**CSA GUIDELINES**

**Clery Handbook Chapter 4**

**Identifying your CSA’s (Campus Security Authorities)**

Because official responsibilities and job titles vary significantly on campuses, we are not providing a list of specific job titles. To determine specifically which individuals or organizations are campus security authorities for your institution, consider the **function** of that individual or office. Look for officials (i.e., not support staff) whose functions involve relationships with students. **If someone has significant responsibility for student and campus activities, he or she is a campus security authority.** Note that whether or not your institution pays an individual is not a factor in determining whether that individual is a CSA. Be sure to keep your CSA list current so that you do not omit any individual or organization that fits the definition of a CSA.

**Examples of individuals (outside of a police or security department) who generally 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, all athletic coaches (including part-time employees and graduate assistants)
* a faculty advisor to a student group
* a student resident advisor or assistant
* a student who monitors access to dormitories or buildings that are owned by recognized student organizations
* a coordinator of Greek affairs
* a Title IX coordinator
* an ombudsperson (including student ombudspersons(person who acts as a listening ear, conciliator, mediator, and resource for students with problems involving faculty, administrators and other issues.
* The director of a campus health or counseling center
* Victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.
* Members of a sexual assault response team ((SART) or other sexual assault advocates
* Officers from local law enforcement who are contracted by the institution to provide campus safety-related services.

These individuals would not be CSA’s unless you direct students or employees to report crimes to them.

1. Physicians in a campus health center
2. Counselors, including peer counselors
3. Health educators, including peer health educators

These individuals do not meet the criteria for being CSA’s:

1. Faculty member who does not have any responsibility for student or campus activity beyond the classroom
2. Clerical or cafeteria staff

CSA classifications can change because personnel and job positions can change. A faculty member who only teaches in the classroom this year is not a CSA because the faculty member does not have responsibility for students beyond the classroom. Next year this same faculty member takes students on a study abroad trip. He is responsible for the students in his group and therefore would be a CSA on the trip.

There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not CSA’s under the Clery Act.

1. Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
2. Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification. Professional counselors who are not employees of the institution, but are under contract to provide counseling for the institution are covered under this definition.

This exemption is intended to protect the counselor-client relationship. There are some exemptions and some situations under which they could be obligated to report a crime.

If a professional or pastoral counselor are operating as a counselor and an official then they would be considered CSA’s.

**CSA Responsibilities:**

1. **Report to the VTPD crimes that are directly reported to you in your capacity as a CSA as soon as possible.**
2. Provide as much detail as possible to assist law enforcement in addressing and categorizing the crime. Your report should include personal identifying information if available to avoid double counting crimes. If the victim does not want the report to go any further than the CSA, the CSA should explain that he or she is required to submit the report but it can be submitted without identifying the victim.
3. Let the victim know about resources available to them regardless of whether they want the incident investigated or not. However, in an emergency situation the CSA should contact the VTPD or 911 as appropriate.
4. CSA’s are not responsible for investigating or reporting incidents that they overhear or learn about in an indirect manner.

**Crime Definitions specified by the Clery Act:**

**Murder & Non-negligent Manslaughter** - The willful killing of one human being by another.

**Manslaughter by Negligence** – the killing of another person through gross negligence.

**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, including instances where the victim is incapable of giving consent because of his / her age or temporary or permanent mental or physical incapacity. This definition includes any gender of victim or perpetrator.

**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 temporary or permanent mental or physical incapacity.

**Incest** –sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**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.

**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 or personal property of another.

**Liquor Law Violations** – The violation of state laws or local laws/ordinances prohibiting the manufacture, sale, purchase, transportation, possession and use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Law Violations** – Violations 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, use, possession, transportation or importation of any controlled drug or narcotic substance.

**Weapons Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**CSA Clery Geography Guidelines**

**Definitions of Geography**

**On-Campus –** Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purpose. (Statistics for university housing facilities are recorded and included in both the on-campus category and residential category)

**Non-Campus** – Any building or property not part of the core campus and does not fit the definition of separate campus and is owned or controlled by the institution, is used in direct support of or in relation to the institution’s educational purposes, and is frequently used by students. Other Non- Campus property that is Clery reportable is property “owned or controlled by a student organization that is officially recognized by the institution such as fraternity and sorority houses.” (examples: a rented classroom at the NRV mall would be a non-campus property, or rented hotel room or rooms for a study abroad trip or a trip in the US.)

**Public Property** – all public property, including thoroughfares, streets, sidewalks, that is within the campus, or immediately adjacent to and accessible from the campus. (for example: the sidewalk in front of TOTS is considered Public Property)

Detailed information is required to assist the VTPD in determining the correct geographical area.

**Access this form @ http://police.vt.edu/crime.html**

**Crime Report Form**

Please note that this form of report only applies to: larceny, vandalism, annoying/harassing phone calls, computer harassment, drugs, or assaults. All other crimes should be reported directly to **the Virginia Tech Police Department at 540-231-6411, or by dialing 911**. Reports may also be filed in person at the station. If the incident occurred off campus, please contact the appropriate local law enforcement agency. This is a formal report. You are required to enter your name and contact information. Please provide as much detail as possible.

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**Contact Information**

Address/Title: 

\* Last Name: 

\* First Name: 

\* University Affiliation: 

Hokie Passport #: 

\* Email: 

\* Local Address: 

\* Permanent or Office Address: 

\* Local Phone: 

Permanent or Office Phone: 

Mobile Phone: 

**Report Data**

\* Type of Crime: 

\* Time of Incident: 

\* Date of Incident: 

\* Incident Location: 

\* Description of Incident: 

Description of items stolen/vandalized or personal injuries: 

**Suspect Information (as known)**

Last Name: 

First Name: 

Height: 

Weight: 

Hair Color: 

Eye Color: 

Additional Suspect Information *(examples include: vehicle, clothing, scars, tattoos, etc.)*: 

**\* Denotes required field.**

**Would you like to discuss the report with a police officer?** If so, an officer will meet with you as soon as the report is processed. If you do not wish to meet with an officer, the report will be considered "information only" and you will only be contacted should further information develop.

|  |
| --- |
| Follow-up |
| Information Only |

By submitting this form you agree that you have read and understand that (a) filing a false report is a crime punishable as a Class 1 Misdemeanor in accordance with of the Code of Virginia and (b) information you provide may be shared with, but not limited to, the Office of Student Conduct, police, state and federal agencies, and involved individual's parent or guardian pursuant to [USC § 1232g](http://www4.law.cornell.edu/uscode/20/1232g.html), where applicable and permitted by law.

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