



**WINSTON-SALEM**  
STATE UNIVERSITY

Campus Security Authority (CSA) Handbook for  
Clery Act Reporting

January 2020

## What is the Clery Act?

The Clery Act is a Federal Consumer Protection Law designed to educate and inform current and prospective students and employees about the prevalence of crime on campus and campus-affiliated property. The Clery Act requires that universities gather and publish crime data from multiple sources, including Campus Security Authorities (CSA's).

## Who is a Campus Security Authority (CSA)?

- Officials with significant responsibility for student and campus activities.

Campus Security Authority is a Clery Act-Specific term that encompasses four groups of individuals and organizations associated with an institution:

- Campus police department or campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department. Examples: An individual who is responsible for monitoring the entrance into institutional property, individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Some examples of individuals who are a CSA:

- a dean of students who oversees student housing, a student center or student extracurricular activities
- a director of athletics, all athletic coaches (including part-time employees and graduate assistants)
- a faculty advisor to a student group;
- a student resident advisor or assistant; • a student who monitors access to dormitories or buildings that are owned by recognized student organizations; • a coordinator of Greek affairs; • a Title IX coordinator;
- the director of a campus health or counseling center;
- victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.
- members of a Sexual Assault Response Team (SART) or other sexual assault advocates.

Examples of individuals who would **not** meet the criteria for being a CSA are:

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom; and
- Clerical or cafeteria staff.

As job responsibilities change, a person who is a CSA one year may not be a CSA the following year, and vice versa. For example, suppose that you have a computer science instructor who is teaching at the main campus. He/she is not a CSA because he/she does not have any responsibility for student and campus activity beyond the classroom. The following year, this instructor is teaching computer science at one of your institution's non-campus locations. Because there are not any security personnel on site, your institution's security policy identifies this instructor as the person to whom students should report crimes or other emergencies that occur there. This instructor is now a campus security authority.

### **What is a CSA obligated to do?**

Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority, the WSSU's police department or campus safety office, or local law enforcement personnel by a victim, witness, other third party or even the offender. It does not matter whether or not the individuals involved in the crime, or reporting the crime, are associated with WSSU. If a campus security authority receives a report, he/she must include it as a crime report using the procedure that WSSU specified.

The function of a campus security authority is to report to the official or office designated by WSSU to collect crime report information, such as the campus police or security department, those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA.

### **What a CSA is NOT obligated to do?**

CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

### **CSA Responsibilities**

- If someone tells you about a crime or an incident that might be a crime, you must report it to WSSU's office or an official responsible for collecting Clery report information.
- Share the information as related by the individual.
- When in doubt report.
- Tell the person who disclosed the crime to you that you must share the information.
- Help connect the person to available options and resources within the institution.

### **When is a CSA legally obligated to notify Police and Public Safety about a crime?**

1. There must be a Clery Act Crime (See Appendix I) AND
2. The crime must occur on WSSU Clery Geography
  - A. Campus Property
    - ALL Main Campus Buildings
    - Bowman Gray Stadium
    - Center for Design and Innovation (CDI)
    - ALL public property located on the main campus such as Civitan Park
  - B. Non-Campus Property
    - WSSU Flats
    - Study Abroad Trips
    - Athletic Trips

C. Public Property - property within immediate adjacent and accessible from campus

- Streets
- Sidewalks
- Parking

\*Reports can be made of incidents that happen off campus.

