Campus Security Authority Training

Created by: Commander James Madrid
UNMPD

Campus Safety and Security Reporting for the University of New Mexico

Presented by UNM Police Department
In April 1986, Jeanne Clery, a 19 year old first year student at Lehigh University was sexually assaulted and murdered in her dorm room. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, was passed by Congress in response.
to this tragedy out of the belief that crime awareness can help prevent crime. The Clery Act requires colleges and universities receiving federal funding to prepare, publish and distribute, by October 1 of each year, a report containing crime statistics and campus security polices.
As required by the Clery Act, the crime statistics in UNM’s Annual report come from crimes reported to the UNM Police Department, local law enforcement, such as the Albuquerque Police Department and Campus Security Authorities.

That Means you!!
The Clery Act

Jeanne Clery
1966 - 1986

"Lest We Forget The Meaning of her Death, That We Must Protect One Another, So That Her Life Will Not Have Been In Vain."
The Clery Act defines “Campus Security Authority” as including not only a campus police or security department, but also institutional officials who have significant responsibility for student and campus activities. The regulations give specific examples of Campus Security Authorities and include the director and resident advisors, the director of extra-curricular activities and advisors to student groups.
The Clery Act

Also, an institution may identify other officials to whom students and employees may report criminal offenses.
Based on the Clery Act regulations and UNM Policy, you are a Campus Security Authority, (CSA).
What this means is if someone tells you about an incident that may be a Clery Act Crime, you must record the information on the attached Campus Security Authority Crime Report form and immediately submit it to the UNM Police Department.
This form can be viewed once you register as a Campus Security Authority on the UNM Police website at http://police.unm.edu//
Campus Security Authority

The second aspect of being a Campus Security Authority is that the UNM Police Department will send you a survey form in March of every year asking you if any crimes were reported to you for the past calendar year.
Campus Security Authority

Even if you have no crimes to report, you must fill out the survey and return it to UNMPD. The U.S. Department of Education is increasing its audits of universities for Clery Act compliance. If UNM is audited we will need to show that our Campus Security Authorities participated in the survey to ensure that our annual crime statistics are complete and accurate.
What to do if someone reports a crime to you

As a Campus Security Authority, your job is not to investigate alleged crimes that may be reported to you.
What to do if someone reports a crime to you.

You do not have to determine what happened, who was at fault or find the perpetrator. What you must do is immediately report the incident to the UNMPD as it was described to you on the enclosed Campus Security Authority Crime Report Form if the crime appears to be one that UNM is required to include in its annual Clery Act crime statistics.
What to do if someone reports a crime to you

Your immediate reporting is needed so that we can make sure the incident is correctly categorized under the Clery Act. The criminal offenses for which UNM is required to disclose statistics are:
Clery Reportable Crimes

- Murder/Non-Negligent Manslaughter.
- Negligent Manslaughter.
- Sexual Assault.
- Aggravated Assault.
- Burglary (Not Auto Burglary)
- Robbery.
- Motor Vehicle Theft
- Arson
Clery Reportable Crimes

- Dating Violence.
- Domestic Violence.
- Stalking.
- Alcohol Law Violations.
- Drug Law Violations.
- Weapons Law Violations.
- Hate Crimes.
What to do if someone reports a crime to you.

The Campus Security Authority Crime Report Form describes these criminal offenses in more detail. If you are unsure whether the incident described to you falls into one of these crimes, your default should be to report it to UNMPD. A UNM police officer will evaluate the information on the form and will promptly follow-up with you if there are questions. Please take the time, after you complete this training, to read the definitions on your own.
What to do if someone reports a crime to you.

In addition to filling out the form and sending it to UNMPD, as a Campus Security Authority you should:

- Encourage the person to report the crime to police. If the crime happened on campus or at a UNM sponsored activity, encourage the person to contact UNMPD. If it happened off-campus somewhere in Albuquerque, encourage the person to contact APD. If the person wants to report the crime but is unsure which police department has jurisdiction, encourage him/her to contact UNMPD and we can help!!
What to do if someone reports a crime to you.

• Tell the person that you must report the incident as a statistic to UNMPD but you will not identify him/her or anyone else involved without permission. It is up to the person who reports the crime to you to decide whether he/she wants to talk to the police.
What to do if someone reports a crime to you

- Last but not least, find out if the person needs medical help. If the person is having a medical emergency, call 911.
What to do if someone reports a crime to you

- If the person reports to you that he or she was the victim of a sexual assault, fill out the CSA report and once your done an additional message will prompt you to fill out a supplemental report regarding the sexual assault. Do not worry if you cannot answer all of the questions on the form; provide the information that you have from the person reporting the offense to you.

