

A federal law known as the Clery Act requires ATSU to designate Campus Security Authorities (CSAs) to receive reports of alleged crimes from students, employees, or anyone.

Why am I a CSA?

You are a CSA because you are either:

1. Campus police or security department;
2. Person responsible for campus security, but who is not a campus security officer;
3. Person with significant responsibility for students and campus activities (including advisors for student organizations); or
4. Person designated by ATSU as someone to whom crimes should be reported.

What do I need to do as a CSA?

1. Emergency. If someone is seriously injured or there is a likelihood of imminent risk, immediately dial 911. Then, as soon as possible thereafter, call ATSU Security to verbally report the incident.
 - Kirksville Security: 660.349.9513
 - Mesa Security: 480.341.9075
2. Non-emergency. If no one is seriously injured and there is no ongoing likelihood of imminent risk, still report to ATSU Security as soon as possible. Offer to help the person report to local law enforcement, if they choose to. To report non-emergency incidents, CSAs may either:
 - Complete the ATSU Crime Report Form; or
 - Call ATSU Security (see phone numbers above) and verbally report.

The Crime Report Form may be found at atsu.edu/crime-report-form. CSAs who are ATSU employees can access the Crime Report Form on the ATSU portal by searching “crime” or “CSA”.

What if someone wants to report confidentially?

There are two answers to this question, depending on the type of crime.

1. If the crime is not sexual in nature, and there is no ongoing danger to the individual or the campus community, the crime report does not need to identify the persons involved.
2. If the crime is sexual in nature, or there is ongoing danger to anyone, the CSA is required to share the identities of the parties, if known. ATSU will protect the confidentiality of the parties to the extent permitted by law.

Another way to report non-emergency crimes of a sexual nature is for the CSA to email the Title IX coordinator at titleix@atsu.edu with the details. This is more confidential than the Crime Report Form.

If the person wants to report anonymously, they should not report to a CSA and instead report online at <http://www.fraudhl.com> or call 1-855-FRAUD-HL.

Crimes of a sexual nature may include sex or gender-based discrimination or harassment, or sexual offenses including but not limited to sexual assault, dating violence, domestic violence, and stalking.

Does it matter where the alleged crime occurred?

CSAs should simply report all crimes reported to them, regardless of where they occurred or the nature of the crime.

ATSU officials will classify the Clery geography of the crime. CSAs do not need to make these decisions.

Clery Geography	Definition
1. On campus	<p>a. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and</p> <p>b. Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).</p>
2. Noncampus building or property	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.
3. Public property	All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
4. Campus student housing	This category is a subset of the “on-campus” category. At ATSU, only the Kirksville campus has student housing.

What crimes should be reported?

CSAs should simply report to ATSU Security all alleged crimes reported to them. ATSU officials will determine the Clery classification of reported crimes. CSAs do not need to make these decisions.

Types of crimes	Classifications of crimes
Primary crimes	Murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson
Arrests and referrals for disciplinary action	Drug law violations, liquor law violations, weapons law violations
2013 Clery additions (Violence Against Women Act)	Domestic violence, dating violence, stalking
Hate crimes – motivated by the offender’s bias: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, disability	Any of the above crimes, and larceny-theft, simple assault intimidation, destruction/damage vandalism

What fines and/or sanctions could ATSU face if a CSA fails to report an incident?

The U.S. Dept. of Education may fine ATSU up to **\$59,017 per violation** or suspend ATSU from participating in federal student financial aid programs.

What is a “timely warning” under Clery?

ATSU is required to immediately alert the campus community if there is a serious or continuing threat. The decision whether to issue a timely warning is made on a case-by-case basis by ATSU officials, not by CSAs. This is another reason why it’s important CSAs report crimes immediately.

Questions?

Contact ATSU Security (see page 1 for phone numbers)

Additional information on the Clery Act may be found at www.clerycenter.org.