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**1. Purpose**

This policy identifies Tidewater Community College’s Campus Security Authorities and delineates their responsibilities in fulfillment of the requirements contained in TCC Policy, federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Higher Education Opportunity Act (“HEOA”).

The Clery Act and HEOA require TCC, and all other colleges and universities participating in federal student-aid programs, collect and disclose certain timely and annual information about campus crime and security policies. Typically, such crimes will be reported to TCC Department of Public Safety, local or state police authorities. However, a student who is the victim of a crime may be more inclined to report it to

someone other than police or security officials. For this reason, the Clery Act requires that institutions collect crime reports from a variety of individuals and organizations considered to be Campus Security Authorities (CSAs).

## **2. Policy**

In order to maintain a safe and secure learning and working environment for students, employees, and visitors, Tidewater Community College shall designate certain college officials as Campus Security Authorities (CSAs) in accordance with the Clery Act and HEOA. Designated CSAs shall assist in gathering crime data by reporting in a timely manner to the college's Director of Public Safety or designee all information of alleged criminal activity provided in good faith by any person. CSAs shall be trained in their responsibilities under the Clery Act, the procedures they are to follow, and the crimes they are required to report. In collaboration with the Department of Public Safety, the AVP for Human Resources provides approved Campus Security Authority to all employees on a yearly basis.

Nothing in this policy shall be interpreted to relieve any college employee receiving information of alleged criminal activity from reporting that information to TCC Department of Public Safety staff or a supervisor.

### **2.1. Designation of TCC Campus Security Authorities**

The Clery Act identifies four specific categories of individuals and organizations who shall be designated as CSAs. The specific designations for TCC are listed below.

#### **2.1.1. Campus Police or Security Department Personnel**

All members of the TCC Department of Public Safety who have security-related responsibilities, whether directly employed by the college or contracted:

- Director of Public Safety
- Security Manager – Technical Security Systems
- Security Manager (contract employee)
- Security Officers (contract employees)
- Other positions as designated

#### **2.1.2. Other Individuals Responsible for Campus Security**

College staff with responsibility for security who are not assigned to the TCC Department of Public Safety. A campus security authority (CSA) is defined in the federal regulation as any person with significant responsibility for student and campus activities, including, but not limited to, student discipline and campus

judicial proceedings. An official is defined as any person who has the authority and duty to take action or respond to a practical issue(s) on behalf of the institution.

- Vice President for Workforce Solutions (for the college's site at Suffolk and Skilled Trade Academy)
- Campus Deans
- Other positions as designated

### **2.1.3. Individuals & Organizations to Whom Reports Are Directed**

College staff and organizations identified to receive reports of criminal activities in TCC's Annual Security Report:

- Vice President for Student Affairs
- Campus Deans
- Other positions as designated

### **2.1.4. TCC Officials with Significant Responsibility for Student and Campus Activities**

Other college officials to whom students may report/confide criminal activity:

- Vice President for Student Affairs
- Vice President for Academic Affairs & Chief Academic Officer
- Academic Deans and Directors of the Regional Automotive Center and Visual Arts Center
- Student Center Directors and Co-Directors
- Student Center Associate Directors (Student Activities)
- Director of Military Student Support Services
- Associate Vice President for Human Resources
- Academic Advisors and Counselors
- Student Club and Organization Faculty & Staff Advisors
- Other positions as designated

## **2.2. Exemption for Pastoral and Professional Counselors**

The Clery Act provides an exemption for two types of individuals who, although they may have significant responsibility for student and campus activities, are not Campus Security Authorities under the Clery Act in certain situations: pastoral counselors and professional counselors. TCC does not employ pastoral or professional counselors.

Professional counselors are exempt from acting as CSAs when their official responsibilities, as defined in the employee's job description, include providing mental health counseling to members of the college community and when they are functioning within the scope of their license or certification. This category would include professional counselors who are under contract to provide mental health counseling for the college. The Clery Act does not exempt a person whose responsibilities include both academic and professional counseling when that person learns of a criminal incident while engaged in academic counseling.

