

Instructions

- Review this CSA handout and print or download it so you have it on hand.
- Watch the 15 minute CSA video located at the link at the bottom of the handout.
 - You will need to sign in with your WWCC username and password.
- Take the post-test located at the link at the bottom of the handout.
 - You must score 70% or higher on the post-test to receive credit for the training.

Any questions regarding the CSA training should be directed to the Director of Campus Security and Environmental Health & Safety at 509-526-SAFE (7233) or campussafety@wwcc.edu.

What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act, requires institutions of higher education to maintain and disclose campus crime statistics and security information. Information regarding Clery crimes, arrests, and referrals that occur on Clery Geography are compiled in the Annual Security Report which is published October 1st of each year. The Annual Security Report can be found on the Campus Security and Environmental Health & Safety website at <https://www.wwcc.edu/current-students/safety-and-security/clery-act-compliance/>. Part of the Clery Act's requirements are to warn the campus community of emergency events through "Emergency Notifications." Additionally, the Clery Act requires institutions of higher education to send out "Timely Warnings" regarding crimes that pose a continued threat to the campus community and that have been reported to a Campus Security Authority (CSA) or local law enforcement agency.

Who is a Campus Security Authority (CSA)?

The Clery Act identifies four categories of individuals who are considered a (CSA). These categories are:

1. A campus security or campus police department
2. Any individual who has responsibility for campus security but does not constitute a campus security department
3. Any 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, and
4. An official of an institution who has significant responsibility for student and campus activities.

CSAs are an integral part of the Clery Act because students will not always report crimes to campus security or local law enforcement agencies and will sometimes choose instead to report the crime to someone they know or have a rapport with.

What do CSAs do?

CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA to the Campus Security and Environmental Health & Safety Department in a timely manner.

CSAs are NOT responsible for:

- Determining whether a crime took place
- Attempting to apprehend the alleged perpetrator
- Trying to convince a victim to contact law enforcement if they do not wish to do so
- Reporting incidents that are overheard in a hallway, during an in class discussion or that is learned about in an indirect manner

CSA crime reports are not a substitute for, nor do they supersede, other reporting obligations required by the College. For example, a separate report may also be required under Title IX or under Mandated Reporter requirements. All college employees (including student employees), are required to promptly report sexual misconduct of which they become aware to the interim Title IX Coordinator at 509-758-1711. For any emergent matters, call 911 first.

How should a CSA respond to reports of a Clery Act crime?

1. If the report is of an emergent nature, call or text 911 and then notify Campus Security and Environmental Health & Safety.
2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to the Campus Security and Environmental Health & Safety Department and/or local law enforcement. Campus Security and Environmental Health & Safety can be reached at 509-526-7233 or at campussafety@wwcc.edu. The Walla Walla Police Department can be reached at 509-527-1960 and the Clarkston Police Department can be reached at 509-758-1680. The CSA may aid in a police report, but should not force the individual reporting the crime to contact campus security or local law enforcement if the individual does not wish to do so.
3. The CSA should explain to the individual reporting the crime that they are a federally mandated crime reporter and must submit the crime for statistical purposes, but that the report can be submitted without identifying the individual if they wish to remain anonymous. In the event of an anonymous crime report, the individual reporting the crime should be informed that the incident will not be investigated further.
 - a. **It is important to remember** that while confidentiality may be maintained in most circumstances, CSAs cannot guarantee it. The only individuals who can guarantee confidential reporting are pastoral and professional counselors acting within their role as a counselor.
4. The CSA should provide the individual with optional resources, such as how to contact:
 - a. **Confidential on-campus counselors:**
 - i. 509-527-4262 or in person at office 133 in Main Building D
 - b. **Crisis Center:**
 - i. Walla Walla Campus: Walla Walla County Crisis Response Unit - 509.524.2999.
 - ii. Clarkston Campus: YWCA of Lewiston, ID-Clarkston, WA – 208-746-9655.
 - c. **National Sexual Assault Hotline** – 800-656-HOPE (4673)
 - d. Additional Resources can be found here: <https://www.wwcc.edu/current-students/counseling/>
5. The CSA will report the crime in a timely manner via the online CSA form located here: [CSA Reporting Form](#) **All crimes should be reported as soon as possible to aid Campus Security in the issuance of a Timely Warning or Emergency Notification as required by the Clery Act.** The report should include as much detail as is available. The Security & EH&S office is located in office 240B in the main building, phone (509)526-7233.
 - a. If you are unsure if the crime is Clery reportable or not, err on the side of caution and report it.
 - b. Please report all crime (not just defined Clery crimes) occurring in Clery geography for Clery daily crime log requirements. Do not worry if you cannot clearly define which crime(s) were committed, the Clery Compliance officer will use the information you provide to define the crime(s).

