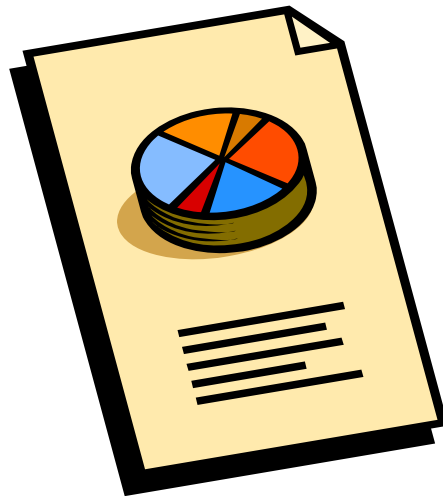


SUNY Fredonia Campus Security Authority Manual



**Questions or for more information on Campus
Security Authorities or Clery please contact:**

Ann Burns, University Police Chief
University Police
Gregory Hall
(716) 673-3333

CSA website www.fredonia.edu/upd/CSA

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Campus Security Authority Checklist

Step 1: Has the incident been reported to the University Police, Judicial Affairs, or Residence Life?

- **Yes** – No CSA report is required; refer student, faculty, or staff to appropriate services if necessary.
- **No** – Continue to Step 2.

Step 2: Does the incident fall under one of the required crime reporting areas of Clery?

- **No** – No CSA report is required, refer student, faculty, or staff to appropriate services if necessary.
- **Yes** – It falls under: homicide, robbery, sex offense, arson, aggravated assault, burglary, motor vehicle theft, weapon violation, drug violation, or liquor law violation. Was it a hate or biased based crime? Continue to Step 3.

Step 3: Where did the incident take place:

- **On-campus**, building or property – Continue to Step 4.
- **On-campus**, residence hall – Continue to Step 4.
- **Off-campus**, public property adjacent to campus – Continue to Step 4.
- **Off-campus**, no affiliation w/ SUNY Fredonia property, not adjacent to campus - No CSA report is required, refer student, faculty, or staff to appropriate services if necessary.

Step 4: Document as much information as possible regarding the incident. If you are unsure if the incident meets Clery requirements, always report it.

Step 5: Refer student, faculty, or staff to appropriate services if necessary. Disclose to the student that you are Campus Security Authority (see Disclosure Statement).

Step 6: File a CSA report, available at www.fredonia.edu/upd/csa

CSA Disclosure to Student

Please share:

- Mandated crime reporter for the university
- Required to report non-personally identifiable details of this incident
- Your name, the names of others involved, and any details that could identify you or others will not be included in the report

Sample CSA Statement

As part of my position on campus I am a federally mandated crime reporter for the university. I am required to report non-personally identifiable details of this incident to University officials for data gathering. Your name, the names of others involved, and any details that could identify you or others will not be included in the report. My report will contain only the information you provide. Do you have any questions? Would you like to see a copy of the report and help me fill it out?

Sample
Campus Security Authority Incident Report Form
Available at www.fredonia.edu/upd/csa

This form is to be used by identified campus security authorities who are required under the federal Clery Act to report information they receive about crimes. The information collected from these forms will be used to compile statistics to be included in the campus Annual Security Report.

No information should be included on this form that would personally identify the student or other individuals involved in the incident.

Please complete as much information as you know, University Police will use the information submitted to determine the appropriate category for the incident in the Annual Security Report.

1. Campus Security Authority name:

2. Phone number (xxx) xxx-xxxx

3. Date of incident (if known) MM/DD/YYYY

4. Description of the incident, please provide as much information regarding the incident as you know. Do not identify the victim or other individuals involved in the incident.

