



The Clery Act Campus Security Authority Training

What You Need to Know as a Campus Security Authority at Grand
Valley State University



The Clery Act

- The *Jeanne Clery Campus Safety Act* (“*Clery Act*”) was enacted in memory of Jeanne Clery, a student who was raped and murdered by a fellow student in her Lehigh University residence hall in 1986.
- This complex federal law administered by the U.S. Department of Education requires institutions of higher education participating in federal financial aid programs to maintain and disclose campus crime data and security information.
- The Clery Act requires the University to collect data about “Clery” crimes and publish crime statistics and safety information each October 1. The current GVSU report ([Annual Security and Fire Safety Report](#)) is available on the Public Safety Services website.



Jeanne Clery | 1966-1986



Clery Crime Reporting Requirements

- In some cases, “Clery” crimes (especially sexual assaults) may not be reported to police or security but instead are told to other campus representatives such as faculty and staff. The Clery Act requires that institutions collect reports of crime from people holding positions that Clery considers to be “Campus Security Authorities” (CSA).
- Individuals designated as CSAs, therefore, play an essential role in Clery Act compliance activities.
- On an annual basis, the University reviews and updates the list of individuals who hold positions designated as Campus Security Authorities under the requirements of the Clery Act.



Campus Security Authority Positions

Examples of Positions That Are CSAs

- Law Enforcement Officers
- Security Officers
- Dean of Students Office professional staff
- Residential housing staff
- Coaches and athletic directors
- Student activities coordinators
- Judicial Affairs
- Faculty or staff advisors to student organizations
- Fraternity & Sorority Life Liason
- Students who monitor access to dormitories or other facilities
- Event security staff

Examples of Positions That Are Not CSAs

- A faculty member who does not have responsibility for student and campus activities beyond the classroom
- Support staff
 - Clerical
 - Maintenance
 - Food Service
- Exempt by law
 - Pastoral counselors
 - Licensed professional counselors working within the scope of their license or religious assignment at the time they receive the crime report



Campus Security Authority Function

- The function of a Campus Security Authority is to report to the Department of Public Safety Services those allegations of Clery Act crimes that he or she concludes were made in good faith.
- It doesn't matter whether the individuals involved in the crime, or reporting the crime, are associated with the University.
- If you believe a crime occurred, you must report it.

WHEN IN DOUBT, REPORT IT OUT!!!
ALWAYS CALL 911 IN AN EMERGENCY!!!



Campus Security Authority Responsibilities

- If someone tells you about an incident that sounds like a “Clery” crime that happened on or near University property, you have a responsibility to collect certain information and transmit it to the Department of Public Safety Services in hard copy or electronic form.
- If the person who told you about the incident is the victim, ask if they need any help or medical attention and refer them to others accordingly.
- Please ask if the person has contacted the GVSU Department of Public Safety Services (but do not insist that they do so).
- **If there appears to be an ongoing or serious threat of a similar incident occurring to the victim or others, you must contact 911 immediately in addition to completing the required form. A Timely Warning or Emergency Notification may need to be issued to the campus community.**



Timely Warnings

- A timely warning will be distributed when there is a serious continuing or ongoing threat to the campus community.
- Timely warning notices will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.
- All campus community members are automatically signed up for GVSU Alert via email, and text message if they provided a cell phone number to the University.





Safety Notice



- Grand Valley may elect to issue a safety notice to members of the University when it is determined there is a reoccurring series of criminal activity, a disruption to operations or incidents occurring off University grounds that impact the campus community. Examples include but are not limited to:
 - criminal activity
 - utility outage
 - other safety related incidents.



Emergency Notification

*GVSU***Alert**•))

- An emergency notification will be issued to notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the on-campus community.
- Examples include but are not limited to:
 - Cancelling class or closing the university due to extreme weather conditions
 - Active assailant
 - Nearby chemical or hazardous waste spill



Clery Act Reportable Crimes

- Only certain types of crimes, committed at specified locations, are required to be reported under the Clery Act regulations.
- Definitions for Clery Act Reportable Crimes are provided in this training presentation and are also included on the Campus Security Authority Incident Report Form. As a CSA, you will be asked to initially identify an incident type, but you are not responsible for making the final decision about crime classification.
- The Campus Security Authority Incident Report Form contains a section for describing incident location. Again, use your best judgment. Public Safety will make the final classification.



