



JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY &
CAMPUS CRIME STATISTICS ACT

Campus Security Authority (CSA) Training

OBJECTIVES OF THIS PROGRAM

- Gives an overview of **what and why the Clery Act is the law**, its compliance requirements and its impacts on the College.
- Allows you to appreciate **WHAT must be reported** and **WHO must report it**.
- Provides specific information that you will need to fulfill your role as a **Campus Security Authority (CSA)**, specifically the reporting requirements.
- Emphasizes the importance of **accurate, specific and timely information** in the CSA reporting process, and the potential consequences for errors.

HISTORY OF THE CLERY ACT

The **Clery Act** was named in memory of a student, **Jeanne Clery**, who was murdered and raped in her dorm room at Lehigh University in 1986. Her attacker was also a student at the University whom Jeanne did not know prior to the attack. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990.



PURPOSE



The act is intended to provide current and potential students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so they can make informed decisions. Choosing a college or university is a major decision for students and their families. The issue of **campus safety is the vital concern** that drives this nationwide law. The Clery Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. **It is the College that bears responsibility for reporting, as well as all mandated reporters (Campus Security Authorities).**

Keys to the Clery Act:

Provide **“Support for Victims”** and **“Policies and Procedures”**

CLERY ACTS CRIMES TO BE REPORTED

They are “serious crimes”. Examples include but are not limited to:

- ☐ Murder/Non-Negligent Manslaughter
- ☐ Sex Offenses (Rape, Fondling, Incest, Statutory Rape)
- ☐ Robbery and Burglary
- ☐ Assault
- ☐ Arson
- ☐ Motor Vehicle Theft
- ☐ Hate Crimes (any of the above and assault, intimidation, vandalism, property destruction motivated by bias)
- ☐ Alcohol/Drug Violations
- ☐ Weapons Possession
- ☐ Domestic Violence, Dating Violence, Stalking

REQUIREMENTS OF THE LAW

Institutions are required to provide data about Clery Act crimes:

- Publish statistics, accessible to employees and current and prospective students, regarding crime occurring on or near the College's premises.

Note: The Violence Against Women Act (VAWA) of 2013 added Dating Violence, Domestic Violence and Stalking to the crimes that had to be reported.

- Publish an **Annual Security and Fire Safety Report (ASR)** by October 1st
Report includes Crime and Fire Statistics for the **three previous calendar years** for the required locations.
Report contains information about where to find security-related policies and resources for victims of crimes.

“Annual Security” can currently be **accessed**
via the College's Security web page at: www.rcsj.edu/security
(Fire reports are only required for colleges with dormitories)

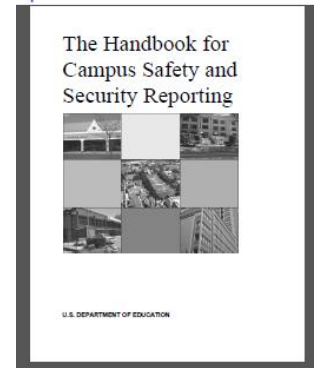
- Maintain a public **Daily Crime Log and Fire Log**.



REQUIREMENTS OF THE LAW

Institutions are **ALSO required** to:

- Issue **timely warnings** about Clery Act crimes which pose a serious or ongoing threat to students and employees.
- Have an emergency response, **emergency notification** (*immediate notification*) and testing policy.
- Compile and report fire related data to the federal government and publish an annual Fire Safety report. (*This report at Rowan College is part of the Annual Security Report*)



PENALTIES FOR NON-COMPLIANCE



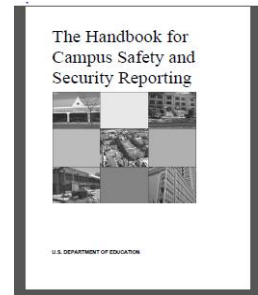
- **Monetary Fines:** Colleges and Universities found in violation can be “fined” per incident by the U.S. Department of Education for any material misrepresentation of information (what we actually report, or what we fail to report). (\$59,017.00 + per violation as of 3-28-2022)
- **Disqualification:** Non-compliance with the Clery Act can have a **negative impact** on the College’s ability to receive federal financial aid or qualify for federal grant programs.
- **Reputational Damage:** Clery Act violations can have **national attention and consequences**. Indeed, the Department of Education uses adverse publicity to incentivize compliance by other universities.

