

Campus Security Authorities (CSA) Policy

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Effective: September 24th, 2025

Responsible University Officer:

AVP of People and Culture

VP of Student Affairs

Responsible Office:

Student Affairs

Human Resources

Introduction

Campus Security Authorities (CSAs) play a vital role in helping Friends University maintain a safe campus. Because of their positions and responsibilities, CSAs are often the first to hear about potential crimes or safety concerns. This policy ensures that CSAs understand their duties under the **Clery Act** and know how to report information so the University can respond appropriately, keep the community informed, and meet federal reporting requirements.

Policy Statement

Friends University is committed to maintaining a safe and secure learning and working environment in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**.

To achieve this, the University designates certain individuals as **Campus Security Authorities (CSAs)** who are required to report specific crimes brought to their attention. The purpose of this policy is to define who qualifies as a CSA, outline their responsibilities, and establish procedures for reporting.

Reason for Policy

- To ensure compliance with federal Clery Act requirements.
- To promote campus safety through timely and accurate crime reporting.
- To maintain accurate and transparent statistics in the **Annual Security and Fire Safety Report (ASFSR)**.

Who Should Know This Policy

- All identified CSAs
 - Faculty and staff
 - University administrators
 - Student leaders with oversight responsibilities
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Scope

This policy applies to all Friends University employees, contractors, and designated individuals who meet the definition of a **Campus Security Authority** as outlined in the Clery Act.

Definition of Campus Security Authorities (CSAs)

Under the Clery Act, a CSA is defined as an individual who has significant responsibility for student and campus activities. At Friends University, CSAs include but are not limited to:

Campus Security Personnel

- Director of Security
- All Security Officers (full-time and part-time)
- Any contracted security staff

University Officials with Significant Student Interaction

- President and Vice Presidents
- Deans and Associate Deans
- Title IX Coordinator and Deputy Coordinators
- Director of Residence Life and Residence Life Staff
- Resident Assistants (RAs)
- Director of Student Activities
- Advisors to student clubs/organizations
- Coaches and athletic trainers
- Director of Athletics and Assistant Athletic Directors
- Student Conduct Officers
- Faculty

Others with Responsibility for Campus Activities

- Faculty or staff advisors for student groups
- Staff involved in student discipline or judicial processes
- Study Abroad Advisor

Note: *Pastoral and professional counselors are exempt from Campus Security Authority (CSA) reporting obligations when acting in their official counseling capacity. Student therapists are also exempt; however, this exemption does not apply if the individual receiving services communicates a reasonable threat of harm to themselves, others, the university, or society.*

CSA Responsibilities

- **Report Clery Act Crimes:** Promptly report any qualifying crimes reported in good faith or personally observed.
- **Use Proper Reporting Channels:** Submit reports to Campus Security or through the designated CSA reporting form.
- **Provide Required Information:** Include date, time, location, nature of the crime, and, if known, disposition.

Maintain Confidentiality: Do not attempt to investigate or resolve incidents—only report them.

Reporting Procedures

Campus Security

- Phone: (316) 295-5911
- Email: security@friends.edu
- Office: Sumpter Hall

Residence Life and Conduct

- Phone: (316) 295-5500
- Email: reslife@friends.edu
- Office: Casado Center

Human Resources

- Phone: (316) 295-5864
- Email: hr@friends.edu
- Office: Sumpter Hall

Emergency

- Dial **911** immediately
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Compliance and Training

All CSAs must complete mandatory Clery Act training provided by Friends University to ensure awareness of reporting obligations and procedures. Failure to comply may result in corrective action or other appropriate measures.

Policy Review and Modification

This policy will be reviewed annually by the Office of Human Resources and Student Affairs to ensure its effectiveness, compliance with applicable laws, and alignment with the university's safety goals. Modifications will be made with appropriate approval, and Friends University reserves the right to interpret and administer this policy at its discretion based on the circumstances of each case.

Frequently Asked Questions

What makes me a CSA?

- Individuals who have responsibility for campus security
- Any individual specified by Friends University as someone to whom students should report

criminal offenses

- An official with significant responsibility for student and campus activities, including student housing, student discipline, and campus judicial proceedings

What do I have to do?

Report criminal incidents that occur on campus or Friends-affiliated property to the Friends University Security Department.

What crimes do I need to report?

- Homicide
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hazing
- Hate Crimes
- Domestic Violence
- Dating Violence
- Stalking
- Weapon Violations
- Alcohol Violations
- Drug Violations

Report any incidents to the University security department to determine if they are reportable crimes.

In addition to the above crimes, the crime must occur at one of the following locations:

- On-campus property (including student housing)
- Noncampus property (e.g., off-campus university-affiliated buildings)
- Public property immediately adjacent to the campus

Why is this necessary?

Accurate crime statistics help Friends University develop prevention and awareness programs to enhance campus safety.

Many students may feel more comfortable reporting incidents to trusted university officials instead of law enforcement.

Non-compliance with the Clery Act can result in significant fines and a loss of federal funding. Compliance is monitored at both the federal and state levels.

How do I report incidents to the Security Department?

If it is an emergency or poses an immediate threat, call 911.

For non-emergency reports, contact Friends University Campus Security at (316) 295-5911. CSAs should report incidents immediately or as soon as practicable.

What happens after the Security Department receives a CSA report?

Campus Security reviews all reports to identify duplicates and determine Clery reportability. If necessary, a Timely Warning or Emergency Notification will be issued. Incidents are classified and included in the university's Annual Security Report.

What if I am unsure if an incident qualifies as a crime or is reportable?

Report it anyway, with as much detail as possible. Do not include names of the victim or suspect. Campus Security will determine Clery-reportability. Maintain Confidentiality: Do not investigate or attempt to resolve—only report.

If Security isn't investigating these crimes, why report them?

Because it's required by law. Many crimes go unreported to police, and CSAs help bridge that gap. Data from CSA reports give the university and its community a clearer picture of campus safety issues.

Are there exemptions to CSA reporting?

Yes. The following are not CSAs:

- Pastoral counselors acting in their role
- Professional mental health counselors acting in their role
- Center on Family Living (CFL) (when functioning in a counseling capacity)

Even if exempt, everyone is encouraged to report incidents for statistical purposes.

What happens if I fail to report?

Friends University may face fines up to \$71,545 per violation from the U.S. Department of Education and risk the loss of federal financial aid eligibility.

Contacts

| Policy Administrator | Contact | Phone |
|------------------------|-----------------|-----------|
| VP Student Affairs | Student Affairs | Ext. 5844 |
| AVP People and Culture | Human Resources | Ext. 5864 |

History / Policy Revisions

Adopted: 09/24/2025 By: President's Cabinet