

TO: All COTTEY COLLEGE Campus Leaders

FROM: Mark Burger
Director of Safety, Clery, and Title IX Compliance

DATE: December 18, 2018

RE: Identification of Campus Security Authorities

According to the Federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (a.k.a., the “Clery Act”), the Director of Safety, Clery, and Title IX Compliance is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or Campus Security Authorities. According to the Department of Education’s (ED) *Handbook for Campus Safety and Security Reporting*, “although every institution wants its campus community to report criminal incidents to law enforcement, we know that this doesn’t always happen. Even at institutions with a police department on campus, a student who is the victim of a crime may be more inclined to report it to someone other than the campus police. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be Campus Security Authorities.”

Campus Security Authorities (a.k.a. “CSAs”) include “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. An *official* is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

I am writing to request your assistance in identifying if you may have had “significant responsibility for student and campus activities” during **the 2018 calendar year**. The Department of Education *Handbook* states that “To determine specifically which individuals or organizations are Campus Security Authorities for your institution, consider the function of that individual or office. Look for officials (i.e., not support staff) whose functions involve relationships with students. **If someone has significant responsibility for student and campus activities, he or she is a Campus Security Authority.**”

Please note that CSAs include advisors to student organizations that are officially recognized by the institution, athletic directors, coaches, assistant coaches, and peer listeners. CSAs also include individuals who monitors access to campus facilities or parking lots (through functions such as checking identifications, ensuring guests sign-in, etc.) as well as individuals who may provide safety escort services for members of the campus community and/or visitors. Additionally, while we recognize the value of the relationships that our faculty have with students, for Clery Act purposes, faculty whose responsibilities are limited to traditional advising, teaching, and research functions are not considered Campus Security Authorities per Federal Law. However, if a faculty member has a specific function beyond their traditional academic responsibilities, such as advising a recognized student organization or participation in

an overseas trip, then this function would qualify the faculty member as a CSA for as long as they have that additional function.

If, upon reviewing this information, you determine you could be defined as a CSA, during all or part of the 2018 calendar year, please complete the attached form (Crime Statistic Report Form). Please review the slide presentation further explaining the role of the College Security Authority (CSA). If you were only a CSA for a short period of time, such as a domestic or overseas trip, list the dates and times of the trip, location visited, and all lodging information. If you believe you do not meet the definition of a Campus Security Authority, no further action is required.

If while you were a CSA no one reported any crimes to you, complete the top section name, department, place an "x" on the appropriate line, initial, and return to me. If there were one or more crimes reported to you enter that information in the second section. Complete a separate form for each crime reported. A third section is where to enter information of any lodging, over two nights, provided to the students. If there is a reported crime, and it falls into a hate category listed on the bottom of the form, circle the type of hate associated with the crime.

I ask that you provide this information to me via email by January 31, **2019**. My email address is mburger@cottey.edu. Feel free to contact me via telephone to discuss whether any particular employees or volunteers in your area may meet the definition of a CSA. If there is someone, who is no longer at Cottey College, you believe could have been defined as a CSA during the 2018 calendar year please provide me their name and contact information. I can be reached by telephone at: 417-667-6333 ext. 2292 or email at mburger@cottey.edu.

Thanks in advance for your support in helping our institution remain in compliance with the Clery Act.