THE MOST IMPORTANT PENALTY FOR NON-COMPLIANCE

Ultimately, the **health and safety** of our students and other campus constituents are at stake. If it's not reported, we cannot fix it, others won't know about it, and they could remain **at risk**.

Proper reporting of incidents is the key to being compliant with the Act. As a **CSA** you are **crucial** to the process!!

WHY YOU? DEFINITION OF A CAMPUS SECURITY AUTHORITY



A **Campus Security Authority (CSA)** is a Clery-specific term. It encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a 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 (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- 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 defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Well-trained CSAs are essential to the success of the Clery Act.

WHY YOU? (Continued)

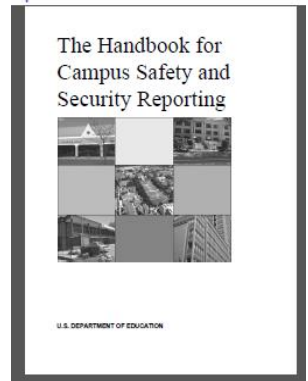
You may think that you do not fit within this definition.

However, the **categories are broad**.

CSAs are individuals who have **significant responsibility for student and campus activities**.

- Guidance issued under the Clery Act makes clear that this provision was intended to include student group advisors and employees involved in student life and other activities.
- While being a faculty member alone may not be enough to trigger qualification under the law, additional service and other activities may qualify you for inclusion as a CSA.

Some examples of CSAs: College President and members of his cabinet, Dean of Student Conduct, Coaches, Athletic Directors, Title IX Coordinators, and Faculty Advisors to Student Groups.



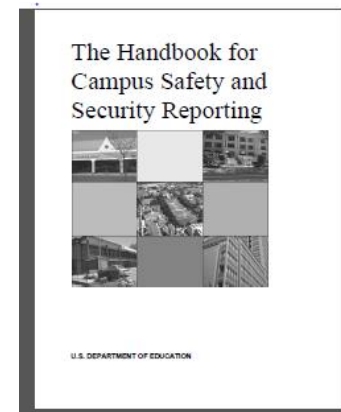
WHO IS **NOT** A CSA?

- Faculty who **do not** have responsibilities **outside of the classroom.**
- Campus physicians or nurses whose responsibility is to provide care to students.
- Professional counselors who are functioning within the scope of their license or certification and pastoral counselors who are functioning in their religious capacity as confidential counselors.

FUNCTION, FUNCTION, FUNCTION

of the person and their job is the determining point!!!

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NOTE: CSAs under the Clery Act are not the same as “Responsible Employees”

Title IX is the law requiring equal opportunity regardless of gender in the educational environment.

- Title IX requires that Rowan College of South Jersey promptly redress allegations of sexual discrimination and harassment and the law requires that “Responsible Employees” promptly report acts of harassment and discrimination that come to their attention.

A Responsible Employee is any employee (full-time, part-time or volunteer) who:

- has the authority to take action to redress sexual harassment;
- has the duty to report to appropriate school officials, sexual harassment or any other student misconduct (i.e., plagiarism, alcohol/drug violations, or other student code of conduct violations); or students would reasonably believe has the aforementioned authority or responsibility.

Some examples of Responsible Employees who are NOT CSAs:

All faculty members including adjunct faculty who don’t serve as advisors to student organizations and certain Professional Staff.

WHEN IS A CRIME “REPORTED”?

- A crime is reported when it is brought to the attention of law enforcement or a **CSA**.
- If a CSA receives information about a crime and believes the information was provided in **good faith**, it **must be logged, categorized, and publicly reported by the College**.
 - It does not matter if the person reporting was not directly involved.
 - If there is a report of a crime made to a CSA or if the CSA becomes aware of a crime in another way, the **CSA should report it!**
- CSAs are **NOT** responsible for determining whether the crime took place, or whether what happened actually constitutes a crime under the Crimes Code. You don't have to prove what happened or who was at fault, and **it is not your responsibility to find the perpetrator.**

WHEN IN DOUBT, REPORT

AS A CSA-WHAT DO YOU HAVE TO DO?

