



Campus Security Authority Training

Jeanne Clery Disclosure of Campus Security
Policy and Campus Crime Statistics Act (Clery
Act)

Clery Act – Requirements

Seminole State College must:

- Collect, classify and count crime statistics;
- Issue campus alerts;
- Publish an annual security and fire safety report;
- Maintain a daily crime and fire logs;
- Disclose preventative, emergency and response policies and resources

How do we collect statistics?

Statistics are collected from crimes or possible crimes that are reported. This can be from anyone on campus but importantly, from Campus Security Authorities (CSA).

Who is a Campus Security Authority?

- CSAs are determined by the FUNCTION of their position.
- “Officials” whose function:
 - involves professional and educational relationships with students outside the classroom
 - has significant responsibility for student and campus activities

*Does not include support staff such as clerical, maintenance, food service workers, or faculty with no student activity responsibilities outside the classroom.

*This does not mean this group cannot report possible crimes if they are aware.

(CSA) Categories

Vice President for Academic and Student Affairs

Campus Police Chief and Officers

Residence Life and Student Activities Director

Roesler Hall Manager

Seminole Nation Hall Manager

Staff Residence Assistants

Student Residence Assistants

Academic Advisors (faculty and staff)

Athletic Director

Coaches

Student Organizations/Clubs Advisors

President's Leadership Class Advisor

Why do we have Campus Security Authorities?

Victims or witnesses of criminal activity may not feel comfortable reporting to the Campus Police/law enforcement.

In these situations, they may make the report to someone with whom they have built a relationship. For example, a student resident talking to their Resident Assistant, an athlete talking with their coach, or a student organization/club member reporting to the club advisor.

What do CSA's Report?

Clery Crimes

Criminal Offenses —Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, 2 including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias.

VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes)

VAWA-Violence Against Women Act

Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations, and Hazing. For example, drinking/possession of alcohol in the residence halls.

Clery Crimes Cont.

*Know that it is not your responsibility as a CSA to identify the crime type. If you think it may be one of the crimes above, report it.

*For a definition of each crime, please click the link

<https://www.sscok.edu/assets/pdfs/about-ssc/consumer-information-and-federal-compliance/annual-notices/2023%20ASR.pdf>

CSAs are not responsible for determining whether the crime took place. You don't have to prove what happened or who was at fault and it is not your responsibility to investigate or find the perpetrator.

****Your role is simple**—you are someone a student or employee may feel comfortable talking to if they experience or witness a crime.

Hazing

- Engaging in activity that recklessly, knowingly, or intentionally endangers the mental or physical health, safety, or welfare of an individual for the purpose of initiation, participation, admission, holding office in, or maintaining membership or affiliation, regardless of the individual's consent or lack of consent, including state and federal law, but not limited to:
- Physical harm such as paddling, whipping, branding, electric shocking, placing harmful substances on the body, sleep deprivation, exposure to extreme conditions, calisthenics, forced consumption of food, liquor, drug, or other substances.
- Degrading behavior that causes ridicule, humiliation, embarrassment, or adversely affects the dignity of an individual.
- Interfering with an individual's ability to participate in or benefit from the services or activities of the University, employment, or religious observances.
- Activity resulting in the destruction, misuse, or removal of another's property.
- Activity that causes an individual to engage in behavior that may violate the code, college policy, or local, state, or federal law.
- A list of resources at SSC can be found at [Annual Security Report](#) or [Student Handbook](#)

Crime Reports

- A crime is “reported” when it is brought to the attention of a CSA, Campus Police or the VPASA by a victim, witness, other third party or even the offender.
- It does not matter whether the individuals involved in or reporting the crime are associated with SSC. As long as the CSA believes the report was made in “good faith,” it should be reported.