[Check Spelling](#)

5. Please select the potential category that best fits the description of the incident you are reporting.

- Homicide - Murder, non-negligent manslaughter, and negligent manslaughter (including vehicular manslaughter)
- Aggravated assault - unlawful attack upon another with intent to inflict severe

injury or great bodily harm

- Sex offense - Rape, sodomy, sexual fondling, sexual assault with object, statutory rape and incest
- Burglary - unlawful entry into a structure to commit a felony or theft
- Robbery - taking/attempting to take something by force, violence, threat, or by putting victim in fear
- Motor vehicle theft - theft of automobiles, trucks, etc., including "joyriding" (taking by person without lawful access)
- Arson - willful or malicious burning/attempt to burn structure, vehicle, or personal property of another
- Liquor, drug, and weapon law violations - underage possession/consumption; distribution to minors; use, possession, or distribution of controlled substances; possession or use of an illegal weapon

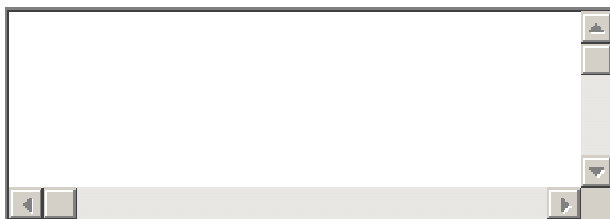
6. Was the incident reported to you by the victim or a third party?

- Victim
- Third party

7. What best describes the location of the incident, if the incident occurred in multiple places please check all that apply.

- On-campus, residence hall
- On-campus, not in a residence hall
- Off-campus, public property immediately adjacent to campus (sidewalks, streets adjacent to campus)
- Off-campus, NOT affiliated with and NOT adjacent to campus
- At an unknown location

8. If the specific location (building name, street address, etc.) of the incident is known please provide it.



[Check Spelling](#)

9. Is there evidence that this incident was motivated by hate or bias?

yes

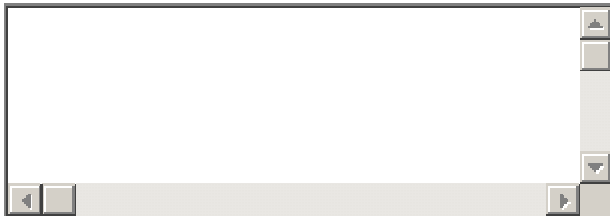
no

10. If you checked "No" for Question #9, please hit "Submit" at the bottom of the page. If you checked "Yes" to Question #9, please answer Questions #10 and 11.

Identify the potential category of prejudice (check all that apply):

- Race
- National Origin
- Religion
- Sexual Orientation
- Ethnicity
- Disability

11. Please provide a brief summary of evidence supporting a hate motivation:



[Check Spelling](#)

Done

Clery Act Overview

Introduction

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” commonly referred to as the “Clery Act,” requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. This manual provides guidance to SUNY Fredonia employees who have responsibilities under the Act.

History of the Clery Act

The Campus Security Act was first introduced during the 101st Congress as House of Representatives Bill 3344 by Representative Bill Goodling (R-Pa.) and as Senate Bill 1925 by Senator Arlen Specter (R-Pa.). The goal of the legislation, as stated by Representative Goodling, was “to assist students in making decisions which affect their personal safety . . .” and “to make sure institutions of higher education provide students, prospective students and faculty the information they need to avoid becoming the victims of campus crime.” President Bush signed the Act on November 8, 1990. This federal Act was a response to campus safety issues that began to get greater attention by state and federal legislators during the late 1980s. The Act is modeled on a State of Pennsylvania law that was adopted following the murder of Jeanne Anne Clery in her Lehigh University dormitory room in 1986.

Congress amended the Campus Security Act in 1992. It first excluded campus law enforcement records from coverage under the Family Educational Rights and Privacy Act of 1974 (“FERPA”), meaning that law enforcement records are not protected from disclosure on privacy grounds as “educational records.” This amendment also provided that disclosure of the outcome of campus disciplinary proceedings concerning sexual assault to the victim and accused is not a violation of FERPA. The other substantive amendment incorporated the “Campus Sexual Assault Victims’ Bill of Rights,” which requires campus security policies to specifically address sex offense prevention and specifies procedures that must be included in a campus disciplinary proceeding.