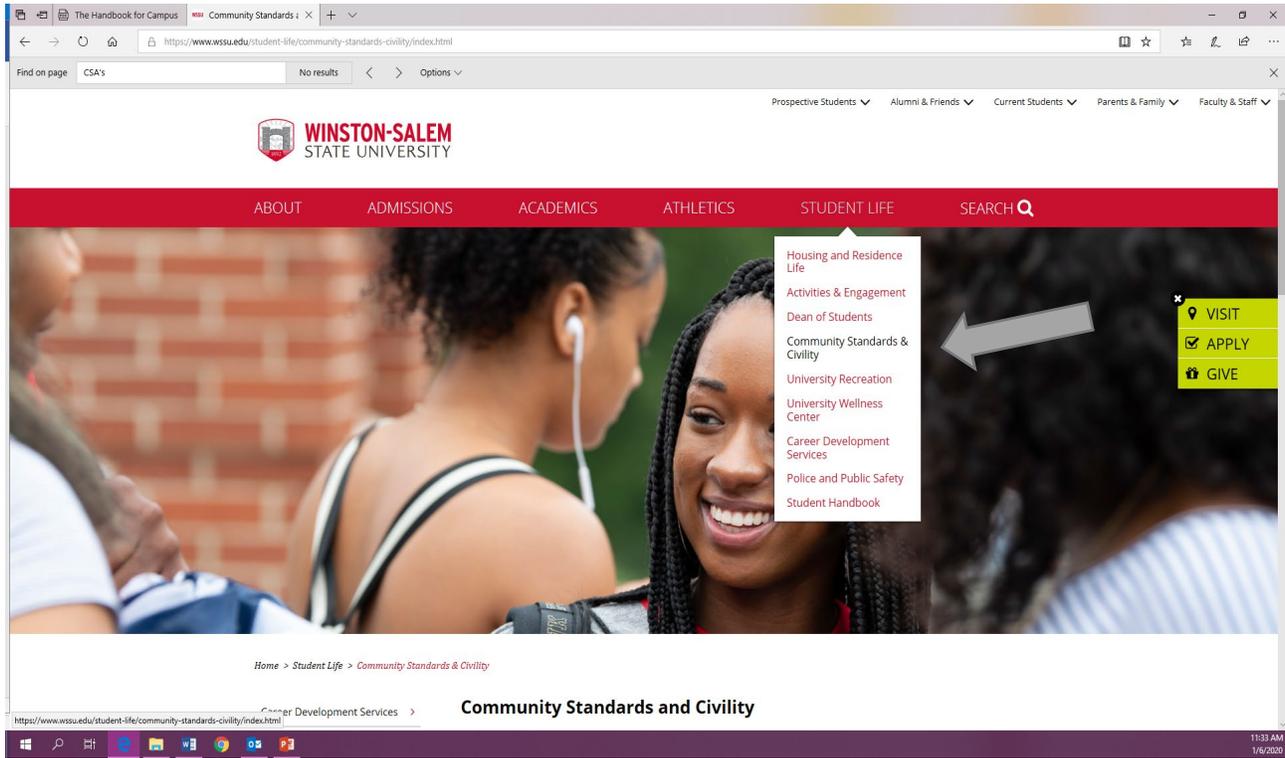
**What are the procedures for when a crime is reported to a CSA?**

1. First, contact Police and Public Safety at (336) 750-2900 Non-Emergency or (336)-750-2911 Emergency.
2. Then, if necessary, provide the victim with a RedCard (Dating Violence, Domestic Violence, Stalking, Sexual Assault, Gender-Based Harrassment/Violence).
3. Lastly, complete a Maxient Report (Incident Report). See next page for instructions.

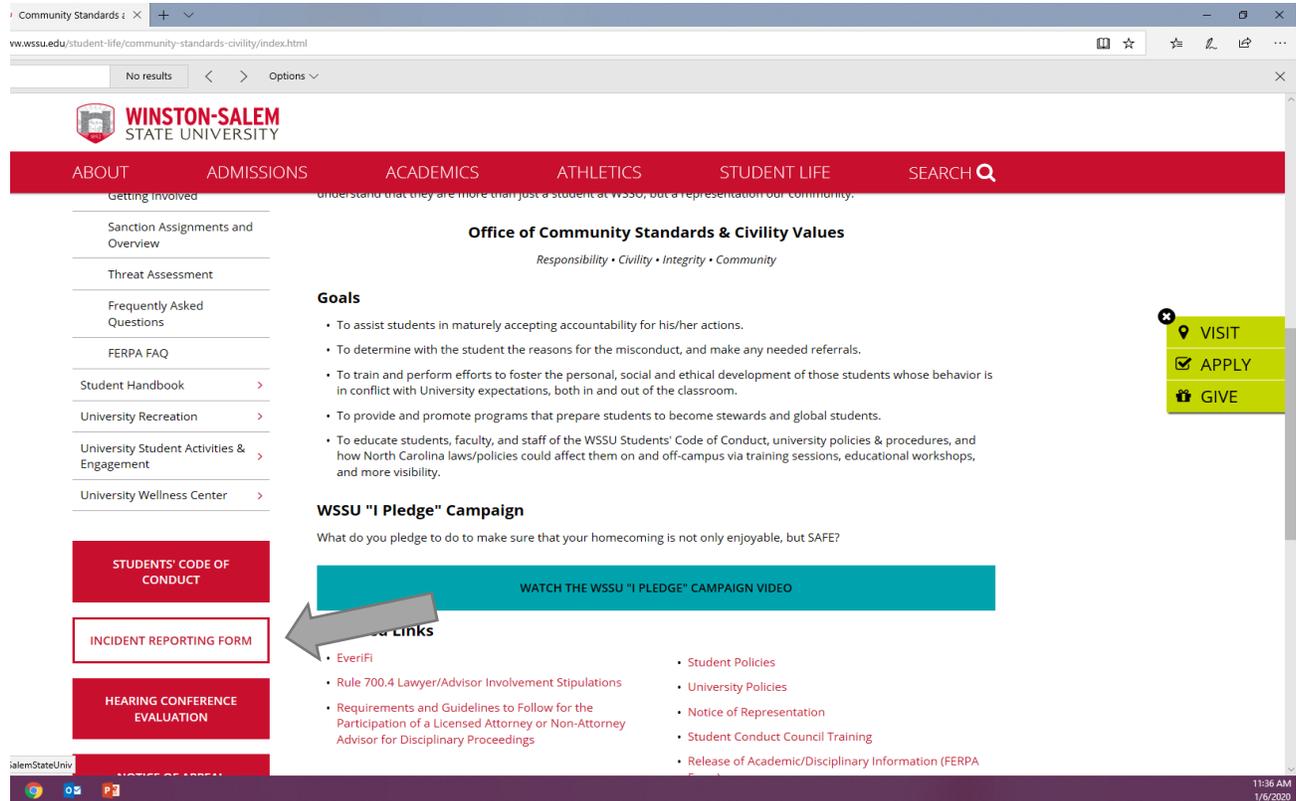
\*If a person who has been sexual assaulted or raped does not want to report to the police, you do not have to contact Police and Public Safety. A Maxient report does need to be completed so the incident will be counted in Clery Statistics.

