

Clery ACT/CSA Training



**AUBURN UNIVERSITY
AT MONTGOMERY**

CAMPUS SAFETY



This training will introduce the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990 and is led by Brenda Mitchell, Director of Auburn University at Montgomery Police Operations, and Leslie Meadows, AUM Title IX Coordinator.

This training will cover:

- The University's obligations under law
- Reporting guidelines for Campus Security Authorities
- Proper procedures for reporting allegations of crime.



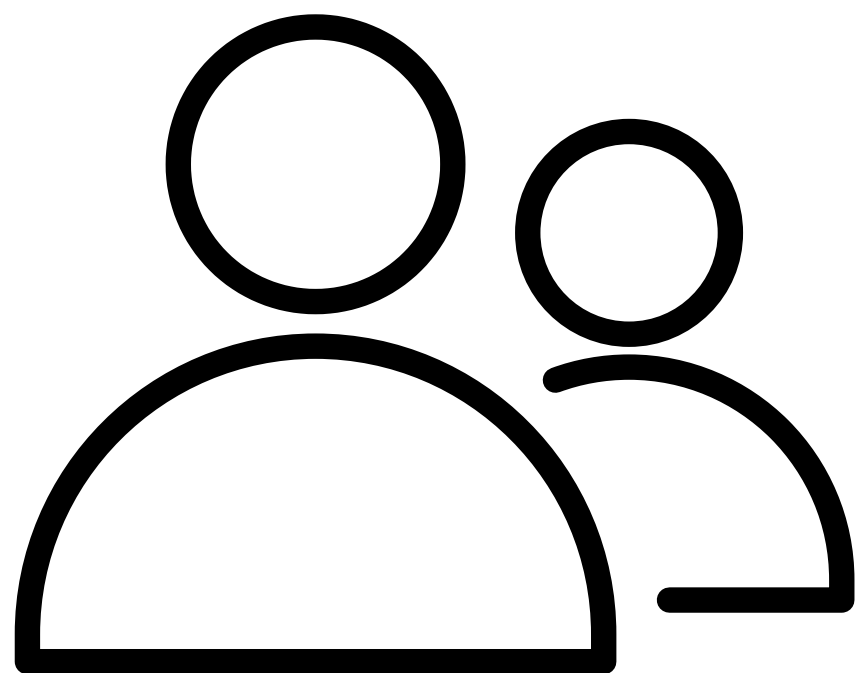
- In accordance with the federal law commonly known as the Clery Act, Auburn University at Montgomery is required to identify and inform employees and student employees of their designation as a Campus Security Authority (CSA) as defined by law. If you are watching this training, you may have been identified as a CSA.
- This means that due to your role at the University, you have an obligation under the Clery Act to notify the University of alleged Clery-reportable crimes. As a CSA, it is critical that you understand the Clery Act and what it requires of you. This training will ensure you are knowledgeable of the law and aware of your reporting obligations under this federal statute. All AUM Campus Security Authorities are required to complete this training annually.
- As AUM's Director of Police Operations, I am here to answer any questions or concerns you may have about the Clery Act. Please feel free to contact me at 334-244-3464 or bmitch8@aum.edu.



Chief Brenda Mitchell
Director of Police Operations

**Say
Something**

**See
Something**



If at any point in your time at Auburn University at Montgomery, you see or hear about anything suspicious or a situation that poses an immediate threat, please contact **Campus Police at 334-244-3424.**



Understanding Clery Terms

Individual Responsibilities:

- Employees
- Student Employees

Reportable Geographic locations



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Campus Security Authorities

Campus Security Authority is a Clery-specific term that includes four groups of individuals and organizations associated with an institution who are required by law to report the following Clery crimes: **criminal offenses, hate crimes, VAWA offenses, and arrests and referrals for disciplinary actions** that occur in a Clery geographic location.

They are:

- Campus police departments
- Employees or offices responsible for campus security or controlling access to buildings
- Officials with significant responsibility for student and campus activities
- Any individual or organization to which students and employees are directed to report criminal offenses



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Campus Security Authorities

Campus Police Departments

The Clery Act acknowledges the critical role campus police departments play in campus safety and security. While not every university has its own police department, AUM is fortunate to have an on-campus police department, staffed with sworn law enforcement officers dedicated to serving and protecting our campus community.

Universities that have a campus police department must include **all members** of their police departments as Campus Security Authorities.



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Campus Security Authorities

Employees or offices responsible for campus security or controlling access to buildings

Employees or offices who assist with campus safety or security activities, or monitoring access to residence halls or buildings, serve a vital role in campus safety or security.

You may have been identified as a Campus Security Authority because you:

- Provide access control to buildings, offices, laboratories, or facilities**
- Serve as a Residential Assistant in an AUM residence hall**



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Campus Security Authorities

Employees or offices responsible for campus security or controlling access to buildings

AUM employees who have a significant responsibility for student and campus activities are an important component of campus safety and security.