In 1998 the “Student Right-to-Know and Campus Security Act” was renamed the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” in honor of Jeanne Clery. The newly named Clery Act expanded campus responsibilities for recording crime statistics, added people from whom colleges must collect statistics, added new categories of crimes to be reported, changed the date for disclosure of the Annual Security Report to October 1, and required institutions to maintain a publicly available crime log.

Part 1: Clery Act Requirements

The Clery Act includes the following general substantive requirements:

1. Publication of Annual Security Report

Campuses must publish an annual security report detailing statistics regarding crimes committed on campus and at affiliated locations for the previous three calendar years, and describe specified policies, procedures, and programs regarding safety and security. The act is part of the “consumer information” provisions of the Higher Education Act implementing federal student aid programs. The Clery Act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about the safety of the campus so that they can make informed decisions. The Department of Education monitors Clery compliance and is authorized to impose fines on an educational institution that fail to meet Clery requirements.

The Act requires the collection and reporting of annual crime statistics reflecting reports of specified crimes that occur on and adjacent to, a university campus and certain properties associated with the campus. This statistical compilation must be broken down by specified types of crimes and campus disciplinary referrals, and must indicate if a specified crime is a hate crime. Campuses must also provide a geographic breakdown of the crime statistics reported according to the following defined geographic areas: “on campus” (including a further breakdown of the number of crimes that occurred in campus student residential facilities), “in or on a non-campus building or property,” and “on public property.”

2. Disclosure of Campus Safety Policies

The Annual Security Report must describe specified campus policies concerning:

- reporting criminal activity or other emergencies occurring on campus;
- security, maintenance of, and access to campus facilities;
- authority of campus law enforcement units;
- monitoring and recording through local police agencies of off campus criminal activity by students; and
- alcohol and drugs.

In addition, the report must describe:

- the type and frequency of campus programs to inform students and employees about campus security procedures and precautions, and the prevention of crimes;
- available drug and alcohol abuse prevention education programs;
- campus programs to prevent sexual assaults, including procedures to be followed when such an assault occurs; and
- where law enforcement agency information concerning registered sex offenders may be obtained.

3. Timely Warning Requirements

The campus is required to report to the campus community crimes that represent a threat to students and/or employees “in a manner that is timely and will aid in the prevention of similar crimes.”

4. Disclosure of Crime Log Information

Campuses that maintain a police department are required to maintain a daily crime log that contains specified information about any and all crimes that occur within the patrol jurisdiction of the campus police and that are reported to the campus police department. Information that would jeopardize the success of an investigation or the safety of a person involved in the investigation may be withheld. The campus must make the crime log for the most recent 60-day period open to public inspection during normal business hours, while crime logs containing material more than 60 days old must be retained for seven years for public inspection upon two days’ notice.

PART II: Collection of Clery Statistics

- A. Campus Security Authorities
- B. Reporting
- C. Documenting the Incident

A. Campus Security Authorities

The crime statistics reflected in the Annual Security Report must reflect crimes that are reported to “local police agencies” or to a “campus security authority.” The campus is required to collect crime statistics from all persons falling within the definitions below even if there is no police investigation.

Campus Security Authorities

- 1. Campus police and local law enforcement
- 2. People/offices designated under university policy as those to whom/which crimes should be reported
 - a. Residence Life
 - b. Judicial Affairs
- 3. Individuals with significant responsibility for student and campus activities

Exemptions:

- 1. Licensed medical staff (doctor, nurses)
- 2. Licensed professional mental health counselors
- 3. Pastoral counselors (employed by a religious organization or institution to provide confidential counseling)
 - Who are working within the scope of their license or religious assignment at the time they receive the crime report.

B. Reporting

As a CSA, if a student, faculty, or staff member tells you about a crime or an incident that may be a crime - that has been not reported to the police or other campus official (Residence Life, Judicial Affairs), you are required to record the information and submit a report.

The report is available at www.fredonia.edu/upd/csa

A sample of the CSA Incident Report is available on page 5 of this manual.

