

Campus Security Authority Supplemental Training

You have self-identified as a Campus Security Authority. You will now learn what that means for you as an employee at the University of West Georgia.

Content Disclaimer

This training module contains content that discusses a variety of crimes, including sexual assault. UWG recognizes that this information may lead to discomfort or increased levels of anxiety. If you have any concerns with participating in the supplemental Clery Act training, please contact the UWG Clery Coordinator located in the University Police department.

Crime Reporting

Many crimes, especially sexual assault, are often not reported to the police. However, the university is required by law to report all Clery Act crimes, including sexual assaults, in our yearly crime statistics. These crime statistics include a variety of crimes, which are discussed later. As a Campus Security Authority, you are one of the members of our community that must report these crimes.

What is a Campus Security Authority?

To review, a CSA is defined as a university employee whose function's involve significant contact with students and those individuals with significant responsibility for student and campus activities. Examples include any person who works for UWG Police. A dean of students or other person who oversees student housing, student conduct, a student center, or any student extracurricular activities. A director of athletics and all coaches, including graduate assistants. A faculty or staff advisor to a student group. A student resident advisor also known as an RA. Anyone who monitors access to dormitories or other institutional buildings. An individual who helps to coordinate Greek Life affairs, Title IX coordinators and Investigators, a director of Health Services or the Counseling Center, victim advocates or others who are responsible for advocacy services, including Sexual Assault Response Team members. In addition, if students are directed by policy or procedure to report crimes to you, you are a campus security authority.

Responsibilities of a CSA

So, what does this mean? This means that, as a CSA, you must gather the pertinent information about the crime. Then you must record these facts as completely and accurately as possible. Third, you must report these facts to the university either by contacting the university police or using the online CSA Disclosure form located on the WorkWest web portal at workwest.westga.edu/police. If there is an emergency or ongoing threat to the campus, immediately dial 911 or 678-839-6000.

Step 1: Get the Facts

Step 1. Get the facts, and only the facts. Do not try to analyze the statements for truth or meaning. Expert investigators with Student Conduct, Title IX, or the University Police will analyze and follow up if

needed. It is important that you attempt to answer these questions, when did the incident occur? The individual should be as specific as possible about the date and time. Note the date the incident was reported to you. Obtain information about where the incident occurred. Ask for clarification if needed. For example, if the person states their room was broken into, find out which specific building and room number. Find out who was involved as well as what role they played. Were there multiple victims or multiple suspects? Was the person only a witness? If the person reporting the incident to you is willing, ask for full names and dates of birth. Lastly, ask the person what happened. Try to clarify what they mean. For instance, they may report that they were "robbed at the Oaks." They may mean that someone burglarized their dorm room while they were in class or it may mean that they were in fact, robbed at gun point. If the crime is ongoing or there is another immediate threat to campus safety, call the police immediately.

Step 2: Record the Facts

Step 2. Record the facts. If able, write down the information as you ask questions to ensure that nothing is forgotten. Capture all of the details from the person reporting the crime. Avoid the use of "jargon" that may be easily misinterpreted or unclear. Ask the person if this has been reported to anyone else, and if so, to whom? Ask if they, or the victim, need medical, police, or other assistance. Remember, even if the person does not want this incident reported or wishes to remain anonymous, federal law requires you to report the incident. However, you can provide anonymity by omitting their personal information. You must still report when, where, and what occurred.

Do's and Don'ts of Recording Facts

Do's and Don'ts of recording facts. Do: Get the facts, do not assume anything, and ask for clarification if needed. Record the facts as reported to you, do not elaborate or "fill in the blanks." Fill out the CSA Disclosure form at workwest.westga.edu/police. Inform the person they may report this information directly to the police, but are not required to. Let the victim know about the CSA reporting process and direct them to police, health services, counseling, Title IX, or other resources as appropriate. Don't: Try to prove or disprove their statements or attempt to determine guilt or innocence. Do not attempt to locate the perpetrator. If the location of the perpetrator is known and the person wishes for police involvement, encourage them to contact the university police.

Step 3: Report the Facts

Step 3. Report the facts. Complete the CSA online disclosure form. Answer all questions as fully as possible. The last field is for any information you have that is not included elsewhere. When you have filled out the form and reviewed it for completeness, submit the form. It will then be emailed to the university police for inclusion in the crime statistics.