You may have been identified as a Campus Security Authority because you serve as:

- **Academic Dean**
- **Student Affairs Official**
- **Residential Life Official**
- **Coordinator of Greek Affairs**
- **Athletic Director, Assistant Director, or Coach**
- **Faculty or Staff Advisor to Student Organizations**
- **Warhawk Health Services Director**
- **Student Counseling and Health Promotion Services Director**
- **Program Director**
- **Peer Advocate**
- **Faculty member or instructor who has a responsibility for student and/or campus activity beyond the classroom.**



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AT MONTGOMERY**

Campus Security Authorities

Any individual or organization to which students and employees are directed to report criminal offenses

Certain individuals or departments at AUM are specified in our institutions' policies and procedures as the channel through which students or employees are directed to report criminal offenses.

Individuals specified in this role can include, but are not limited to, individuals in the:

- **Office of Enrollment Management and Student Affairs**
- **Office of Human Resources and Affirmative Action**
- **Office of Accountability and Advocacy**
- **Office of Residence Life**



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AT MONTGOMERY**

Campus Security Authorities

Any individual or organization to which students and employees are directed to report criminal offenses

As you can see, CSAs include a broad group of AUM employees and student employees.

If you have question about your role as a CSA, talk with your supervisor who identified you as a key player in the University's commitment to complying with the Clery Act.



Clery reportable locations include:

- On campus
- Non-campus buildings or property
- Public property



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Reporting a Crime

Auburn University at Montgomery strictly prohibits retaliation against any person for reporting a crime in good faith and following the reporting procedures.

All reports are taken seriously. Recognizing the sensitive nature of these reports, CSAs should share information only with appropriate authorities, who have a legitimate need to know. This protects the victim, the reporter, the process of addressing the alleged crime, and limits false information or gossip from interfering with an investigation.

Introduction to the Clery Act

The Clery Act is named in memory of 19-year-old Lehigh University freshman Jeanne Clery, who was brutally raped and murdered by a fellow student in her residence hall room on April 5, 1986. Shortly after Jeanne's murder, her parents discovered that in the three years prior to her murder, 38 violent crimes had occurred on Lehigh's campus, yet parents and students were unaware. Her parents believe she and her fellow students would have been more cautious if they had known about the other violent crimes occurring at Lehigh.

Choosing a college or university to attend is not a simple decision, and the issue of safety while on campus is a critical concern. The spirit of the Clery Act is simple—knowledge is power. Institutions are required to inform employees, students, parents, and potential students of the crimes that are occurring on and around the campus so they are able to make an informed decision regarding where they would like to attend or work.



An overview of the Clery Act



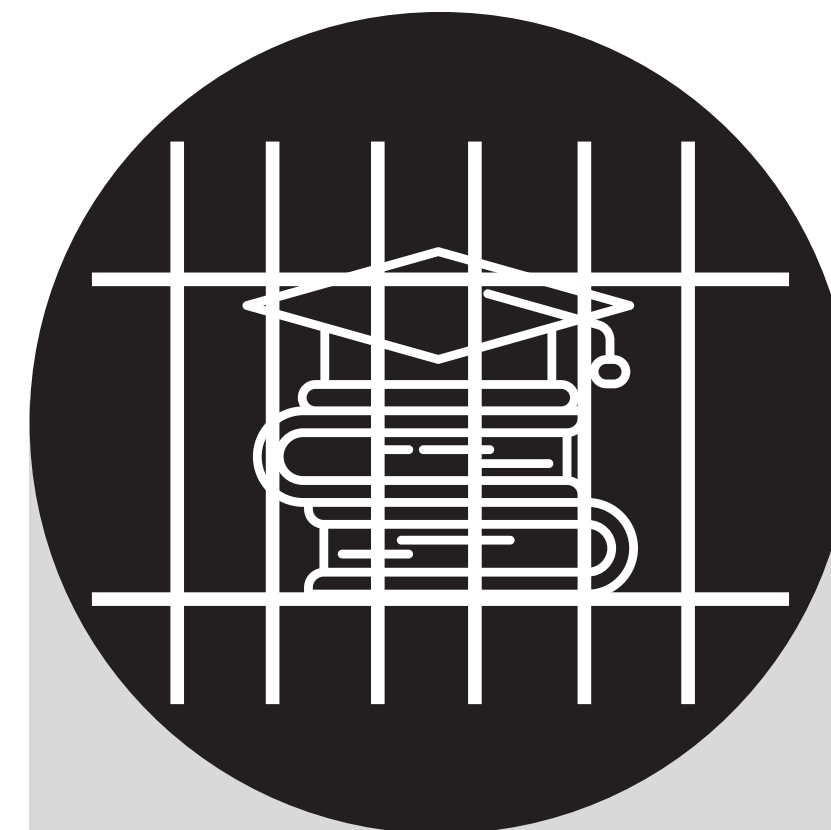
Colleges and universities are required to disclose certain timely and annual information about campus crime and security policies within Clery geographic locations



All public and private postsecondary institutions participating in federal financial aid programs are subject to the Clery Act.