- **Step 1** – Get and record the facts
- **Step 2** – Report the facts as completely and accurately as possible—using the online CSA Report located at:

<https://www.rcsj.edu/security-site/>

EMERGENCIES/CRIMES IN PROGRESS:

Contact Law Enforcement immediately

- ☐ **911** from any phone.
- ☐ **9-911** from any campus office phone
- ☐ Emergency Phones on campus
 - ❖ *Program **911** as a speed dial in your cellular phone*

STEP I – GET THE FACTS

- The most important thing you can do up-front is
- **GET AS MANY OF THE FACTS AS YOU CAN** and **WRITE THEM DOWN.**
- Tell the person who disclosed the crime that you must share the information. (Their name does not have to be reported if they want to remain **anonymous**).
- You can include reports from a witness, third party, victim or offender,
BUT CSAs ARE NOT EXPECTED OR REQUESTED TO DO ANY INVESTIGATION! *They are ONLY REPORTERS!!*

REMEMBER: Help connect the person to available options and resources.

FACT GATHERING CHECKLIST

☒ **WHEN** did the incident occur (date and time)?

☒ **DATE** the incident was REPORTED to you.

☒ **WHERE** the incident occurred (be as specific as possible).

☒ **WHO** was involved in the incident?

☒ **WHAT** happened?

Has the incident been reported to the police or another source at the College?

Has the victim sought or is the victim in need of assistance or services?

Detailed information is necessary to properly log, categorize and report the crime.

STEP 2 – REPORT THE FACTS

- Complete the online CSA Report provided by the College.
- <https://www.rcsj.edu/Security-site/Gloucester-site/Documents/CSA%20Report%20Forms%20RCSJ%202019.pdf>

Answer questions on the form as accurately and completely as possible.

- Submit the form to the College's Security Department.
- **If the victim wishes to remain anonymous, you still need to submit a report.** DO NOT identify the victim if they DO NOT want to be identified.
- Let the victim know about options for reporting to police and using the confidential hotline. They are not required to do either!

STEP 2 – REPORT THE FACTS

❖ You can find the **CSA Reporting Form** on the **RCGC Security Department Webpage**: <https://www.rcsj.edu/security-site/>

Safety & Security

Safety & Security

Safety & Security at Gloucester

Safety & Security at Cumberland

Safety & Security

Rowan College South Jersey strives to ensure safety and security for students at both the Gloucester campus and the Cumberland campus.

Gloucester Campus

Cumberland Campus

Why am I seeing this page?

You can bypass these types of pages by choosing a default campus.

Learn how we improve your experience »

Safety & Security »

Safety & Security »

STEP 2 – REPORT THE FACTS

❖ You can find the CSA Reporting Form on the RCSJ Security Department Webpage: <https://www.rcsj.edu/Security/Cumberland> or <https://www.rcsj.edu/Security/Gloucester>

The screenshot shows the 'Safety & Security at Gloucester' website. The left sidebar contains a menu with 'Home', 'Clery Crime Log', 'Crime Statistics on Campus', 'Parking', 'Training', and 'Services'. Below this is a 'Crisis Links' section with 'NJ HOPELINE (24x7)' and 'Center for Counseling and Wellness Services'. The main content area has a 'Safety & Security' heading and a paragraph about the department's mission. Below this is a 'Quick Links' section with 'Alerts & Notifications' and 'Reports & References'. The 'Reports & References' list includes 'Annual Security Report 2018', 'Annual Security Report 2017', 'Annual Security Report 2016', 'Emergency – Quick Reference Guide', 'Emergency Procedures Quick Reference', 'Reporting Assault', and 'Campus Security (CSA) Reporting Form'. Two red arrows point to the 'Campus Security (CSA) Reporting Form' link.

Safety & Security at Gloucester

Safety & Security

The wellbeing of students and employees is a top priority at Rowan College South Jersey's Gloucester campus. The Department of Safety and Security works diligently to provide a safe environment for all members of the college community 24 hours a day, seven days a week. Continual patrols, a campus-wide emergency phone system and an escort service are only a few of the resources available through the Department of Safety and Security.

