

# Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act

*What you need to know  
if you are a  
Campus Security Authority  
Western Oregon University*

*Revised 08/09*

# Clery Act? What's That?

- Jeanne Clery was raped and murdered in her dorm room at Lehigh University in 1986. The law enacted in her memory is intended to ensure that students and others are informed about violent campus crimes so they can make informed decisions.
- The Clery Act, first enacted in 1990 and amended in 1998, requires that universities report crime statistics to current & prospective students & employees.

# But what does it have to do with **You**?

- Many crimes, especially sexual assaults, are not reported to police.
- The Clery Act requires that we gather and publish crime data to ensure that students and others know about dangers on campus.
- Data is collected from a wide variety of “Campus Security Authorities” – That’s where you come in.

# What makes you a Campus Security Authority?

The law defines four categories of Campus Security Authority:

- Public Safety Department
- Non police public safety staff responsible for monitoring University property
- People/offices designated as those to whom/which crimes should be reported
- “Officials with significant responsibility for student & campus activities” – that’s you

# Responsible for campus security

- WOU Public Safety Department
- Campus Administration
- Staff who are
  - Residence Hall staff
  - Building Managers and staff
  - Student Organization Advisors (faculty and staff)
  - Athletic coaches, trainers
  - Counselors (except professional and pastoral as defined in regulations)

Designated staff/units to whom  
crimes should be reported:

**Call 8-9000**

**For emergencies & crimes-in-progress**

**For non-emergency situations, report  
crimes to the Campus Public Safety  
Department at: 503-838-8481 (8-8481)**

# Other WOU Resources

**Student Health and Counseling Center 503-838-8313**

**Human Resources 503-838-8490**

**Public Safety Office 503-838-8481**

**Cell phone after 5pm 503-932-3419**

# Who are the Campus Security Authorities?

Campus Security Authorities (CSAs) are appointed by the Clery Act Coordinator (CPS Director) to submit reports of specified crime to the Public Safety Department.

Designated CSAs include:

Deans, Directors, and others who have:

- Significant responsibility for student & campus activities
- Contact with students as advisors

# WOU Clery Compliance Officer & Campus Security Authorities

## – WOU Clery Act Compliance Officer

Director Of Public Safety.....838-8481

## – WOU Designated Campus Security Authorities

- Dean of Students.....838-8311
- Director of Human Resources.....838-8490
- Director of Student Health Services.....838-8313
- Director, Office of Student Life.....838-8261
- Vice President for Student Affairs .....838-8221
- Vice President for Academic Affairs .....838-8271
- Vice President for Finance and Administration.....838-8175
- Dean of the College of Education .....838-8471
- Dean of the College of Liberal Arts & Sciences .....838-8226

# Who is not a Campus Security Authority?

- Individual faculty who are not advisors to student groups
- Doctors in the Student Health Center
- Administrative/Clerical staff

# Who is EXEMPT from reporting requirements?

- **Licensed** professional mental health counselors and
- **Pastoral** counselors (employed by a religious organization to provide confidential counseling)

*Who are working within the scope of their license or religious assignment at the time they receive the crime report.*

# Confidential reporting option

Although professional and pastoral counselors are exempt from reporting requirements, they are encouraged to tell their clients about the Confidential Reporting Process.

## **Confidential Reporting Process:**

Crimes can be reported confidentially to one of the following:

- Public Safety Department\*
- Designated Campus Security Authorities
- Faculty Staff Assistance Program

\* A third party reporting form is available for use in reporting these cases.

# What do CSAs have to do?

If someone tells you about a crime or an incident that may be a crime, you must record the information and submit a report.

- Just get the facts, do not investigate the matter
- Use the form available through the Public Safety Department and send it to the Public Safety Office.

**When in doubt, report it!**

# WHAT do you have to report?

These crimes must be reported (definitions follow):

- Criminal homicide
- Sex offenses - forcible & non-forcible
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Arson

# WHAT do you have to report?

*(continued)*

You must also report:

- **Hate crimes**, including any of the seven crimes listed above, also larceny/theft, simple assault, intimidation, vandalism or any other crime causing bodily injury.
- **Liquor, drug, and weapons – both arrests & disciplinary referrals**

# Timing is critical

## Be sure to document

- **When** the crime or incident occurred and
- **When** it was reported to you

The law requires that the **crime be reported for the calendar year in which it was first reported to a Campus Security Authority** – not when it occurred, nor when it was reported to police

# Location, location, location

## A crime must be reported if it occurred:

- On campus or
- In on-campus student residences
- On public property adjacent to campus & adjacent to WOU
- On certain off-campus property . . .

# Location *(continued)*

Under the law, some off campus locations are deemed so closely related to the University that crimes occurring at those locations are included in campus crime statistics.