Clery Act Reportable Crimes

- **Aggravated Assault**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious person injury if the crime were successfully completed.)
- **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, personal property of another, etc.
- **Burglary**: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with an intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with the consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
 - Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of Domestic Violence.



Clery Act Reportable Crimes

- **Domestic Violence**: Felony or misdemeanor crimes of violence committed by
 - A. A current or former spouse or intimate partner of the victim
 - B. A person with whom the victim shares a child in common
 - C. A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
 - D. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - E. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- **Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joyriding).
- **Murder/Non-Negligent Manslaughter**: The willful (non-negligent) killing of a human being by another.
- **Negligent Manslaughter**: The killing of another person through gross negligence.



Clery Act Reportable Crimes

- **Rape**: 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.
- **Sexual Assault**: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
 - A. *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 because of his/her temporary or permanent mental capacity.
 - B. *Incest*- Sexual intercourse between person who are related to each other within the degrees wherein marriage is prohibited by law.
 - C. *Statutory Rape*- 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.



Clery Act Reportable Crimes

- **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
 - A. Fear for his or her safety or the safety of others; or
 - B. Suffer substantial emotional distress.

For purposes of this definition-

- A. Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- B. Reasonable Person** means a reasonable person under similar circumstances and with similar identities to the victim.
- C. Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, required medical or other professional treatment or counseling.



Clery Act Reportable Crimes

A **Hate Crime** is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victims actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Hate crimes reportable under the Clery Act include the crime categories listed on previous slides as well as Intimidation, Simple Assault, Theft and Vandalism:

- **Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to a physical attack.



Clery Act Reportable Crimes

- **Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Larceny**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Vandalism**: To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

Reports of hate crimes must include the *incident type* as well as *bias category*.



Clery Act Reportable Crimes



- **New for 2025 – Stop Campus Hazing Act (signed 12/23/24)**
 - Requires institutions of higher education to disclose hazing incidents reported to campus security authorities or local police agencies in the annual security report.
- **Hazing Defined:** Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or creates a risk, above the reasonable risk encountered in the course of participate in the institution of higher education or the organization, of physical or psychological injury.
- **CSAs MUST begin reporting any incidents of Hazing that are reported to them, or they are made aware of, in calendar year 2025.**



CSA Incident Report Form



- The Campus Security Authority Incident Report Forms are available online at gvsu.edu/dps under the Clery/Crime Stats section or directly at www.gvsu.edu/dps/csareport. Criminal offenses that violate the university's policy against discrimination, harassment and misconduct may be reported through the Title IX form; all other incidents should be reported through the CSA form. All Campus Security Authorities must use these forms to submit reports.
- **If there appears to be an ongoing or serious threat of a similar incident occurring to the victim or others, you must contact 911 immediately in addition to completing the required Campus Security Authority Incident Form.**
- As a CSA you are obligated to complete the Campus Security Authority Incident Report Form and submit it as soon as possible, but not later than within 48 hours of learning of the incident. Fill out the online Campus Security Authority Report at: gvsu.edu/dps/csareport



Annual Confirmation Process

Annually the Department of Public Safety will contact each Campus Security Authority via an email that requires the CSA to:

- Confirm that each incident reported to you as a CSA during the prior calendar year has been documented on a Campus Security Authority Incident Report Form and submitted to Public Safety
- OR
- Confirm that no crimes as described in these training materials were reported to the CSA during the year.

The annual confirmation process is an essential step in preparation of the crime statistics for the year.





CSAs MUST...

- ☒ Call 911 in case of emergency.
- ☒ Immediately contact the Department of Public Safety if there appears to be an ongoing or serious threat of a similar incident occurring to the victim or others.
- ☒ Complete a Campus Security Authority Incident Report Form to the best of your ability and submit it as soon as possible but no later than within 48 hours of learning of the incident.
- ☒ Report only what a person is willing to share and record the information as it was provided to you.



CSAs Must NOT...



Attempt to determine whether a crime took place.



Try to prove what happened or who was at fault.



Attempt to identify or find the perpetrator.



Try to convince a victim to contact law enforcement if the victim chooses not to do so.



Thank you for your assistance!



**Direct all questions about the Clery Act
and Campus Security Authority
responsibilities to:**

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Allendale, MI 49401
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