

# CAMPUS SECURITY AUTHORITY HANDBOOK



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# CLERY ACT OVERVIEW

## A Compliance and Reporting Overview

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety.

## Annual Security Reporting

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

## Crime Categories

Institutions of higher education must include four distinct categories of crime in their ASR crime data.

### **Criminal Offenses**

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

### **Hate Crimes (any of the above-mentioned offenses, and any incidents of)**

- Larceny-theft

- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

### **VAWA Offenses**

- Domestic violence
- Dating violence
- Stalking

### **Arrests and Referrals for Disciplinary Action**

- Weapons law violations
- Drug abuse violations
- Liquor law violations

*Information obtained from the Clery Center: [clerycenter.org/the-clery-act](https://clerycenter.org/the-clery-act)*

# CAMPUS SECURITY AUTHORITY (CSA)

## What is a Campus Security Authority (CSA)

Campus Security Authorities (CSAs) are individuals mandated by the Clery Act and those individuals designated by the University of North Florida as having a significant responsibility for students and campus activities. All sworn officers of the UPD are also designated as CSAs. CSAs are required to report Clery reportable crimes that are brought to their attention to law enforcement. All CSAs are required to receive training regarding their duties. The following positions have been designated as Campus Security Authorities (CSAs).



## What is the role of a CSA...

Under the Clery Act, CSAs are obligated to report Clery Act qualifying crimes which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the university. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students may be more inclined to report incidents to other campus-affiliated individuals instead of the police.

## What should a CSA do...

If you receive Clery reportable crime information, then submit a CSA report. Simply report what you know. If you are unsure if the incident is a Clery crime, if it happened on a Clery location, or if it was even a crime at all, still report the incident. The Clery office will decide the classification of the crime and how it should be categorized. Be advised the Clery office may contact you for additional information if necessary. As always, people and their safety are our main concern, be sure to assist the victim in obtaining help if needed such as medical, or counseling services.

## Clery Crime Definitions

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

- 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.

**Arson:** Any willful or malicious burning or attempt to burn a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Automobiles taken by persons not having lawful access, even when the vehicles are later abandoned such as joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults, but do not include in your Clery Act statistics any Sexual Assaults other than the four types of Sexual Assaults described in this chapter.

- **Rape:** 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.
- **Fondling:** The touching of private body parts of another person for the purpose of sexual gratification forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Statutory rape:** Sexual intercourse with a person who is under the statutory age of consent.
  - Statutory rape in Florida defines that it is illegal for a person of 24 years or older to engage in sexual activity with a minor who is 16 or 17 years old. Even if there was consent to the sexual act, according to the statutory rape law, the adult can be charged with a second-degree felony. s.794.05
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.



**Hazing:** Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of a person's willingness to participate<sup>1</sup>.

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<sup>1</sup> Definition via: StopHazing Research Lab. (2020, December). Hazing: The Issue, StopHazing Consulting. <https://www.stophazing.org/issue>

- There are three components that define hazing:
- It occurs in a group context
- Humiliating, degrading, or endangering behavior
- Happens regardless of an individual's willingness to participate

*At least one incident would need to be on Clery reportable property to be classified for Clery purposes.*

## Hate Crimes

A criminal offense committed against a person or property which is motivated in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, gender identity, disability, sexual orientation, national origin or ethnicity.

\*For Clery reporting purposes, these criminal offenses are only reportable when motivated by hate and/or bias:

\***Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

\***Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

\***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 actual physical attack.

\***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.

## Arrests / Referrals

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin,

codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations.

*\*Public Intoxication and DUI are not Clery reportable incidents*

## **Clery Reportable Location**

Clery doesn't only define which crimes to report, it also defines which properties these incidents must occur on in order to be included in Clery statistics.