Violators can be fined \$69,733 per violation by the U.S. Department of Education



The U.S. Department of Education can also suspend institutions from participating in federal financial aid programs.

Under Clery, every institution must:

- **Collect, classify, and count crime reports – This includes criminal offenses, hate crimes, VAWA offenses and arrests and referrals for disciplinary action, if they occur in a Clery geographic location.**
- **Issue campus alerts, including timely warnings and emergency notifications – Campus alerts include timely warnings and emergency notifications. These must be issued when a serious or ongoing threat has been identified.**
- **Publish an annual security report – The annual security report must be published by October 1 each year.**

Institutions with campus police and student housing must:

- **Establish missing student notifications – If an on-campus student housing resident is identified as missing for 24 hours, AUM has only 24 hours after receiving the report to initiate the notification procedures.**
- **Maintain a daily crime log – The daily crime log must be created, maintained, and made publicly available.**
- **Maintain and publish a daily fire log and annual fire report – At AUM, the annual fire report is combined with the annual security report.**

Crime Statistics

Four general categories of crime statistics must be reported if they occur in a Clery geographic location:

- **Criminal Offenses**
- **Hate Crimes**
- **VAWA offenses**
- **Arrests and referrals for disciplinary action**

Sources of statistics include: Campus Police, the Office of Accountability and Advocacy, the Office of Human Resources and Affirmative Action, local law enforcement agencies, and individuals and organizations associated with your institution, such as CSAs.

Criminal Offenses

- **Criminal homicide**
- **Sex Offenses**
- **Burglary**
- **Motor Vehicle Theft**
- **Robbery**
- **Aggravated Assault**
- **Arson**
- **Additional information regarding specific Clery geographic locations in which these crimes must occur for them to be reportable will be discussed.**

Hate Crimes

- While a hate crime includes each of the criminal offenses under the Clery Act, it may also include larceny, simple assault, intimidation, and vandalism of property.
- A hate crime is a criminal offense against a person which is motivated, in whole or in part, by the offender's bias.
- Bias is a pre-formed opinion or attitude toward an individual or group based on:
 - Race
 - Sex/gender
 - Religion
 - Disability
 - Sexual orientation
 - Ethnicity
 - National origin
 - Gender identity

Hate Crimes

The Violence Against Women Act (VAWA) includes any incidents of sexual assault, relationship violence, and stalking.



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Arrests and Referrals for Disciplinary Action

- **Weapons Violations**
- **Drug Violations**
- **Liquor Law Violations**

Violations are only included if an arrest or referral for disciplinary action was made within a Clery geographic location.



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Campus Security Authorities and the Clery Act

