

POLICY:

Ocean County College will designate and train Campus Security Authorities (“CSAs”) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)) (“Clery Act”) and its regulations.

ADOPTED: August 24, 2017

PROCEDURE:

Definitions:

“Campus Security Authorities” (“CSAs”) are individuals who, because of their functions at the College, have an obligation under the Clery Act to notify the College of alleged Clery Crimes that are reported to them in good faith or alleged Clery Crimes that they may personally witness.

“Clery Crimes” are defined by the Clery Act as any of the following:

- Criminal Homicide
- Aggravated Assault
- Sex Offense (rape, fondling, incest, statutory rape)
- Burglary
- Robbery
- Motor Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking

Hate Crimes:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property motivated by bias

Arrests and referrals for disciplinary action for any of the following:

- Liquor Law Violations
- Drug Law Violations
- Carrying and Possessing Illegal Weapons

“Clery Geography” includes the College’s campuses, public property within or immediately adjacent to its campuses, and non-campus buildings or property that the College owns, leases, or controls. The College’s Clery Geography is outlined on a map maintained by the College’s Security Department.

Designating and Training CSAs:

A. Employee and Non-Employee/Volunteer CSAs

Each employee and non-employee/volunteer CSA shall complete training with respect to the Clery Act, the College's Clery Act compliance policies and procedures, and the responsibilities of a CSA (CSA training). CSA training shall educate CSAs about the history of the Clery Act, Clery Crimes, Clery Geography, when and how to report allegations of Clery Crimes, and the College's timely warning and emergency notification processes. CSA training shall include a self-test, which a CSA must pass with a score of 80% to earn a Certificate of Completion.

The College's Assistant Vice President of Human Resources and/or the Director of College Safety and Security shall be responsible for designating employee CSAs. The Assistant Vice President shall make these designations as soon as practicable after the hiring of an employee or a change in an employee's job functions. The Assistant Vice President should consult with the Director of College Safety and Security if unsure whether to designate a particular individual as a CSA.

The Assistant Vice President of Human Resources is also responsible for monitoring and notifying CSAs of their obligation to complete annual CSA training. The Director of College Safety and Security shall provide assistance to the Assistant Vice President as necessary in ensuring compliance.

B. Student Organization Advisor CSAs

By January 31 of each year, each student organization recognized by Student Affairs shall provide the Director of Student Affairs with the name of the organization's advisor. If an organization's advisor changes, the organization must notify Student Affairs of the change as soon as practicable. The Director of Student Affairs will be responsible for providing this information to the Director of College Safety and Security. The Director of College Safety and Security will designate such individuals as CSAs. Student Affairs will make CSA training available to each designated student organization advisor.

ADOPTED: August 24, 2017

CAMPUS SECURITY AUTHORITY CHECKLIST

Step 1: Has the incident been reported to the Local Police and Safety office?

- **Yes** – No CSA report is required; refer student, faculty, or staff to appropriate services if necessary.
- **No** – Continue to Step 2.

Step 2: Does the incident fall under one of the required crime reporting areas of Clery?

- **Yes** – It falls under: homicide, manslaughter robbery, sex offense, arson, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, weapon violation, drug violation, or liquor law violation. Was it a hate or biased based crime? Continue to Step 3.
- **No** – No CSA report is required; refer student, faculty, or staff to appropriate services if necessary.

Step 3: Where did the incident take place?

- o **On-campus**, building or property – Continue to Step 4.
- o **Off-campus**, public property adjacent to campus – Continue to Step 4.
- o **Off-campus**, no affiliation w/ OCC property, not adjacent to campus – No CSA report is required; refer student, faculty, or staff to appropriate services if necessary.

Step 4: Document as much information as possible regarding the incident. If you are unsure if the incident meets Clery requirements, always report it.

Step 5: Refer student, faculty, or staff to appropriate services if necessary. Disclose to the student that you are a Campus Security Authority (see disclosure statement).

Sample CSA Statement:

As part of my position on campus, I am a federally mandated Campus Security Authority for the College. I am required to report non-personally identifiable details of this incident to College officials for data gathering. Your name, the names of others involved, and any details that could identify you or others will not be included in the report. My report will contain only the information you provide. Do you have any questions? Would you like to see a copy of the report and help me fill it out?