The above designated Clery crimes are only reportable if they occurred on one of three types of property:

### **1. On-campus:**

- University owned or controlled property within same reasonably continuous geographic area of institution
- Supports university's education mission or is frequently used by students
- Student residence facilities, including university recognized sorority and fraternity housing, are considered a part of on-campus property but have their reporting category

### **2. Public Property:**

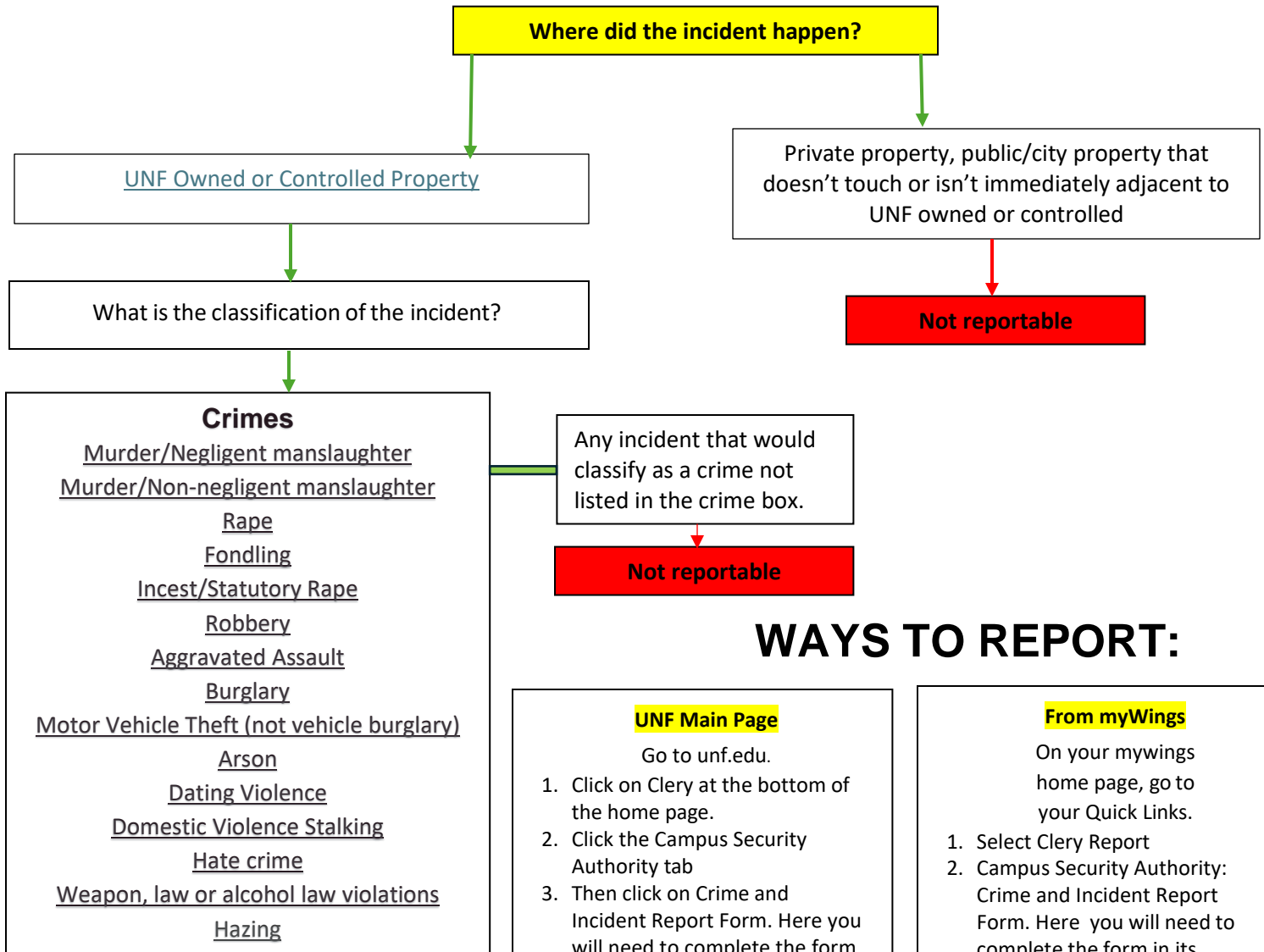
- Include streets, sidewalks, thoroughfares etc. within or immediately adjacent to campus

### **3. Non-Campus:**

- University owned or controlled not in the general geographic area of institution and used to support education purposes or by students
- Example: The recreational fields on Sutherland Avenue or areas used on a consistent basis by the study abroad programs.