Crime Reports

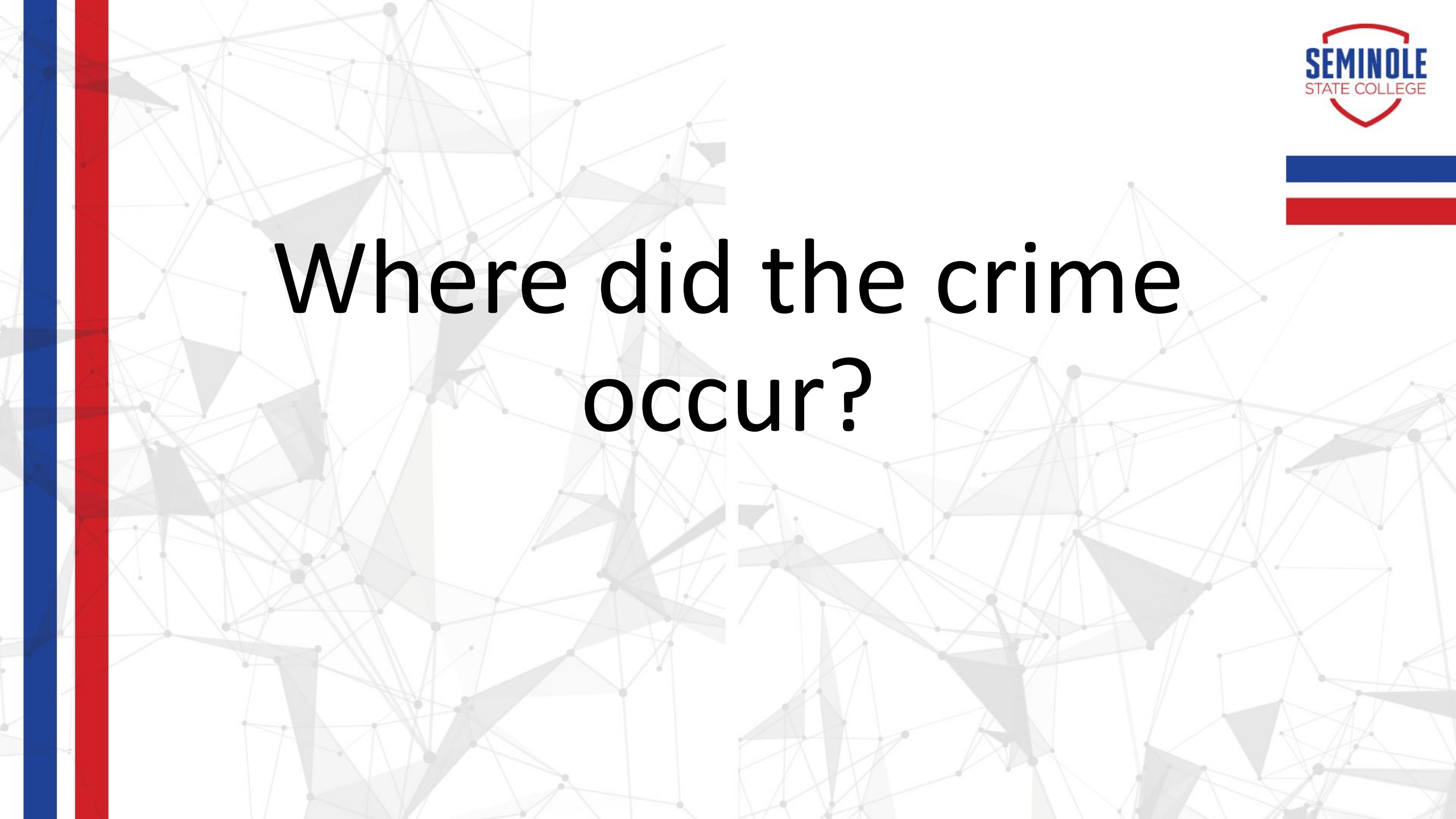
- As a CSA, once a criminal offense has been reported to you, it is your obligation to report it to the reporting structure of SSC immediately.
 - The Campus Police contact is Office 405-382-9500, Cell 405-380-8989 and/or
 - The VP for Academic and Student Affairs, Bill Knowles, b.Knowles@sscok.edu, 405-382-9272.
 - Both offices are located in the Walkingstick Student Services Building.
 - Also, for non-emergencies, CSA's or anyone may make a report using the online form <https://www.sscok.edu/life-at-ssc/police-campus-safety/incident-report-form/index.html>
 - Even if you are unsure whether an incident is a Clery crime, or if its criminal in nature, a report should be made.