Reporting Based on Location

It is important to identify the locations whereby reportable crimes may occur. On campus, these include an academic building, dining hall, athletic complex, campus Residence Hall and green space on campus. Crimes occurring in off-campus buildings or property owned or controlled by the university must also be reported. These properties do include locations where there is a written agreement giving control of that location to the University. An example of such would be rented space used for offices or an off-campus house dedicated to an on-campus student organization such as a fraternity or sorority.

Crimes occurring on public property adjacent to University property must also be reported. Public property is defined as roadways and their adjacent sidewalks. It is important to note that these reportable locations do not include off-campus apartment complexes that are not owned or controlled by the University.

Incidents that occur during off campus overnight trips or study abroad trips must be reported if certain circumstances are true. First, if the overnight location is one where a repeated visit occurs. This means the institution goes to the same location each year. Second, if the trip is a short-stay "away" trip of more than one night. In this scenario, there must be an agreement between the institution and the property location. In this case, the institution must have some level of control over the location. Third, an institutionally owned or controlled property abroad that is frequently used by students but does not fit the definition of being a separate campus. Whenever in doubt, report the incident and include in the narrative box your reasoning for thinking the location applies.

Crime Definitions

Next, we will define the crimes that must be reported under Clery when they occur at an applicable location previously identified. Murder/Non-negligent Manslaughter, Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Burglary, Aggravated Assault, Motor Vehicle Theft, Arson, VAWA crimes of Stalking, Domestic Violence, and Dating Violence, Hate Crimes, Weapon, Drug, or Alcohol Law Violation arrests and referrals.

Murder and Non-negligent Manslaughter

Murder and Non-negligent manslaughter is defined under Clery as the willful killing of one human by another. This does not include suicides, traffic fatalities, fetal deaths, situational heart attacks, accidental deaths, assaults, or attempts to murder. Negligent manslaughter is defined under Clery as the killing of another person through gross negligence. This does not include deaths due to the victim's own negligence, accident deaths not resulting from gross negligence, or traffic fatalities.

Rape or Sexual Assault

Rape or Sexual Assault is defined under Clery as the 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. Fondling is defined under Clery as the touching of the private body parts of another person for the purpose of sexual gratification and without the consent of the victim. This includes instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Incest

Incest is defined under Clery as sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law. In Georgia this is defined as being related by blood or marriage in the following ways: Father or mother and child or stepchild, siblings of the whole or of the half-blood, grandparents and grandchild of the whole or of the half-blood an aunt or uncle and niece or nephew of the whole or of the half blood.

Statutory Rape

Statutory Rape is defined under Clery as sexual intercourse with a person who is under the statutory age of consent. In Georgia this is a person under the age of 16 and not their spouse.

Robbery

Robbery is defined as 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. Robbery may or may not involve a weapon. Note that robbery and burglary are separate offenses. Burglary is defined as unlawfully entering into a structure to commit a felony or theft.

Aggravated Assault

Aggravated Assault is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means, such as choking, likely to produce death or great bodily harm.

Arson

Arson is defined as the willful or malicious burning or attempt to burn a dwelling, public building, boat, motor vehicle, aircraft, or personal property, of another. To be considered an arson under Clery it must be found to be intentional by a qualified investigator.

Hate Crime

Clery defines a hate crime as a crime that manifests evidence the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability involving the crime categories of murder, manslaughter, sexual assault, robbery, burglary, motor vehicle theft, arson, simple assault, intimidation, or destruction or vandalism of property.

Reporting an Incident

When in doubt, report the incident. You can submit the form with all the information you have or if you wish, reach out to the University Clery Coordinator.

Title IX Reporting

Reporting an incident through the CSA Disclosure Form does not meet any other reporting obligations such as Title IX. You must still report any incidents of sexual misconduct, sexual harassment, sexual violence, sexual exploitation, non-consensual sexual contact, non-consensual sexual intercourse, dating violence, domestic violence, or stalking to the University of West Georgia Title IX department.

Reporting Assistance

If you need assistance in reporting a crime please contact UWG Police at 678-839-6000. If you need assistance with Clery related questions, please ask for the Clery Coordinator.

There are many resources on campus that you may recommend to students in need. Counseling Services, Health Services, and Title IX are all focused on helping our community with a variety of concerns.

Summary

Let's review. You're a CSA, so what should you do? Step 1: Get the facts. Step 2: Record the facts. Step 3: Report the facts.

Thank you for your dedication and support. Remember, you can help the University of West Georgia continue to be the best place to work, learn, and succeed, by fulfilling your duties as a CSA under the Clery Law.