Quick Links

Alerts & Notifications

- [Clery Crime Log](#)
- [Campus Alerts](#)

Reports & References

- [Annual Security Report 2018](#) (Published 2019)
- [Annual Security Report 2017](#) (Published 2018)
- [Annual Security Report 2016](#) (Published 2017)
- [Emergency – Quick Reference Guide](#)
- [Emergency Procedures Quick Reference](#)
- [Reporting Assault](#)
- [Campus Security \(CSA\) Reporting Form](#)

Crisis Links

NJ HOPELINE (24x7)
1-855-654-6735
www.njhopeline.com

Center for Counseling and Wellness Services
1-856-464-5236
[Counseling & Wellness](#)

Review: DO'S AND DON'TS OF RECORDING THE FACTS

DO:

Get the facts

Record the facts

Report the facts to the
Department of Public Safety

Let the victim know about options
for reporting to police; however,
they are **not required** to do so
Inform the victim about the CSA
confidential reporting process

DON'T:

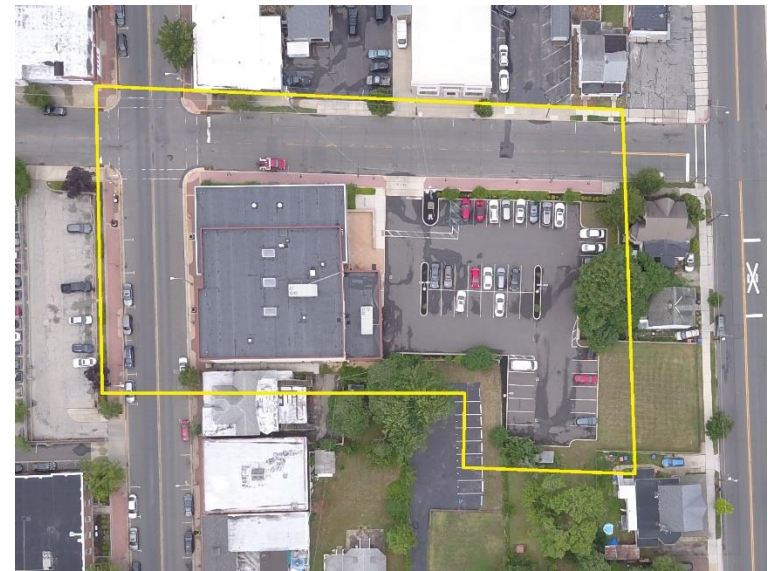
Do not try to prove what happened
or who was at fault

Do not attempt to find the
perpetrator

Rowan College of South Jersey Cumberland Campus “CLERY GEOGRAPHY”



Rowan College South Jersey Cumberland Campus

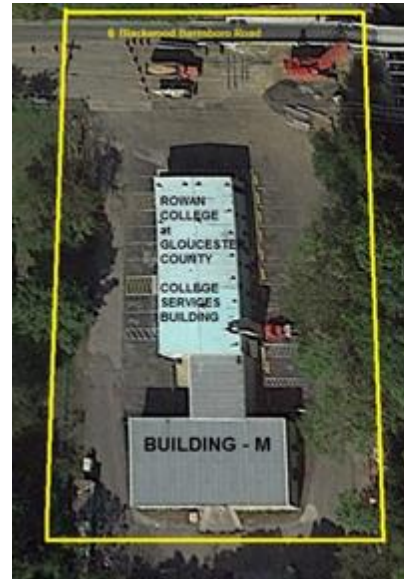
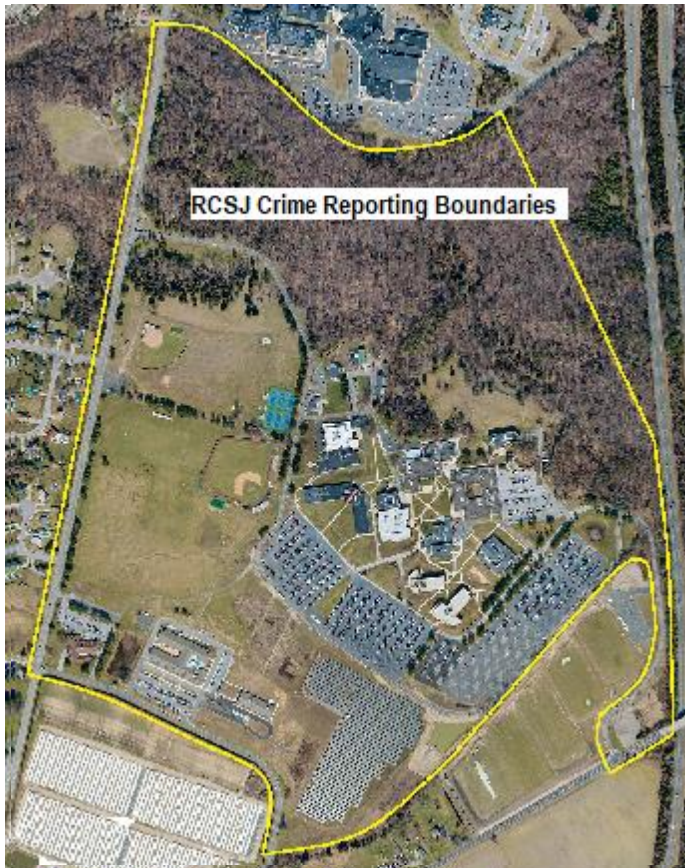


