

**CAMPUS SECURITY AUTHORITIES (CSA)**

SUBJECT			CATEGORY
Roles and responsibilities for Campus Security Authorities as part of the Clery Act requirement.			Public Safety
RELEVANT REGULATIONS			CONFIDENTIALITY LEVEL
Jeanne Clery Act (20 USC § 1092 (f)); Violence Against Women Act (42 U.S.C. § 13701 through 14040)			Public
RELATED COLLEGE POLICIES			POLICY OWNER - PRIMARY
			Bristol Chief of Police and Preparedness
PROCEDURE LINKS			POLICY OWNER - SECONDARY
N/A			N/A
RELATED COLLEGE PROCEDURES			APPROVAL AUTHORITY
N/A			President's Leadership Team
POLICY STAKEHOLDERS			
All Bristol Community College website users			
APPROVAL DATE	EFFECTIVE DATE	REVIEW FREQUENCY	
		Annually	

**1. Purpose / Scope of this Document:**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. The **Clery Act** requires institutions to gather and publish crime data from multiple sources, including Campus Security Authorities (CSAs), to ensure that current and prospective students, as well as employees, know about the dangers on campus.

One purpose of the Clery Act is to encourage the reporting and collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. The intent of including non-law enforcement personnel in the Campus Security Authorities' role is to acknowledge that some community members and students in particular may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

**2. Policy Statement**

In accordance with the requirements of the Clery Act, Bristol Community College will designate specific college officials and/or offices to act as Campus Security Authorities, as defined by the Clery Act.

The Bristol Community College Campus Police Department is responsible for maintaining the college CSA list. This list is to be updated on a regular basis to ensure all names are active college employees. Campus Police is to work directly with the Human Resource Department to ensure the list is represented of only active Bristol employees. This will ensure that the CSA list will stay up to date on a regular basis. Once Campus Police is made aware that a CSA is no longer employed by Bristol, it is the responsibility of the Chief or Deputy Chief of Police and Preparedness to contact the department in which that individual left and request the name of a new employee to become a CSA.

### 3. Definitions

A **Campus Security Authority** is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Campus Police Department so that they may be included and published in the college's Annual **Security** Report.

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

1. A campus police department or a campus security department of an institution.
  2. Any individuals who have responsibility for campus security but are not members of a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property, such as a security guard).
  3. 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 offense; or
  4. 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.
- NOTE: Officials with "significant responsibility for student and campus activities" is defined broadly to ensure complete coverage and thorough report of crimes. The college takes into consideration job functions that involve relationships with students when determining which individuals or organizations shall be designated a CSA. Officials (i.e. not support staff) whose functions involve relationships with students are CSAs.

An **Official** is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the College. If someone has significant responsibility for students and campus activities, s/he is a designated CSA.

While Bristol Community College prefers that community members promptly report all crimes and other emergencies directly to the Campus Police Department, we also recognize that some may prefer to report to other individuals or College offices. This allows students and others to have many options when reporting crimes or other emergencies. Under this law, "Campus Security Authorities" are mandated to report crimes brought to their attention for immediate action by the Campus Police Department and for inclusion in the Annual Security Report. With that being said, when and if a crime or emergency is reported to a CSA and the reporting party expresses their concerns in confidence, the CSA is still mandated to report immediately to Campus Police.

The following are Campus Security Authorities for Bristol Community College:

- Campus Police Department
- Academic Deans
- Presidents Leadership Team
- Student Affairs Officials
- Athletic Staff- Director, Coaches
- Student & Family Engagement Staff
- Student Judicial/Code of Conduct Officials
- Club Advisors
- Diversity & Title IX Office

## 4. Roles and Responsibilities

### Campus Security Authorities

- Upon being designated as a CSA, and every year afterward, under the Jeanne Clery Act, each CSA is required to view a CSA training video provided by Clerycenter.org. This training video is accessible on Bristol's online site via accessBCC. The short training educates them about their responsibilities as a CSA. An employee identified as a Campus Security Authority (CSA) falls under the Department of Education's mandate for the reporting of crimes that the employee becomes aware of that occurred on campus. Once they complete the training, they will receive a Certificate of Completion.
- Bristol's CSAs have an obligation to promptly report allegations of Clery Act-defined incidents which occurred on campus, on public property bordering campus and in non-campus areas which the College leases or otherwise controls, which is defined as Clery geography. These incidents include but are not limited to:
  - murder or manslaughter
  - sex offenses, forcible or non-forcible
  - robbery
  - aggravated assault
  - burglary
  - motor vehicle theft
  - arson
  - persons arrested or referred for campus disciplinary action for liquor law violations, drug-related violations and illegal weapons possession violations
  - domestic violence (**V**iolence **A**gainst **W**omen **A**ct)
  - dating violence (VAWA)
  - stalking (VAWA)
- A CSA must notify Campus Police of crimes or criminal incidents either in progress or an ongoing threat or for items reported to him or her. This information will be included in the statistics that fall under the Clery Act's [list of reportable crimes](#) and occur within [Clery geography](#).

### Campus Police

- It is the responsibility of the Chief or Deputy Chief of Police and Preparedness to manage a current listing of all CSAs, and track the status of their required training.

### Human Resources

- Human Resource is responsible for notifying Campus Police when a current CSA either leaves the college or is no longer available to serve as a CSA.

### Bristol Departments with employees having CSA responsibility

- When an existing CSA is no longer able to serve as a CSA, his/her department will inform Campus Police of the name of the replacement CSA. When that occurs, that person will be notified to complete the training as soon as possible. The Chief or Deputy Chief of Police of Preparedness has the access to monitor the eLearning site via accessBCC to track when all trainings are completed. All CSAs will have one month to complete the required training. Timely warnings will be sent to all CSAs if the deadline for completion is approaching and it has yet to be completed. If the deadline for completion has passed and CSAs have not completed the training, the CSAs supervisor and/or manager will be contacted.

## 5. Policy Contact

**Mark Nataly** | *Chief of Police & Preparedness*

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