

CAMPUS SECURITY AUTHORITY TRAINING

ONLINE TRAINING

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

July 12, 2021



WHAT IS THE CLERY ACT?

- Jeanne Clery was raped and murdered in her dorm room at Lehigh University in 1986.
- The law enacted in her memory is intended to ensure that students and others are informed about violent campus crimes so they can make informed decisions.
- The Clery Act requires universities report crime statistics to current and prospective students and employees.



PENALTIES FOR NON-COMPLIANCE

- Per violation fine: **\$59,017**
- Poor public image
 - Attempting to “hide” crimes
 - Loss of ethical standing in the higher education community
 - Students may not want to come to or attend the University
- Loss of federal funding capabilities
 - Makes student aid harder to receive
 - Grant money may be harder to come by



WHAT DOES IT HAVE TO DO WITH YOU?

- Many crimes, especially sexual assaults, are not reported to police.
- The Clery Act requires the University to gather and publish crime data to ensure that students and others know about dangers on campus.
- Data is collected from a wide variety of “Campus Security Authorities” – that’s where you come in... **you’ve been identified as a Campus Security Authority (or CSA).**

CAMPUS SECURITY AUTHORITY

What is a CSA?

Why are you considered a CSA?

What is my responsibility as a CSA?



WHAT IS A CAMPUS SECURITY AUTHORITY?

- CSAs are designated within the Clery Act as mandatory reporters of crimes. The law defines four categories of CSAs:
 - University Police
 - Non-police people or offices responsible for campus security
 - Individuals designated by campus policy or administrative duty as a person to whom students can report criminal activity
 - Officials with significant responsibility for students and campus activities
- Non-law enforcement personnel are included in the role of a CSA to acknowledge that some community members may be hesitant about reporting crimes to the police but may be more inclined to report incidents to other campus-affiliated individuals.

CSA CATEGORIES

Officials with significant responsibility for students and campus activities

- Defined broadly to ensure complete coverage and thorough reporting of crimes
- Many Urbana campus faculty and staff are CSAs having “significant responsibility for student and campus activities”
- Defined by function, not title:
 - Significant responsibility for student and campus activities
 - Functions include contact/relationships with students
 - “Official” is defined as any person who has the authority and duty to take action and respond to particular issues on behalf of the institution

CSA CATEGORIES

- Examples of “Officials with significant responsibility”
 - Deans, student affairs professionals, student housing staff, athletic director/assistant directors, coaches, student activities coordinators, student judicial officers, Title IX Coordinator, director of a campus health or counseling center, victim advocates, faculty/staff/employees who are advisors to registered student organizations, or lead student travel.
- Who is not a CSA?
 - Administrative and clerical staff not responsible for students, individual faculty with no student activity duties outside the classroom, or counselors in the Counseling Center, who only provide care to individual students

THE ROLE OF A CSA

- As a CSA, if a student, faculty, staff member or non-affiliated party tells you about a reportable crime, that occurred at a reportable geographic location, you are required to record the information on a CSA Report.
- You should report this information in a timely manner so that the crime can be evaluated to see if there is a serious or continuing threat to the safety of the campus community that would require a Campus Safety Notice.
- If you leave your role as a CSA, it is your responsibility to make sure that any crime reported to you has been reported through a CSA report before you leave.

DEFINITIONS: REPORTABLE CRIMES



REPORTABLE CRIMES

- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.

REPORTABLE CRIMES

- **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

REPORTABLE CRIMES

- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.
- **Aggravated Assault:** An unlawful attack by one person upon 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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.)

REPORTABLE CRIMES

- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.)
- **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.

REPORTABLE CRIMES

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; (1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (2) For the purpose of this definition – (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (ii) Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence:** (1) A felony or misdemeanor crime of violence committed – (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred.

REPORTABLE CRIMES

Stalking: (1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (i) Fear for the person’s safety or the safety of others; or (ii) Suffer substantial emotional distress. (2) For the purpose of this definition – (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

HATE CRIMES

Hate Crimes: A crime involving one or more of the above listed crimes, the crimes of theft, simple assault, intimidation and/or vandalism reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

HATE CRIMES

- **Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

HATE CRIMES

Motive = bias against a person or group

- Ethnicity
- Race
- National origin
- Religion
- Gender
- Gender Identity
- Sexual orientation
- Disability

Commits a crime based on bias

- Previously listed reportable offenses
- Theft
- Simple Assault
- Intimidation
- Vandalism

DRUG, ALCOHOL, & WEAPON VIOLATIONS

- The Clery Act requires the reporting of arrests and referrals in these categories:
 - Weapons: Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
 - Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
 - Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

DEFINITIONS:

REPORTABLE LOCATIONS

On-campus

On-campus Student Housing Facility (Subset of On-campus)