Millville Arts and Innovation Center
321 High Street, Millville, N.J.

Clery reporting areas marked in yellow

Rowan College of South Jersey – Gloucester Campus

“CLERY GEOGRAPHY”



Rowan College of South Jersey
Gloucester Campus
College Services Building,
Mantua Twsp., NJ
Clery Crime Recording Map
Borders in yellow.
Located at 6
Blackwood-Barnsboro Road,
Mantua Twsp., NJ 08080



Rowan College of South Jersey - Fire Academy - Clery Crime Reporting Map
borders in yellow. Located at 200 Shady Lane, Clarksboro, N.J.

A CRIME MUST BE REPORTED IF IT OCCURRED

On campus:

- Any building or property **owned or controlled** by the College within the same **reasonably contiguous** geographic area, or used by the College in **direct support of education purposes** (i.e. any classroom or other building on campus).
- Any building or property, that is **within or reasonably contiguous to the College**, that is **owned by the College but controlled by another person**, is **frequently used** by students, and **supports** institutional purposes.

A CRIME MUST BE REPORTED IF IT OCCURRED

Non-campus building or property:

- Any building or property **owned or controlled** by a student organization that is officially recognized by the College.
- Any building or **property owned or controlled** by the College that is used in **direct support** of the College's educational purposes, is frequently used by the students, and is **not within the same reasonably contiguous geographic area** of the College.
(ie: Rowan University)

A CRIME MUST BE REPORTED IF IT OCCURRED

On public property:

A crime must be reported if it occurred on property owned by a public entity (city or state government) that is **immediately adjacent to and accessible from the campus**.

This is primarily streets and sidewalks but could include parking lots and public spaces that immediately border the College's geographic boundaries.

Some examples of “Public Property” under the Clery Act:

Cumberland campus : College Drive

Gloucester campus: Tanyard Road

REPORTING ALL CRIMES IS CRITICAL

Clery Geography is important but, reporting all crimes is critical.

CSAs are not expected to understand the specifics of the Clery Act's geographical requirements.

Your rule is easy:

if you become aware of a crime involving RCSJ students, RCSJ property, or in your role as a RCSJ employee or volunteer, **REPORT IT IMMEDIATELY.**
(To Security and/or Title IX Officer)

LEARNING CHECK QUESTION



“You are a Faculty Advisor to a RCSJ sponsored student group and have information reported to you that there was a sexual assault last night involving one of the students in your group. This was reported to have occurred at one of the buildings right off campus, that a private developer has built. But, you’re not sure whether RCSJ leases the rooms or the students do, or what the relationship is with it.”

What do you need to do before you decide whether to report the assault?

ANSWER

NOTHING! You do not need to know anything more that it was a “serious crime” and that it happened “at a place where RCSJ students' study, live, or otherwise congregate”.

Report it NOW! Follow the CSA reporting process. The Clery Coordinator (via Security Department) will do the rest.

