

# Campus Security Authority Training *Jeanne Clery Campus Safety Act*

*Updated March 2025*



Middlebury  
College

# Thank you

Thank you in advance for participating in this training. By understanding and adhering to the *Jeanne Clery Campus Safety Act* (Clery Act) requirements, you help the college provide many benefits to the campus community. Including:

- Helping to provide a safe and secure learning and work environment
- Helping current and prospective students and employees make informed decisions when choosing a campus
- Ensuring compliance with legal and policy requirements; and
- Assisting the college with tracking crimes and alerting our community to possible safety concerns

Compliance with this act is an *institutional responsibility*. Failure to comply could result in fines up to \$71,545 per violation.



# What Is A Campus Security Authority (CSA)?

Campus Security Authorities are individuals who may receive reports of crime through their official capacity with the College. CSAs are a requirement of The Jeanne Clery Campus Safety Act (Clery Act).

This act is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses to assist the public in making decisions which affect their personal safety. This act is enforced by the Department of Education.

CSAs are identified by function rather than title. They are identified by the following functions:

- A campus police department or campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property)
- An 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.
- An official of an institution who has significant responsibility for student and campus activities, including but not limited to those involved in student housing, chaperoning off campus trips, student discipline, athletics and campus judicial proceedings.



# What Are Some Examples of CSAs On Our Campus?

- Campus police department or campus security department of an institution (Department of Public Safety)
- Individual(s) who have responsibility for campus security but are not members of a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property, such as a security guard or contract security for events).
- Anyone specified in an institution's statement of campus security policy as an individual or organization to report crimes (Title IX, Human Resources)
- An official of an institution who has significant responsibility for student and campus activities (Team Leaders, Club Leaders, Trip Leaders/Chaperones, Mentors, etc.)



# How Are Campus Security Authorities Identified?

The Department of Education mandates that CSAs be determined by job *function* rather than title.

In 2024, The Middlebury College Clery Compliance Committee was formed to assist with increasing Clery compliance throughout campus. The Committee features representation from various departments including Human Resources, Academic Affairs, Community Standards, Residential Life, Student Activities, Risk, Public Safety, Athletics, Language Schools, Bread Loaf School of English, MIIS, and International programs. Part of the Committee's work includes identifying CSAs throughout the institution.

We also ask our community to take a brief survey (linked [here](#)) to determine if their function falls within this designation. This survey can also be found on our Clery webpage.



# What Are Some of the Considerations Used to Identify a Campus Security Authority?

Individuals may be designated as a CSA based on whether they perform the following functions:

- Their official job responsibilities involve significant interaction with students and/or campus activities (Advisor to a student group, chaperone for off campus trips)
- They serve as informal or unofficial mentors to students (Compass Mentors)
- They serve as a member in an office or of a committee to whom students or employees are instructed and informed to report or discuss crimes, allegations of crimes, and other troubling situations (Title IX, etc.) and/or
- They have oversight for disciplinary procedures (RDs, Community Standards).



# Where Do I Find a Listing of Campus Security Authorities?

To see a listing of some of the positions that are considered as Campus Security Authorities, click [here](#) or go to the Middlebury College Public Safety web page (go/dps/).

(Please note: This is **not** meant to be an exhaustive list. Therefore, there are CSA titles which will not be featured on this list)



# As A Designated CSA, What Are My Responsibilities?

Being a CSA is not a time-consuming designation, though it is an important one. Responsibilities include:

1. Promptly sharing with Public Safety information on *any* crimes that happen on, or immediately adjacent to, college property. Also, any crimes that occur while students are on college sponsored trips.\*
2. Sharing off campus trip location information with the Department of Public Safety.
3. Complete Clery surveys when sent by the Department of Public Safety.
4. Complete Clery training in Oracle Learn on an annual basis.

\*Promptly reporting crimes to Public Safety is crucial as it allows the department to determine if any emergency notifications, community notices (emails about non-Clery Act crimes), or timely warnings (emails about Clery Act crimes) need to be sent to the community.





# In What Situations Do Crimes Need to be Reported?

- If a victim calls it to your attention
- If a witness or third party calls it to your attention
- The crime happened in the college's Clery geography ([Middlebury VT Campus](#))

If you're unsure whether a crime took place within Clery geography, **report it** and the department can make that determination.