Noncampus

Public Property



ON-CAMPUS PROPERTY

- Any building or property owned or controlled by the University within the core campus (same reasonably contiguous geographic area) and used by the institution in direct support of, or in a manner related to, the University's educational purposes, including University residence halls; and
- Any building or property that is within or reasonably contiguous to the core campus
 - that is owned by the University, but controlled by another person,
 - is frequently used by students, and
 - supports institutional purposes (such as food or retail vendor)

ON-CAMPUS STUDENT HOUSING FACILITY (SUBSET OF ON-CAMPUS PROPERTY)

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

ON-CAMPUS PROPERTY

- **Examples:**

- University buildings (e.g. Illini Union, Armory, Lincoln Hall)
- University residence halls (e.g. Sherman Hall, Allen Hall, Bousfield Hall)
- University owned land/property (e.g. Quad, South Farms, Illini Grove)
- University streets, sidewalks, parking lots (e.g. Stadium Drive, sidewalks around Loomis Lab, Lot E14)
- Property leased by the University (e.g. offices within 1001 S. Wright St., Champaign, 616 E. Green, Champaign)
- Includes properties in the core campus that are owned by the University, but controlled by another (e.g. offices within the Research park)
- Copy and paste the following links to view Clery Maps for the campus:

<https://police.illinois.edu/wp-content/uploads/2021/06/clery-map-north.pdf>

<https://police.illinois.edu/wp-content/uploads/2021/06/clery-map-south.pdf>

NONCAMPUS PROPERTY

- Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University; or
- Any building or property owned or controlled by a student organization that is officially recognized or registered by the University.



NONCAMPUS PROPERTY

- **Examples:**
 - University owned buildings outside the core campus (e.g. Oak Street Library Facility, Allerton Park, CERL Facility)
 - University leased buildings outside the core campus (e.g. Carle Forum; 510 Devonshire, Champaign;)



PUBLIC PROPERTY

- All property owned by a public entity, such as city or county government. Public property includes thoroughfares, streets, sidewalks, and parking facilities, that is **within the core campus** or **immediately adjacent** to and accessible from the core campus.
- **Examples:**
 - City streets (e.g. Green Street, Springfield Avenue)
 - Sidewalks in front of private businesses (e.g. sidewalk outside Target, sidewalk in the 600 block of East Green)

HOW TO REPORT



CSA REQUIRED REPORTING

- If you witness, learn of, or hear about a **reportable crime**, that occurred at a **reportable geographic location**, you are required, as soon as possible, to report the information on a CSA Report.
- You should only report those crimes that have NOT been previously reported to the University Police or another CSA.
- When in doubt, a CSA Report should be completed and submitted!

CSA REQUIRED REPORTING

- Don't include crimes not connected with the University of Illinois at Urbana-Champaign
- For example
 - A student tells you about a crime that occurred within a private apartment within the core campus;
 - A student tells you about a crime that occurred at a different college before he transferred to the University; or
 - A student reports an assault that happened while she was away from campus and not involved in a campus activity (e.g. at home on spring break, on vacation, or at a summer job with a private company)

CSA INCIDENT REVIEW QUESTIONS

- To help determine if an incident should be reported, ask yourself the following three questions:

- Was it reported to a Campus Security Authority? (You ARE a CSA)

- Is it a reportable crime?

- Did the incident occur in one of the geographically reportable locations?

- If the answer to **ALL** these questions is “yes”, then you are **required** to report the incident to the Clery Compliance Office on a timely basis

WHAT DO I HAVE TO DO?

- When a crime is reported, the CSA should first ask the person if they would like to report it to University Police. UIPD works to maintain victim confidentiality. If so, contact University Police at 217-333-1216.
 - If not, **the CSA must complete and submit**, on a timely basis (i.e. when it is reported to you), the CSA Crime Report;
 - Go to the Division of Public Safety's website; and
 - Fill out and submit the online CSA Crime Report
- **Notify, University Police immediately if the reported crime or emergency, threatens community safety.**

WHAT DO I HAVE TO DO?

- Let the reporting person know that, as a CSA, you are required to complete a CSA Report.

Sample statement:

I really appreciate you telling me what has been going on for you. I want to make sure I let you know that I do have to report some minimal information about what you shared with me for crime reporting statistics. There is a brief form I have to send to the Clery Compliance Office, and I can leave out any identifying info you're not comfortable with me sharing. The form helps the university track how many crimes are occurring to help promote overall safety.

On a few occasions, the University Police has to send a campus safety notice email about these kinds of crimes, so there is a small chance that will happen. However, that email will not contain any identifying information about you.