- The form will be located on the UNM Police website and once complete, this form will be sent to you automatically by e-mail.
UNM SMART
(Sexual Misconduct & Assault Response Team)

- UNM SMART is a new program designed to quickly respond to cases of sexual assault or abuse while allowing the victim to decide whether and what campus and community resources to access. If the person gives you permission, provide his or her name and contact information to UNMPD. A police officer trained in responding to persons who have experienced sexual assault will call the person.
If the person does not want to speak with police but wants information on services and programs that assist victims of sex offenses, you can tell the person about the following:

- **On-campus counseling and medical help for UNM students is available at Student Health and Counseling. Call 277-4537.**

- **On-Campus counseling for UNM faculty and staff is available at Counseling, Assistance and Referral Services (CARS). Call 272-6868.**

- **For more information about other campus resources, call the UNM Women’s Resource Center at 277-3716.**
UNM SMART (Sexual Misconduct & Assault Response Team)

- For 24/7 free and confidential medical exams, contact Albuquerque SANE (Sexual Assault Nurse Examiners) Collaborative at 505-884-7263.

- For 24/7 crisis intervention, contact the Rape Crisis Center of Central New Mexico at 505-266-7711.
The following is what you need to do when you receive the survey form:

- Fill it out as instructed and return the survey form to UNMPD! This is essential even if no one reported any crimes to you. You will receive the survey annually in March. UNMPD uses the information from the surveys to accurately report crime statistics in our annual security report which is published by October 1 each year.
Campus Security Authority Survey from UNMPD

Also, the crime statistics are reported to the U.S. Department of education as required under the Clery Act. You are an essential part of UNM’s Clery Act compliance. You can also help crime victims/survivors access the resources they may need to aid their recovery.
Campus Security Authority Survey from UNMPD

- Experience tells us that many crimes and incident are not reported to police. To ensure that students and employees know about crime on their campuses, the Clery Act requires institutions to gather and publish data from Campus Security Authorities – people like you who because of your interactions especially with students, may be told about crimes impacting our campus community.
Examples of individuals who meet the criteria for being campus security authorities include:

• A dean of students who oversees student housing, a student center or student extracurricular activities.
• A director of athletics, a team coach or a faculty advisor to a student group.
• A student resident advisor or assistant or a student who monitors access to dormitories.
• A coordinator of Greek affairs.
Examples of individuals who would not meet the criteria for being campus security authorities include:

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom.
- Clerical or cafeteria staff.
Examples of Collecting Crime Information

• Scenario 1: A resident assistant who has been identified as a CSA is told by a fellow student that she has been raped and is seeking emotional and medical support. The resident assistant should document this information as a crime report. It should be reported regardless of whether the victim chooses to file a report with law enforcement or press charges.
Examples of Collecting Crime Information

Scenario 2: A student mentions to her boyfriend that a number of rooms on her dorm floor were broken into during the previous night’s football game. Later that day, her boyfriend tells the athletics director what he heard. The AD asks which dorm it was and what, if anything else, the boyfriend knows about the incident. The AD should document the information and forward it to the school’s campus security department per the school’s crime reporting policy.
Examples of Collecting Crime Information

Scenario 3: Ms. Jones, director of Student Housing at your school, gets a call from the director of a counseling center in town. The caller wants to let the director know that four students from the school sought assistance at the center and told the center’s counselors that they had been sexually assaulted on campus and were seeking emotional support. They did not want police investigations. These are third party reports and Ms. Jones, having no reason to believe that they were not made in good faith, should document all of the information she was given and forward the reports to the person or office responsible for collecting Clery crime reports at her institution.
Keep documentation of all crime reports.

Keep hard copy or electronic documentation for all CSA-reported crimes and make sure that more than one person knows where it’s kept. If there is reason to believe that a crime report was not made in “good faith,” and your institution does not disclose a statistic for the reported incident, we strongly suggest that you document the justification for not disclosing the statistic.
Keep documentation of all crime reports.

- Good recordkeeping can help minimize the chances of double reporting crimes.
- Keeping a Hard copy or electronic Crime Report forms for documenting criminal incidents.
- Making sure you only document Crimes listed under the Clery crime definitions.
- Keep these documents for 7 years!!
Keep documentation of all crime reports.

• If you are unsure whether an incident is a Clery crime, or even if it’s criminal in nature, you should report it.
• Provide as much information about a criminal incident as possible to aid law enforcement and to categorize the crime.
Keep documentation of all crime reports.

- Crime reports should include personally identifying information if available. This is important for law enforcement purposes and to avoid double counting crimes. The Clery statistical disclosures based on those reports, however, must be kept anonymous; no personally identifying information will be disclosed.
Keep documentation of all crime reports.

- If a victim doesn’t want the report to go any further than the CSA, the CSA should explain that he or she is required to submit the report for statistical purposes, but it can be submitted without identifying the victim.
Keep documentation of all crime reports.

- The need for timely report submission is very important—if a crime is reported to a CSA, but goes no further than that, the school won’t have fulfilled its obligation under the law, and the campus community might not have the information they need to stay safe on campus.
End of training

Remember if you have any questions please contact Commander. Madrid at 505-277-0231 or go to our website at, http://police.unm.edu//