# How to complete an Incident Report (Maxient Report)

Step 1: Visit the WSSU Website then under “Student Life” select “Community Standards and Civility.”



Step 2: Then select “Incident Reporting Form” on the left side.



Step 3: Complete the Incident Reporting Form

## Appendix I

### Clery Crime Definitions

Crime	Definition
Aggravated Assault	An unlawful attack by one person upon another for 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 harms.
Arson	Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Burglary	The unlawful entry of a structure to commit a felony or a theft. (Includes force or non-force entry.)
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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of : <ul style="list-style-type: none"> <li>a. the length of the relationship</li> <li>b. the type of relationship</li> <li>c. the frequency of interaction between the persons involved in the relationship.</li> </ul>
Domestic Violence	A felony or misdemeanor crime of violence committed by: <ul style="list-style-type: none"> <li>a. a current or former spouse or intimate partner of the victim;</li> <li>b. a person with whom the victim shares a child in common;</li> <li>c. a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;</li> <li>d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</li> </ul>
Drug Law 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 relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
Illegal Weapon Violations	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. This classification encompasses weapons offenses that are regulatory in nature.
Liquor Law Violations	The violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
Motor Vehicle Theft	The theft or attempted theft of a motor vehicle.
Murder	The willful (non-negligent) killing of a human being by another.
Manslaughter by Negligence	The killing of another person through gross negligence.
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 or violence and/or by putting the victim in fear.
<b>Sexual Assault</b>	
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. It includes the following offenses:	
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. This offense includes the rape of both males and females.
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	Non-forcible 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.

Stalking	<p>A. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –</p> <ul style="list-style-type: none"> <li>i. Fear for the person’s safety or the safety of others; or</li> <li>ii. Suffer substantial emotional distress.</li> </ul> <p>B. For the purposes of this definition-</p> <ul style="list-style-type: none"> <li>i. Course of conduct means two or more acts, including, but not limited to, acts 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.</li> <li>ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.</li> <li>iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</li> </ul>
<p><b>Hate Crimes</b></p> <p>Hate crimes include all of the criminal offenses with the addition of intimidation, vandalism, larceny, and simple assault. The additional crimes will only be counted in the Clery statistics if they are motivated by hate.</p>	
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 an actual physical attack.
Property Destruction/Damage/Vandalism	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.
Larceny/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.

### **Hate Crime Bias**

A hate crime is a criminal offense committed against a person or property, which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, sexual orientation, ethnicity/national origin, disability, or gender identity. Although there are many possible categories of bias, under Clery, only the following categories are reported:

Ethnicity	A preformed negative opinion or attitude toward a group of people whose members identify with each other, through common language, common culture and or ideology that stresses common ancestry.
National Origin	A preformed negative opinion or attitude toward a group of people bases on their actual or perceived country of birth.
Race	A preformed negative attitude toward a group of persons who possess common physical characteristics, (e.g., color of skin, eyes, hair color, facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of human kind (e.g., Asians, blacks, or African Americans, whites).
Religion	A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists.)
Disability	A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
Gender	A performed negative opinion or attitude toward a group of persons because those persons are male or female.
Sexual Orientation	A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or member of the opposite sex (e.g. gays, lesbians, heterosexuals).
Gender Identity	A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity

\*The Annual Security & Fire Safety Report can be located on the Police and Public Safety Website.

## Resources

### Clery Compliance Act Coordinator

Janet Stevens

Campus Police and Public Safety Building

336-750-2922

[stevensj@wssu.edu](mailto:stevensj@wssu.edu)

### Campus Police

Non-Emergency -336-750-2900

Emergency – 336-750-2911

While the university has identified several hundred CSAs, we officially designate the following offices as places where campus community members may report crimes:

Official	Campus Address	Phone Number
Campus Police Public Safety	Old Maintenance Building	336-750-2911
Vice Chancellor for Student Affairs	Thompson Center, Room 307	336-750-3206
Office of the Dean of Students	Thompson Center, Room 300	336-750-3356
Office of Student Conduct	Thompson Center, Room 303	336-750-3463
Office of Student Conduct The Office Housing and Residence Life, including all RAs, HD's, & ACs	Thompson Center, Room 300 (Main Office)	336-750-3400