# FLOW CHART

## Campus Security Authority's Clery Flow Chart



### SAFETY NOTICE:

**Timely Warnings:** A Clery Act timely warning is used for the purpose of informing the campus community of a crime considered to be a **potential ongoing or serious threat** to students and employees in an effort to prevent similar crimes from occurring.

**Immediate Notification:** A Clery immediate notification is issued by the UPD upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Examples: include but not limited to: approaching **severe weather**, a **gas leak**, a **suspicious package with confirmation of a device**, an **active shooter on campus**, a **hazardous materials spill**. An emergency notification will contain the appropriate instructions to be followed by students and employees and the portions of the campus affected.



# STEPS TO REPORT:

## 1. UNF main page: unf.edu

**Campus Events**

<b>NOV 22</b>	<a href="#">New Student/Parent and Family Orientation</a> Fri, Nov 22, 2024 8:00 AM	<b>NOV 22</b>	<a href="#">Compost 101</a> Fri, Nov 22, 2024 10:00 AM Health	<b>NOV 22</b>	<a href="#">Leading Ladies Summit: The Power of Positive Leadership</a> Fri, Nov 22, 2024 11:00 AM Career & Professional Development
<b>NOV 22</b>	<a href="#">The UNF Opera Lab presents: The Bohemians, an abbreviated version of...</a> Fri, Nov 22, 2024 7:30 PM Arts & Culture, Music	<b>NOV 23</b>	<a href="#">The UNF Opera Lab presents: The Bohemians, an abbreviated version of...</a> Sat, Nov 23, 2024 3:00 PM Arts & Culture, Music	<b>NOV 24</b>	<a href="#">Lawson Ensemble 10th Anniversary Concert Series presents: Lawson...</a> Sun, Nov 24, 2024 3:00 PM Arts & Culture, Music

[View More Events](#)

**University of North Florida**  
1 UNF Drive  
Jacksonville, FL 32224  
(904) 620-1000  
[Contact Us](#)  
[View Map](#)

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[f](#) [X](#) [in](#) [v](#) [o](#)

[Contact](#) | [UNF Directory](#) | [Emergency](#) | [Privacy](#) | [Regulations](#) | [Consumer Information](#) | [Disability Accommodations](#) | [Clery Act](#) | [Title IX](#) | [Jobs at UNF](#)

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At the bottom of the page click on the Clery Act tab...

## 2. Click on the Campus Security Authority tab...

**UNF UNIVERSITY OF NORTH FLORIDA**

[Guidelines and Procedures](#) | [Cascade Manual](#) | [CMS Permissions](#) | [ADA Resources](#)

[A-Z Index](#)

**Web Training**

<a href="#">Cascade Login</a>	<a href="#">CMS Manual</a>	<a href="#">Digital Styles</a>	<a href="#">UNF Brand</a>	<a href="#">ADA Resources</a>	<a href="#">Examples</a>
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**Clery Act**

- [Annual Security and Fire Safety Reports](#)
- [Campus Map](#)
- [Clery Crime Definitions](#)
- [Crime Log - Fire Log](#)
- [Safe Osprey App](#)
- [Campus Security Authority](#)
- [University Police Department](#)
- [Clery FAQ](#)

### Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

The "Clery Bill" (H.R.3344, S.1925, and S.1930) was introduced in Congress on September 6, 1989, and was signed into law on November 8, 1990 by President George Bush as Title 2 of the "Student Right-To-Know and Campus Security Act." The bill was named for Jeanne Clery who was raped and murdered in her dorm room at Lehigh University in 1986. It took effect September 1, 1991 and the U.S. Department of Education (DOE) was charged with enforcing the law. The law requires all institutions of higher education to release campus crime statistics and security policies to their current and prospective students and employees.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights. Amendments in 1998 added new categories to the crime statistics, an obligation to report statistics for public property in and immediately adjacent to the campus, a geographic breakdown of statistics, and a daily public crime log for schools with a police or security department. The law was also amended to require the DOE to centrally collect the crime statistics and make them publicly available. The 1998 amendments also formally named the law in memory of Jeanne Clery.