Incidents are reported using two criteria

- Type of Incident
- Location of Incident

Types of incidents that must be report

- 1. Criminal Homicide
 - a. Murder and Non-negligent Manslaughter
 - b. Negligent Manslaughter
- 2. Sex Offenses
 - a. Forcible Sex Offenses
 - b. Non-forcible Sex Offenses
- 3. Robbery
- 4. Aggravated Assault
- 5. Burglary
- 6. Motor Vehicle Theft
- 7. Arson
- 8. Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession

- a. Arrests
 - b. Disciplinary Referrals
9. Hate Crimes

Location of Incident

An incident must be reported if it occurred:

1. On campus or on SUNY Fredonia property (includes buildings, streets, grounds, and parking lots located within campus or SUNY Fredonia boundaries)
2. Residence Halls
3. On public property adjacent to campus (streets, sidewalks, parking lots, parks)

****Unsure, report it**

C. Documenting the Incident

Be sure to document

- *When* the crime or incident occurred and
- *When* it was reported to you
- Answering questions on form will help police determine the correct crime category
- Get as accurate and complete a description of what happened as you can
- Even incomplete information can help
- The law requires that the crime be reported for the calendar year in which it was first reported to a Campus Security Authority or University Police – not when it occurred

Please Remember

- Your job is to report the information the person is willing to tell you
- You are not a detective
- You don't have to know the crime classification
- Just indicate the crime that seems most likely or possible
- The experts will make the final determination and classify the crimes
- You don't have to prove what happened or who was at fault, or classify the crime
- You aren't supposed to find the perpetrator

CSA Disclosure & Non-identifiable details

It is important to disclose to the student that you are a CSA and answer any questions they may have regarding your role on campus.

Non-identifiable details

Do NOT identify the victim

Do NOT identify others involved in the incident

Do NOT give any details that could easily identify the student

Part III: Victim Assistance

In addition to filing a CSA Incident Report, it is important to offer options and referrals for necessary services. Below you will find contact information for basic referrals. A complete listing of referrals is available at www.fredonia.edu/upd/csa. In the back of this manual are brochures and handouts for some of the referrals listed below.

Reporting Options

University Police, Gregory Hall, SUNY Fredonia
(716) 673-3333
www.fredonia.edu/UPD/upd.htm

Fredonia Village Police, Temple Street, Fredonia, New York 14063
(716) 679-1531
www.fredoniapolice.org

Office of Judicial Affairs (Student Conduct), 611 Maytum Hall, SUNY Fredonia
(716) 673-3271
www.fredonia.edu/JudicialAffairs

Advocacy and Counseling

***CEASE: Violence Prevention - Victim Services**, LoGrasso Hall, SUNY Fredonia
(716) 673-3424
www.fredonia.edu/cease

***The Anew Center, Sexual Assault/Domestic Violence Helpline**
1-800-252-8748 (available 24/7)
www.s-army.org/dvrc.html

***Counseling Center**, LoGrasso Hall, SUNY Fredonia
(716) 673-3424
www.fredonia.edu/counseling/

Medical Attention

Brooks Memorial Hospital, 529 Central Avenue, Dunkirk, NY 14048
(716) 366-1111
www.brookshospital.org

WCA Hospital, 207 Foote Avenue, Jamestown, NY 14702
(716) 366-1111
www.wcahospital.org

Health Center, LoGrasso Hall, SUNY Fredonia
www.fredonia.edu/healthcenter
(716) 673-3131

***Chautauqua Co. Health Department (STD/HIV clinic), 319 Central Avenue, Dunkirk, NY 14048
(716) 363-3660**

Additional Resources

Residence Life, Gregory Hall, SUNY Fredonia
(716) 673-3341
www.fredonia.edu/reslife

Student Affairs, 610 Maytum Hall, SUNY Fredonia
(716) 673-3271
www.fredonia.edu/StudentAffairs

***Brochures are available in the plastic sleeve.**

SUNY Fredonia

Response Protocol for Sexual Assault

Created by: **CEASE Violence Prevention - Victim Services**
Counseling Center
LoGrasso Hall
Phone: 716.673.3424
Fax: 716.673-3140
www.fredonia.edu/cease

Step 1: Make sure you are in a private space and will not be disturbed.

