



ROSE STATE COLLEGE

Roles and Responsibilities of Campus Security Authorities

Achieving Compliance with the Jeanne
Clery Campus Security Policy and
Crime Statistics Disclosure Act

October 26, 2016

History of the Clery Act

- **In 1986, Jeanne Clery was raped and brutally murdered in her residence hall room at Lehigh University by another student. Her parents believe she would have taken precautions had she been aware of other recent, violent crimes on the Lehigh Campus.**
- **The Clery Act, enacted in 1990 and amended in 1998, 2000 and 2008, requires institutions of higher education to report crime statistics to current and prospective students and employees, and to the Department of Education**

Jeanne
Clery



Clery Act Responsibilities

- **To ensure that students and employees are aware of potential dangers on their campuses, the Clery Act requires institutions of higher education to gather and publish data from three categories of campus authorities**
 - **Individuals or offices responsible for campus security**
 - **Individuals or office to which campus policy directs that crimes are reported.**
 - **Officials with significant responsibility for student and campus activities.**

Campus Security Authorities

Campus Security

- **Campus Police**
 - While Rose State College no longer fields a dedicated police force, Midwest City Police officers provide law enforcement authority on campus.
- **Non-police security staff who are**
 - Responsible for monitoring or controlling entrance to campus property
 - Special event security staff



Campus Security Authorities

- **CSAs are individuals on campus that students might seek out to report a crime, such as:**
 - **Student Housing staff**
 - **Student activity advisors**
 - **Academic advisors**
 - **Does not generally include faculty and staff**



Campus Security Authorities

- **For Rose State College, those individuals include:**
 - **Vice President for Student Affairs and Marketing**
 - **Director, Student Conduct and Campus Compliance**
 - **Director of Student Engagement**
 - **Title IX Coordinator / Senior Director, Human Resources / AAO**
 - **Athletic Program Coaches**
 - **Senior Director, Campus Operations**
 - **Contract Security Staff**



Campus Security Authorities

- **Individuals that are excluded from the definition of campus security authority include:**
 - **Individual faculty who are not advisors to student groups**
 - **Individual campus health center physicians**
 - **Clerical staff**

Campus Security Authorities

- Individuals do not have to report if:
 - You are a licensed mental health counselor or a pastoral counselor (recognized by a religious organization to provide confidential counseling), and
 - You working within the scope of your license or religious assignment.



Campus Security Authorities

- **Even though as a counselor you are not required to report a crime, you may tell the individual how they can report the crime anonymously to campus officials or Midwest City Police.**
- **RSC encourages anonymous reports of criminal activity by counselors and victims.**

Campus Security Authorities

Reporting

- **As a Campus Security Authority, what are my responsibilities?**
 - **If someone tells you about a crime or incident that could be categorized as a crime, you must record the information and report it to the campus security officials (Midwest City Police officer, contract security official or Security Coordinator in the RSC Student Center)**
 - **How do I report the information?**
 - **Simply note the information as related to you by the individual and forward it to one of the responsible parties listed above using the RSC Incident Report Form**
 - **RSC Security officials / Midwest City Police will perform the analysis.**
- **When in doubt, report.**

Campus Security Authorities Reporting

RSC Form BA-5, Accident / Incident Report

ROSE STATE COLLEGE

Accident/Incident Report

This form must be completed within 24 hours of a reported accident/incident.
The individual at the scene should complete this form & immediately provide the original to Human Resources, ADM Rm. 104.
Human Resources will distribute the copies and information to the appropriate individuals/departments.

Ms. Alberta Nutter
Senior Director, Human Resources/AAO
(405) 733-7979

Mr. James 'Mike' Templeman
Coordinator, Safety/Security & Risk Management
(405) 736-0213

CONTACT INFORMATION

Person Involved:		
(Last Name)	(First Name)	(Middle Initial)
Male <input type="checkbox"/> Female <input type="checkbox"/>	Age: _____	<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor
Responsible Party: _____		
*If person involved is under age 18, list parent or guardian.		
Home Address: _____		Home Phone: _____
(City)	(State)	(Zip)
		Cell Phone: _____

SUMMARY OF ACCIDENT/INCIDENT

Date of Incident: _____	Time of Incident: _____ AM <input type="checkbox"/> PM <input type="checkbox"/>	Exact Location of Incident: _____
What was involved? Please check all options that apply <input type="checkbox"/> Personal Injury <input type="checkbox"/> Property <input type="checkbox"/> Vehicle		Were police or fire department contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which dept. & location: _____
What happened? Tell us how the incident occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet" or "Worker was sprayed with chlorine when gas line broke during replacement."		
Physical description of person involved (i.e. height, weight, type of shoes worn, etc.) and/or description of any property or equipment damaged:		
What was the cause of the accident/incident? <input type="checkbox"/> Participating in unsafe act <input type="checkbox"/> Lack of knowledge or skill <input type="checkbox"/> Defective facilities or equipment <input type="checkbox"/> Inclement weather <input type="checkbox"/> Personal factors <input type="checkbox"/> Other - Please Indicate: _____		

BA-5 9-15-15 2 pgs.

