Subject: Campus Security Authorities

1. Purpose

This policy identifies Tidewater Community College’s Campus Security Authorities and delineates their responsibilities in fulfillment of the requirements contained in

The Clery Act and HEOA require that 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 Security or to 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.

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

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

The Clery Act identifies four 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)

**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:

- COO, Facilities and Public Safety
• Vice President for Workforce Solutions (for the college’s site at Suffolk)
• Campus Provosts

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:
• Campus Deans of Student Services

2.1.4. TCC Officials with Significant Responsibility for Student and Campus Activities
Other college officials to whom students may report/confide criminal activity:
• Executive Vice President for Academic Affairs & Student Affairs
• 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 & Personal Counselors and Advisors (except as noted below)
• Athletic Team Coaches
• Student Club and Organization Faculty & Staff Advisors

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 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. COO, Facilities and Public Safety
The COO, Facilities and Public Safety 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 COO, Facilities and Public Safety 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.

3.2. Director of Public Safety
The Director of Public Safety 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 Director of Public Safety any allegation of criminal activity reportable under the Clery Act that is made in good faith.

4. Procedures
The following procedures shall be followed in fulfilling the requirements of this policy.

4.1. Notification of Campus Security Authority Responsibilities
Clery Act annual crime reporting is based on the calendar year. Annually, in December, the COO, Facilities and Public Safety or his designee will notify the college’s CSAs of their designation, the associated responsibilities, and the reporting process they are to follow to document Clery Act reportable incidents.

4.2. Training and Documentation
The Director of Public Safety will provide annual training to all CSAs on their responsibilities and any updates to the reporting requirements of the Clery Act and any other relevant law. Any new employee appointed to a position designated a CSA will be scheduled to receive the required training within 45 days of initial appointment. The Director will document the training and maintain the documentation in the Department of Public Safety files.

4.3. Reporting Crimes Requiring Timely Warning
The Clery Act requires institutions to alert their campus communities in the event of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. A CSA who becomes aware of a Clery Act crime that represents a serious or continuing threat to students or employees shall report that information immediately and by the most expeditious means to Campus Security, the Director of Public Safety, to the Campus Provost or the COO, Facilities and

Campus Security Authorities Page 4 of 7
Public Safety for determination of the need to issue a campus or college-wide warning.

4.4. **Collection of Information on Clery Act Reportable Incidents**

A CSA who receives information regarding a Clery Act reportable incident will submit a report of the information to the Director of Public Safety within twenty-four hours of receiving the information using the Campus Security Authority Crime and Incident Report Form (Appendix A) or online through the Department of Public Safety web page. This requirement applies to a crime previously reported under the timely warning requirement described in 4.3 above. The Director of Public Safety will review the reports for inclusion in the Daily Crime Reports, for the Annual Security Report, and, in consultation with the COO, Facilities and Public Safety, for issuing Timely Warnings.

4.5. **What Campus Security Authorities Should Not Do**

College officials designated as CSAs who are not otherwise assigned such responsibilities are not responsible for:

- determining authoritatively whether a crime has taken place – this is a function of law enforcement;
- trying to apprehend the alleged perpetrator(s) of a crime – this is also a law enforcement function; or
- trying to convince a victim to contact law enforcement if the victim chooses not to do so. This does not relieve a college official of the responsibility for advising a victim of the limits placed on TCC’s ability to investigate or take disciplinary action in the event of an incident in which the victim is unwilling to assist in the college’s process.

5. **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.
6. **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
   

7. **Review Periodicity and Responsibility**

   The COO, Facilities and Public Safety shall review this policy at each anniversary of its approval and, if necessary, recommend revisions.

8. **Effective Date and Approval**

   This revision to the policy is effective upon its approval by the College President on August 22, 2017.

   **Policy Approved:**
   Edna V. Baehre-Kolovani, Ph.D.
   President

   **Procedure Developed:**
   Matthew J. Baumgarten
   COO, Facilities and Public Safety

9. **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 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.
APPENDIX A
TIDEWATER COMMUNITY COLLEGE
CAMPUS SECURITY AUTHORITY CRIME AND INCIDENT REPORT FORM

If you are an individual identified as a “Campus Security Authority,” use this form to report the required information about specified crimes (listed below) pursuant to the federal Clery Act. The information collected from these forms is used to prepare a compilation of statistical crime information for inclusion in TCC’s Annual Security Report.

Reports of offenses that pose an immediate or continuing serious threat to the campus community that may require an emergency notification or timely warning to the community are to be reported immediately to campus security officials and/or to the Director of Safety and Security. Submission of this report form should follow that immediate report.

