



Campus Security Authority (CSA): Frequently Asked Questions

What is the Clery Act?

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* is a consumer protection law that aims to provide transparency around campus crime policy and statistics.

Clery Act regulations fit into the following categories:

- **Annual Security Reporting:** NWU must publish an annual security report in October of each year. This report summarizes university policies related to crime intervention and prevention and lists statistics related to specific crimes that occur within a designated geographical region on campus and the surrounding area. The types of crimes that must be included in the report and the geographical region are dictated by the Clery Act. You can find our most recent Annual Security Report [here](#).
- **Timely Warnings and Emergency Notifications:** NWU must issue a timely warning when a crime is committed that is covered by the Clery Act and it is determined that this incident presents an on-going threat to the campus community. If it is determined that there is an immediate, significant danger to the health and safety of the campus community, NWU may issue an emergency notification. To review NWU's practices related to emergency notification, view this [webpage](#).
- **Victim Rights, Options, and Resources:** Victims of sexual assault, domestic violence, dating violence, and stalking are guaranteed specific rights, options, and resources. To learn more about rights, options, and resources for victims of sexual assault, domestic violence, dating violence, and stalking at NWU, visit this [webpage](#). To learn about community-based resources, visit this [webpage](#).

Source: [The Clery Center](#)

Under the Clery Act, which criminal offenses are universities required to keep statistics for?

NWU is required by the Clery Act Law to report crimes involving:

Aggravated Assault

Arson

Burglary

Arson

Burglary

Criminal homicide: *murder and non-negligent manslaughter, manslaughter by negligence*

Dating Violence

Destruction/Damage/Vandalism of Property

Domestic Violence

Drug Abuse Violations

Larceny-Theft

Liquor Law Violations

Motor Vehicle Theft

Robbery

Sexual Assault: *rape, fondling, incest, statutory rape*

Simple Assault

Stalking

Weapons Law Violations

Source: [The Clery Center](#)

For a full description of Clery Act offenses, view “Definitions of Clery Reportable Crimes”, page 3-4 in the [Annual Security Report](#).

Who is in charge of Clery Act compliance at NWU?

We all have a part in ensuring the institution complies with the Clery Act. NWU has designated the following individuals as Clery Compliance Administrators:

[Maria Harder](#) (Assistant Vice President of Human Relations and Head TIX Coordinator)

[Natasha Sutliff](#) (Deputy Title IX Coordinator)

[Jim Ruzicka](#) (Director of the Physical Plant)

[Roxanne Styskal](#) (Assistant Director of Physical Plant)

This means they are responsible, in conjunction with the Title IX and Clery work teams, for recording Clery Act offenses and completing NWU’s Annual Security Report.

Source: [Clery Act Appendix](#)

Why am I considered a Campus Security Authority?

CSAs are employees who have campus security responsibilities, are specified as an individual to whom students and employees should report criminal offenses, and/or are officials who have significant responsibilities for student and campus activities.

Source: Clery Act Appendix

What does a Campus Security Authority do?

The function of a CSA is to report disclosures of Clery Act crimes they receive to a Clery Compliance Administrator. CSAs are responsible for reporting disclosures of Clery Act crimes reported to them in their capacity as a CSA.

Source: Clery Act Appendix

What information is a Campus Security Authority required to report?

A CSA crime report may be the basis for determining if there is a serious or continuing threat to the safety of the campus community that would require an alert. CSA crime reports should include sufficient detail, such as dates and locations, and, where appropriate, personally identifying information, including name and contact information if available. This is important for law enforcement purposes and to avoid double counting crimes. If a victim does not want the report to go any further than the CSA, the CSA should explain that they are required to submit the report for statistical purposes and can be submitted without identifying the victim, unless the report involves sexual harassment and sexual misconduct.

Source: Clery Act Appendix

Do I have to report every Clery Act crime I hear about?

CSAs are *not* responsible for reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. If you are unsure of whether or not you should report an incident, consult with a Clery Compliance Administrator.

Source: See Clery Act Appendix

Do I have to determine if an actual crime took place?

A CSA is not responsible for determining authoritatively whether a crime took place, that is the function of law enforcement personnel. A CSA should not try to investigate the alleged crime or

apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement. It's also not a CSA's responsibility to convince a victim to contact law enforcement if the victim chooses not to do so.

If you are unsure of whether or not you should report an incident, consult with a Clery Compliance Administrator.

Source: Clery Act Appendix

Are there confidential resources for students and employees who experience violence?

Note: A confidential resource may have to report statistics related to crimes reported to them. They do not have to disclose identifying information about the people involved.

- **University Ministries** can provide confidential support to students and employees.
[Eduardo Boussón](#)
Old Main – Room 106
[\(402\) 465-2398](tel:(402)465-2398)
ebousson@nebrwesleyan.edu
- **NWU Counseling Services** can provide confidential mental health support to full-time students.
2641 N. 49th Street
[\(402\) 465-2464](tel:(402)465-2464)
counseling@nebrwesleyan.edu
- The **Voices of Hope Campus Advocate** can provide confidential support to students and employees who experience some form of gender-based violence (sexual assault, stalking, and relationship violence).
Meetings available by appointment
advocate@nebrwesleyan.edu
[\(402\) 475-7273](tel:(402)475-7273) (Voices of Hope 24/7 Support)
- The **Women's Center for Advancement in Omaha** can provide confidential support to students and employees who experience some form of gender-based violence (sexual assault, stalking, and relationship violence).
3801 Harney Street, Omaha, NE
[\(402\) 345-6555](tel:(402)345-6555)
- **Directions EAP**, NWU's Employee Assistance Program, can provide confidential mental health support to all NWU employees, including part-time employees, adjuncts, and student workers.
www.directionseap.com
402-434-2900 or
800-563-8201

To view a list of community-based resources, visit this [webpage](#).

How can I respond in a trauma-informed way to individuals who have experienced violence?

Safety and Support:

- Ask the victim if they are safe; **in the case of an emergency, call 911**
- Listen without judgement

- Use supportive language (*"It was brave of you to tell me."* *"Thank you for sharing this with me."*)
- Validate their experience (*"It's not your fault."* *"No one deserves to be hurt."*)

Connect:

- Inform the victim of resources for confidential support (listed above)

Report:

- Inform victim that you are required to report the incident to a Clery Compliance Administrator
 - *"Thank you for trusting me. Because of my role on campus, I am required to tell the university when I receive information that leads me to believe a crime may have taken place. You are not in trouble. The university wants to know of anything that may affect the safety of the campus community."*
- Inform them that a campus official may reach out to them to offer support
 - *"You may be contacted by someone at NWU about the situation you described. We want to make sure you are safe and have access to supportive services."*