



Nichols College

Campus Security Authority (CSA) Training

Office of Community Standards | Student Life

2026-2027



Campus Security Authority (CSA) Training

Purpose of Campus Security Authority (CSA) Training

1. Understand the Clery Act
2. Clarify CSA responsibilities
3. Learn what and how to report
4. Understand what CSAs are NOT required to do
5. Understand campus resources available to all members



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What is the Jeanne Clery Act?

The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Jeanne Clery Act requires institutions to:

1. Identify individuals and organizations that meet the definition of a Campus Security Authority or CSA.
2. Collect crime reports from CSAs and provide this information annually.

For more information on the Clery Act, visit the [Clery Center website](#).



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Importance of CSAs

CSAs play an important role in complying with the law. According to the Clery Act, a crime should be considered to be “reported” when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party, or even an offender. A CSA should ensure that they, in turn, inform the university police of the incident.

CSAs do not need to investigate a crime but simply report information in an accurate and timely manner as our institution is responsible for notifying the campus community about crimes that pose a serious or ongoing threat to the community.

Issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community, and fulfill institutional responsibilities to disclose Clery Crime Statistics.



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Why would someone report a crime to me?

- The College encourages all students and employees to report crimes and emergencies to the Public Safety; however, we know that doesn't always happen.
- Oftentimes, when students are the victims of crime, they are likely to report it to someone other than the police.
- Due to your role at Nichols, someone may tell you about a crime.
- As a CSA, you have the responsibility to ensure the incident is reported to the Department of Public Safety, the Title IX Coordinator, or the Office of Community Standards.



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Individuals may be designated as CSAs if they perform the following functions:

- Their official job responsibilities involve significant interaction with students and/or campus activities.
- They serve as informal or unofficial mentors to students.
- They serve as a member in an office or of a committee to whom students are instructed and informed to report or discuss crimes, allegations of crimes, & other troubling situations, and/or
- They have oversight for disciplinary procedures.



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What makes someone a CSA?

- Title IX Coordinator, Deputy Title IX Coordinators, and Title IX liaisons
- Residence Life Staff (including Resident Assistants)
- Coaches and Athletic Trainers
- Student worker supervisors
- Faculty or staff advisors to student groups/organizations
- Individuals traveling with students domestically or overseas
- Individuals who investigate and adjudicate student or employee conduct matters
- Director of Health Services and Director of Counseling Services
- Academic Advisors
- Deans, Department Heads, and Program Directors

Note: Faculty members who only teach and have no other duties do not need to be classified as CSAs. However, anyone who has significant responsibility for student activities and/or campus activities is considered a CSA.



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Who is exempt from CSA status?

The following non-CSA positions/functions include but are not limited to:

- Faculty members without responsibility for student and campus activity beyond the classroom;
- Physicians/nurses in the Health Center who only provide care for students;
- Clerical or administrative support staff;
- Dining staff;
- Facilities maintenance staff;
- Licensed mental health or pastoral counselors, when acting within the scope of their license or certificate; and other like functions.



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You are now a CSA

You have been identified as an individual in the Nichols community who has significant responsibility for student and campus activities, and the potential is there that a student may approach you with a report of an incident rather than the Department of Public Safety or Office of Community Standards.

What does this mean?

- You have a duty to formally report all criminal activity on behalf of the institution following timely reporting procedures.
- If a crime is reported to a CSA, but goes no further than that, the school won't have fulfilled its obligation under the law.



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Additional Responsibilities:

- CSAs should advise individuals in need of assistance of the various options, support services, and resources available to them.
- In the midst of an emergency situation, such as a physical assault, however, a CSA should contact Public Safety (508-213-2298) for immediate assistance.
- Submit a [Public Incident Report](#) to Community Standards in a timely manner.

What Shouldn't a CSA Do?

- Determine if the crime actually took place-that is the function of law enforcement personnel.
- Try to apprehend an alleged perpetrator of a crime. This, too, is the responsibility of law enforcement.
- Try to convince a victim to contact law enforcement if they do not want to do so.
- Try to discourage a victim from contacting law enforcement.



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Supporting Students and Information Gathering:

Some victims will choose not to report incidents to the police. They may only report the incident to a CSA and state they do not want any police investigation. In order for Public Safety, Community Standards, and the Title IX Coordinator to correctly classify the statistic, specific information must be gathered by the CSA, as they may be the only ones the information is disclosed to.

- Always begin by informing the victim that, as a college official, you do have an obligation to report the incident to the appropriate officials. The report can be submitted without identifying the victim if they wish to remain anonymous.
- CSAs should not force the victim or the accused to answer questions when it is clear they do not wish to speak any further.
- CSAs should document all conversations as detailed as possible and forward a CSA report to the reporting structures as soon as possible.

Listen carefully, provide resources, and ask only necessary clarifying questions.



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Clery Reportable Crimes and Definitions:

While the Clery Act lists specific crimes for the College to track and report annually, Nichols has determined that Campus Security Authorities should report ANY and ALL alleged, actual, or potential crimes.

If you are unsure for any reason whether an incident should be reported, please report the incident. When in doubt, report.

You may report any crime information you receive directly to the Department of Public Safety or through the [Public Incident Report](#).



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Clery Reportable Crimes and Definitions:

Criminal Offenses

Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

Hate Crimes

Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias.

VAWA Offenses

Any incidents of Domestic Violence, Dating Violence, and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes).

Arrests and Referrals for Disciplinary Action for Weapons

Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations.



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Helpful Links and Resources

[Community Standards Hub Page](#)

[Title IX and Sexual Misconduct Prevention and Response Hub Page](#)

[Public Incident Report](#) *(not for Title IX and Sexual Misconduct reports)*

[Title IX/Sexual Misconduct Reporting Form](#)

[Campus Safety: Security Reports](#)



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Questions?

Please reach out to Community Standards via email:
community.standards@nichols.edu

Thank You!