Timely Warning Notifications

- If a crime occurs that represents a serious or continuing threat to students or employees, a Timely Warning Notification must be distributed to the campus community by the VPASA.
- Therefore, as a CSA if you receive a report, it is important that the information is reported to the reporting structure immediately. Timely Warning Notifications are sent by the VPASA to keep the community informed. Information on how to stay safe in the situation at hand will be provided with the notice.

Crime Reports

- When making a report, include as much information about the incident as possible to aid in the categorization of the crime.
- Helpful information includes: Date and Time, Location of Incident, Crime Category if known, Brief Description, Individuals involved.
- It is helpful to remember, if known, Who, What, When, Where, Why, and How when submitting reports.

The background of the slide features a complex, abstract geometric pattern of interconnected lines and triangles in shades of gray. On the far left, there are two vertical bars, one blue and one red. On the right side, there are two horizontal bars, one blue and one red.

Where did the crime occur?

Location, Location, Location

- SSC must disclose statistics to the Department of Education in the following geographic categories:
- On-Campus
- On-Campus Residential Facilities
- Noncampus Public Property
- If a crime occurs outside our reportable geography, it is not disclosed to the Department of Education even if it involves SSC students or employees.
- The VPASA and Campus Police Chief will make the final determination on Clery Geography.

Clery Geography - On-Campus

- This includes any building or property owned or controlled by SSC within the same reasonable contiguous geographic area and used in direct support of SSC's educational purposes.
 - Examples: Tanner Hall, Haney Center, Softball Complex, Boren Library and the SSC Bookstore

***With a few exceptions, the campus map is a good indicator of the On-Campus Category.**



Clery Geography - Residential Facilities

- Any building or structure that is owned or controlled by the university and used by students as a dwelling. This category includes residence halls and other student housing on campus.
- Examples – Roesler and Seminole Nation Residential Learning Centers

Clery Geography - Non-campus

- Off-campus property that is owned or controlled by the university when it is used in direct support of it's educational purposes or is frequently used by students, and is not within the same reasonable contiguous geographic area of the university.
- Examples – Gordon Cooper Technology Center, Shawnee, BCM Sports Complex

Why is your role as a CSA Important?

- Enables SSC to accurately reflect criminal activity on or around campus to prospective employees and students.
- Help victims get the resources and support they need.
- Assist in keeping our campus safe by getting important information to law enforcement quickly and efficiently.

FAQ

- **How do I know about crimes? How would I find out in order to report them?**

You do not have to do anything unless a possible crime is reported to you.

- **How do I know if I am a Campus Security Authority (CSA)?**

You are a CSA if your job includes significant responsibility for students or campus activities. If you're unsure, ask your supervisor or the Vice President for Academic and Student Affairs.

- **Do I have to investigate an incident before reporting it?**

No. Your role is to report the information you receive, not to investigate, determine whether a crime occurred, or identify who was at fault.

- **When should I report an incident?**

Report it immediately after it is brought to your attention so the College can respond appropriately and determine whether a timely warning is needed.

- **Where do I report a crime at Seminole State College?**

Report it immediately to Campus Police or the Vice President for Academic and Student Affairs. Non-emergency reports may also be submitted using the College's online incident report form.

- **What if I'm not sure whether an incident is a Clery crime?**

Report it anyway. You are not responsible for deciding whether an incident is a Clery crime—the College will make that determination.

Contact Information

Bill Knowles, Vice President for Academic and Student Affairs

Email:

- b.Knowles@sscock.edu

Phone:

- 405-382-9272
- [Annual Security Report](#)
- [Student Handbook](#)
- [Student Safety](#)