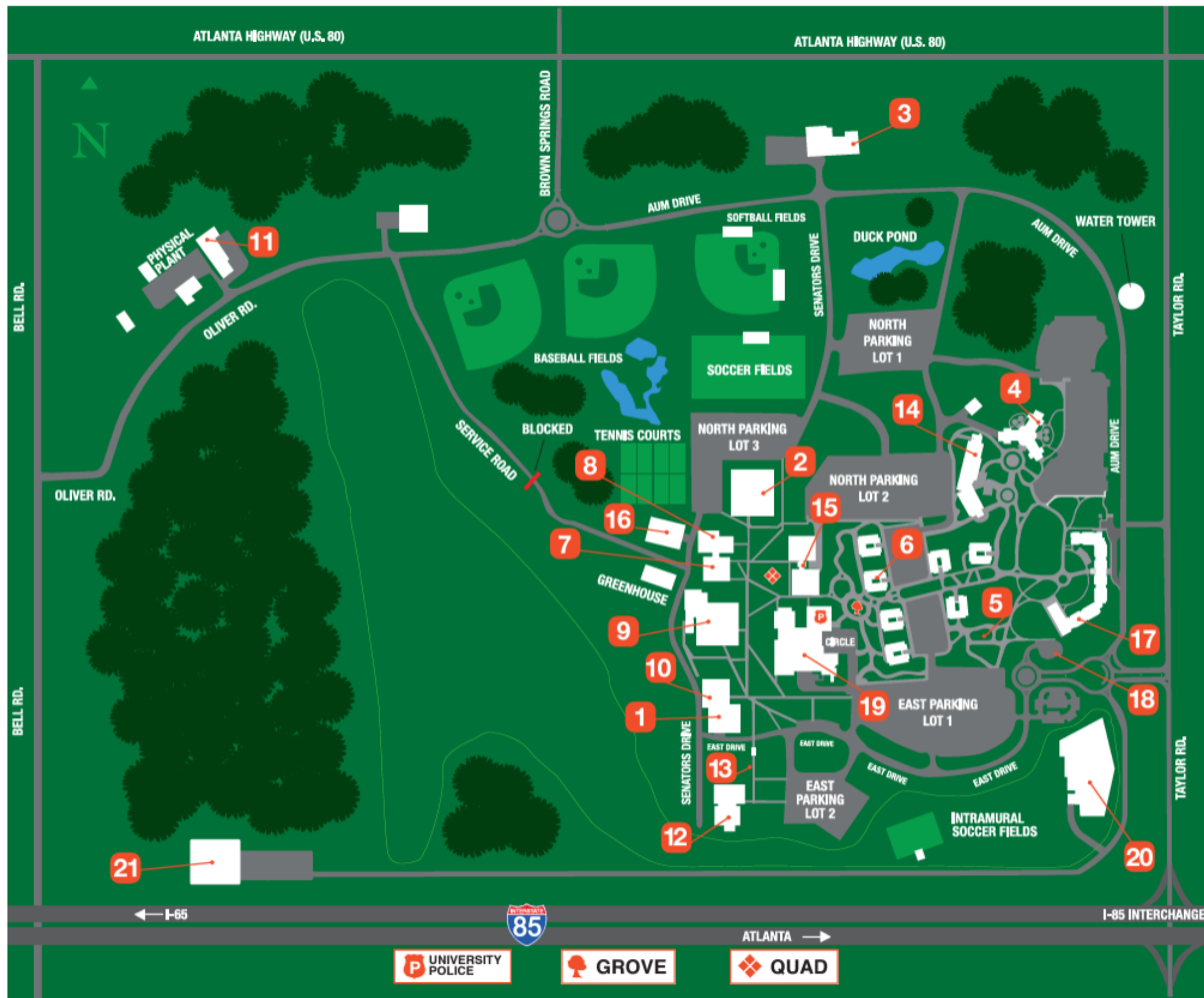
Reportable Locations: On-Campus

The Clery Act defines “on-campus” to be any building or property owned or controlled by an institution within the geographic area and used by the institution in support of educational purposes, including residence halls.