Page 1 of 2

ROSE STATE COLLEGE

Accident/Incident Report

MEDICAL INFORMATION

What was the injury or illness? List the part(s) of the body affected and how it was affected. Examples: "strained back", "chemical burn on left hand", "cut on left thumb, below knuckle."		
Was first aid administered? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, by whom? _____		
What object or substance directly harmed the person involved? Examples: "concrete floor", "chlorine", "radial arm saw" If this question does not apply to the incident, leave it blank.		
Did person involved see or indicate a need to see a physician? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, name and location of physician: _____		
Date Seen: _____	Time Seen: _____ AM <input type="checkbox"/> PM <input type="checkbox"/>	
Was person involved referred to medical assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did person involved need help in obtaining medical assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of person who accompanied individual to medical assistance: _____

EMPLOYEE INFORMATION (If Applicable)

Job Title: _____	Time workday began on date of incident: _____ AM <input type="checkbox"/> PM <input type="checkbox"/>	Last date employee worked: _____
Has employee returned to work? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, on what date? _____		

SECURITY INFORMATION

Was the accident/incident in any way connected with a criminal act? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please explain: _____		
Was property damaged or stolen? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> College Property <input type="checkbox"/> Personal Property	Describe damage: _____
Was Security contacted to obtain photographs of location and property/equipment damaged? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Respondent/Witness: _____		Contact Number: _____
Has a report been filed with Campus Security and/or the Police? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, with whom? _____		

Signature of Individual Completing Report

Date

-HR Office Use Only-	
AS <input type="checkbox"/> Safety & Risk Mgmt. <input type="checkbox"/> Department <input type="checkbox"/> OSHA Log <input type="checkbox"/>	Date of Follow-Up: _____

BA-5 9-15-15 2 pgs.

Page 2 of 2

Campus Security Authorities **Reporting**

- Inform the individual that you must report the incident, but will not identify anyone involved unless the individual / victim consents to revealing their identity.
- Include contact information for your department.
- Inform the individual about options for reporting to the Security officials / Midwest City Police.
- Inform them that they can report anonymously.
- Remember: the decision to identify a witness or victim is not yours to make.
 - An individual that talks to you does not have to talk to the police.

Campus Security Authorities

Reportable Crimes under the Clery Act

- The following is a comprehensive list of crimes that are required to be reported under the Clery Act. This list is informational only: if you are unsure which crime was committed, simply list the criminal act as accurately as possible. Security authorities will review the information and, pending any investigation, will make a final determination into which category that action should be listed.

Campus Security Authorities

Reportable Crimes under the Clery Act

- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Campus Security Authorities

Reportable Crimes under the Clery Act

- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Campus Security Authorities

Reportable Crimes under the Clery Act

- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse (incest or statutory rape): Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Campus Security Authorities

Reportable Crimes under the Clery Act

- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** The taking or attempted taking of anything of value under confrontational circumstances from another person by force threat of force or violence.
- **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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Campus Security Authority

Reportable Crimes Under The Clery Act

- **Domestic Violence:** Violent Misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant or person protected under the domestic or family violence laws.
- **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim.
- **Stalking:** A course of conduct directed at a specific person, that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintain unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Campus Security Authorities

Reportable Crimes under the Clery Act

- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).
- **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, etc.

Campus Security Authorities

Reportable Crimes under the Clery Act

- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Illegal Weapons Law Possession:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Campus Security Authorities

Reportable Crimes under the Clery Act

HATE CRIME DEFINITIONS

- **Larceny/theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **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.
- **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.

Campus Security Authorities

Reportable Crimes under the Clery Act

HATE CRIME DEFINITIONS

- **Destruction/damage/vandalism of property** (except "arson"): 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.

Campus Security Authorities

Report Information

The following information should be included in any report (unless unavailable):

- **Type of Crime (if unsure, contact the security office)**
- **Note if the crime was committed:**
 - **On campus**
 - **On public property adjacent to campus**
 - **On non-campus property owned or controlled by the College**
- **Date / Time**
 - **Date / time the incident occurred**
 - **Date / time it was reported to you**

Campus Security Authorities **Report Information**

The following information should be included in any report (unless unavailable):

- Name of the victim (if the victim wishes to be identified)
- Identity of any known suspects or witnesses
- Use and type of any weapon used in the commission of the crime



Campus Security Authorities

What Not to Report

Do not report crimes if:

- **The crime occurred before the person came to the College**
- **The crime occurred while the person was away from campus and not involved in a student activity (they should still be encouraged to report the crime to local law enforcement authorities).**



Campus Security Authorities

Report Information

- **Note the information the individual is willing to provide. If you are unsure if a crime has occurred, or about in which category the crime should be classified, allow the security authorities to make that determination.**
 - **You do not have to prove that the crime occurred.**
 - **DO NOT attempt to find the perpetrator. Include information about the perpetrator, i.e., height, weight, build, race, distinguishing marks, and name if it is known.**
 - **Do not identify the victim unless the victim consents to being identified.**

Campus Security Authorities

Report Information

- **Description of the incident or crime**
 - **Detailed information will assist security authorities in their investigation.**
 - **Secure as accurate and complete information as possible.**
 - **If you are unsure if a crime has been reported, proceed with reporting the incident and allow security authorities to make the determination.**



Campus Security Authorities **Report Information**

- If the individual reporting the crime is in imminent danger or harm, contact the Midwest City Police Department immediately. Dial 9-911 if from a campus phone or 911 from a cell phone or off campus.



Campus Security Authorities

Information You Should Provide to the Victim

- **Phone number of Programs for assisting victims of sexual and other assaults:**
 - **Rose State College Security: 733-7313**
 - **Midwest City Police Department: 911**
 - **Campus Counseling Center: 733-7373**
 - **Director, Student Conduct and Campus Compliance: 736-0213**
 - **Domestic Violence Hotline: 949-1866**
 - **YWCA Rape Crisis Hotline: 943-RAPE**
 - **Crises Intervention Center: 1-800-522-9054**
 - **Suicide hotline: 1-800-SUICIDE**

Campus Security Authorities **Questions?**

- Should you have any questions concerning your role as a Campus Security Authority, the Clery Act, or the crime reporting process in general, feel free to contact James “Mike” Templeman, Director, Student Conduct and Campus Compliance, at 736-0213 or 420-8216