I want you to feel as empowered as possible, especially given what you have gone through. Can I answer any questions? Would you want to help me fill out the form?"

WHAT DO I HAVE TO DO?

- CSAs, when interacting with the crime reporting party, need to gather incident information that would provide sufficient detail to properly classify the incident. This means CSAs need to document reporting party responses or lack thereof.
- The **location** of the incident is important information to gather. If the victim does not wish to disclose the exact location, try to gather enough information to determine if it was on University owned or controlled property or in a private apartment/residence.

WHAT DO I HAVE TO DO?

- CSAs are not responsible for investigating incidents. Just report what the victim tells you directly.
- You do not have to report:
 - Incidents that you may overhear in a hallway
 - Incidents that a classmate or student mentions during an in-class discussion
 - Incidents that a victim mentions during a speech, workshop, or any other form of group presentation
 - Incidents that you otherwise learn about in an *indirect* manner

PROVIDE REFERRAL INFORMATION

- In addition to filling out and submitting the CSA Report, it is important to offer referrals to campus and other resources. This information can be found on the University's 'We Care' website and includes:
 - Options for reporting
 - Campus programs for assisting victims of sexual and other assault
 - Available medical treatment
 - Available counseling services
 - There is a printable PDF brochure that should be given to the victim

<http://wecare.illinois.edu>

PROVIDE REFERRAL INFORMATION

<http://wecare.illinois.edu>

The screenshot displays the We Care website interface. At the top, a dark blue navigation bar contains the following menu items: [Get Help](#), [FAQs](#), [Prevention & Training](#), [Policies & Terms](#), [Resources](#), and [Reports](#). A yellow button in the top right corner reads "For privacy, click here to exit quickly".

The main content area features four large red buttons with white text, each with a thin black border:

- [I want to report an incident](#)
- [I want to talk to someone](#)
- [I want to support someone](#)
- [I don't know what to do](#)

To the right of these buttons is a vertical list of additional resources:

- [University Reporting Form](#)
- [Rights and Options](#)
- Confidential Resources**
 - [Counseling Center](#) (217) 333-3704
 - [McKinley Health Center](#) (217) 333-2705
 - [Women's Resources Center](#) (Confidential Advisors) (217) 333-3137
 - [Rape Advocacy Counseling & Education Services \(R.A.C.E.S.\)](#) (217) 384-4444
 - [Courage Connection](#) (Domestic Violence) (217) 384-4390
- Non-Confidential Resources**
 - [Champaign, Urbana, or University Police Departments](#) 911 (Emergency) (217) 333-8911 (Non-Emergency)
 - [Office for Access & Equity](#) (217) 333-0885
 - [Student Assistance Center](#) (Office of the Dean of Students) (217) 333-0050
 - [Office for Student Conflict Resolution](#) (217) 333-3680
- Additional Resources**
 - [Resources for Students](#)
 - [We Care Brochure](#)

A large orange arrow points from the right side of the page towards the "We Care Brochure" link.

COMPLETING THE CSA REPORT

- The online CSA Crime Report form, along with additional Clery Act resource information, can be found at the Division of Public Safety's website at <https://police.illinois.edu> (under the "Clery Act Compliance" tab, and then the "Campus Security Authorities" link).
- To access the CSA report form directly, visit <https://go.illinois.edu/CSAreport>.

OTHER REMINDERS & NOTIFICATIONS

As a Responsible Employee you must also inform the Title IX Office through the University's Online Reporting Form at <http://wecare.illinois.edu/report/>

If you have questions regarding this process you can contact the Title IX Office:

Title IX Office
616 E. Green Street, Suite 214
Champaign, IL 61820
(844) 616-7978
titleixcoordinator@illinois.edu

You may also have to make other applicable notifications depending on the situation and your position with the university.

YOU PLAY AN IMPORTANT PART

We want to be sure you have a clear understanding of your role as a campus security authority. Campus security authorities are a critical link within our community – they help ensure the campus remains informed and that individuals coming forward have access to the information and resources they deserve. With that in mind, we thank you for completing this campus security authority training.

We all play a role in ensuring the safety and security of our campus community and are so grateful to you all for the time you take to assist us with the reporting of crimes. We know it is never easy to experience or witness a crime or receive information about others being victims of crime, so thank you for helping us to not only comply with this federal law, but to also ensure we are all doing everything we can to respond to and prevent future crime on our campus.

Thank you for your attention to this important work.



QUESTIONS? WE'RE HERE TO HELP

- **If you have any questions...**

- not sure if a CSA report is needed;
- not sure how to complete the CSA report; or
- just want to talk over an incident?

- **Contact: Brittany Lutz, Clery Compliance Coordinator**

- DPS-clery@illinois.edu
- 217-333-1216

THANK YOU!

