

Responsibilities for Campus Security Authorities

Legal

In 1990 Congress passed, and in 1998 amended, a statute known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)* www.securityoncampus.org/schools/cleryact/. This act requires several actions by all post-secondary institutions that receive federal aid. One of the requirements of the *Clery Act* is to publish and distribute an annual security report. This report includes the crime statistics as well as University safety policies. The safety policies will be available on the I.W.U. web-site at www.indwes.edu/safety and will include a link to the crime statistics.

Another of the requirements is to disclose statistics for certain crimes reported to police (including campus police) and/or certain institutional personnel. These law enforcement and institutional personnel are entitled "Campus Security Authorities" (CSA). As a CSA you have certain responsibilities as detailed below.

CSA Responsibilities

CSA's are responsible for the following:

- Familiarizing themselves with the Campus Safety Policies and crime prevention measures as listed in the policies;
- Distributing hard copies of the Campus Safety Policies;
- Collecting, reporting and distributing campus crime information and Sex Offender Registry Information;
- Maintaining visibility of the position at their designated campus's location;
- Making themselves available to the campus community for referrals;
- Maintaining a relationship with local law enforcement agencies;
- Resolving safety issues related to campus maintenance;
- Acting as liaison between victims and the appropriate law enforcement authorities; and
- Carrying out other duties as designated by the Office of Regulatory Affairs.

The Campus Safety Policies will be distributed to you and will be available online at www.indwes.edu/safety for you to distribute to any current or prospective student or employee upon request. CSA's can maintain visibility by putting posters that will be provided in prominent places at your locations. We have created and are sending you posters that give your name and number and instruct students and employees to notify you in case of an incident (after calling 911 in case of emergencies of course). Please post a few of these posters in prominent places at your education centers. Faculty teaching at other sites will have your name and number to call in case of an incident at their location.

CSA's are responsible for insuring that maintenance issues that could give rise to potentially unsafe conditions or criminal activity are resolved. In the off chance that a student notifies you that he/she is a registered sex offender, simply notify ORA. CSA's **must** also be aware of and provide information on drug and alcohol counseling and treatment agencies and rape awareness programs if any, within a 30 mile radius of your location. You should make the effort to find out what, if any drug and alcohol programs and/or rape awareness programs are available in your local metropolitan area. You may also direct them to the I.W.U. Safety Policies, Section 7.1 and 8.5 at www.indwes.edu/safety for national resources available.

Initial procedures in case of incident

When an incident occurs, first and foremost, make certain that the appropriate public safety personnel are notified, police, fire, ambulance, etc. if necessary. For life-threatening injuries, call 4911 on the Marion main campus and 911 for off-campus locations. For employee injuries, if they are not life threatening, ALWAYS contact Human Resources at 765-677-2563. If medical assistance is needed, they will give you directions on where treatment should be given.

1. For life threatening injuries, call 911. Otherwise, seek medical attention based on common sense and the desire of the injured person.
2. Do NOT make a commitment on behalf of the University, or indicate we will pay medical expenses.
3. If appropriate, take action to prevent the chance of the accident happening again.
4. Write down all information about the incident:
 - a. What happened?
 - b. Where did it happen?
 - c. When did it happen?
 - d. Who it happened to (name, address, and phone)?
 - e. Were there witnesses (name, address, and phone)?
 - f. What was damaged/injured?
5. Keep all pieces of anything broken or damaged.
6. If you have access to law enforcement staff, ask them to take pictures at the scene of the incident.
7. **ALWAYS:** For non-criminal incidents, complete the Incident Report by clicking here. We must keep a record of all injuries, even if the person refuses medical attention. For crimes, submit the Crime Report as indicated herein.

NOTE: It is NOT your responsibility to investigate incidents. Report incidents that are reported to you, regardless of whether, in criminal cases, the alleged perpetrator is identified, arrested or charged. Get identifying information from witnesses if possible and fill out and submit the appropriate form.

Reporting

You must report crimes, injuries and property damage incidents that occur at your respective sites and “connected” hotel sites. Each and every site at which we offer courses is “connected” to a particular education center. That is to say, a hotel site is “connected” to whichever Education Center is physically closest. Thus, you are also responsible for reporting incidents that occur at sites connected to your education center(s). Faculty teaching at those sites will be instructed on how to fill out the (paper copy) form and will be instructed to forward it to you. If they fail to fill out a required field, it will be your responsibility to contact them and obtain any required information.

Also, any information that you learn of regarding criminal activity that occurs on the public property (usually streets) that immediately surround your location should also be reported. The Office of Regulatory Affairs will be responsible for obtaining statistics from local law enforcement in the areas surrounding the Education Centers in Indiana, Kentucky, and Ohio, but ask that you report anything that you learn of, in those places. In such case, on the Crime Report, simply list your Education Center in section one and explain where it occurred in section four. Upon a report to you of the occurrence of one of the below listed crimes, as well as accidents, injuries, threats, and property loss or damage, you should forward the appropriate report to the Office of Regulatory Affairs (ORA).