Please note, crimes still need to be reported *even if* they do not involve members of our community. For example, two individuals not affiliated with the College get into a physical altercation on the sidewalk outside of a residential hall. This could be classified as simple assault for the daily crime log regardless of the fact that there is no formal relationship to Middlebury.



# How do I Report Crimes?

**Any life-threatening crimes in progress should be reported to 911 immediately.**

- Phone call
  - Middlebury, VT Public Safety:
    - 802-443-5133 (business)
    - 802-443-5911 (emergency)
- Email (for non-emergencies)
  - Middlebury, VT Public Safety: [publicsafety@middlebury.edu](mailto:publicsafety@middlebury.edu)
- Online using the [CSA Crime Reporting Form](#) found on the Public Safety webpage
- Surveys sent via email by the Department of Public Safety
  - There are two types of surveys. One specific to *crime* information. The other specific to *off campus trip location* information.



# What information should be included in a report?

- Date of Incident
- Time of Incident
- Incident Type (assault, motor vehicle theft, etc.)
- Location
- To access the CSA Crime Reporting Form [click here](#)

Reminder-Per the Clery Act, CSAs should report crime information to Public Safety within two days of becoming aware of the incident.



# Things to remember

- A CSA is **not responsible for determining whether a crime took place**, just reporting that the crime happened by filling out the CSA form or contacting Public Safety. CSAs are not expected to investigate the report.
- Provide victims of sexual assault, domestic violence, dating violence, and stalking with **written notification of their rights and options**, which you can find [here](#) or by contacting the Title IX office.



# Exempt from Reporting

There are two types of individuals exempt from Clery reporting obligations *only while acting in this capacity*\*:

- Pastoral Counselor
- Professional Counselor

\*If a pastoral counselor is also a coach, and a crime is reported to them in their capacity as a coach, they are required to report.

In many situations, it is possible for a CSA to fulfill their reporting responsibilities while still maintaining confidentiality. Many reports can be filed without disclosing personally identifying information for involved parties.



# CSA Surveys- Crime Related

Throughout the year, Public Safety sends surveys to our community asking if they are aware of any crimes that need to be reported. It is important that you complete this survey *even if* you have no crimes to report. If you have no crimes to report, simply check "no." Your response will be recorded, and the survey will immediately end. This will prevent future automated emails reminding you to complete the survey.

As a reminder, reports need to be made a *timely* manner so that the department can assess if a community notice/emergency notification/timely warning is warranted. This survey is meant to be a safety net that catches any reports we may have missed. Please do not wait for this survey to report.