This website serves as a platform of information and resources to help the campus community understand the Clery Act, to provide easily accessible campus crime information and statistics, and to support other initiatives related to compliance.

For additional information on the university's compliance with the Clery Act, or to address any questions or concerns, you may contact the Clery Act Manager at [clery@unf.edu](mailto:clery@unf.edu).

### 3. On this page you will click on the “Crime and Incident Report Form”

Guidelines and Procedures | Cascade Manual | CMS Permissions | ADA Resources

UNF UNIVERSITY of NORTH FLORIDA

Web Training

Cascade Login CMS Manual Digital Styles UNF Brand ADA Resources Examples

**Clery Act**

- Annual Security and Fire Safety Reports
- Campus Map
- Clery Crime Definitions
- Crime Log - Fire Log
- Safe Osprey App
- Campus Security Authority
- University Police Department
- Clery FAQ

## Campus Security Authority (CSA)

**CAMPUS SECURITY AUTHORITY (CSA)**

A Campus Security Authority (CSA) is an individual designated as having significant responsibility for student and campus activities, as well as for campus security. Under the Clery Act, certain individuals, including all sworn officers of the University Police Department (UPD), are mandated to act as CSAs.

CSAs are required to report any Clery reportable crimes that are brought to their attention to law enforcement. Additionally, all CSAs must receive training regarding their responsibilities.

Many crimes, particularly sexual assaults, often go unreported to the police but may be disclosed to other individuals. Because CSAs are involved in student and campus activities, students might feel more comfortable sharing information about a crime with them rather than with law enforcement personnel. This is a key reason for the designation of the position as a Campus Security Authority.

**What are Campus Security Authorities (CSAs) Required to Do?**

**Reporting:** A CSA is required to report all potential criminal incidents that come to their attention to the University Police Department (UPD). A CSA should advise a victim/witness of the CSA's responsibility to report crimes and if the victim/witness requests confidentiality, a CSA may withhold the victim/witness's personally identifiable information. In all cases, however, a CSA must

**IMPORTANT CAMPUS NUMBERS**

**Emergency**  
911

**University Police (Emergency)**  
(904) 620-2800

**24/7 Crisis Intervention Line:**  
(904) 620-1010

To report a tip confidentially, go to the [Silent Witness Form](#)

[Silent Witness Form](#)

**Emergency Medical Care:**

Please visit the Emergency and After-Hours Care services website provided by Student Health Services: [Emergency Medical Care](#)

**Urgent Drop-In Counseling Students in Crisis:**

This website stores cookies on your computer to improve your browsing experience. The university does not collect personal information as you browse. [Learn about Privacy](#) and [GDPR](#). [Accept website cookies](#)

### 4. On this page you will complete each tab. The more information you can provide about the incident will help identify if the crime is a Clery Act reportable crime.

**INSTRUCTIONS: Employees designated as a Campus Security Authority (CSA) must complete this form and forward it to Sgt. Joseph Lutz, UNF Police Department, via e-mail at [j.lutz@unf.edu](mailto:j.lutz@unf.edu).**

#### CSA REPORTING PARTY INFORMATION

Please provide your contact information so that we may follow up with you as needed, allowing us to be the most effective in addressing the incident.