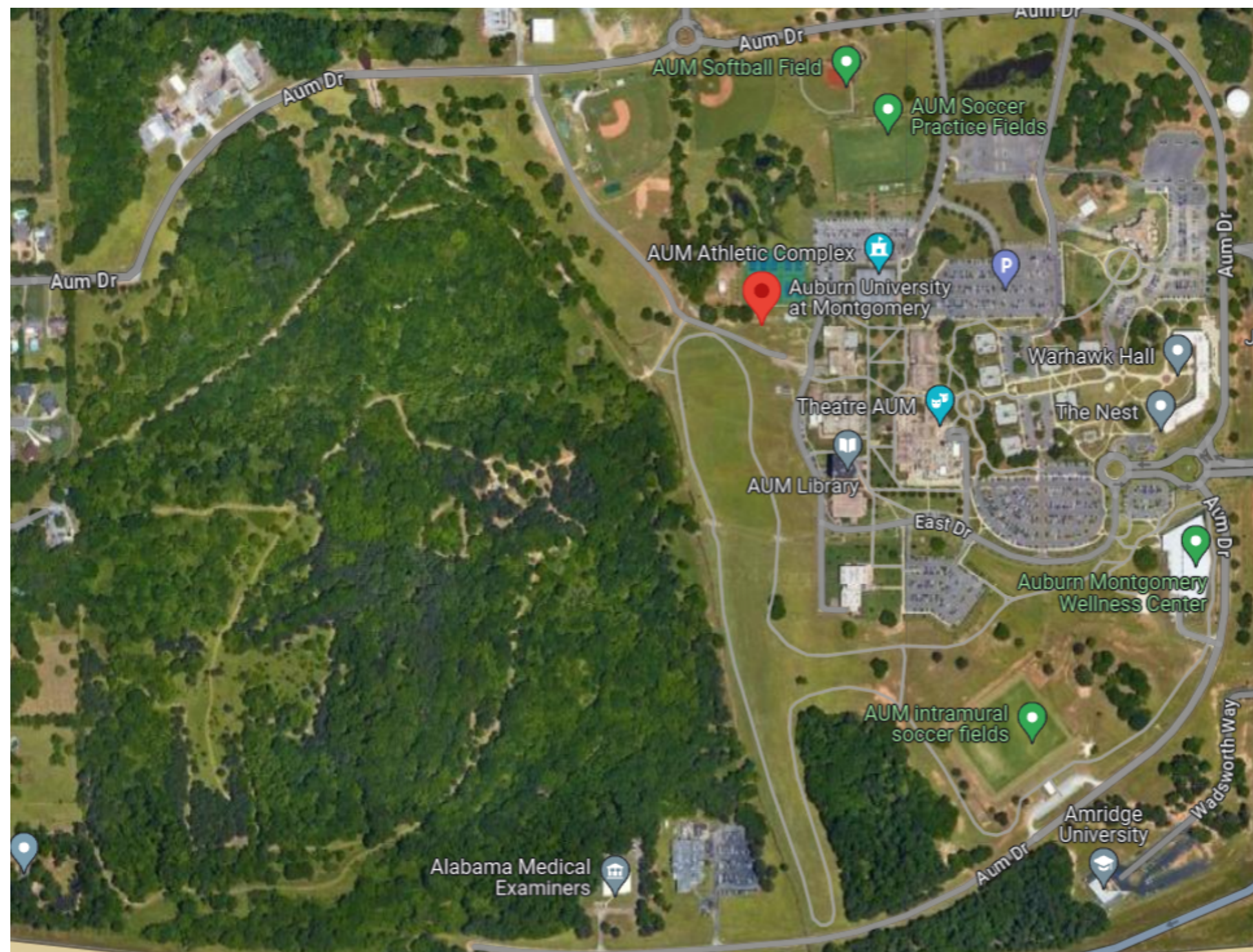
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|--|---|
| 1. ADMINISTRATION BUILDING
Office of the Chancellor
Office of Collaborative Partnerships
Office of Distance Education
Office of Global Initiatives
Office of the Provost
Office of Associate Provost
EEEC | 13. MONTGOMERY TRANSIT
14. P40 PLACE
15. TOM F. CLEMENT HALL
Business Administration Offices
Liberal Arts and Social Sciences
Administration Offices
Information Technology Services
Computer Lab |
| 2. ATHLETIC COMPLEX
Athletics | 16. SCIENCE RESEARCH CENTER
17. WARHAWK HALL
Housing and Residence Life Offices
The Nest |
| 3. BAPTIST CAMPUS MINISTRIES
4. THE COMMONS
5. THE GARDEN
6. THE COURTYARDS
7. EDUCATION BUILDING
Education Administration Offices
Early Learning Center
Virtual Avatar Lab | 18. WARHAWK TRANSIT
19. WATSON ROBBINS TAYLOR CENTER
Admissions
Books and Beans
Bookstore
Cafe
Campus Police & Public Safety
Career Development Center
Central Advising
Center for Disability Services
Conference Services
Counseling Center
Facilities Department
Financial Aid
Food Pantry
Honors Lounge
Mail Center / Post Office
Math Lab
Registrar
Office of Student Accounts
Student Affairs
Theatre AUM
Veteran and Military
Resource Center
Warhawk Alley |
| 8. LIBERAL ARTS BUILDING
Liberal Arts Tech Wing | 20. WELLNESS CENTER
Intramural Sports
Kinesiology
Basketball Courts
Rock Wall
Pool
Indoor Track
Fitness Classes |
| 9. GOODWYN HALL
Sciences Administration Offices
Cason McDermott Art Gallery
Instructional Support Lab | 21. FUTURE SCIENCE LAB COMPLEX |
| 10. IDA BELLE YOUNG LIBRARY TOWER
Computer Lab
ITS Help Desk
Sponsored Programs
University Archives
English as a Second Language
Financial and Administrative Services
Honors Program
Human Resources
Learning Center
Office of University Marketing
Office of University Communications
UNIV Office
Warhawk Academic Success Center | |