# CSA Surveys- Trip Information

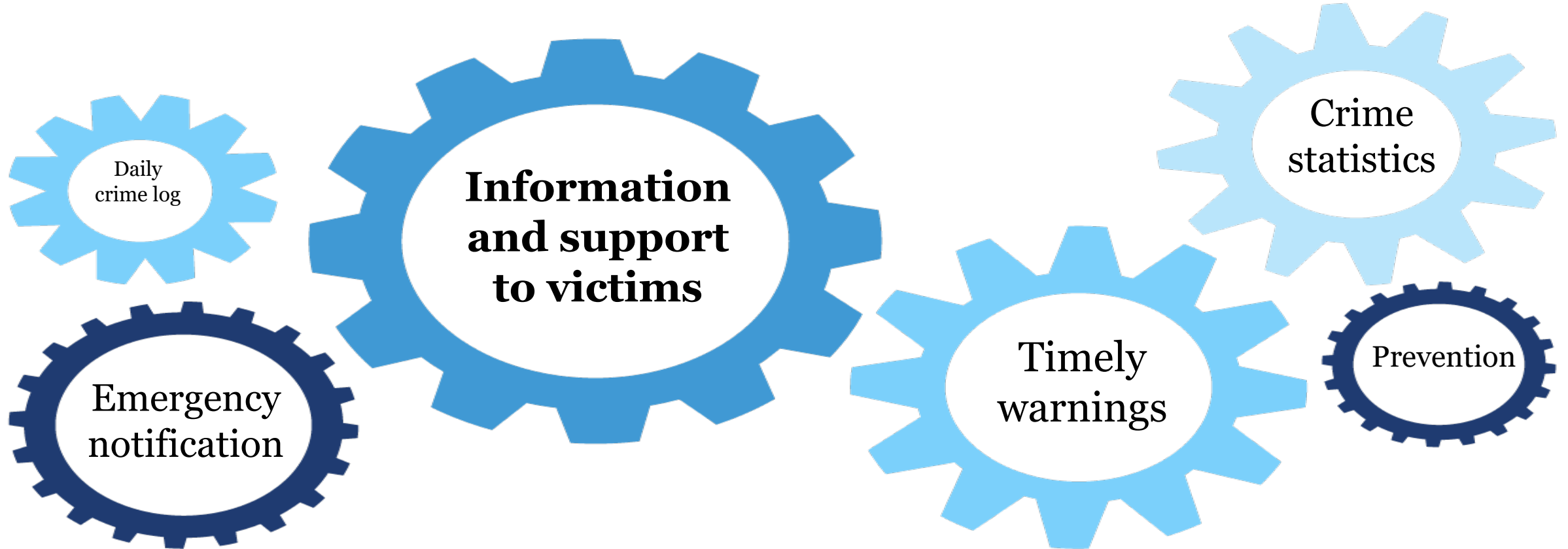
The Department of Public Safety will also send surveys asking for location information for any trips where students were taken off campus. This is *crucial* information as the Department of Education requires us to reach out to the law enforcement agency with jurisdiction over that location to ask if any crimes occurred while our students were there, regardless of whether our students were involved. We are required to do this for **each and every** trip our students go on.

As you might imagine, this is very time-consuming work so it's important that you provide this information as soon as possible. This survey is meant to be a safety net that catches any trip information we may have missed. Please do not wait for this survey to report.

A [Clery trip form](#) can be found on our website and can be used on an on-going basis. Using this form saves time for you as well. Other CSAs have found that it is **much** easier to report the information on an on-going basis rather than all at once through the survey.



# Why Do I Need To Report This Information?





# Clery Act Crimes



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# Clery Act Crimes

As previously mentioned, the daily crime log captures *all crimes* that occur within our Clery Geography. The Annual Security and Fire Safety Report (ASR), however, records statistics for specific crimes, sometimes referred to as "Clery Act Crimes." Additionally, this report includes statistics about fires occurring within student residential buildings.

Clery Act crimes and definitions can be found on the following slides.



# Criminal Homicide/Murder & Non negligent Manslaughter

The willful (non-negligent) killing of one human being by another.



# Criminal Homicide/Manslaughter by Negligence

The killing of another person through gross negligence.



# Sexual Offenses

- Rape: The 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 the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Statutory rape: Sexual intercourse with a person who is under the statutory age of consent.
- Incest: Sexual intercourse between persons who are related to each other within a degree wherein marriage is prohibited by law.



# Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.



# Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault 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 that could cause serious personal injury if the crime were successfully completed.)



# Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes offenses that are classified by law enforcement agencies as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.





# Motor Vehicle Theft

The theft or attempted theft of a motor vehicle (e.g., automobile, truck, bus, motorcycle, motor scooters, trail bike, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs). This includes all cases where motor vehicles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.



# Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.



# Hate Crimes

A hate crime is defined as a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and/or disability (as defined below). Any Criminal Offense listed on the previous slides (except manslaughter by negligence), and the additional crimes of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property, that manifests such evidence, will be recorded as a hate crime. Middlebury is required to list the category of bias to the extent possible.



# VAWA offenses

- Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse; and dating violence does not include acts covered under the definition of domestic violence.
- Domestic violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.



Also included are arrests and disciplinary referrals for violations of Weapons, Drug, and Liquor Laws



# New in 2025

**Lastly, the Stop Campus Hazing Act (SCHA), enacted on December 23, 2024, amended the Clery Act to include reporting requirements for incidents of hazing.**

Hazing: any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization\*; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

\*Student Organization: defined as “an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.”



# Thank you & CSA Quiz

[Click here](#) to take the quiz and complete the training.

Thank you for assisting the institution in maintaining Clery Compliance.

Questions can be directed to:

Fawn Torrey, DPS Operations Manager

Demitria Kirby, AVP of Safety

