

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 Jeanne Clery Campus Safety Act (Clery Act), and how they will be trained.

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 Compliance Officer for inclusion as statistics in the College's ASR.

WDTC identifies employees in the following roles as CSAs:

- WDTC President
 - Chief Financial Officer
 - Vice President for Institutional Effectiveness and Student Success/Title IX and ADA/504 Coordinator
 - Vice President for Teaching and Learning
 - Vice President for Data Strategy and Enrollment Management
 - Senior Human Resources Generalist
 - Compliance Officer
 - Student Success Center Staff
 - Student Engagement Specialist
 - Club Advisors
- B. CSA's are trained annually by the Compliance Officer. The training includes what crimes must be reported, to whom the crimes are reported, how to maintain the confidentiality of the reporting individual upon request, and the importance of prompt and accurate reporting so WDTC can track the incident, compare it to other incidents, and take actions to keep further incidents from occurring.

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.
- B. The list of Campus Security Authorities will be maintained for seven years along with all corresponding records.

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTC website on the policy page.
- B. The Compliance Officer is responsible for training new CSAs and annual training thereafter.

Legal References:

Higher Education Act of 1965, §485(f) (20 U.S.C. 1092(f)), the "Jeanne Clery Campus Safety Act";
34 CFR §668 Violence Against Women Act;
34 CFR §668.46(a);
34 CFR §106.30(a)

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