CAMPUS SECURITY AUTHORITY REPORTING FORM

Date of report: _____

Name of campus security authority: _____

Date that incident occurred (mm/dd/yyyy): _____

If multiple incidents were reported or if the date the incident occurred is unknown, please note below:

REPORTING PERSON CONTACT INFORMATION _____

Reported By: The Victim <input type="checkbox"/> A Third Party <input type="checkbox"/>	
First Name:	Last Name:
Phone Number:	E-mail Address:
If a third party reported the crime to you, please enter the relationship of the third party to the victim: - _____	

AGENCY NOTIFIED _____

If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.

Does the victim want the incident reported to law enforcement? Yes No

INCIDENT INFORMATION _____

Location of incident (<i>building name, street address, office number</i>):
Time of incident (<i>if known</i>):
Incident description (<i>Please provide specific, detailed information; can attach additional document if necessary.</i>)



CAMPUS SECURITY AUTHORITY REPORTING FORM

Incident category:	(Please see attached for definitions of offenses.)			
Homicide	<input type="checkbox"/>	Burglary	<input type="checkbox"/>	I am unsure how to classify this incident <input type="checkbox"/>
Sex Offense	<input type="checkbox"/>	Robbery	<input type="checkbox"/>	
Aggravated Assault	<input type="checkbox"/>	Arson	<input type="checkbox"/>	
Motor Vehicle Theft			<input type="checkbox"/>	
Dating Violence	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>	
Stalking	<input type="checkbox"/>	Hate Crimes	<input type="checkbox"/>	
Arrest for Liquor Law Violation	<input type="checkbox"/>	Referral for Liquor Law Violation	<input type="checkbox"/>	
Arrest for Drug Law Violation	<input type="checkbox"/>	Referral for Drug Law Violation	<input type="checkbox"/>	
Arrest for Weapons Law Violation	<input type="checkbox"/>	Referral for Weapons Law Violation	<input type="checkbox"/>	
Other Crime Category	If the crime was not listed above, please enter the additional crime category: _____			

Is there any evidence that this crime was motivated by bias? Yes No

If yes, please choose any/all categories of prejudice that apply.

Race Ethnicity Disability Gender Identity Gender Religion National Origin Sexual Orientation

If you answered “yes” to the Motivated by Bias question, please provide a brief summary of the evidence supporting a bias motivation:

LOCATION

What best describes the location of the crime? (If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as the geography.)

- On campus
- Public property immediately adjacent to campus
- Non-campus in a College owned, leased, or controlled space (off campus classroom)
- I do not know which category this location would fall under.

Please review the information within the form. When completed, submit the form to:

Department of College Security
 Attn: Sydney Stroman
 SStroman@ocean.edu
 732-255-0400 Ext. 4318

Once completed, please send this form to:
Assistant Director of Safety and Security, Sydney Stroman - SStroman@ocean.edu



CAMPUS SECURITY AUTHORITY REPORTING FORM

Homicide	<ul style="list-style-type: none"> • Murder/ non-negligent manslaughter: the willful (non-negligent) killing of one human being by another • Negligent manslaughter: the killing of another person through gross negligence
Sex Offenses	<ul style="list-style-type: none"> • Sex offenses: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent • 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 victims, 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 • Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law • Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent
Robbery	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	Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury
Burglary	Unlawful entry of a structure to commit a felony or a theft
Motor Vehicle Theft	The theft or attempted theft of a motor vehicle
Arson	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.
Dating Violence	<p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:</p> <ul style="list-style-type: none"> • the length of the relationship • the type of the relationship • the frequency of interaction between the persons involved in the relationship
Domestic Violence	Felony or misdemeanor crimes 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... 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
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress
Liquor Law	The violation or state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages
Drug Law Violation	The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use
Illegal Weapons Possession	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons

Once completed, please send this form to:

Assistant Director of Safety and Security, Sydney Stroman - SStroman@ocean.edu



CAMPUS SECURITY AUTHORITY REPORTING FORM

GEOGRAPHY DEFINITIONS

On campus:

- 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
- Any building or property that is within or reasonably contiguous to the area identifies in 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 food or other retail vendors)

Non-campus 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

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

Once completed, please send this form to:

Assistant Director of Safety and Security, Sydney Stroman - SStroman@ocean.edu