CSAs are responsible for reporting the following Clery Act Crimes:

Criminal Offenses:			
Murder & non-negligent manslaughter <i>(The willful killing of one human being by another)</i>	Manslaughter by negligence <i>(The killing of another person through gross negligence.)</i>	Aggravated Assault <i>(An unlawful act by one person upon another for the purpose of inflicting severe or aggravated bodily injury; this type of assault is usually accompanied by use of a weapon or by means likely to produce death or great bodily harm.)</i>	Arson <i>(Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.)</i>
Robbery <i>(Taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear.)</i>	Rape <i>(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,</i>	Incest <i>(Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.)</i>	Statutory Rape <i>(Sexual intercourse with a person who is under the statutory age of consent.)</i>

	<i>without consent of the victim.)</i>		
Fondling <i>(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.)</i>	<i>(Consent (per RCW 9A.44.010) means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.)</i>	Burglary <i>(The unlawful entry of a structure to commit a felony or theft.)</i>	Motor Vehicle Theft <i>(The theft or attempted theft of a motor vehicle.)</i>

Hate Crimes

(A criminal offense that manifests evidence that a victim was intentionally selected because of the perpetrators bias against the victim. Clery biases include race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. Include the above criminal offenses and any incidents of the crimes in this table.)

Larceny-Theft <i>(The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.)</i>	Simple Assault <i>(An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.)</i>	Intimidation <i>(To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual physical attack.)</i>	Destruction/Damage/Vandalism of Property <i>(To willfully and maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.)</i>
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Violence Against Women Act (VAWA) Offenses

Dating Violence <i>(Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.)</i>	Domestic Violence <i>(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 or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of a victim under the domestic violence laws of appropriate jurisdiction, or by any person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of appropriate jurisdiction.)</i>	Stalking <i>(Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.</i> <i>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.</i> <i>Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.)</i>
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Arrests and Referrals:

Weapons Law Violations <i>(The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of any firearm, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that area regulatory by nature.)</i>	Drug Abuse Violations <i>(The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession transportation or importation of any controlled drug or narcotic substance.)</i>	Liquor Law Violations <i>(The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.)</i>
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Hazing

The term 'hazing', for purposes of reporting statistics on hazing incidents under paragraph (1)(F)(iv), means 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;

- *(I) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and*
- *(II) 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;*
 - *(aa) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;*
 - *(bb) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;*
 - *(cc) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;*
 - *(dd) causing, coercing, or otherwise inducing another person to perform sexual acts;*
 - *(ee) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;*
 - *(ff) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and*
 - *(gg) 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."*

CSAs must report Clery Act Crimes that occur on the following Clery reportable geographic locations:

On Campus: Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Public: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus: 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. This category encompasses lodging facilities used to house students on overnight trips, facilities rented or leased to provide instruction off campus, study abroad trips, and more.

Clery Act and CSA Additional Information

The Clery Act also requires institutions of higher education to publish daily crime logs for their campuses. The daily crime log is a record of all criminal incidents and alleged criminal incidents that have been reported to the Campus Security and Environmental Health & Safety Department

Additional information regarding the Clery Act can be found on the Campus Security and Environmental Health & Safety website at <https://www.wvcc.edu/current-students/safety-and-security/clery-act-compliance/>

To receive credit for completing the CSA training:

Please read and acknowledge the following:

- ☐ I have reviewed the CSA handout

I have watched the online CSA training video found at: <https://bit.ly/CSA-Training-Video> ☐

I understand that if I have additional questions regarding my role as a CSA I can contact the Campus Security and Environmental Health & Safety Department at 509-526-7233.

[TAKE QUIZ](#) - click to take the post-test in order to receive credit for the training. You must score 70% or higher on the post-test to receive credit for the training.