

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Campus Security Authorities Policy**

TIU POLICY #: **P-721**

STATUS: **Approved, September 2013**
 Updated, June 2015

I. PURPOSE:

The purpose of this policy is to identify campus security authorities responsible for gathering information for the annual Clery report.

II. SCOPE:

This policy applies to all members of the Trinity International University (University) community.

III. POLICY:

The United States Department of Education (DOE) is charged with enforcing the Jeanne Clery Act and may levy civil penalties against institutions of higher education up to \$35,000 per violation for failure to comply, or may suspend them from participating in federal student financial aid programs. Complaints of violations should be filed with DOE regional offices.

Certain University staff positions are designated as Campus Security Authorities (CSA) for the purpose of providing information for the annual Clery report. A CSA is normally found in departments responsible for, but not limited to, student and campus activities, safety and security, discipline, housing, athletics, human resources, or judicial proceedings. This designation also includes any individual who has been specified by the University to receive and report offenses.

The Safety and Campus Services Manager will keep a current list of all CSAs. The Safety and Campus Services Manager and other designated administrators will make a good-faith effort to collect crime statistics for all *Clery Act* crimes committed in applicable geographic locations from all law enforcement agencies with jurisdiction over the University.

Each year those designated as a CSA will receive a crime statistics report form. This form will be completed and returned to the Safety and Campus Services Manager within 30 days of receipt. All submitted forms and reports will then be reviewed for possible inclusion in the Annual Security Report. All CSAs will receive annual training on their role and responsibility

for crime reporting. The following crimes must be reported:

- Homicide
- Aggravated Assault
- Sexual Assault
- Robbery
- Burglary
- Motor Vehicle Theft (stolen vehicles)
- Arson
- Weapon Violations (e.g. possession, brandishing, etc.)
- Alcohol Violations (e.g. minor in possession)
- Drug Violations
- Hate Crimes (*for purposes of reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.*)

The crime must occur at one of the following locations:

- On campus, including student housing;
- Off campus, but on University affiliated property;
- Public property streets (streets adjacent to the main campus).

The individuals listed below have significant responsibility for student and campus activities and are exempt from disclosing information:

Pastoral Counselor: A person who is associated with a religious order or denomination is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the University's community, and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the University, but are under contract to provide counseling at the University.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors. Pastoral counselors and professional counselors are encouraged to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of the crime statistics report if deemed appropriate.

The Safety and Campus Services Manager will contact local law enforcement for the collection of crime statistics from the University's Clery geography for inclusion in the annual report.