

Campus Security Authority Information

This document is intended to provide information on what makes an individual a Campus Security Authority (CSA) and what responsibilities they have as a CSA at UNK.

Introduction

The Clery Act is a federal law that requires colleges and universities to create an Annual Security Report which includes campus crime and fire statistics. This report must be publicized annually for the campus community, prospective students and employees, and submitted to the U.S. Department of Education.

The overall goal of the Clery Act is to encourage reporting and collection of campus crime data, to promote crime and safety awareness, and to enhance campus security. As part of the requirements, institutions must implement a system that ensures accurate and timely crime reporting.

Another key requirement of the Clery Act is to issue emergency notifications and/or safety messages/timely warnings to the campus community regarding crimes considered to be a serious or ongoing threat to University community members. To meet this requirement, incidents must be adequately reported so that alerts can be issued when determined necessary.

What is a Campus Security Authority (CSA)?

- An institutional employee who is responsible for forwarding crime reports that are reported to them

There are four general categories of CSAs:

- Campus Police Department
- Persons responsible for campus security (non-police)
- Institutional individuals/offices to which crimes may be reported
- Officials with significant responsibility for student and campus activities

CSAs have job functions that involve direct relationships with students that are beyond the classroom (not simply related to the class/course material). If someone is directly connected to student/campus activities, then they are a CSA. Some examples in this category include, but are not limited to:

- Team Coaches (head coach down to graduate assistants/volunteer coaches)
- Advisors (both academic & student organization)
- Residence Directors/Assistants
- Greek Affairs Coordinators
- Title IX Coordinators/Investigators
- Student Activity Coordinators
- Deans/Directors of Student-related Programs
- Student peer education advisors

Receiving a Crime Report

A Clery Act crime is considered “reported” when it is directly brought to the attention of a CSA, University Police or local law enforcement by a victim, witness, or a third party.

While CSAs are only required to forward reports of certain crimes as defined in the Clery Act which occurred in the Clery reportable geography, they are encouraged to report all crimes to University Police. There does not have to be proof that a crime occurred.

Timely reporting of crime reports by CSAs allows the University Police the opportunity to review reports and determine whether an emergency notification or safety message/timely warning should be issued.

How CSAs Should Report

- All reports should be made in REAL TIME, meaning as soon as you are informed
- When a crime is an emergency, call 911 or 308.865.8911 immediately
- When it is not an emergency, tell the individual who disclosed it to you that you are responsible for reporting certain crimes to the University Police
 - *"As part of my position on campus, I am a federally mandated crime reporter for the University. I am required to report this incident for statistical purposes. My report will contain the information you provide me."*

All crimes should be reported directly to UNKPD however, the victim can express that they do not want the matter investigated. It is important for victims to know that even if they do not want an investigation at that time, they can always request an investigation in the future. This is why it's important for a report to be made to the police as it allows the incident to be officially documented, and an investigation can begin upon request from the victim at a later date.

- Make a Report by
 - Contacting UNKPD directly at 308-865-8911
 - When a crime is reported to UNKPD, a police report is generated to make an official record of the incident
 - An officer may follow up with the victim, although an official investigation will not occur if the victim does not want it
 - Completing a CSA Crime Reporting form online
 - When the CSA Crime Reporting form is completed, the form goes to the Office of Compliance and is used strictly for statistical purposes, there is no police involvement, no police report is generated and there is no official record created, and no future police action can be taken

What Crimes to Report

UNK encourages you to report any crime that is reported to you. Under the Clery Act, you are required to report the following crimes:

- Murder, Non-negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assault
 - Rape
 - Fondling
 - Statutory Rape
 - Incest
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking
- Hate Crimes (Any of the crimes listed above and for the following crimes):
 - Larceny-Theft
 - Simple Assault
 - Intimidation
 - Destruction/Damage/Vandalism of Property
- Weapons Law Violations
- Drug Law Violations
- Alcohol Law Violations

Clery Geography

CSAs are required to report crimes that occurred in UNK's Clery Geography which includes:

- On Campus UNK Property (which includes Student Housing)
- Non-Campus Property that is UNK Owed/Controlled
- Public Property going through or directly adjacent to campus

Are Reports Made Public?

- If a report is made to UNKPD, names will be kept confidential to the extent allowed by law
- No Clery Act related documents include personal identifiable information as the goal is to obtain crime and fire statistics, not to identify victims or ensure the incident is investigated