When a student discloses a sexual assault the most important thing for you to do is **listen**. This may sound very simple but survivors of sexual assault may disclose the assault to you for numerous reasons; they may want to know where they can file a report, get medical treatment, talk to an advocate or just share their story with someone. It is important to listen to the person; only they can tell you what they need from you. Below you will find a list of steps that will give you guidance on how to respond to a survivor of sexual assault.

Step 2: Suggest contacting a sexual assault advocate.

Explain that a sexual assault/domestic violence advocate is an individual who is specially trained to respond to survivors of interpersonal violence. Victim advocates are knowledgeable in crisis intervention, advocacy, and referrals for victims of sexual assault and relationship violence. They can provide a wide variety of services – from someone to talk to, emotional support, accompanying the survivor to the hospital, police department, or any legal proceeding. Advocates do not tell survivors what to do; instead they offer options that are available to survivors. Advocate services are free and confidential. We highly encourage survivors to contact an advocate; coping with the aftermath of sexual assault can be a very difficult and confusing process. The student may not want to contact an advocate, give them the contact information for sexual assault advocacy for possible future use.

During M-F, business hours:

Contact the CEASE Violence Prevention - Victim Services Program (Counseling Center). Ask for the CEASE coordinator, who is the campus sexual assault and domestic violence advocate. The CEASE Coordinator can meet with the student at your location, the student can come to the Counseling Center, or they can make an appointment with the CEASE coordinator.

Contact Information:

Julie Bezek, CEASE Coordinator
Counseling Center, LoGrasso Hall
phone: (716) 673-3424
email: Julie.Bezek@fredonia.edu
hours: M-F, 8:30am - 5:00pm.

After hours or if the CEASE coordinator is not available:

For 24 hour assistance - The Anew Center of Jamestown (The Salvation Army) provides a 24/7 helpline for survivors of sexual assault and relationship violence (1-800-252-8748). The helpline can answer questions, provide referrals or send a victim advocate to meet with the student.

Contact information: 1-800-252-8748 (available 24/7).

Step 3: Medical Treatment and Evidence Collection Options

Survivors of sexual assault may want information on evidence collection options (also known as 'rape kits') or where they can go to get emergency contraception or STD testing.

Emergency contraception (EC) is available over the counter at area pharmacies. If the student feels uncomfortable asking the pharmacist for EC, the Health Center can write a prescription note for EC. The Chautauqua County Health Department in Dunkirk offers EC free of charge.

Places for Medical Treatment

Brooks Memorial Hospital can provide medical treatment to survivors of sexual assault. They offer treatment for injuries, STD testing and treatment, the morning after pill, and evidence collection. Brooks Hospital has a Sexual Assault Nurse Examiner (SANE), who is trained at gathering forensic evidence and assisting survivors of sexual assault. Survivors who have a sexual assault kit do not have to file a police report or press criminal charges. Advocates from The Anew Center can be contacted to provide advocacy services.

Contact Information:

529 Central Avenue
Dunkirk, NY 14048
(716) 366-1111
www.brookshospital.org

Things to know about the SANE exam:

- Evidence collection should be done no later than 72 hours after the assault
- During the exam the student can expect to be examined for internal or external injuries, foreign hair samples, and semen/other bodily fluids.
- If possible, bring an extra set of clothes (the police may want the clothes worn during the assault for evidence).
- If the student is thinking about pressing charges, the evidence collected during the SANE exam is crucial. They should not shower, drink, eat, douche, or change their clothes prior to an exam. These activities destroy important physical evidence that is useful should they decide to make a police report. Also, have the student document everything they remember happening with as much detail as possible. (This can also help should you decide to take legal action).
- A SANE exam is not necessary for criminal prosecution, but it is difficult to build a sexual assault case without forensic evidence. Students do not need to have a SANE exam to pursue campus judicial charges.

