

# MEMORANDUM

Office of the President

**TO:** All Employees  
**FROM:** Tony Miksa, President  
**DATE:** August 31, 2017  
**SUBJECT:** Crime Reporting Requirements

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As you are aware, the safety of students, faculty, and staff is a top priority of the college. While all college employees are considered “responsible employees” for reporting crime or potential crime occurring on or off campus a federal law entitled “The Clery Act” requires all colleges and universities in America to annually complete and publish crime statistics for all campuses of an institution. As a component of “The Clery Act” all institutions are required to name select employees as a “campus security authority.” A Campus Security Authority (CSA) is an employee working at a higher education institution who has significant contact with students and is required to report any known violation or crimes reported to them by students of state or federal laws regardless if the crime or violation occurred on or off campus. Reportable crimes, as defined by the federal government, must become part of the crime statistics and be reported and included in the college’s Annual Crime and Fire Safety Report. A Campus Security Authority by definition of the U.S. Department of Education includes, but is not limited to, campus police/security personnel, and individuals who have significant responsibilities for student and campus activities. In accordance with this definition, WSCC has identified and notified individuals who have been assigned to fulfill this role. A list of designees is attached for your information. Additionally, the Annual Safety Report required to be filed by “The Clery Act” can be accessed at <http://www.ws.edu/student-services/campus-safety/crime-reports/>.

If a CSA observes, or if any person reveals to a CSA, that he/she has learned of, or was the victim or perpetrator of, or witness to any crime of violence, hate crime (*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*) or a crime which involves a violation of alcohol, drug, or weapon laws, a CSA must immediately contact a campus police officer and/or complete a Clery Crime Incident Report form. Upon review, if warranted, a campus police officer will also complete an incident/offense report form and begin an investigation if circumstances warrant. This reporting applies to crimes on any WSCC campus property (owned or leased), public property adjacent to each WSCC property, or any other off campus location. A CSA will ensure that a campus police officer is contacted and/or the Clery Crime Incident Report form is completed as promptly as possible. CSAs do not investigate the crime or attempt to determine whether a crime, in fact, took place. Campus police will decide if a further course of action needs to be taken. Prompt reporting will ensure timely and appropriate action and will assist in the collection of information to be reported to the U.S. Department of Education by the Director of Campus Police (Chief Rose) who has been designated as the campus security administrator and is responsible for the annual reporting of campus crime statistics.

Campus Security Authority training is required and will be made available through the Human Resource department and work place answers annually. The training must be completed by each designated CSA.

If you have any questions, please contact Chief Rose, Director of Campus Police at 6762. Thank you for your assistance and contributions toward ensuring a crime free environment for our institution.

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Attachment