You are currently authenticated as Thompson, Yulonda. [Not you?](#)

Your first & last name:

Your Department/Title:

Your phone #:

Your email:

Date of incident **(Required):**  ☐

[Learn more](#)

Time of incident:

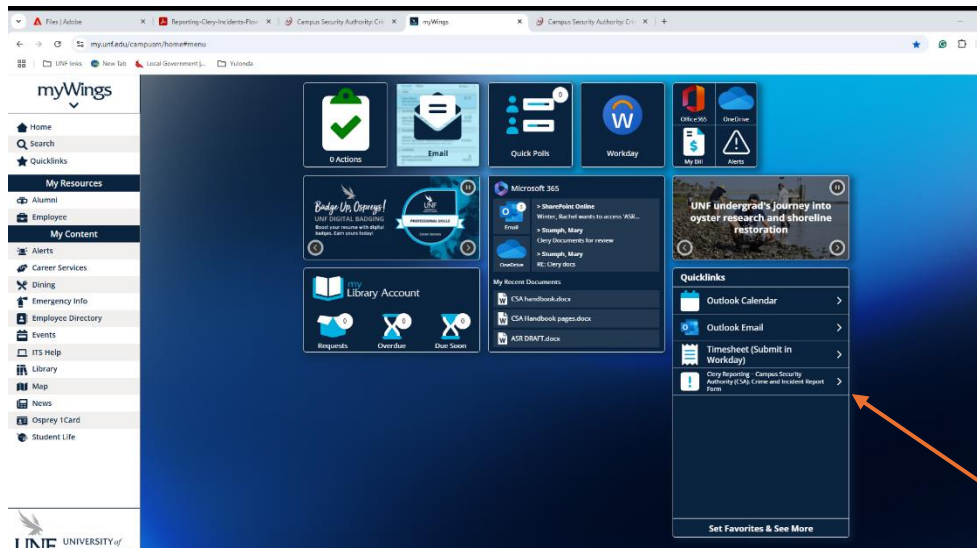
Location of incident **(Required):**

Specific location:

#### Involved Parties

Please provide as much information about the involved parties as possible. If you do not know their name, please provide a description of the individual(s). If any involved parties wish to remain anonymous, please only identify them by Gender and Role options below.

## Report Form” from your myWings page, quick links:



By clicking on this link, you will go directly to the form.

## Resources:

### IMPORTANT CAMPUS NUMBERS

Emergency

911

University Police (Emergency)

(904) 620-2800

**24/7 Crisis Intervention Line:**

**(904) 620-1010**

To report a tip confidentially, go to the **Silent Witness Form**  
([hyperlink](#))

**Emergency Medical Care:**

Please visit the Emergency and After-hours Care services website provided by Student Health Services

**Emergency Medical Care**

([hyperlink](#))

**Urgent Drop-in counseling**

**Students in Crisis:**

**Call (904) 620-2602**

Select Option 2

**Sexual Assault or  
Actual/Threatened Violence:**

**Call (904) 620-1010**

**Campus Tragedy/Campus Death**

**Call (904) 620-2602**

UNF Counseling Center offers support to campus after student deaths and other traumatic events through our mental health providers. Our counselors can consult with you about the situation and can help assess what is needed.

## Timely Warnings

A Clery Act timely warning is used for the purpose of informing the campus community of a crime considered to be a potential ongoing or serious threat to students and employees in an effort to prevent similar crimes from occurring. Timely warnings are usually issued for the following Clery reportable crimes: **arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, dating violence, domestic violence, stalking, and sex offenses.** Timely warnings may also be issued for other crimes as deemed appropriate.

## Immediate Notification

A Clery immediate notification is issued by the UPD upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. "Immediate" in this context means an imminent or impending threat. Examples of situations that would warrant immediate notification would include but are not limited to, approaching severe weather, a gas leak, a suspicious package with confirmation of a device, an active shooter on campus, a hazardous materials spill, etc.

An emergency notification will provide the campus community with all relevant information concerning the emergency or dangerous situation, including appropriate response/evacuation procedures.

**For more information about the Clery Act you  
can contact the Clery Act Manager at:**

**[clerycompliance@unf.edu](mailto:clerycompliance@unf.edu)**

**(904) 620-1423**



**University Compliance**

**1 UNF Drive**

**Jacksonville, FL 32224-7699**

**[www.unf.edu/compliance](http://www.unf.edu/compliance)**