff.



## What Does the *Clery Act* Have to Do With Me?

The *Clery Act* requires the College to identify CSAs – individuals, like you, who students and employees may tell about crimes.

CSAs, in turn, are required to gather and submit to Campus Police the crime information they receive from reporting sources.

The College uses the information it receives from CSAs to make the campus community safer by sharing crime and security information through:

- Preparing and making available annual security reports; and
- Issuing “Timely Warnings” in cases that pose a serious or ongoing threat to students and employees.

## I Am Not Security or Police, So Why Am I a CSA?

- Many crime victims do not make reports to police, but to someone like you, with whom they feel comfortable based on your role and presence at the College.
- **When someone reports an offense to you (rather than to police), you are in the best position to help keep the College community safe by immediately relaying the information to Campus Police.**
- You have a critical role in helping the College keep the campus community safe because Campus Police use the information that you relay to them to determine if they must alert the campus community of a serious, ongoing threat.

## What Is a CSA Required to Do?

- In the event someone informs you of a crime, you are required to gather the basic factual information and immediately inform Campus Police of those crimes reported to you that you believe were made in good faith (in other words, you do not believe the information is rumor or hearsay).
  - **Failure to do this could prevent or delay a “Timely Warning” of a serious, ongoing threat to the campus community.**
- You are required to know where to refer the person making the report for assistance (Campus Police #3-5611 as well as the on-campus and off-campus assistance resources set forth later in this tutorial).
- You also are required to promptly (as soon as possible and no later than 24 hours) complete and submit a CSA Reporting Form for each Clery category offense with the information you gather from the reporting individual.

## What a CSA Should Not Do?

- A CSA should not investigate any crime reported or attempt to determine whether the crime actually occurred.
- A CSA should not try to apprehend the alleged perpetrator of the crime.
- A CSA should not try to convince the victim to speak to the police if he or she is unwilling to do so.

## What Offenses Must CSAs Report?

CSAs are strongly encouraged to report all crimes, but reporting of Clery Act offenses is mandatory when both of the following are true:

1. The reported crime is a Clery Act Category Offense; and
2. The reported crime occurred in Clery Act Geography.

**Important Note: If you are unsure whether an offense that has been brought to your attention meets this criteria, or even if it is criminal in nature, you should always report it to Campus Police. When in doubt, always report.**



## What Is A Clery Category Offense?

### Non-hate and Hate Offenses

Criminal Homicide  
Negligent Manslaughter  
Forcible Sex Offenses  
Non-forcible Sex Offenses  
Robbery  
Aggravated Assault  
Burglary  
Motor Vehicle Theft  
Arson  
Domestic Violence  
Dating Violence  
Stalking

### Hate Offenses Only

Simple Assault  
Intimidation  
Larceny  
Vandalism/Destruction  
of Property

### Arrests or Conduct Referrals

Alcohol Violations  
Drug Violations  
Weapons Violations

## What Is Cleary Geography (Offense Location)?

### 1. Campus Property

### 2. Residence Halls (including fraternity and sorority houses)

### 3. Non-campus property

Buildings and property owned or controlled by officially recognized student organizations, and those located off campus but owned or controlled by the College (e.g., Patriots Point).

### 4. Public Property

Property owned by a public entity, such as a city or state government (e.g., a parking lot owned by the city) that is immediately adjacent to and accessible from the campus.

## Someone just told me about a crime. What do I do now?

- If it is an **emergency** situation, you should immediately contact Campus Police:
  - **Emergency Number: 843-953-5611**
- Emergency situations might include, for example: a person on campus with a gun; an assault involving a physical injury; a student who resides in campus housing is reported missing.

## Someone just told me about a crime. What do I do now?

If it is **not** an emergency situation, gather basic factual information and document information and then contact Campus Police. (Use the CSA Reporting Form as a guide and have the person assist you with completing the form if they are willing and able):

- Offense type
- What happened
- Where did it happen
- When did it happen
- Type of weapon, if applicable

## Someone just told me about a crime. What do I do now?

In addition to gathering facts, **offer help and assistance**:

- Offer to help them call the Campus Police:  
843-953-5611 (emergency)  
843-953-5609 (non-emergency);
- Offer to help them contact the Office of Victim Services. The Office of Victim Services is available 24/7, 365 days a year to provide confidential victim assistance, information on options, resources, etc.:  
843.953.2273 (office)  
843.724.3600 (emergency pager);
- Offer to help with getting medical attention, if needed; and
- Inform them that assistance resources are available even if they do not tell police or want an investigation conducted (provided on the next slides).

## Assistance Resources On-Campus

### Office of Victim Services (OVS)

67 George Street, Rooms 102 and 202  
843.953.2273 (office)  
843.724.3600 (emergency pager)  
VictimServices.CofC.edu

### Campus Public Safety

89 St. Philip Street  
843.953.5611 (emergency)  
843.953.5609 (non-emergency)  
PublicSafety.CofC.edu

### Counseling and Substance Abuse Services (CASAS)

Robert Scott Small Library, Third Floor  
843.953.5640  
843.953.5611 (emergency: ask for on-call counselor)  
Counseling.CofC.edu

### Dean of Students

Stern Center, Third Floor  
843.953.5522  
DeanOfStudents.CofC.edu

## **Assistance Resources Off Campus**

### **My Sister's House**

MySistersHouse.Org

Local Domestic Violence Shelter

843-744-3242

### **People Against Rape (PAR)**

PeopleAgainstRape.Org

Local Rape Crisis Center

843-745-0144

### **MUSC Forensic Sexual Assault Exam**

Forensic exam for sexual assault/rape that has occurred within the past 120 hours.

Victim/survivor should appear at the MUSC emergency department and request the SAFE exam.

## Someone just told me about a crime, but does not want to report it to the police. What do I do now?

- Gently explain that you are required to report it for statistical and safety purposes, but you will submit the report without identifying the victim. For example:
  - “I am required to report crimes to campus police to help keep the campus safe. If you request confidentiality, **I will not include your name** on the form and will only include the information you provide to me. Would you like to help me fill out the form?”
- Understand that the victim does not have to talk to the police. Do not force her/him to talk to the police.
- Inform the person of confidential assistance through the Office of Victim Services:
  - 843-953-2273 (office)
  - 843-724-3600 (emergency pager)



## I Have Gathered Factual Information. What do I do now?

- **Immediately** contact Campus Police to report the facts using the information gathered on the CSA Reporting Form (and provide the form, if complete).
- As soon as possible, and no later than 24 hours after the report, provide the completed CSA Reporting Form to Campus Police and via e-mail to [larocquer@cofc.edu](mailto:larocquer@cofc.edu)

## CSA Reporting Forms

CSA Reporting Forms:

- Are attached to the email sent to you containing this CSA tutorial; and
- Are available from Robin LaRocque at 843-953-2273 or [larocquer@cofc.edu](mailto:larocquer@cofc.edu)
- Are available on the CSA website (currently under construction)

**Thank you for your participation. This concludes the CSA tutorial.**

Questions regarding this tutorial and CSA requirements should be directed to:

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