

The logo of Tallahassee State College is a circular emblem. It features a central torch with a flame, set against a background of a stylized sunburst. The words "TALLAHASSEE STATE COLLEGE" are written in a circular path around the top of the emblem. Below the torch, a banner contains the Latin motto "SCIENTIA POTENTIA EST". At the bottom of the emblem, the words "FOUNDED" and the year "1957" are visible. The entire logo is rendered in a light blue, semi-transparent style.

Campus Security Authorities and the Clery Act

The Clery Act



In April 1986, Jeanne Clery's life ended tragically when another student sexually assaulted and murdered her in her residence hall room. Jeanne's parents, Connie and Howard, dedicated themselves to increasing public awareness regarding crime and violence on college campuses. Together with other concerned parents and crime survivors, their efforts led to Congress passing the law now known as the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, commonly referred to as the **Clery Act**



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The Clery Act Requirements

The Clery Act requires all higher learning institutions that participate in federal financial aid programs to do the following:

- Collect, classify and count crime reports for certain categories of crimes which occurred on campus, at property owned or controlled by the institution, on public property within or bordering campus property, and at events sponsored by the institution.
- Issue emergency notifications when there is an immediate threat to public safety.
- Issue timely warnings for any “Clery Act crime” that represents an ongoing threat to the safety of the campus community.



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The Clery Act Requirements

- Provide educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault and stalking.
- Publish and distribute an annual security report each year by October 1st containing safety and security-related policy statements and crime statistics.
- Disclose crime statistics in the Department of Education Web-based data collection system.
- Publish a daily crime log if the institution maintains a police or security department.
- Publish a daily fire log if the institution has on-campus student housing.



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Campus Security Authorities

While our campus community is encouraged to report all crimes to their campus security department or law enforcement, this does not always happen. For example, a victim of a sexual assault may turn to a trusted coach or resident advisor for assistance rather than a law enforcement or security officer.

For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that the law designates as **Campus Security Authorities**, or **CSAs**.

Under the Clery act, a crime is considered to have been reported to the College when it is reported to a CSA.



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Who is a CSA?

The Clery Act designates four groups of individuals as CSAs:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- 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.
- *An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.*



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CSA Responsibilities

Unless you are in a position such as a Campus Safety officer or Judicial Affairs officer, your role as a Campus Security Authority is not to investigate crimes or determine whether a crime has occurred.

Your job is to gather as much relevant information about the crime as you can in a way that is welcoming and encouraging.

Keep it simple! Always forward any information you receive about a crime or possible crime to Campus Safety and let us determine whether a crime has occurred.



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Guidance for Taking a Report

If a crime is in progress, or if someone is in immediate danger or in need of medical assistance, call 911 and then Campus Safety at 386-506-4444 immediately!

Always notify Campus Safety as soon as possible after taking a report of any crime.

Remember, it may be necessary for Campus Safety to issue a timely warning to the campus community about an ongoing threat.



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Guidance for Taking a Report – Gathering Information

Gather as much information as possible that will help College conduct an effective investigation, but remember your role is not to be an investigator.

Try to obtain the following:

- Reporting party information – name, student or employee ID, current phone number and address, whether the reporting party is an adult or minor
- Victim information (if the reporting party is not the victim)
- Witness information (if available)
- As much information as possible about the alleged perpetrator(s) including a description if the identity is not known.
- Date, time and location the incident(s) occurred
- Whether electronic communications are involved, (e.g cyberstalking)
- A description of the incident(s) with as much detail as possible



Guidance for Taking a Report - Confidentiality

When someone begins to or seems about to share significant information about a crime, unless you are specifically designated as an employee who can provide confidential services, you should explain that you are obligated to report to the College and can not keep their information confidential.

For example, you may say *“Can I pause you for a minute? It looks to me like you’re about to tell me something significant. And I want you to know that I’m here to listen. But I do have the obligation to report what you tell me to the College.”*



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Guidance for Taking a Report - Confidentiality

If a reporting party requests that their name be kept confidential or asks that the College not investigate or seek any disciplinary action against the alleged perpetrator(s), you should explain that while Daytona State will do everything possible to support their request, it may be determined that the duty to provide a safe and nondiscriminatory environment does not allow the College to honor such a request.



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Guidance for Taking a Report - Confidentiality

If you do not have the identity of the victim or reporting party, CSAs are still required to take the information about the crime and forward it to Campus Safety for the purposes of counting the crime as a statistic.

Remember one of the purposes of the Clery Act is to disclose crime statistics so the members of the public can make informed decisions about their safety.



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Guidance for Taking a Report – Making a Police Report

- Ask the person(s) reporting the crime if they would like to make a police report, but inform them that the College will still provide assistance and conduct an investigation if they choose not to make a police report.
 - Let them know that if they'd like to make a police report the College can help them with the process.
 - Encourage them to make a Campus Safety report, (letting them know that Campus Safety is not law enforcement), and if they wish to do so offer to escort them to Campus Safety or contact us to come and meet them.
- Inform them that making a police report and a Campus Safety report is the best way for the College to conduct a successful investigation and for them get assistance and resources, but *never try to convince someone to make a police or Campus Safety report.*



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Guidance for Taking a Report – Communication

- Do your best to set a supportive tone. Try to build rapport and demonstrate ongoing care. Talk to the person in a private setting where they feel comfortable.
- Nonverbal communication, including posture, eye contact, and active listening can be as important as what is being said.
- Remember you're not an investigator. If you ask questions, they should only be to assist you in gathering the basic, relevant facts about what happened.
- Questions such as *"Where would you like to start?"* and *"Would you tell me what you are able to about your experience?"* can help set a supportive tone.
- Avoid questions that start with *"Why?"*, directives such as *"Explain to me..."*, and requests for a chronological account of events such as *"And then what happened?"*



Guiding Survivors to Resources

Victim advocacy resources for survivors of sexual misconduct and interpersonal violence, which includes sexual assault, sexual exploitation, domestic violence, dating violence and stalking can be obtained through following:

- Campus Safety – (24/7/365) 386-506-4444
- Title IX Coordinator – for students: 386-506-3840
- Title IX Coordinator – for employees: 386-506-4473
- Counseling and Accessibility Services – 386-506-3038



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Remember

- Always call 911 and then Campus Safety immediately if anyone is in danger or in need of medical attention.
- Contact Campus Safety as soon as possible after receiving the information in case the public needs to be informed of an ongoing threat to safety.
- Your role as a CSA is to be receptive, supportive, and to gather and pass along information. Your role isn't to investigate or determine whether a crime has been committed.
- If you ever have any questions, call Campus Safety at (386) 506-4444.
- For more information on the Clery Act, view the Daytona State College Annual Security Report and Campus Safety Guide at <https://www.daytonastate.edu/safety-and-security/files/annual-security-report.pdf>



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