

CLERY CSA QUICK REFERENCE GUIDE

For Syracuse University Campus Security Authorities

Campus Security Authority (CSA)

- Any person with the authority and duty to take action on behalf of the institution with significant responsibility for student and campus activities.
- Look for officials whose functions involve relationships with students who have significant responsibility for student/campus activities.
- Identified in the Clery Act:
 - *All staff of Public Safety (DPS)
 - *Individuals responsible for security/access control
 - *Student Affairs Professionals: Deans, Assistant Deans, Directors, RAs, RDs, Judicial staff
 - *Directors of Athletics/Coaches/Assistant Coaches
 - *Anyone designated by the institution as someone to whom crimes should be reported
 - *Administrators of branch/separate campuses & study abroad coordinators
- NOT a CSA: faculty with no responsibility for students beyond the classroom, support staff (clerical, food services, maintenance).

Responsibility

- If a CSA receives the crime information and there is little or no reason to doubt the validity of the information, the CSA must document it with DPS.
- Does NOT automatically trigger an investigation, victim does NOT have to talk to DPS. Information about the crime must be included in the institution's crime statistics submission to the Department of Education (DOE).

What gets reported?

- If a crime identified by the Clery act occurs on property designated as part of SU's Clery reportable geography it MUST be included in that calendar year's crime statistics submission to the DOE & in the ASR.
- 3 part test:
 - *Was the crime reported to a CSA?
 - *Did the crime occur in a Clery reportable geographic area?
 - *Is the crime a Clery reportable crime?

Geography

- On Campus: main campus. All reasonably contiguous property owned/controlled by SU.
- Non-campus: owned or controlled by SU, frequently used by students, not contiguous to main campus.
 - *Examples: Lubin House in NYC, Center of Excellence, Folk Art, Marshall Square Mall
- Public: all public property, streets, sidewalks, etc. within or adjacent to and accessible from campus.
- Separate Campus: SU owns/controls the site, not geographically contiguous, has an organized program of study and at least one administrator (director, secretary, building coordinator) on site.
 - *3 domestic: Washington DC, SULA and Fisher Center in NYC
 - *5 foreign: Florence Italy, London England, Madrid Spain, Santiago Chile, Strasbourg France
- Field Trips: Any area repeatedly or frequently used by students becomes by that use Clery reportable. Examples: a class field trip to the same location every year staying in the same hotel, or a trip that stays in the same hotel for longer than one night.

Crimes

- Federal Uniformed Crime Report (UCR) part 1 crimes:
 - *Criminal Homicide: murder, negligent & non-negligent manslaughter
 - *Sex Offenses: Rape, Fondling, Statutory Rape, Incest
 - *Dating Violence: violence by someone in a romantic relationship with victim
 - *Domestic Violence: violence by spouse/intimate partner/child in common
 - *Stalking: engaging in a course of conduct directed at a specific person intended to cause fear/emotional distress
 - *Robbery: forcible stealing
 - *Burglary: entering/remaining in a structure with intent to commit a crime
 - *Motor Vehicle Theft: theft OF not FROM a motor vehicle
 - *Arson: willful/malicious burning
- Hate/Bias Related Crimes: crime committed against person/property motivated in whole or part by the offender's bias.
- Arrests/Referrals for Liquor, Drug and Weapons violations:
 - *Violation of state/local laws/ordinances prohibiting sale, possession, use, manufacture, sale, purchase of liquor
 - *Violation of state/local laws/ordinances prohibiting sale, possession, use, manufacture, sale, purchase of illicit/prescription drugs
 - *Violation of state/local laws/ordinances prohibiting sale, possession, use, manufacture, sale, purchase of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons
- Only sworn law enforcement can unfound crimes. Crimes must be reported in Clery statistics upon the knowledge of a CSA regardless of any investigation or conviction or lack thereof.

Contact Information

- Nikki Cooter, Regulatory Compliance Manager: njcooter@syr.edu or 315-443-5476
- <http://dps.syr.edu/public-information/the-jeanne-clery-act/clery-crime-report-form/>