In order to meet the requirements of the *Clergy Act*, and to facilitate appropriate action in non-criminal incidents, we have compiled two separate forms. The “**Crime Report**” form is to be completed when a crime occurs and the “**Incident Report**” form when personal injury or property damage occurs. (Crimes, of course, often involve injury or damage, but nevertheless the “Crime

Report” form is the appropriate form.) NEVER submit more than one “Crime Report” regarding one criminal episode! Printer friendly versions are available on the IWU web-site at www.indwes.edu/safety. You should have printed blank form copies available so that you or other I.W.U. personnel at the scene can fill them out at the time and place appropriate in the circumstances. After the situation is under control, please timely fill out and submit the appropriate on-line form.

We will also provide you with printed blank copies so that you or other I.W.U. personnel at the scene can fill them out at the time and place appropriate in the circumstances. After the situation is under control, please fill out and submit the form. **ONLY** CSA's may fill out and submit the on-line form.

CRIMES: The CSA if available, and faculty, staff or employees if the CSA is not available, should thoroughly and accurately fill out the written version of the “Crime Report”. It should then be submitted to the CSA. The CSA's, and **ONLY** the CSA's should fill out and submit the **on-line** Crime Report form. (<https://secure.indwes.edu/RA/CSA/CrimeForm.aspx> “Online Crime Reporting”)

The Campus Security Authority for hotel sites is the CSA for whichever Education Center is *geographically closest* to that location. A list of these Education Centers with addresses, and fax numbers, along with the name of the CSA's at these Centers is available on-line at www.indwes.edu/safety.

INJURIES AND PROPERTY DAMAGE: Faculty, staff or employees should thoroughly and accurately fill out the “Incident Report”. If they have access to the <https://family.indwes.edu/> website, they may submit the Incident Report online. It is linked on several different places within that site, and is at <https://secure.indwes.edu/ra>. If they do not have access to that site, they will fax the written version of their form to their CSA.

For the CSA's at IWU's Educational Centers, please submit the appropriate online form for crimes or incidents that occur at your Educational Center **as well as** written forms that are sent to you from “connected” hotels.

Submit the Crime Report to ORA unless a *law enforcement officer* determines that the allegation was **unfounded**. IF a law enforcement officer does determine that an allegation was unfounded, we must obtain a written report from that officer/agency explaining his/her reasoning. In such circumstances, obtain that report from the officer/agency and fax it to 765-677-6576.

CRIME REPORT FORM INSTRUCTIONS

The form is relatively self-explanatory, but some elaboration may be helpful. In order to have one form for any and all possible circumstances, not all fields will necessarily apply to all situations. If there is important information that should be reported but for which there is no field, please explain in the narrative sections.

Upon accessing the site, (i.e. www.indwes.edu/safety) go to the “On-Line Reporting of Criminal Incidents” sub-heading and log-in using the username and password provided to you. You will fill out the sections one at a time. After filling out a section, click on the “next” button at the bottom right of the page. Upon completion of the entire form, hit the “finish” button. You may edit the form at any time before hitting the finish button.

At the top of the page is “Person”, “Property” and “Disciplinary Action”. Click on “Person” for any crime listed in Paragraph 6 of the printed version of the Report. Click on “property” for theft, arson, vandalism or burglary. (If a criminal incident apparently involves the page, and in section 6 click on the crime(s) that were apparently committed, then thoroughly describe **all** crimes apparently committed in section 4.) “Disciplinary Action” means disciplinary actions taken

against students for **violations of law** involving alcohol, drugs or weapons **only**. Disciplinary actions for violations of I.W.U. policy, which are not also violations of law, need not be reported. If an incident involved both person and property, check "Person". If a required field is not applicable, simply put N/A. NOTE: You are not expected to know fine distinctions regarding the definitions of crimes. You may ask police for a definition if practical, or simply use your best judgment and explain in the narrative section (Para.4).

In section number (1) one, the form asks for the location that the crime occurred and the date and time. Please provide both. Time may be estimated if not known. It also asks if a police report was made. If so, please fax a copy to the number provided on the form. As for the incident location, there is a drop down menu listing each and every teaching location for I.W.U., including hotel sites. If the incident occurred at the Marion campus but NOT at a residence hall, click on the Marion Campus. If it did occur at a residence hall, click on that hall. For Education Centers, if you are reporting a criminal incident that occurred on public property **adjacent** to the Education Center, just click on the Education Center.

Section (2) two requests information for the person who first witnessed the crime or who first reported it. This person may or may not be the same person as listed in section (3) three. PLEASE give all identifying information possible! If a student wished to report a crime anonymously, simply put "anonymous" in the fields requesting their identifying information.

