Western Dakota Tech Policy Number: 4008

CAMPUS SECURITY AUTHORITY IDENTIFICATION

I. Purpose

The purpose of the policy is to identify Western Dakota Technical College (WDTC) employees who have a duty to report crimes they become aware of, as defined by the Clery Act.

II. General Statement of Policy

A. WDTC encourages the campus community to immediately report crimes or suspicious activity to help maintain the safest possible environment for students, faculty, staff, and visitors.

Pursuant to the Clery Act, a federal law, WDTC is required to compile and publish crime statistics in an Annual Security Report (ASR). As part of this obligation, members of the WDTC community identified as Campus Security Authorities (CSAs) are required to report crimes they become aware of to the Director of Student Success for inclusion as statistics in the College’s ASR.

WDTC identifies employees in the following roles as CSAs:
- WDTC President
- Vice President for Finance and Operations
- Vice President for Institutional Effectiveness and Student Success
- Vice President for Teaching and Learning
- Vice President for Data Strategy and Enrollment Management
- Director of Human Resources
- Director of Student Success/Title IX Coordinator
- Director of Financial Aid and Compliance
- Student Success Center Staff
- Club Advisors

III. Definitions

A. “Campus Security Authority” is defined as an employee of an institution who has significant responsibility for student and campus activities or an employee who meets the definition of “any official...who has the authority to institute corrective measures” for Title IX purposes under 34 CFR 106.30(a).
IV. Reporting Procedures

A. The list of Campus Security Authorities is required to be included in the ASR.

V. Dissemination of Policy and Training

A. This policy shall appear on the WDTC website and the list of CSAs is included in the Student Handbook and ASR.

B. The Director of Student Success trains CSAs on an annual basis or when WDTC employees assume a role making them eligible to be a CSA.

Legal References:
34 CFR §668 Violence Against Women Act;
34 CFR §668.46(a);
34 CFR §106.30(a)

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