*Examples: Crimes occurring at student organization properties and at University owned or controlled facilities “frequently used by students”*

# Location *(continued)*

These off-campus properties are termed **“non-campus property,”** defined by law to include:

- **Property owned or controlled by WOU**
- **Property owned or controlled by a student organization registered with WOU**
- **Public property adjacent to campus/WOU**  
(e.g. roads, parking lots, sidewalks)

# Don't include crimes not connected to UCSF

For example, do not report if:

- A student tells you about a crime that occurred at a different college before he/she transferred to WOU; or
- A student reports an assault that happened while he/she was away from campus and not involved in a campus activity – e.g., at home on spring break, on vacation, or at a summer job with a private company

But DO tell the student about reporting options, and refer for help

For example:

- ***A student tells you that she was raped by another student at her off-campus apartment.***

Although the crime did not occur at a location covered by Clery reporting, the accused student IS subject to University disciplinary action for this off-campus conduct. In addition, the victim is eligible for campus assistance and resources.

# Just the facts...

Police will categorize the report: your job is to get the information the person is willing to tell you.

## *Remember:*

- You are not a detective
- You don't have to prove what happened or who was at fault, or classify the crime
- You aren't supposed to find the perpetrator
- Use the report form, but DON'T identify the victim UNLESS she/he gives permission

# Describe options

- Encourage the person to report to police  
(But don't insist)
- Tell him/her about the Confidential Reporting process
- BUT: The decision isn't yours

A person who talks to you may not want to talk to the police – and doesn't have to

# Document & report the facts

- Complete a Crime Report Form
- If the person does NOT want to report to the police, inform her/him that you MUST report the incident as an anonymous statistic, but will not identify anyone involved without permission.
  - *you may need to wait until the reporting party leaves*

# Filling out the Crime Report form:

- The Crime Report form is available at the Public Safety Office
- Describe the incident or crime
  - Answering questions on form will help police determine correct category
  - Get as accurate and complete a description of what happened as you can
  - Even incomplete information can help

# What you need to ask

- Is a violent crime in progress? (If so, call **Public Safety immediately!**)
- Has the victim sought or is the victim in need of assistance/services?
- What happened? How, when, and where did it happen? Is there an identified suspect?
- Has the incident been reported to police or to another CSA?
- Does the victim wish to remain anonymous?

# Filling out the form:

- You don't have to be a criminal lawyer or know the classification
- Just indicate the crime that seems most likely or possible
- The experts (the Police) will make the final determination and classify the crimes

# What type of crime was it?

- **Criminal Homicide:** murder, non-negligent manslaughter, and negligent manslaughter (including vehicular manslaughter)
- **Aggravated Assault:** unlawful attack upon another with intent to inflict severe injury, using weapon or means likely to produce death or great bodily harm

# What type of crime was it?

- **Sex offenses, forcible and non-forcible**
  - Forcible sex offenses: rape, sodomy, sexual fondling, sexual assault with object
  - Non forcible: statutory rape and incest
- **Questions re: sex offenses:**
  - Was crime committed forcibly/against victim's will?
  - Was victim incapable of giving consent because of temporary/permanent mental/physical incapacity, or because underage?
  - Was assault facilitated by giving drugs/alcohol?

# What type of crime was it?

- **Robbery:** taking/attempting to take something by force, violence, threat, or by putting victim in fear
- **Questions re: robbery**
  - Was force or a weapon used or threatened?
  - Was victim injured?
  - Did victim feel fearful, threatened or endangered?

# What type of crime was it?

- **Burglary:** unlawful entry into a structure to commit a felony or theft
- **Questions re: Burglary**
  - Was item taken from inside dorm room, office, store, lab, or other structure?
  - Was structure, room, store, or office open, closed, or locked?
  - How did thief get into the structure/room etc.?

# What type of crime was it?

- **Motor vehicle theft:** theft of automobiles, trucks, etc., including “joyriding” (taking by person without lawful access)
- **Arson:** willful or malicious burning/attempt to burn structure, vehicle, or personal property of another

# What type of crime was it?

- **Hate crimes:** any of the above crimes, also larceny/theft, simple assault, intimidation, vandalism or any other crime causing bodily injury where there is evidence both
  - of hate motivation and
  - that the victim was selected because of actual/perceived race, gender, religion, national origin, disability, or sexual orientation

# What type of crime was it?

- **Hate crimes to property:**
  - Was the target personal property, a personal residence, house of worship, or ethnic organization?
  - Did the incident include any expression related to (e.g. graffiti, comments) race, gender, ethnicity, religion, sexual orientation, or disability?
- **Report ANY vandalism to property of a religious, ethnic, gay or lesbian organization as a hate crime**

# What type of crime was it?

- **Liquor, drug, and weapon law violations:**

- Police report statistics on arrests for liquor, drug, and weapons-related crimes
- Human Resources/CSAs report statistics on disciplinary referrals for drug, liquor, and weapon law violations (except when the individual was also arrested for the same act)
- Statistics must reflect total number of persons involved (head count), not incidents

## Where to get more information:

Department of Education Handbook for Campus  
Crime Reporting (216 pages long)

[http://www.ed.gov/admins/lead/safety/handbook  
.pdf](http://www.ed.gov/admins/lead/safety/handbook.pdf)

WOU Campus Public Safety website

<http://www.wou.edu/safety>

Clery web training site

<http://www.ed.gov/campus-crime/index.html>