Section (3) three requests information about the "victim" of a crime or the owner of stolen or damaged property. If an accident involves more than one person or a "victim" of a crime or the owner of stolen or damaged property. If an accident involves more than one person or "victim", give information for any of them, and then use the narrative section (Section 4) or the back of the page to identify all other people involved and their status (student, employee or visitor). PLEASE give all identifying information possible. NOTE: This form does NOT ask for the identity of the "perpetrator" of a crime. If the property was owned, operated or controlled by I.W.U., put "I.W.U." in the name line and the address where the property is/was located. Then enter the status as "employee". If there was a crime report made to the police, obtain a copy and fax it to ORA at 765-677-6576.

Section (4) four asks for a brief narrative explanation of the incident. Please include in this section an explanation as to what happened as well as any other pertinent information not called for in the remainder of the form. Details such as known circumstances surrounding the crime, exact location within a building, descriptions of personal injuries or damage to property, etc., should also be included.

Section (5) asks about emergency medical services. It also asks for information regarding the physical conditions of the premises or area of the incident. This is relevant in physical injury cases only.

Sections (6), (7) and (8) ask you to click on whatever category most closely applies. The following violations of law (as listed on the report) must be reported:

- Murder/Non-negligent Manslaughter;
- Negligent Manslaughter;
- Sex-Offense – Forcible;
- Sex-Offense – Non-Forcible;
- Aggravated Assault;
- Robbery;
- Simple Assault;
- Bomb Threat;
- Burglary;
- Motor Vehicle Theft;
- Arson;
- Theft;

- Vandalism; and
- Disciplinary actions involving :
 - Drug Law Violation,
 - Alcohol Law Violation or
 - Illegal Weapons Possession;
 - **For which**, a REPORT is made OR police notified.

Also, in Section (6) there is a question regarding whether the “Victim” of a crime appeared to be targeted because of his/her race, gender, ethnicity, religion or disability. There are no distinct rules for that determination, but slurs or taunts directed at the victim and made in connection with the criminal act is one indication you may use to answer this question. A known history by the perpetrator of violence or hatred toward the victim’s ethnicity, gender, race, religion or disability may also be another. The mere fact that the perpetrator and the victim were in different categories does NOT make it a hate crime.

For those disciplinary actions referenced above, please also submit the Disciplinary Referral Form.

If you have any question regarding whether an act is a violation of law, the on-line form has an explanation for each of those crimes. Click on any of the fields and a brief explanation will pop-up. Also, feel free to contact the ORA. Otherwise, err on the side of reporting.

Section (9) nine requests information on witnesses. PLEASE give all identifying information possible! Do not list persona already identified in other sections of the report.

Section (10) ten asks for your **name** and phone number.

Disciplinary referrals

If an incident involves a violation of I.W.U. policy regarding **alcohol, illegal drugs** or **weapons**, upon discovery of the violation, the appropriate University employee or faculty member shall take whatever action is warranted under Indiana Wesleyan University policies. **If** the policy violation is also illegal **and** an internal IWU report is made of the disciplinary action or law enforcement authorities are notified, the employee/faculty member must submit a Crime Report to his or her Campus Security Authority. FURTHER, in these cases of student discipline, the faculty member/employee should also print off a copy of the Referrals for Disciplinary Action form available on-line at www.indwes.edu/safety, fill it out and fax it per the instructions on the form. The disciplinary form is extremely simple and self explanatory.

Non-Criminal Incident Report form instructions

In addition to the above listed crimes, we ask that you submit an Incident Report form located at <https://secure.indwes.edu/ra> for the following types of non-criminal incidents;

- Any injury to persons;
- Any non-trivial damage or loss of property;

At the top of the page, click on the appropriate line.

For paragraphs one (1) through five (5) see instructions for the Crime Report, above, EXCEPT that the narrative section of the Incident Report (Para. 4) asks for additional specific details. It is important that you make all efforts to address all of the relevant requests.

Paragraphs 6, 7 & 8 do not appear on the Incident Report.

The “Additional witnesses” section and paragraph ten (10) are also identical to the Crime Report.

We also ask that you keep a few blank Crime Report and Incident Report forms at the front desk, reception area, lobby, greeting area, etc. of your respective site (education centers, not hotels). A printable version of the Crime Report form is available at www.indwes.edu/safety and a printable version of the Incident Report form is available at <https://secure.indwes.edu/ra>. Please then, educate any and all personnel that may man those places on how to fill out the (written) form, in case of an incident that occurs while you are not physically present. Afterward, you should be the one submitting the on-line form.

Finally, your last responsibility will be to provide information on how to obtain I.W.U.’s Annual Security Report to anyone who requests one. They can call the ORA and it will be posted on the IWU web-site at www.indwes.edu/safety.

Contact the Office of Regulatory Affairs with any questions or concerns at 765-677-2401, Fax: 765-677-6576 or regulatoryaffairs@indwes.edu..