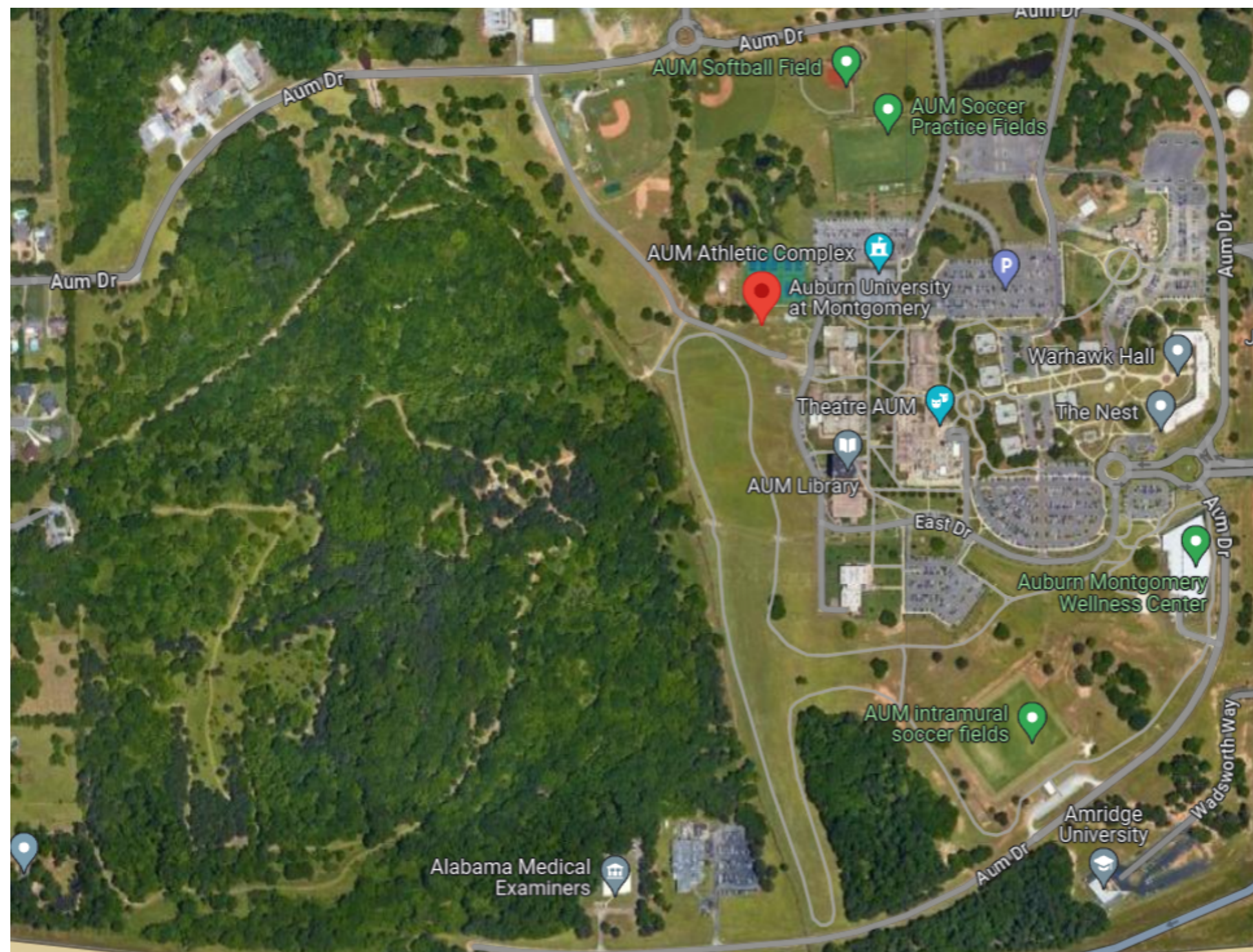
The Clery Act defines “public property” as thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately neighboring and accessible from the campus.

This includes university property in the Bell Road area. (YMCA Soccer Complex, Baptist Student Center, Baptist East Medical Complex, and the service station, restaurant, and bank across the street.)



The Clery Act defines “non-campus” as any building or property owned or controlled by an official AUM student organization, or by AUM.

Additionally, these buildings or properties must be used in support of AUM’s educational purposes, frequently used by students, and not within the same neighboring geographic area of the institution. (AUM ROTC, AUM Physical Plant and Storage, the Liberal Arts Annex, the AUM Speech and Hearing Clinic, and the Center for Lifelong Learning at the Technacenter.)



Timely Warnings – These are used when a crime has already occurred but represents an ongoing threat.

Emergency Notifications – These are not limited to prior acts of crime, and are used to communicate an immediate threat to the health and safety of students or employees on campus.

Campus Alert Tools – Posting information on TV monitors located throughout campus; media releases; Broadcasting from the emergency notification system located in each campus building; Posting information to the AUM website.

AUM Alert – This system generates phone calls, text messages, email messages or tweets, when an alert is released. You can sign up for AUM Alert at www.aum.edu/AUMAlert.



Annual Clery Report on Campus Security and Fire Safety

- **AUM's report provides statistics concerning reported crimes that occur in Clery geographic locations and reported fires within our residence halls.**
- **Notice of the availability of AUM's Annual Security Report is given each year to every member of the AUM Community by October 1st.**
- **Anyone may receive a copy of this report by contacting Campus Police at 334-244-3424 or by visiting the Public Safety page at www.aum.edu/about-aum/public-safety/**

How does a CSA report a crime?

Since CSAs serve in many areas on our campus and have a variety of responsibilities, we want to reinforce that CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA.