Remember:

The function of a Campus Security Authority **is to report** those allegations of *Clery Act* crimes that he or she concludes were made in good faith.

CRIMES THAT INCLUDE THE POSSIBILITY OF AN ONGOING THREAT

***You as a CSA must report it!** It should be reported regardless of whether the victim chooses to file a report with law enforcement or press charges.*

REMEMBER *if a serious crime may cause an ongoing threat to RCSJ community, DO NOT WAIT to report that incident to the RCSJ SECURITY or 911. It must be reported **AS SOON AS POSSIBLE! Do not wait to use the on-line process, call SECURITY or Dial 911 immediately!***

RCSJ has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community.

VICTIM RESOURCES

As a follow up to the report being made, be aware that:

- Victims have on and off campus reporting options, which include law enforcement and RCSJ's student conduct process.
- ❖ *Title IX reporting may be involved.*

If you receive a report:

Share information about programs for assisting victims of sexual assault and other crimes, procedures for seeking medical help and the options for reporting as we discussed.

Be aware of the resources being offered here at RCSJ for victims and provide that information to them.

OTHER RESOURCES INCLUDE

Center for Wellness and Support:

856-494-5665 (Dr. Diane Mussoline) Gloucester Campus

856-200-4759 (Ruby Aparicio-Pagan, LSW) Cumberland Campus

Title IX Office:

856-468-2154 (Almarie Jones – Executive Director) Gloucester Campus

856-498-9948 (Nathaniel Alridge, Jr. – Director) Cumberland Campus

New Jersey Office of the Attorney General Victim Witness Advocacy:

609-292-6755 www.nj.gov/oag/dcj/victimwitness

❖ **Security Webpage/Annual Security and Fire Safety Report:**

<https://www.rcsj.edu/Security/Gloucester> or <https://www.rcsj.edu/Security/Cumberland>

REVIEW, You're a CSA

What do you have to do?

- **Step 1** – Get the facts about the possible crime that occurred on or near the College's premises using the "Fact Gathering Checklist."
 - Record the facts as completely and accurately as possible.

- **Step 2** – Report the facts using the online CSA Report located at:

<https://www.rcsj.edu/Security-site/Gloucester-site/Documents/CSA%20Report%20Forms%20RCSJ%202019.pdf>

Remember for an emergency/crime in progress, an immediate or ongoing threat to the campus, contact 9-1-1 or 9-9-1-1 from any campus phone which will be directed to the 911 Center

REPORT IS SUBMITTED-

If you are a CSA and hear about a crime, **report first**, ask questions after.

What happens with your report?

CAMPUS SAFETY

Communications: The College must **NOTIFY** the campus community of serious or continuing threats to their health or safety. The College will evaluate reports from CSAs to determine whether a warning must be disseminated.

➤ **Timely and complete**

REQUIRED REPORTING

Crime Statistics: Clery Act crimes within the designated Clery geography of the College's campuses are **recorded and reported** in the **Annual Security and Fire Safety Report**. They are also reported in the **Daily Crime Log**.

Campus Security Authority (CSA) Overview

If should you have a question on this training, please contact:

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Clery Compliance

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856-451-9000 x 3109

alopez@CCTECnj.org

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Gloucester Campus

856-681-6233

pbabcock@rcsj.edu

THE CLERY ACT AND YOU

Not a CSA?

As you can see reporting of incidents is **so very critical to the Clery compliance process**. If you do not think your job fits within this definition, please contact:

Joseph M. Getsinger

Executive Director

Clery Compliance

Rowan College of South Jersey – Gloucester Campus

1400 Tanyard Road

Sewell, N.J. 08080

856-681-6209

Campus Security Authority (CSA) Overview

The following resources were used in developing this training presentation:

- “The Handbook for Campus Safety and Security Reporting”, U.S. Department of Education, 2011
- National Association of Clery Compliance Officers and Professionals (NACCOP) website: <http://www.naccop.org/>
- U.S. Department of Education, Campus Security website: <http://www2.ed.gov/admins/lead/safety/campus>
- Clery Center for Security on Campus website: <http://clerycenter.org>
- D. Stafford and Associates, website: <http://www.dstaffordandassociates.com/>

