

## Instructions

- Review the CSA handout and print or download it so you have it on hand.
- Watch the 15 minute CSA video located at the link at the bottom of the handout.
  - You will need to sign in with your WWCC username and password.
- Take the post-test located at the link at the bottom of the handout.
  - You must score 70% or higher on the post-test to receive credit for the training.

Any questions regarding the CSA training should be directed to the Director of Campus Security and Environmental Health & Safety at 509-526-SAFE (7233) or [campussafety@wwcc.edu](mailto:campussafety@wwcc.edu).

## What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act, requires institutions of higher education to maintain and disclose campus crime statistics and security information. Information regarding Clery crimes, arrests, and referrals that occur on Clery Geography are compiled in the Annual Security Report which is published October 1<sup>st</sup> of each year. The Annual Security Report can be found on the Campus Security and Environmental Health & Safety website at <https://www.wwcc.edu/current-students/safety-and-security/clery-act-compliance/>. Part of the Clery Act's requirements are to warn the campus community of emergency events through "Emergency Notifications." Additionally, the Clery Act requires institutions of higher education to send out "Timely Warnings" regarding crimes that pose a continued threat to the campus community and that have been reported to a Campus Security Authority (CSA) or local law enforcement agency.

## Who is a Campus Security Authority (CSA)?

The Clery Act identifies four categories of individuals who are considered a (CSA). These categories are:

1. A campus security or campus police department
2. Any individual who has responsibility for campus security but does not constitute a campus security department
3. 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, and
4. An official of an institution who has significant responsibility for student and campus activities.

CSAs are an integral part of the Clery Act because students will not always report crimes to campus security or local law enforcement agencies and will sometimes choose instead to report the crime to someone they know or have a rapport with.

## What do CSAs do?

CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA to the Campus Security and Environmental Health & Safety Department in a timely manner.

CSAs are NOT responsible for:

- Determining whether a crime took place
- Attempting to apprehend the alleged perpetrator
- Trying to convince a victim to contact law enforcement if they do not wish to do so
- Reporting incidents that are overhead in a hallway, during an in class discussion or that is learned about in an indirect manner

CSA crime reports are not a substitute for, nor do they supersede, other reporting obligations required by the College. For example, a separate report may also be required under Title IX or under Mandated Reporter requirements. All college employees (including student employees), are required to promptly report sexual misconduct of which they become aware to the Title IX Coordinator at 509-527-4382.

## How should a CSA respond to reports of a Clery Act crime?

1. When a crime is reported, the CSA should always handle any emergencies first (if one exists) by calling 911 and then notifying Campus Security and Environmental Health & Safety.
2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to the Campus Security and Environmental Health & Safety Department and/or local law enforcement. Campus Security and Environmental Health & Safety can be reached at 509-526-7233 or at [campussafety@wwcc.edu](mailto:campussafety@wwcc.edu). The Walla Walla Police Department can be reached at 509-527-1960 and the Clarkston Police Department can be reached at 509-758-1680. The CSA should not force the individual reporting the crime to contact campus security or local law enforcement if the individual does not wish to do so.
3. The CSA should explain to the individual reporting the crime that they are a federally mandated crime reporter and must submit the crime for statistical purposes, but that the report can be submitted without identifying the individual if they wish to remain anonymous. In the event of an anonymous crime report, the individual reporting the crime should be informed that the incident will not be investigated further.
  - a. **It is important to remember** that while confidentiality may be maintained in most circumstances, CSAs cannot guarantee it. The only individuals who can guarantee confidential reporting are pastoral and professional counselors acting within their role as a counselor.
4. The CSA should provide the individual with optional resources, such as how to contact:
  - a. **Confidential on-campus counselors:**
    - i. Walla Walla Campus: 509-527-4262 or in person at office 133 in Main Building D
    - ii. Clarkston Campus: 509-758-1713 or in person at office 119 in Main Building A
  - b. **Crisis Center:**
    - i. Walla Walla Campus: Walla Walla County Crisis Response Unit - 509.524.2999.
    - ii. Clarkston Campus: YWCA of Lewiston, ID-Clarkston, WA – 208-746-9655.
  - c. **National Sexual Assault Hotline** – 800-656-HOPE (4673)
  - d. Additional Resources can be found here: <https://www.wwcc.edu/current-students/counseling/>
5. The CSA will report the crime in a timely manner via the online CSA form located here: <https://www.wwcc.edu/current-students/make-a-report/> **All crimes should be reported as soon as possible to aid Campus Security in the issuance of a Timely Warning or Emergency Notification as required by the Clery Act.** The report should include as much detail as is available.
  - a. If you are unsure if the crime is Clery reportable or not, err on the side of caution and report it.

## CSAs are responsible for reporting the following Clery Act Crimes:

### Criminal Offenses:

Murder & non-negligent manslaughter	Motor Vehicle Theft	Aggravated Assault	Burglary
Manslaughter by negligence	Fondling	Incest	Robbery
Arson	Rape	Statutory Rape	

### Hate Crimes:

Larceny-Theft	Simple Assault	Intimidation	Destruction/Damage/Vandalism of Property
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### VAWA Offenses

Dating Violence	Stalking	Domestic Violence
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### Arrests and Referrals:

Weapons Law Violations	Drug Abuse Violations	Liquor Law Violations
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## **CSAs must report Clery Act Crimes that occur on the following Clery reportable geographic locations:**

**On Campus:** Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

**Public:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This category encompasses lodging facilities used to house students on overnight trips, facilities rented or leased to provide instruction off campus, study abroad trips, and more.

## **Clery Act and CSA Additional Information**

The Clery Act also requires institutions of higher education to publish daily crime logs for their campuses. The daily crime log is a record of all criminal incidents and alleged criminal incidents that have been reported to the Campus Security and Environmental Health & Safety Department

Additional information regarding the Clery Act can be found on the Campus Security and Environmental Health & Safety website at <https://www.wvcc.edu/current-students/safety-and-security/clery-act-compliance/>

## **To receive credit for completing the CSA training:**

Please read and acknowledge the following:

I have reviewed the CSA handout

**I have watched the online CSA training video found at:** <https://bit.ly/CSA-Training-Video>

I understand that if I have additional questions regarding my role as a CSA I can contact the Campus Security and Environmental Health & Safety Department at 509-526-7233.

[TAKE QUIZ](#) - click to take the post-test in order to receive credit for the training. You must score 70% or higher on the post-test to receive credit for the training.