CSAs are NOT responsible for reporting:

- Information that is overheard
- Offenses shared by a classmate or student during an in-class discussion
- Details that a victim mentions during a speech, workshop, or other group presentation

When you have been made aware of a crime:

- **Let the victim or third party reporter know that you have a duty to report, whether they choose to report it or not. In cases where you hear about a crime, but either do not have access to the victim or offender, or do not believe it is safe to inform them that you are reporting it as a CSA, it is not required that you inform them.**
- **Ask the victim or third party reporter if they want to be identified. If they do not, let them know that it may limit the University's ability to offer support services and respond to the concern.**
- **Remember, a CSA does not have to witness the crime in order to report it.**

When you have been made aware of a crime:

- **There is no expectation for a CSA to determine what type of crime has occurred.**
- **A CSA is required to report: criminal homicide, sex offenses, burglary, motor vehicle theft, robbery, aggravated assault, arson, dating violence, domestic violence, stalking, hate crimes, and arrests or referrals for weapon, drug, and liquor law violations that occurred in a Clery geographic location.**
- **Share that although confidentiality cannot be guaranteed, information provided will be shared only on a need-to-know basis.**



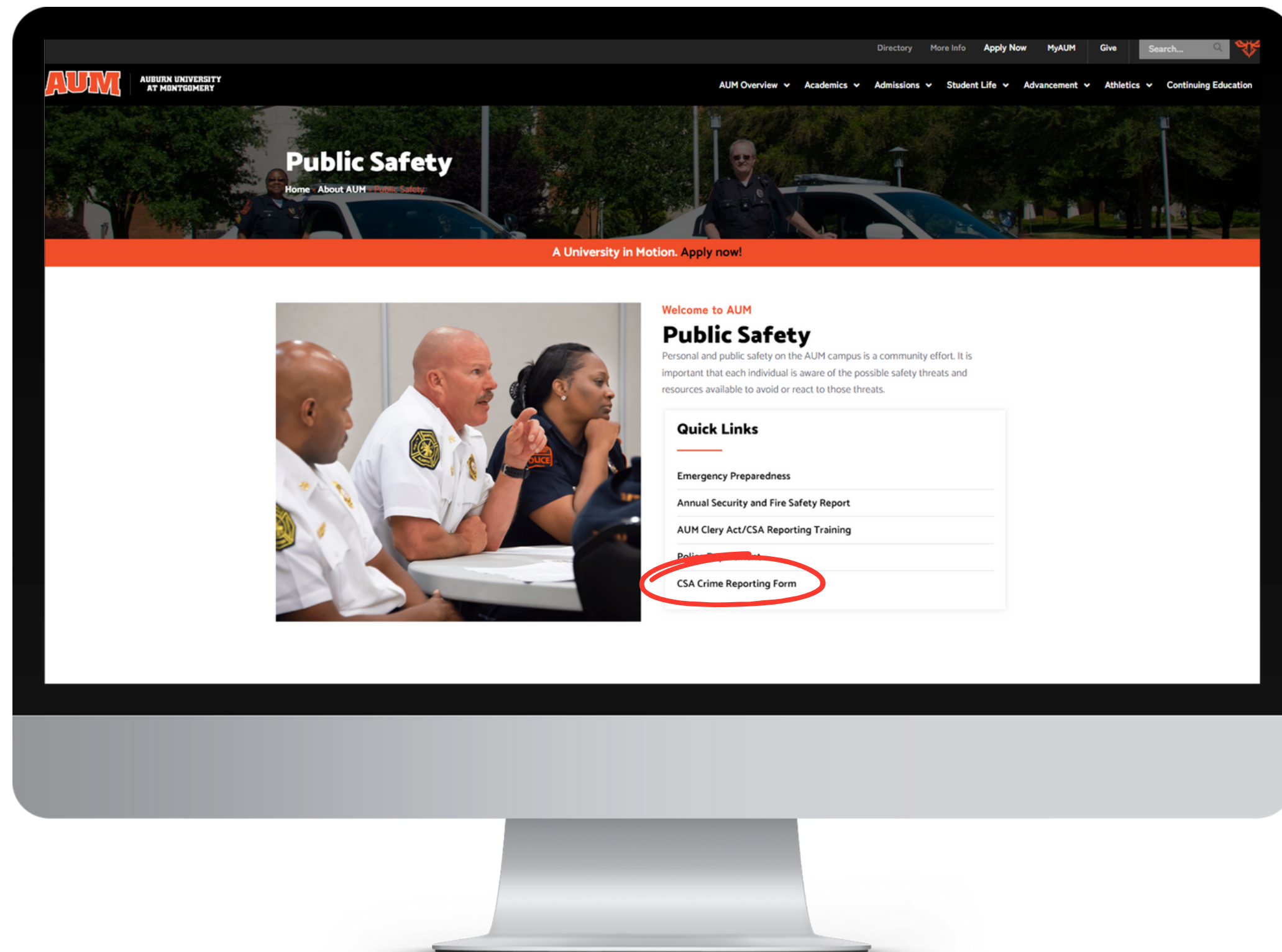
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Completing a CSA Crime Report

When you have been made aware of a crime, you are required to complete a CSA Crime Reporting Form immediately.

