

**University of Houston-Downtown
Police Department**



**Campus Security Authority (CSA) Training
2017**

Objectives



- ◆ Familiarize the member with the Clery Act history.
- ◆ Identify members having Clery Act reporting responsibilities.
- ◆ Outline reporting requirements.
- ◆ Define the steps to be taken to make a Clery Act report.



What You Need To Know

- ◆ What is the Clery Act?
- ◆ What does it have to do with me?
- ◆ What makes me a CSA?
- ◆ Who is responsible for campus security?
- ◆ When do I have to report?
- ◆ What do I have to report?
- ◆ How do I report?



The Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act



Jeanne Clery was raped and murdered in her dorm room at Pennsylvania's Lehigh University in 1986. Her killer was later found to be another student.

It was also later discovered that her killer, who lived off campus, was able to gain access to the dormitory by way of a doorway propped open by residents using a pizza box for their convenient access.

Her parents believe she would have been more cautious if she had known about other violent crimes at Lehigh and Congress agreed.

The Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act



The Crime Awareness and Campus Security Act, first enacted in 1990, was subsequently amended in 1998 to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act.

The Clery Act requires higher education institutions to report crime statistics to current & prospective students & employees.

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA reauthorized and expanded the Higher Education Opportunity Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions.

The Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act



Some of the requirements specifically added are:

- ◆ A disclosure regarding the relationship of campus security personnel with state and local law enforcement agencies (Clery amendment)
- ◆ Text clarifying the definition of an on-campus student housing facility (Clery and HEOA)
- ◆ Fire safety reporting requirements for institutions with on-campus student housing facilities (HEOA)
- ◆ The collection of crime reports from individuals and organizations associated with your institution (i.e., campus security authorities or CSAs)

Your Role



- ◆ Many crimes and incidents are not reported to the police.
- ◆ The Clery Act requires institutions to gather and publish data from additional Campus Security Authorities (CSA's).
- ◆ That's where you come in.



Campus Security Authorities



Four categories of CSA's

- ◆ Campus Police Departments
- ◆ Individuals with campus security responsibilities, but not campus police or security
- ◆ Individuals designated by the University
- ◆ Officials with significant responsibility for student and campus activities



Campus Police Department

ALL Employees of the University of Houston-Downtown Police Department are considered Campus Security Authorities- not just officers and guards.



Individuals with Campus Security Responsibilities



- ◆ University of Houston-Downtown Security Officers
- ◆ Persons responsible for monitoring or controlling entrance to campus property
 - Parking/Information booth operators
 - One Main Building Information Desk staff
- ◆ Special events security staff
- ◆ Campus safety personnel & community assistants who routinely monitor entrances to buildings and secured areas are expected to assist with reporting crime.

Individuals Designated by the University



- ◆ President's Cabinet
- ◆ Title IX Coordinator
- ◆ Dean of Student Affairs
- ◆ Others as designated

Officials with Significant Responsibility for Student & Campus Activities

- ◆ Focus on function of official, not just title
- ◆ Significant contact with students
- ◆ Line responsibility
- ◆ Many include officials not specifically employed as “faculty” or “staff”



Examples of Officials with Significant Responsibility for Student and Campus Activities

- ◆ Dean of Students
- ◆ Provost and Staff
- ◆ Student Judicial Programs / Other Discipline Officials
- ◆ Directors or Managers in Student Affairs
- ◆ Officials who oversee extracurricular activities
- ◆ Sports and Facilities Staff
- ◆ Student Health Staff
- ◆ Faculty Advisors and Advisors to Student Group

- ◆ THIS LIST IS NOT ALL INCLUSIVE

Who are not CSA's?



- ◆ Individual faculty who are not advisors to student groups
- ◆ Clerical/administrative staff
- ◆ Non-professional and contract staff (Cafeteria staff, Facilities Management staff, Information Technology staff, etc.)



You Do Not Have to Report if...



- ◆ You are a licensed mental health counselor and
- ◆ You are working within the scope of your license
- ◆ However, you are encouraged to inform persons you counsel of procedures available to report crimes on a voluntary and confidential basis.



What do I have to Report?



The Nine Clery Crimes

- ◆ Criminal homicide
- ◆ Sex offenses—forcible & non-forcible
- ◆ Robbery
- ◆ Aggravated assault
- ◆ Burglary
- ◆ Motor vehicle theft
- ◆ Arson
- ◆ Arrests & disciplinary referrals for violations of liquor, drug, & weapons laws
- ◆ Hate crimes
- ◆ Domestic violence
- ◆ Dating violence
- ◆ Stalking



When Do I Have to Report?

You must report a crime if it occurred

- ◆ On campus
- ◆ On public property adjacent to campus
- ◆ On non-campus property owned or controlled by the University or a recognized student organization
- ◆ When in doubt, REPORT!



Just Get the Facts



- ◆ You don't have to prove what happened or who was at fault.
- ◆ You don't have to identify the victim in the CSA Report unless the victim is agreeable.
- ◆ You should let the person know about options for reporting to the police and provide information regarding medical and other assistance.
- ◆ You should tell the person how he/she can report anonymously to the police.
- ◆ A person who talks to you may not want to talk to the police—and doesn't have to.
- ◆ If asked, tell the person you must report the incident as an anonymous statistic.
- ◆ REMEMBER: The decision regarding reporting isn't yours!

