

# POLICIES & PROCEDURES

## CSA Policy

### Security

It shall be the policy, that all Campus Security Authorities (CSA's) report all crimes that are defined and stipulated under the Consumer Protection Law, the Higher Education Act, or 20 U.S. C. 1092, now known as the Jeanne Clery Disclosure of Campus Security Police and Campus Statistics Act.

CSA's help our Security Department to collect and annually publish statistics concerning the occurrence of selected crimes on campus property, non-campus property, and public property. CSA's reporting can better assist in the University issuing timely warnings to the Woodbury Community, as well as assist the University in completing their Annual Security Report. CSA's will allow members of the campus community to report crimes to persons other than the Woodbury Security Department because many crimes, especially sexual assaults, are not reported to Campus Police or Security Departments.

CSA's will receive formal training on an annual basis to obtain sufficient understanding of the Clery Act, their role in reporting crimes, and where to find further instructions and resources. The title of Campus Security Authority will be placed into each identified persons job description. Further, after successful formal training, each CSA will be held accountable in their efforts to report Clery Crimes. Woodbury University reserves the right to provide disciplinary action should a CSA fail to report a Clery Crime. Actions include coaching and up to termination.

The Clery Act defines a CSA as any of the following categories:

1. An institution's campus police or security department
2. Other individuals with security responsibilities, such as those monitoring access to campus property (e.g., parking lots, residence halls, and athletic venues)
3. Individuals or organizations designated in the institution's security policy as those to who students and employees should report crimes
4. Officials with significant responsibility for student and campus activities, such as student housing, student discipline, and campus judicial proceedings

Note:

- Officials are defined as "person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."
- Officials whose functions involve building relationships with students are considered CSA's
- Student employees may also be considered CSA's
- An individual's job function, not title is what defines a CSA
- Reports can come from a victim, witness, third party, or the perpetrator and do not need to be affiliated with the University.

### Procedures

Upon notification of a report of a Clery crime from anyone—with or without a connection to Woodbury University— CSA’s must report it to the Woodbury Security Department via the CSA Report Form located (Here). If the CSA believes the report was made in good faith, they are required to report all information provided to them.

This information includes date and location of the crime, regardless if there is not a victim or does not want to file a criminal charge.

### Initial Report of a Crime

If a violent crime is in progress, call Woodbury Security or dial 911. Inform the reporting party that you are a CSA and you must report criminal incidents to the

Woodbury Security Department.

If the person reporting a crime is a victim, provide information to the reporting party of available medical treatment, offer referrals to campus assisted programs, and/or counseling services if appropriate. Explain that Woodbury University is required to track crime statistics and, in certain case, take steps to warn the campus community about serious or continuing threats to the community. Inform the reporting party that names are not included in crime statistics reports, but that you can make a report without including their name if they would prefer.

Be aware of the limitations of your role. Do not express judgment and do not promise a specific outcome. If the crime reported to you is a sex offense including dating and domestic violence, sexual assault, or stalking, you are required to also fill out the CSA Report Form and report it to the University Title IX Coordinator, Natalie Avalos as well.

### Filling out the CSA Report Form

Obtain the official Woodbury University CSA Report Form, which includes a series of questions and a space to provide a description of exactly what was reported to you. CSA’s will not evaluate or investigate the report. Further, CSA’s shall not attempt or persuade victims to further report an incident as these duties belong to the Woodbury Security Department. CSA’s must provide their report to the Security Department regardless if the incident qualifies as a Clery Crime. Crimes that do not qualify as a Clery Crime may be incidents that are defined by local or state jurisdictions, and are not identified at a federal level. To classify non Clery Crimes, fill out the “Other” section in the Clery Report Form.

### Clery Crime Definitions Crime Definitions

- Murder/Non-Negligent Manslaughter
  - The willful (non-negligent) killing of one 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.
- Aggravated Assault
  - An unlawful attack by one person upon another for the purpose of 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 harm.
- Burglary
  - The unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft
  - The theft or attempted theft of a motor vehicle.
- Arson
  - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

#### **VAWA Offenses**

- Sex Assault (Sex Offenses)
  - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- Rape
  - 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
  - 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.
- 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 the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Domestic Violence
  - Felony or misdemeanor crime of violence committed—
    - By a current or former spouse or intimate partner of the victim;
    - By a person with whom the victim shares a child in common;
    - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - By 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;
    - By 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.

#### Stalking

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress.
- Course of conduct means two or more acts, including, but not limited to, acts in 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

#### Arrests for Violation of Weapons, Drug Abuse and Liquor Laws

- Weapon Law 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.
- Drug Abuse 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.

- **Liquor Law Violations**
  - The violation 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.

#### Unfounded Crimes

- A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.

#### Definitions of Clery Act Geography

**On-Campus:** University property within the same reasonably contiguous geographic area that is used in direct support of or in a manner related to the University's educational purposes (including all residence halls) and property within or reasonably contiguous with the area described above that is owned by the University but controlled by another person, is frequently used by students, and supports the University's purposes (such as a food or other retail vendor).

**On-Campus Student Housing Facilities (Subset of On-Campus Geography):** Residence halls that are located within on-campus property.

**Non-Campus:** Property owned or controlled by an officially recognized student organization; property owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University.

**Public Property:** All publicly-owned property within the campus (as defined above) or immediately adjacent to and accessible from the campus.

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CSA Policy  
Security

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