

# Northwest Nazarene University

## CSA FAQ's

### What is a CSA?

A “Campus Security Authority” (or CSA) a Clery-Specific term that encompasses individuals and organizations with an institution:

- Campus Police or Campus Safety Department
- Non-Police staff responsible for security (such as monitoring university property or entrances)
- Institutional individuals/offices designated as a place someone should report crimes
- Officials with significant responsibility for student and campus activities (e.g. Title IX, Vice President for Student Life, Human Resources, Faculty/staff who travel with student, etc.)

For example, an employee who oversees student housing, a student center, or student extra-curricular activities has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. Any employees with the following roles and duties also are included:

- Significant interaction with student and/or campus activities
- Informal or unofficial mentors to students
- Member in an office to whom students are instructed and informed to report or discuss crimes, alleged crimes, or other troubling situations.
- Oversee disciplinary processes or procedures

### Who is not a CSA?

A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. Also, clerical staff are unlikely to have significant responsibility for student and campus activities.

### What if I don't want to be a CSA?

It doesn't matter if CSA responsibilities aren't in your job description. Being a CSA is dependent on your job function. If your job function involves a significant responsibility for student and campus activities, you're a CSA per federal law and have to follow the requirements for CSAs.

## **What are the responsibilities of a CSA?**

Campus Security Authorities are federally mandated to forward reports of crime brought to their attention. The party reporting the crime does not need to be University-affiliated and the report does not have to lead to police involvement.

- Accurately report crime information to the correct people in a timely manner
- Support the individual sharing the experience and provide them with options and resources

## **What are NOT the responsibilities of a Campus Security Authority?**

- Determining if a crime took place
- Finding and apprehending the alleged perpetrator
- Convincing the victim to contact law enforcement

You do not have to be an expert on Clery; simply report information to the best of your understanding.

## **How do I report a crime?**

If a person reveals they have been involved in an incident that might involve a crime, (reportable or otherwise) contact the Campus Safety Department at 208-467-8911. Reporting a crime does not mean charges must be filed; instead, it allows for discussion of options and helps the University obtain accurate information for statistical reporting. It is important that information is reported as soon as possible so it may be evaluated to determine if an immediate notification should be issued to students, faculty, and staff regarding the criminal activity. Timely warnings may be disseminated to communicate Clery crimes and safety tips to the community for situations that may present an ongoing threat.

CSA's are required to complete the CSA Reporting Form to aid in recording important details for statistical information. The form is located and filled out from the link provided:

<https://www.nnu.edu/office/campus-safety>

If you don't have all the information please submit what you do have.

## **When do I report a crime?**

You should report the crime as soon as it is reported to you. CSAs must notify the Campus Safety Department of all reports of Clery Act crimes. CSAs who are unsure whether an incident

is a Clery Act crime should report it. CSAs are not responsible for determining authoritatively whether a crime took place. Additionally, CSAs are not responsible for reporting crimes they learn about in an indirect manner, i.e. overhearing a conversation in a hallway or something mentioned during an in-class discussion, speech or other presentation.

## **I think a crime was reported to the police. Do I still need to report it?**

Yes. Please contact Campus Safety even if you believe the crime has been reported. If there are duplicate reports, the Campus Safety Director will be able to ensure it is in the statistics. We would hate to miss reporting because someone thought it had already been done.

## **Who compiles Clery crime statistics for NNU?**

The Director of Campus Safety, Scott Chandler, compiles the annual security statistics for the Annual Security and Fire Safety Report. If you have any questions or concerns, if you would like more information, or if you need training for you or your department on Clery, please reach out at [scottchandler@nnu.edu](mailto:scottchandler@nnu.edu).

## **How do I get training on being a CSA?**

Please contact Scott Chandler at [scottchandler@nnu.edu](mailto:scottchandler@nnu.edu) for more information about CSA training.