[AUM Public Safety](#)

[CSA Crime Reporting Form](#)



In the event that you file a Campus Security Authority Crime Reporting Form, a few actions may be taken by the university:

- **Offer of additional support and resources**
- **Report added to Daily Crime Log**
- **Issuance of Timely Warnings or Emergency Notifications**
- **Some incidents may be reported to the AUM Title IX Coordinator or the AUM Office of Accountability and Advocacy. If you provide contact information for yourself or the victim, representatives from these areas will follow up with additional services or resources.**



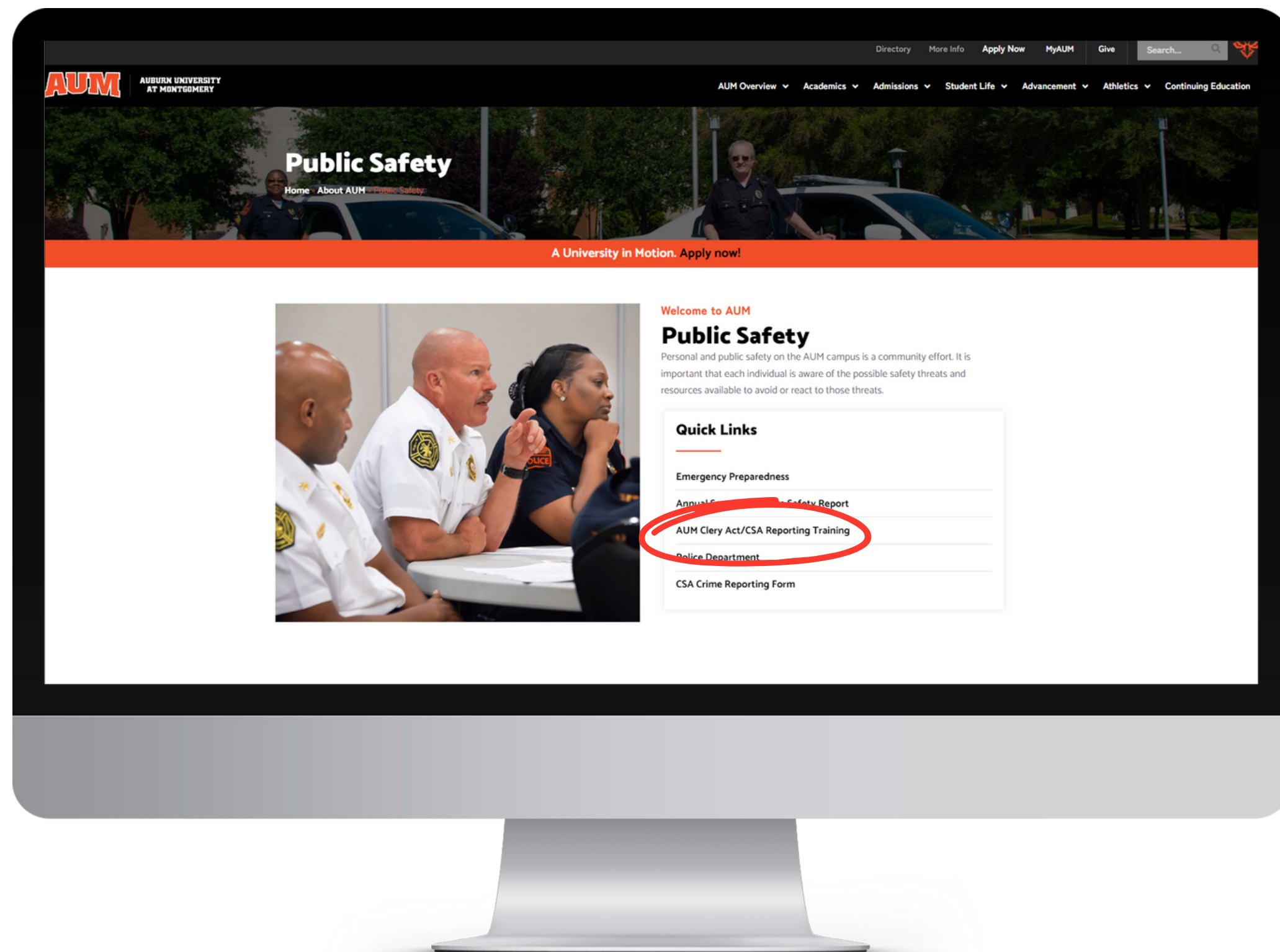
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AT MONTGOMERY

Certify Your CSA Training

Now that you have completed the CSA Training, you now need to go to <https://www.aum.edu/clery-act/> to download the acknowledgement form and follow the instructions for submittal.

[AUM Public Safety](#)

[Acknowledgement Form](#)





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A University in Motion

