

Clery Act

What is the Clery Act?

Jeanne Clery, a 19-year-old Lehigh College freshman, was assaulted and murdered in her dorm room in 1986. In 1998, the "Student Right-to-Know and Campus Security Act" was renamed in her memory. The Clery Act was enacted in the belief that crime awareness can prevent campus victimization.

The federal law requires colleges and universities receiving federal funding to prepare, publish, and distribute, by October 1 of each year, campus security/safety policies and crime statistics in the form of an Annual Security Report (ASR). CCC community members are notified annually in September of the availability of the ASR and how and where to access the ASR. The Department of Education is responsible for Clery Act compliance. The complete text is available as is the implementation of it at <https://www.clerycenter.org/the-clery-act> regulations as published by the Department of Education.

What is a CSA?

Campus Security Authority is a Clery-specific term that encompasses four groups of individuals and organizations associated with the institution.

1. *A campus police department of an institution.* The Coahoma Community College Safety Department's sworn personnel and department administrators are considered as CSAs.
2. *Non-police individuals or offices responsible for the campus security of an institution.* At Coahoma Community College, this includes but is not limited to academic deans, student affairs/residential life officials, athletic administrators, including director, assistant directors, and coaches; student activities coordinators and staff; student conduct officials; faculty and staff advisors to student organizations; union building staff; student peer education advisors; administrators at branch campuses; and representatives in the Office of Student Engagement.
3. *An official of an institution who has significant responsibility for student and campus activities.* At Coahoma Community College, this includes, but is not

limited to: academic deans; student affairs/residential life officials; coordinators of Group affairs (or related positions); athletic administrators, including director, assistant directors, and coaches; student activities coordinators and staff; student conduct officials; faculty and staff advisors to student organizations; student union staff; student peer education advisors; and administrators at branch campuses.

4. *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.* – Coahoma Community College Safety Department and the Division of Student Engagement.

Who is not a CSA?

The following non-CSA positions/functions include but are not limited to faculty members without responsibility for student and campus activity beyond the classroom; physicians/nurses in Student Health who only provide care for students; clerical or administrative support staff; cafeteria staff; facilities maintenance staff; information technology staff, licensed mental health or pastoral counselors, when acting within the scope of their license or certificate; and other like functions.

What is the role of a CSA?

CSAs are encouraged to report all crimes reported to them, on a timely basis, to the Office of Campus Safety or the Division of Student Engagement. However, under the Clery Act, CSAs are only obligated to report Clery Act-qualifying crimes that occurred on campus, in public areas bordering campus, and in certain non-campus buildings owned or controlled (leased) by the College. CSAs should only report those crimes that have not been previously reported to CCC Campus Safety or another College CSA. The intent of including non-law enforcement personnel in the CSA 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.

CSA Crime Reporting

When a crime is reported to a CSA, the CSA should:

1. Ask the individual if they would like to report the crime to CCC Campus Safety or the Division of Student Engagement. If so, contact Campus Safety at (662) 621-4175 or the Director of Student Engagement at (662) 621-4155 to receive further instructions on how to file a police report.
2. If the individual does not want to complete a police report, it is the responsibility of the CSA to notify the proper crime reporting agency and complete an Incident Report Form.

CSAs are encouraged to report all crimes reported to them, on a timely basis, to the Department of Campus Safety or the Division of Student Engagement. However, under the Clery Act, only Clery Act qualifying crimes are required to be reported.

If the reported crime is made in good faith, meaning that there is a reasonable basis for believing that the information is not rumor or hearsay, then the crime is Clery reportable. CSAs, when interacting with the crime reporting party, need to gather incident information that would provide sufficient detail to properly classify the incident. This means CSAs need to document reporting party responses or the lack thereof. Reporting party identifying information should only be included in the report if the reporting party is willing to provide the same (see Anonymous Reporting section below). CSAs should not investigate the crime or attempt to determine whether a crime took place. **When in doubt regarding a reportable crime, please contact the Department of Campus Safety or the Division of Student Engagement for further clarification.**

Anonymous Reporting

The Department of Campus Safety, unless otherwise prescribed by law, does not take anonymous police reports. The exception related to anonymous reporting involves Campus Security Authorities (CSA). Coahoma Community College permits victims or witnesses to report crimes to CSAs on a voluntary, anonymous basis (and includes such anonymous reports in reported Annual Security Report crime totals) but encourages individuals who report crime to provide identifying information.

What is done with CSA Report Forms?

Incident Report Forms, along with other crime reporting measures, are collected, and the proper crime reporting agency within the institution decides if an incident warrants timely warning/emergency notification to the College community and whether it is a reportable crime in the Annual Security Report (ASR).

Representatives within the Division of Student Engagement will consolidate crime data from multiple sources, report qualifying crime data to the federal Department of Education, publish campus ASRs, and inform the campus community when and where ASRs are available. Coahoma Community College ASRs are posted in the Office of Campus Safety. Hard copies are available from the Institutional Effectiveness Office and the Office of Campus Safety.

Crime / Emergency and Non-Emergency Reporting

Regardless of your status (CSA or non-CSA), all community members are encouraged to promptly report all CCC campus-related criminal incidents and other public safety-related emergencies to the Office of Campus Safety. For incidents requiring immediate attention, dial 911 or call Campus Safety at 662-621-4175. Non-emergency incidents can also be reported by calling 662-621-4175.

<https://ope.ed.gov/campussafety/#/institution/search>