### **3. Responsibilities**

#### **3.1. The Vice President for Student Affairs, the Director of Public Safety, and the AVP for Human Resources**

The Vice President for Student Affairs, the Director of Public Safety and the AVP for Human Resources shall develop and promulgate procedures to implement this policy and shall have overall responsibility for coordinating the college's program for complying with the provisions of the Clery Act and the HEOA. The Vice President for Student Affairs, the Director of Public Safety, and AVP for Human Resources shall designate those individuals responsible for developing procedures, programs, and data collection, notices of timely warning or emergency notifications, and reports to comply with the Clery Act. The Office of Human Resources will provide authorized CSA training annually and keep track of the training records.

#### **3.2. Director of Public Safety**

The Director of Public Safety, or designee, is responsible for coordinating the collection of crime data from the CSAs, for providing Clery Act training to the CSAs, for coordinating and posting of the Daily Campus Crime Reports, and is designated the Clery Act Campus Safety Survey Administrator (CSSA) for coordinating the preparation and posting of the TCC Annual Security Report.

#### **3.3. Campus Security Authorities**

CSAs shall report to the Department of Public Safety any allegation of criminal activity reportable under the Clery Act that is made in good faith.

### **4. Definitions**

**Campus Safety Survey Administrator (CSSA)** – the campus representative designated to coordinate documenting and reporting of Clery Act data to the U.S Department of Education.

**Clery Act Incident or Crime** – criminal activity that is among the types of crimes or incidents that are required to be reported by the Clery Act and that occurs within the geography stipulated by that law relative to TCC. It is not necessary that the crime be investigated by law enforcement or a Campus Security Authority, nor must a finding

of guilt or responsibility be made for the incident to be reported and disclosed in the college's Clery Act crime reports.

**College Official** – any person who has the authority and duty to take action or respond to particular issues on behalf of the college.

## 5. References

[TCC Emergency Notification and Timely Warning Policy No. 1304](#)

[Code of Federal Regulations Title 34, § 668.46](#)

[Higher Education Opportunity Act of 2008, as amended](#)

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\) 20 U.S.C. § 1092\(f\)](#)

[Campus Security Authority Crime Incident Report](#)

[Procedures 1303 CSA final version.docx](#)

## 6. Review Periodicity and Responsibility

The Vice President for Student Affairs, Associate Vice President for Human Resources and the Director of Public Safety, shall review this policy at each anniversary of its approval and, if necessary, recommend revisions.

## 7. Effective Date and Approval

This revision to the policy is effective upon its approval by the College President on.

Policy Approved:

Marcia Conston, Ph.D.  
President

Procedure Developed:

Karen Campbell, Ph.D.  
Vice President for Student Affairs

## 8. Review and Revision History

The initial version of this policy was effective July 25, 2013.

Approved July 25, 2013 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 1 updated executive staff member responsibility from Executive Vice President to Vice President for Institutional Advancement. Updated titles for Vice President for Workforce Solutions and the Associate Vice President for Human Resources. Added in section 4.1 Notification of Campus Security Authority Responsibilities that the Vice President may designate someone to notify college CSAs of their designation. In section 4.2 revised scheduled training from 30 days to 45 days. Edited section 4.3 Reporting Crimes Requiring Timely Warning and

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Appendix A**

section 4.4 Collection of Information on Clery Act Reportable Incidents to be consistent with Emergency Notification and Timely Warning Policy. Under definitions, added definition for Clery Act Campus Safety Survey Administrator (CSSA). Under reference section, added TCC Emergency Notification and Timely Warning Policy No.1304.

Approved February 1, 2017 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 2 provides changes to policy reflecting changes to titles and transitions the responsibility from one department to another. Updated executive staff member responsibility from Vice President for Institutional Advancement to COO, Facilities and Public Safety.

Approved August 22, 2017 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 3 updates the policy to reflect current college organization. Removed procedures and the Campus Security Authority Crime and Incident Report Form (Appendix A) from policy.

Approved May 4, 2022 by President Marcia Conston.