Chautauqua County Health Department - Health Services division can provide free and confidential STD/HIV - evaluation, laboratory testing, treatment, and health counseling. The can also provide the morning after pill.

Contact Information:

319 Central Avenue
Dunkirk, NY 14048
(716) 363-3660

Walk-in Clinic Hours:

Mondays 1-3:30pm
Thursday 1-3:30pm
Tuesdays 9-11am & 1-3:30pm

Health Center staff is specially trained to identify and respond to the medical needs of sexual assault survivors. The Health Center can provide treatment for injuries, referrals, and the morning after pill.

Contact Information:

LoGrasso Hall, SUNY Fredonia
www.fredonia.edu/healthcenter
(716) 673-3131

Step 4: Reporting the assault

Not everyone is comfortable with using the criminal justice system to respond to a sexual assault. It is the student's decision whether or not to take legal action against the perpetrator. We encourage students to seek out the support system that feels most appropriate and helpful. SUNY Fredonia students have three options to report a sexual assault.

- University incident report
- Police report
- Anonymous Sexual Assault Report

University incident report

Students who have been assaulted by another SUNY Fredonia student (regardless if the assault occurred on or off-campus), may pursue disciplinary action through the campus judicial process, known as Judicial Affairs. The first step to pursuing action through the campus disciplinary process is filing a university incident report which details the student's account of the incident. Students may file an incident report with their Hall Director, University Police, or Judicial Affairs. After the report is filed the student will meet with the Coordinator of Judicial Affairs, who will guide them through the university discipline process. Many survivors have questions about their physical and emotional safety during this process; the CEASE Coordinator and Coordinator of Judicial Affairs can answer any questions students may have regarding the campus disciplinary process.

Police report

Survivors who wish to file a police report can contact the University Police (assaults that occurred on-campus), the Village of Fredonia Police (assault that occurred off-campus in Fredonia), or the police jurisdiction where the assault took place. A student can file both a police report and a university incident report.

Survivors can go to police department to report an assault or call x3333, on-campus or 911, off-campus. When the police arrive, they will address the student's medical needs first to assess whether they need to go to the hospital. The police will also interview the student about what happened. This may be difficult for the student, but it is very important in order to complete a police report. The interview is conducted in private, but the student can request to have a friend or another supportive person accompany them. Advocates from CEASE or the Anew Center are available to be with students during the police interview. The police will get as much information as possible about the incident and investigate the case further.

Once an investigation is completed, the police refer the case to the District Attorney's office. The District Attorney's office decides whether or not the case will be prosecuted by considering factors such as the amount of evidence available to prove the charge(s) in court.

Anonymous Sexual Assault Report

If the student does not wish to file a police report or a university incident report an anonymous sexual assault (ASA) report can be filed. An ASA report is a completely anonymous report to the

University Police. The report is used to gather data on sexual assault to create a more effective response to victims. You can find the report on the University Police website - <http://www.fredonia.edu/upd/proxy.asp>.

Step 5: Counseling Services & Other Assistance

Counseling can be an integral part of recovery from a sexual assault. The Counseling Center can provide mental health services for victims of sexual assault. Their services are free and confidential. They are located in LoGrosso Hall and are open M-F 8:30 – 4:30.

After a sexual assault a student may need to change their housing or academic schedule, contact the Office for Student Affairs (x3424) for more information.

Things to Know When Assisting a Survivor of Sexual Assault

- Help the victim feel emotionally and physically safe.
- Believe the survivor.
- Listen to the survivor without judgment.
- Provide options instead of making decisions for the survivor
- Help the survivor access as much information as possible to help her/him determine the best option to take.
- Suggest contacting an advocacy program like CEASE or the Anew Center.
- Reassure the survivor that she/he does not deserve to be hurt or abused.
- Reassure the survivor that she/he is not to blame for being assaulted.
- Educate yourself. Understand how sexual assault happens.