How Do I Report?



Complete the Clery Incident Report form (<http://www.uh.edu/police/CSA>) and include:

- ◆ When/where/how the incident occurred
- ◆ When the incident was reported to you
- ◆ Whether the victim/assailant is a student
- ◆ Whether the victim wishes to remain anonymous
- ◆ Whether the incident has been reported to police or to any other CSA

Is a violent situation in progress? If so, call the police immediately!

Violence Against Women Act (VAWA)



Intended to provide and promote the awareness of:

- ◆ Domestic Violence
- ◆ Dating Violence
- ◆ Sexual Assault
- ◆ Stalking
- ◆ Consent



Domestic Violence is defined as:



Abuse committed against an adult or minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child or is having a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence



The term “dating violence” means violence committed by a person-

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship.
 2. The type of relationship.
 3. The frequency of interaction between the persons involved in the relationship.



Sexual Assault



- ◆ Engaging in physical sexual activity without the consent of the other person
- ◆ An act of sexual assault may involve:
 - Physical force, violence, threat, or intimidation
 - Ignoring the objections of the other person
 - Causing the other person's intoxication or incapacitation through the use of drugs or alcohol
 - Taking advantage of the other person's incapacitation, including his or her voluntary intoxication, his or her state of intimidation, or other inability to consent

Stalking



- ◆ Behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.



Consent



- ◆ Informed:
 - Consisting of an affirmative, unambiguous, conscious decision by each participant to engage in mutually agreed-upon sexual activity.
- ◆ Voluntary:
 - Given without coercion, force, threats, or intimidation
 - Positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
- ◆ Revocable:
 - Consent to some form of sexual activity does not imply consent to other forms of sexual activity.
 - Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent has been revoked, sexual activity must stop immediately.

Reports of Aggravated Assaults

- ◆ Is victim in danger?
- ◆ Did assailant use or threaten force?
- ◆ Was a weapon used, displayed or threatened to be used?
- ◆ Did the victim receive serious injuries?
- ◆ Broken bones
- ◆ Cuts or lacerations
- ◆ Permanent injuries
- ◆ Loss of consciousness
- ◆ Emergency treatment or hospitalization
- ◆ Did victim know assailant?



Reports of Robbery or Burglary



- ◆ What was taken or attempted to be taken?
- ◆ What is its value?
- ◆ Did perpetrator accost victim in person? If yes..
 - Did the perpetrator use or threaten force? A weapon? What kind?
 - Was victim injured?
 - Did victim feel threatened or in danger?
- ◆ Was the item taken from inside a residence or office?
- ◆ Was the building open at the time of the theft?
- ◆ Was door open, closed or locked?
- ◆ How did the thief get in?
- ◆ Is the suspect known?

Reports of Motor Vehicle Theft

- ◆ What kind of vehicle was taken?
- ◆ Where was it taken from?
- ◆ When was it taken?
- ◆ Has it been recovered?
- ◆ Does the victim know who took it?



Reports of Arson

- ◆ What was burned or attempted to be burned?
- ◆ Was anyone hurt?
- ◆ Was property damaged?
- ◆ When did it happen?
- ◆ When was it discovered?



Reports of Personal Hate Crime



Hate crimes may be applied to any Clery reportable crime, as well as thefts, simple assaults, intimidation and vandalism.

- ◆ Did the attacker confront the victim in person?
- ◆ Did the attacker use or threaten to use force? What kind?
- ◆ Was there a weapon?
- ◆ Was the victim injured?
- ◆ Did the attack or threat (verbal, phone, email) include racial, ethnic, religious or homophobic comments?

Reports of Property Hate Crimes



- ◆ Was the target personal property, a personal residence, business, house of worship, or ethnic organization?
- ◆ Was property damaged? Value?
- ◆ Did the attack include any expression related to race, gender, religion, sexual orientation, ethnicity, or disability?
- ◆ Report ANY vandalism to a house of worship, or ethnic, religious or gay/lesbian organization as a hate crime.

Reports of Liquor, Drug, and Weapon Law Violations



- Police must keep statistics on numbers of people arrested for liquor law violations, drug law violations and illegal weapons possession.
- Student judicial affairs officers must keep statistics on number of people **referred for disciplinary action** for drug, liquor law and weapons violations.
- Disciplinary referrals should not include incidents in which the person is also arrested for the same offense.
- Statistics must reflect total number of persons involved, not incidents.

Reports of Missing Students



Any CSA who receives a report of a missing student shall immediately make the following notifications:

- ◆ Contact University of Houston-Downtown Police
Department: 713-221-8065
- ◆ Contact applicable Local Law Enforcement Agency

Need Additional Help?



University of Houston-Downtown Police Department

Attention: CSA Report

One Main Street, Suite 118N

Houston, TX 77002

Clery Compliance Officer: Mrs. Jackie Nelson

University of Houston-Downtown Police Department

One Main Street, Suite 118N
Houston, TX 77002
713.221.8065

NON-EMERGENCY EMAIL
UHDPolice@uhd.edu



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