Campus Security Authority Information:

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>E-Mail:</td>
</tr>
<tr>
<td>Campus:</td>
<td>Department:</td>
</tr>
</tbody>
</table>

Date of this report: MM/DD/YYYY
When & how did you receive this information? Date reported to you:

Incident Information:

<table>
<thead>
<tr>
<th>Date of incident: MM/DD/YYYY</th>
<th>Time of incident: AM PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or date range: from</td>
<td>to</td>
</tr>
<tr>
<td>Criminal offense – select the category that best describes the incident you are reporting:</td>
<td></td>
</tr>
<tr>
<td>☐ Criminal Homicide – murder, non-negligent manslaughter, the willful (non-negligent) killing of one human being by another or negligent manslaughter, the killing of another person through gross negligence (do not include traffic fatalities)</td>
<td></td>
</tr>
<tr>
<td>☐ Sex Offense (Forcible) – forcible rape, forcible sodomy, sexual assault with an object, forcible fondling</td>
<td></td>
</tr>
<tr>
<td>Were the victim and offender acquainted? Yes No Unknown</td>
<td></td>
</tr>
<tr>
<td>☐ Sex Offense (Non-forcible) – incest, statutory rape</td>
<td></td>
</tr>
<tr>
<td>☐ Robbery – taking something of value from a person by force or threat of force or violence</td>
<td></td>
</tr>
<tr>
<td>☐ Aggravated Assault – attack of a person that inflicts severe or aggravated bodily injury often with the use of a weapon or by means likely to produce death of great bodily harm</td>
<td></td>
</tr>
<tr>
<td>☐ Burglary – unlawful entry of a structure to commit a felony or theft, thefts from areas of open access are not burglaries</td>
<td></td>
</tr>
<tr>
<td>☐ Motor Vehicle Theft – theft of any self-propelled vehicle that runs on land surfaces</td>
<td></td>
</tr>
<tr>
<td>☐ Arson – willful or malicious burning or attempt to burn a dwelling house, public building, motor vehicle, aircraft or personal property of another</td>
<td></td>
</tr>
<tr>
<td>Hate Crime: any criminal offense committed against a person or property that is bias motivated. Is there evidence that the incident was motivated by bias based on any of the following characteristics?</td>
<td></td>
</tr>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Race</td>
<td>☐ Religion</td>
</tr>
<tr>
<td>☐ Gender</td>
<td>☐ Disability</td>
</tr>
</tbody>
</table>
## Incidents that involve arrests or judicial referrals:

- Liquor law violation – underage drinking, distribution to minors, does not include public drunkenness or intoxication
- Drug Law Violation – use, possession, distribution of a controlled substance
- Weapon Law Violation – possession or use of an illegal weapon, does not include policy violations

### Victim Information:

It is the policy of TCC to ensure that victims of and witnesses to crime are aware of their right to report criminal acts to the police and to report college policy violations to the appropriate office (i.e., student conduct violations to the Camps Dean of Student Services, employee conduct violations to the Office of Human Resources). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

### Provide name and contact information of victim if he/she gives permission:

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>E-Mail:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

### Offender Information (provide known or reported information):

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>E-Mail:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

*If you observed the incident and can identify the offender, the victim’s permission is not required to provide the offender’s identity and contact information.

### Who reported the incident to you? 

- Victim  
- Third Party  
- I observed the incident

If Third Party, relationship to Victim:

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>E-Mail:</th>
</tr>
</thead>
</table>

### Incident Details:
<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ On-campus, includes Regional Automotive, Visual Arts, and Workforce Development centers</td>
</tr>
<tr>
<td>☐ Off-campus in a TCC leased or controlled space</td>
</tr>
<tr>
<td>☐ Off-campus public property immediately adjacent to campus or center</td>
</tr>
<tr>
<td>☐ Off-campus, not affiliated with TCC and not adjacent to campus or center</td>
</tr>
<tr>
<td>☐ Unknown</td>
</tr>
</tbody>
</table>

If known, provide the specific location (campus, building, room, street address, etc.):

Describe the incident in detail. This will be used to aid in determining the proper Clery classification, to clarify if it is an on campus, non-campus, or public area, and to aid in identifying duplicate reports.

If you categorized the incident as a hate crime, provide a brief description of the evidence supporting that categorization.

Upon completion of this form, send it to Tim Mallory, Director of Safety and Security, by e-mail (tmallory@tcc.edu), fax (757-822-1245), or inter-campus mail (Green District Administration Building, Room 404).

For questions regarding this form contact Tim Mallory, Director of Safety and Security at 757-822-1199 or email at tmallory@tcc.edu.

Reference information: