SCCC Campus Security Authority Reporting

Description:

In accordance with federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, Suffolk County Community College is to disclose statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a 'Campus Security Authority.'

The law defines "Campus Security Authority" as: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

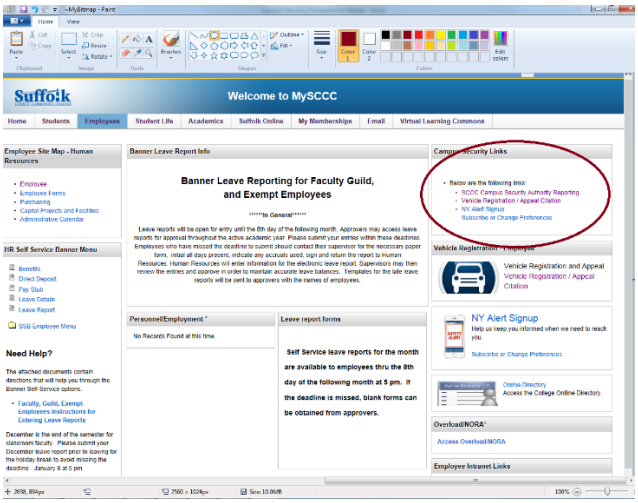
System Design:

The architecture and design portion has been constructed to give the Campus Security Authority access to the entry application through the faculty portal. The data will be collected in various database tables residing in the SQL Server and available for viewing to only specific individuals, as decided by the Clery Compliance Officer. Confidentiality is of the utmost importance when dealing with these types of crimes.

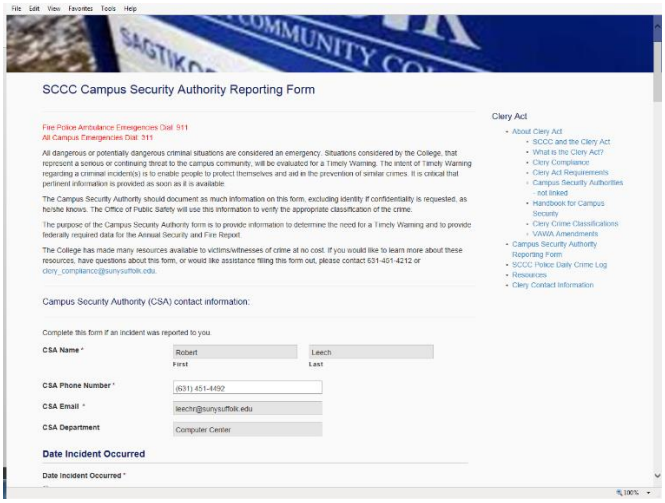
Conclusion:

In conclusion, the federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted. The users expressed the need to replace their current process to an electronic submission format.

General SCCC Campus Security Authority Log In: The following is a list of instructions to assist any of the Campus Security Authority personnel to process an incident when presented by any individual on campus.



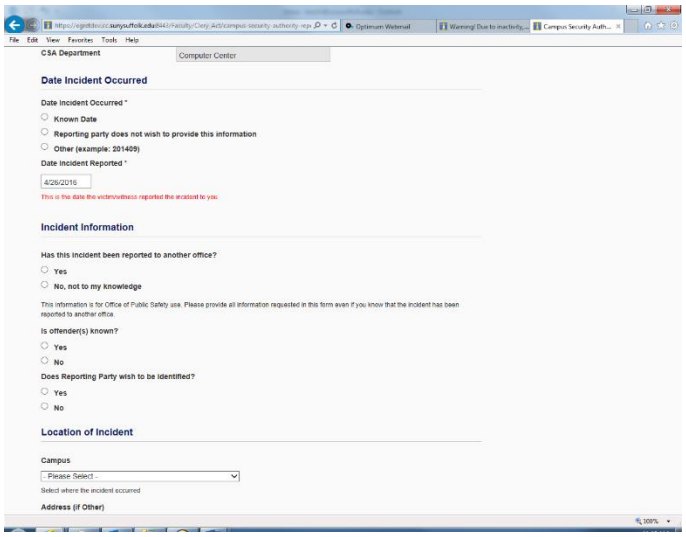
Campus Security Authority (CSA) personnel will log into the portal and proceed into the Employee Tab. On the upper right side there will be Campus Security Links – SCCC Campus Security Authority Reporting application. All staff and employee members will have access to this link.



The application will pre-fill the initial information of your name, phone number email address and department. The only editable field would be the phone number, this is the CSA number they would like to be contacted at, in the event there are questions.

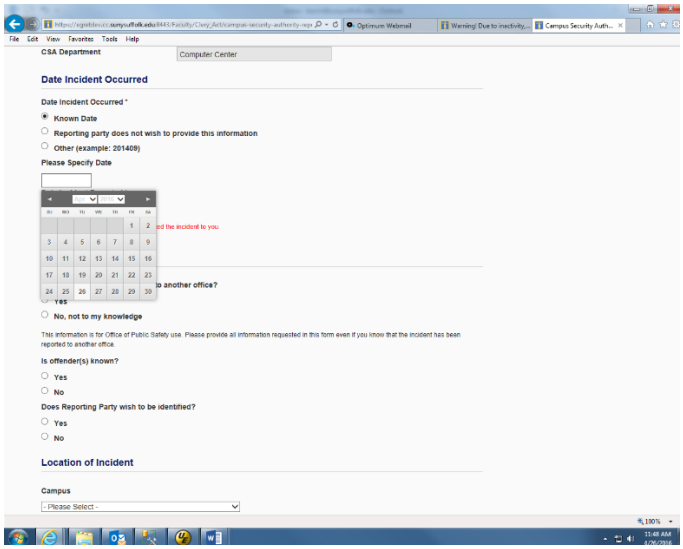
Date Incident Occurred:

- Known Date – if date of the incident is known
- Reporting Party does not wish to provide
- Other – semester i.e. Fall 2016

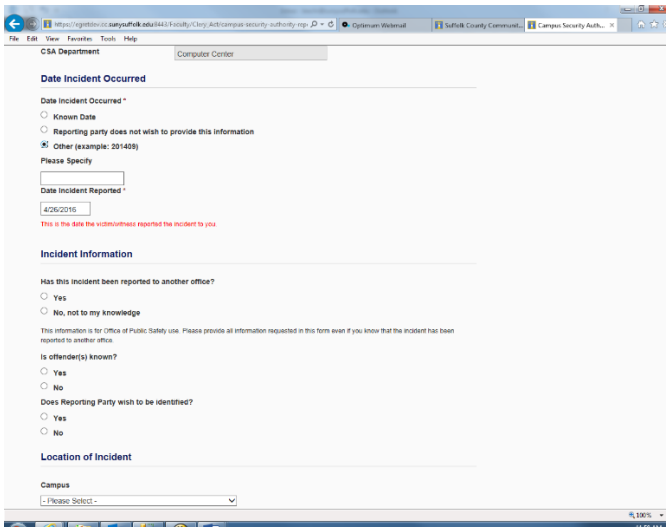


Known Date:

If the date is known, an extra date field will be displayed for the CSA to fill out. This field is required if "Known Date" is selected.

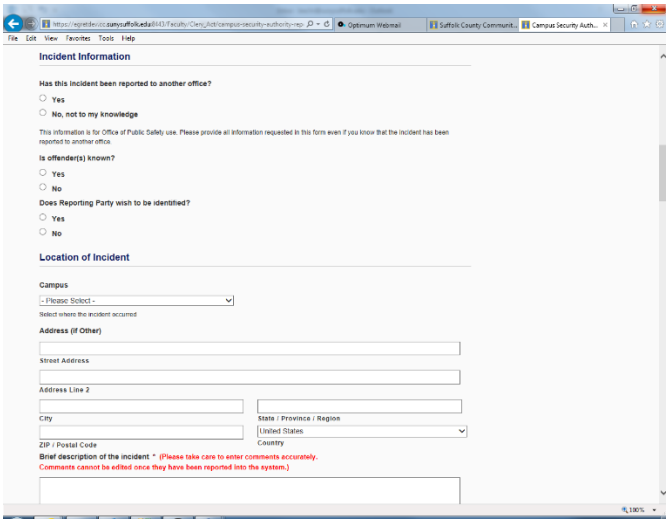


Other:
If "other" is selected, a text field will be displayed for the CSA to specify, this field is required if "other" is selected

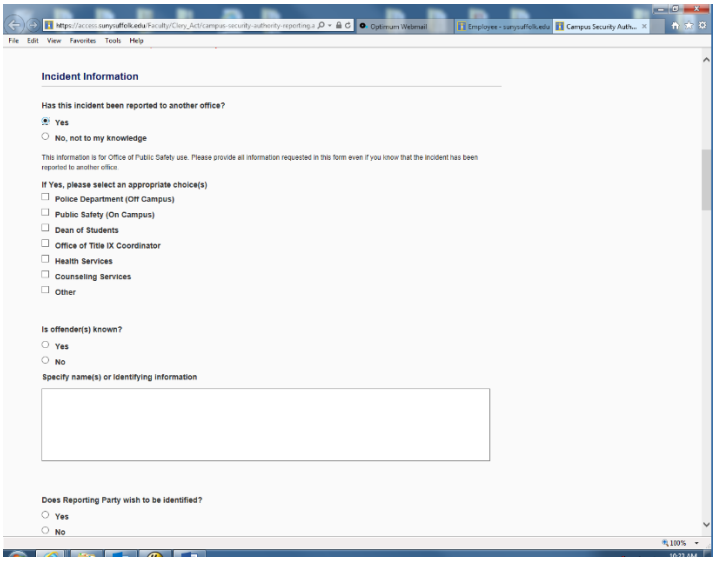


Date Incident Reported:
This is the date the CSA has reported it to the system. It is pre-filled with the current date and is editable.

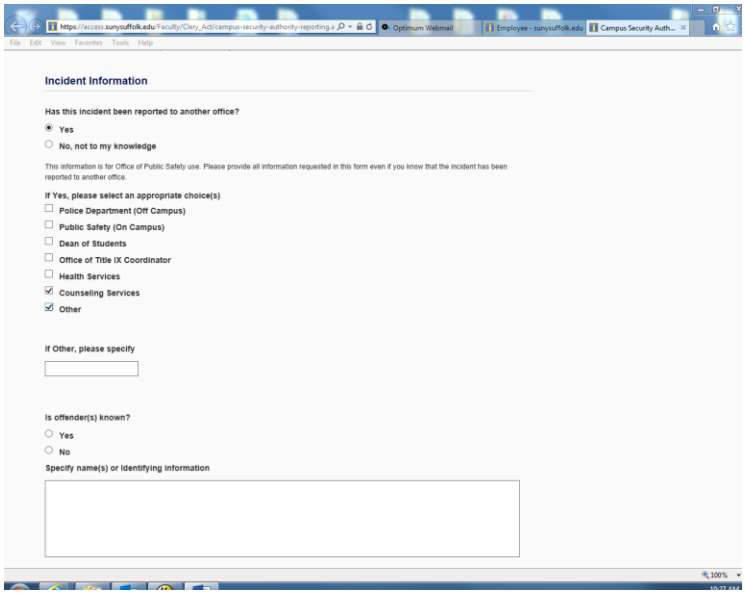
Incident Information:



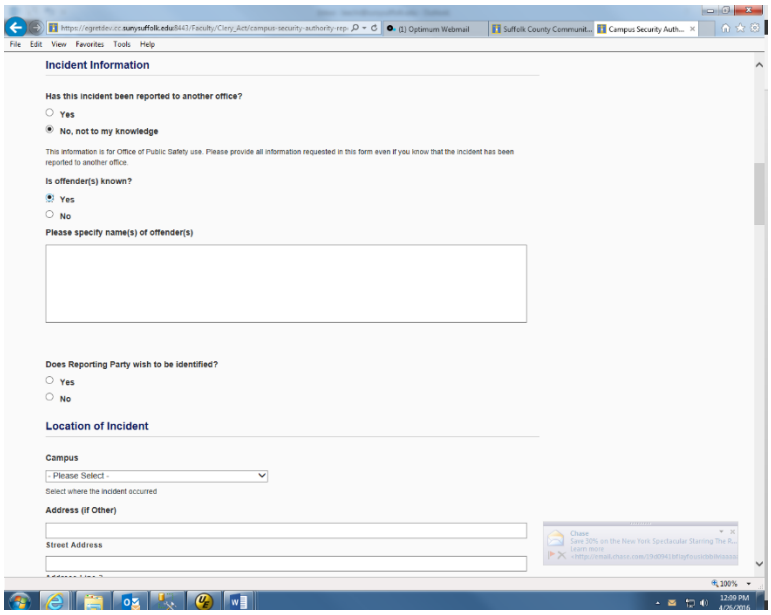
Incident Reported to another Office:
If the incident was reported to another office, then an additional field will appear allowing the user to enter appropriate choices. At least one will be required if selected as "yes"



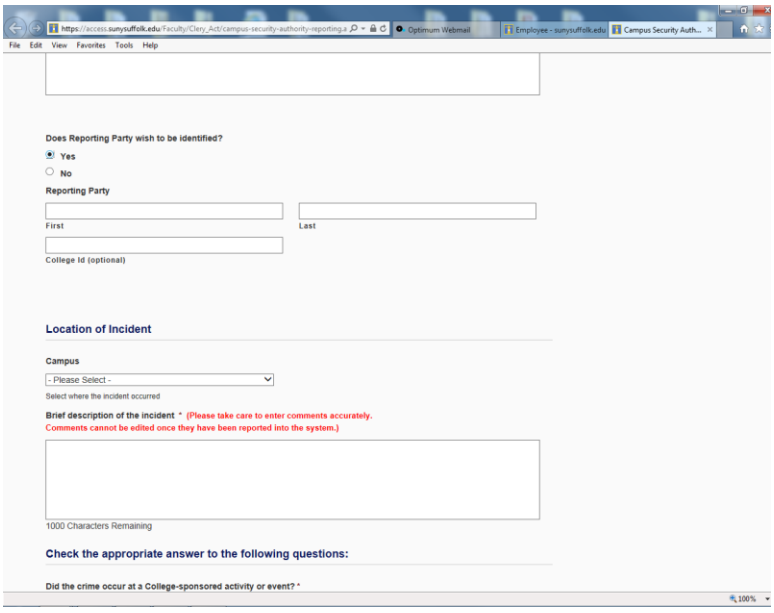
If the office does not appear in the appropriate choices, then the CSA would select "Other" at which time a second additional field will appear to allow the CSA to specify. This is a required field should "Other" be chosen.



Offender Known:
The CSA can add information about the offender whether know or not. This is a required field if the offender known field is "Yes".

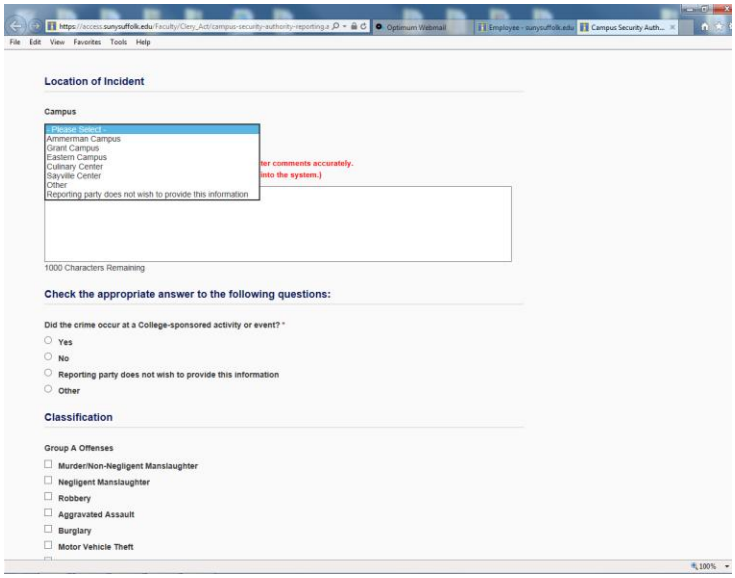


Reporting Party:
If the reporting party wishes to be identified, an addition field will be displayed for the reporting party's first and last name, along with the College ID if known. This field is also required if the party identity is "Yes".

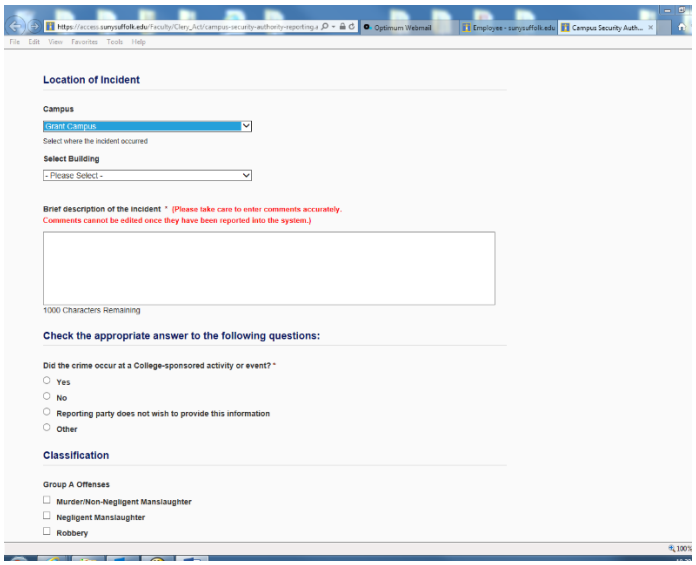


Location of Incident:

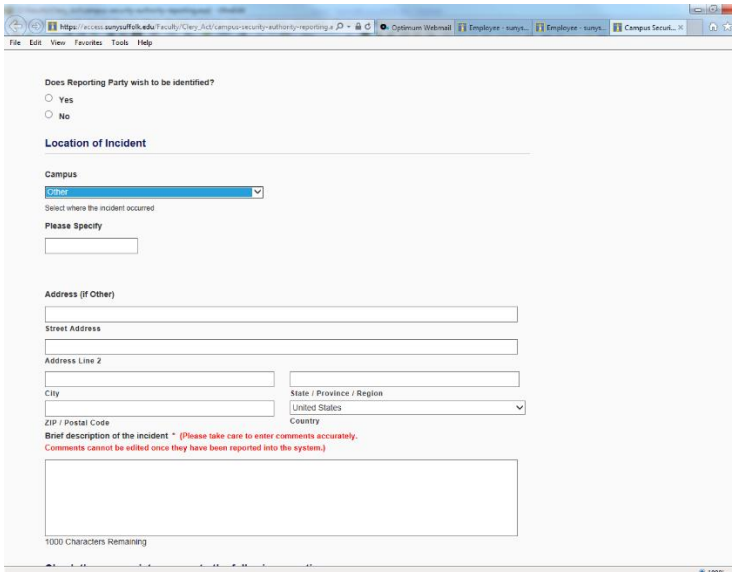
- Ammerman Campus
- Grant Campus
- Eastern Campus
- Culinary Center
- Sayville Center
- Other
- Reporting party does not wish to provide information



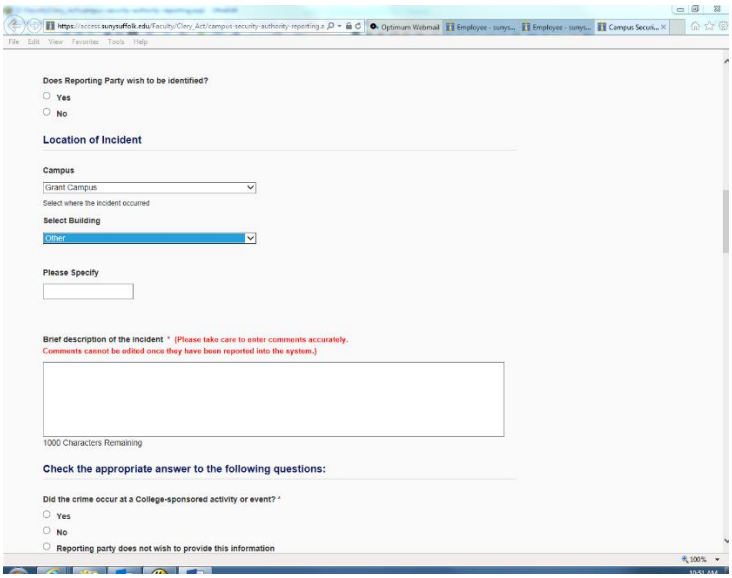
If the location is any of the 3 campuses, a second drop down box will appear displaying the buildings for that campus.



If the campus dropdown is “Other” other fields will appear for the CSA to specify the location with and address of the location. These will be required if “Other” is selected.



Should the CSA select “Other” from a campus drop down. An additional field will appear to specify the location within the campus.



Does Reporting Party wish to be identified?

- Yes
- No

Location of Incident

Campus

Grant Campus

Select where the incident occurred

Select Building

Other

Please Specify

Brief description of the incident * (Please take care to enter comments accurately. Comments cannot be edited once they have been reported into the system.)

1000 Characters Remaining

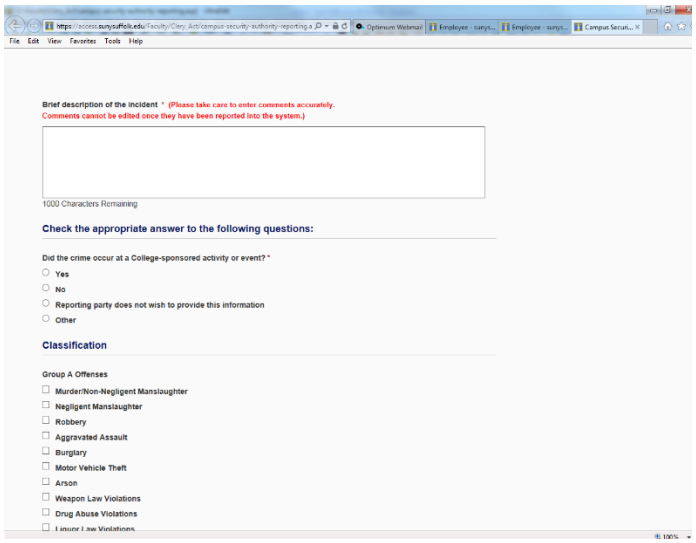
Check the appropriate answer to the following questions:

Did the crime occur at a College-sponsored activity or event? *

- Yes
- No
- Reporting party does not wish to provide this information

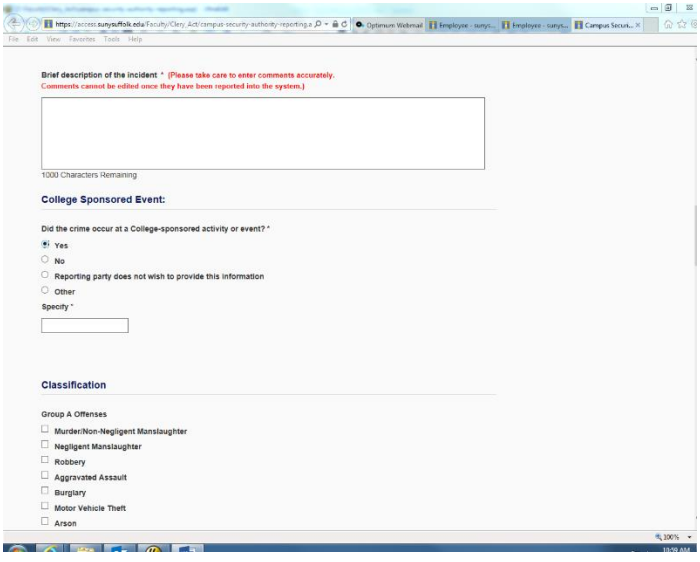
Brief Description of the Incident:

A brief description (up to 1000 characters) of the incident. Should the Campus Security Authority require more in-depth information, they will contact the CSA. Care should be taken while entering this information, as it cannot be edited once the form has been submitted.

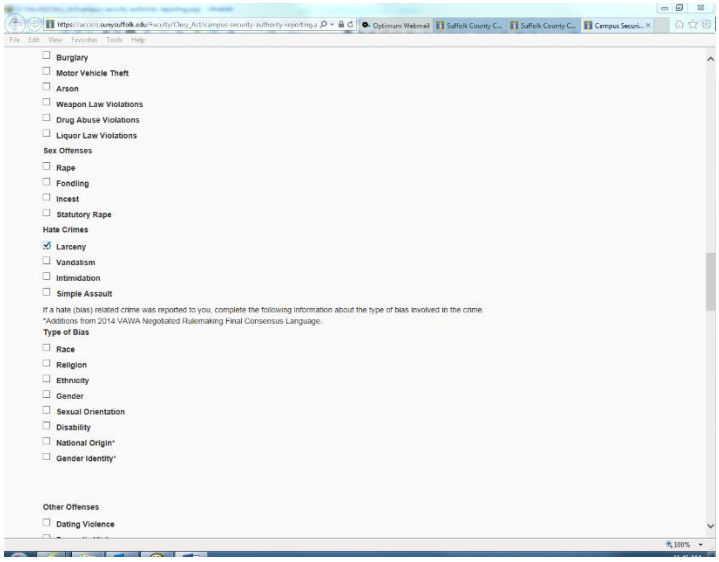


College Sponsored Event:

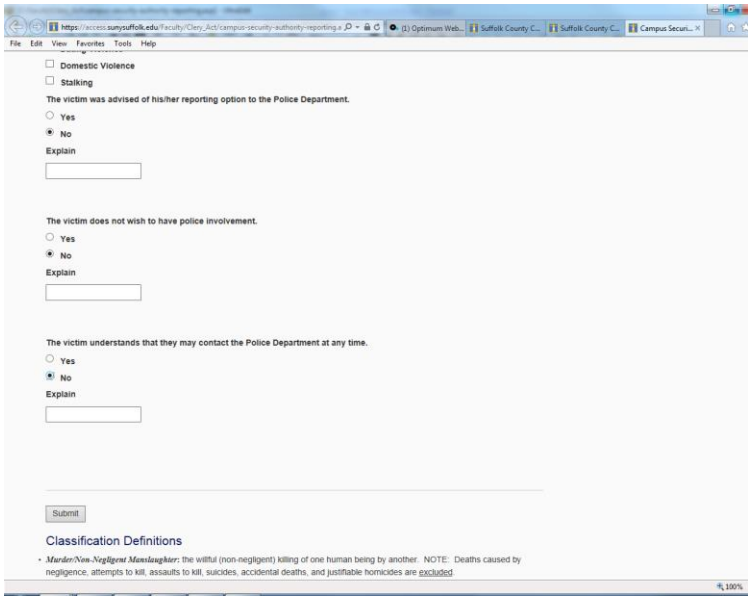
If the crime occurred at a college activity or event. If "Yes" or "Other" an additional field will appear for the CSA to specify what activity, event, or other.



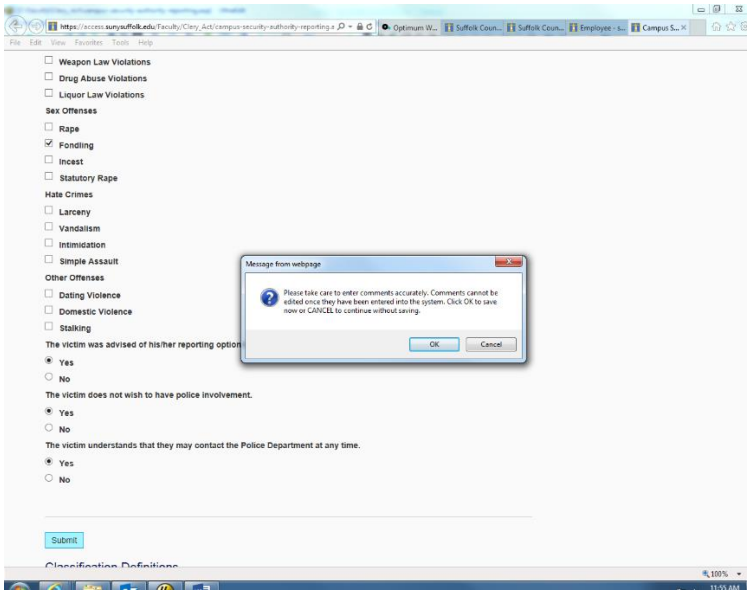
Classification:
A list of Group A Offenses, Sex Offense, Hate Crimes, and/or Other Offenses. If a Hate Crime is selected, to comply with 2014 VAWA Negotiated Rulemaking Final Consensus Language, a type of Bias field will appear for the CSA to select as many as apply. This is a required field should a Hate Crime be selected.



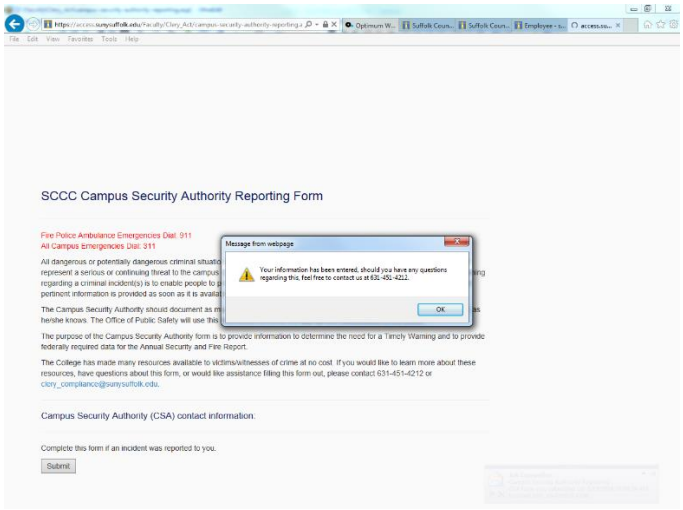
The final questions asks if the CSA has advised the victim if they had the option to report the incident to the local police department, if the victim wishes to have the police involved, and that the victim understands they may contact the police at any time. Should any of these questions be answered "No" a brief explanation is required.

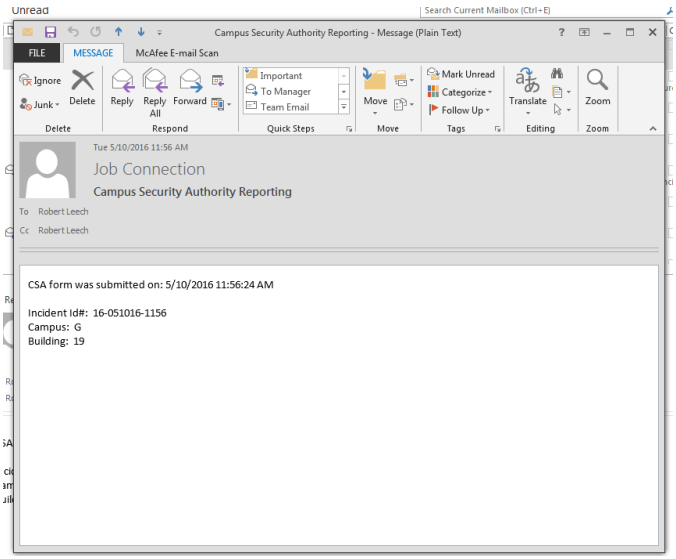


When you submit the form, a pop up will appear to verify the information you have entered is correct. Comments cannot be edited once they are entered.



A second pop-up will appear letting the CSA know the form has been submitted and should they have questions to contact the Clery Compliance Officer at 4212 should they have problems or concerns.

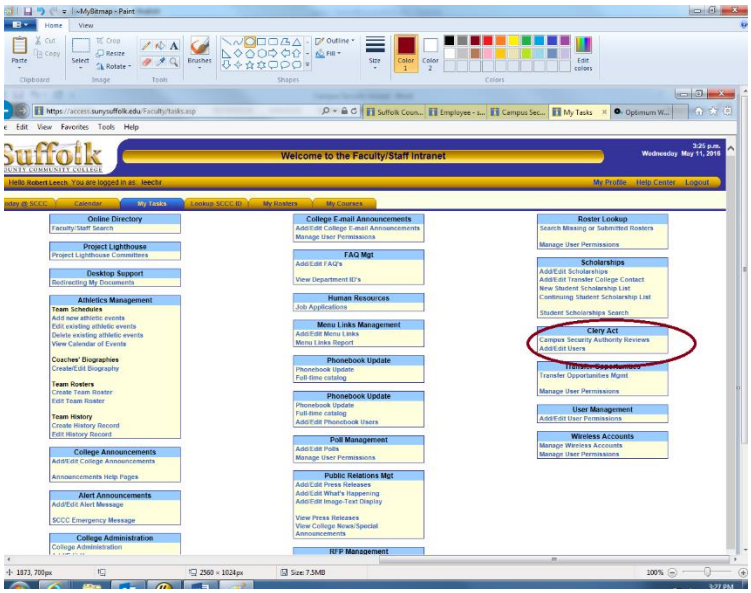




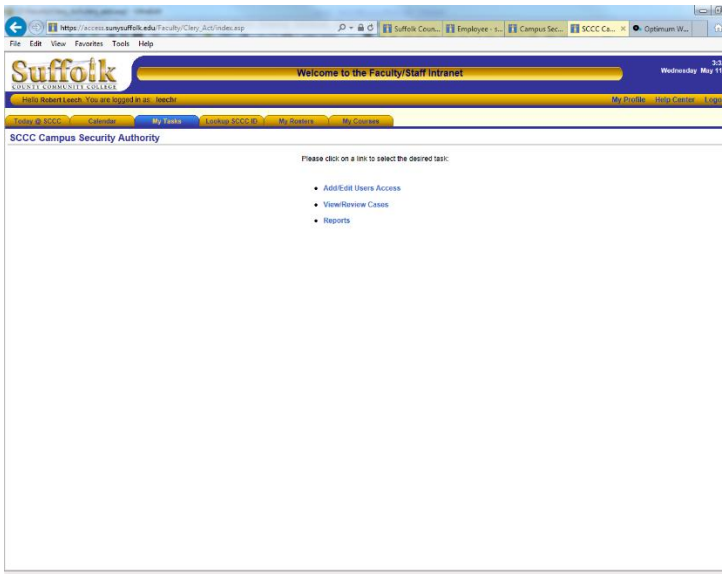
An email will be sent to the Clery Compliance Officer as well as the Chief Diversity Officer/Title IX Coordinator.

SCCC Campus Security Management Screens

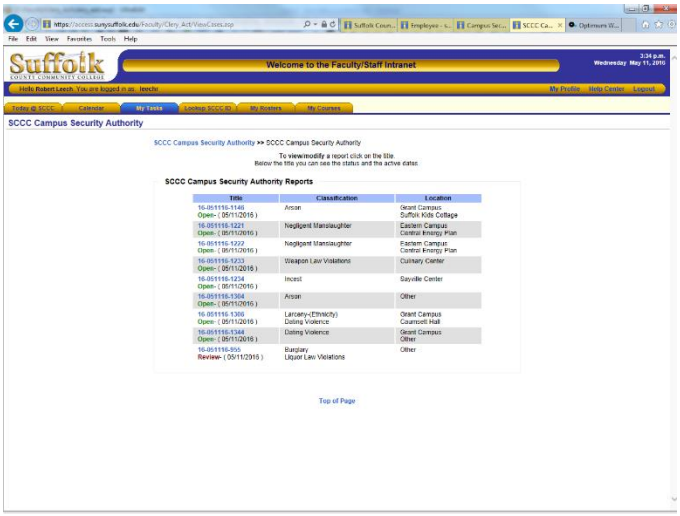
Clery Act : For authorized personnel, they will be able to view, conduct interviews, and make determinations with each incident that is reported. Those individuals will log into MySCCC and proceed to the old portal. Within the old portal would be a tab for the Clery Act. *Shown below*



By clicking onto the Campus Security Authority Review, the below screen will be displayed. Depending on the users access will determine if they have access to add/edit users access.



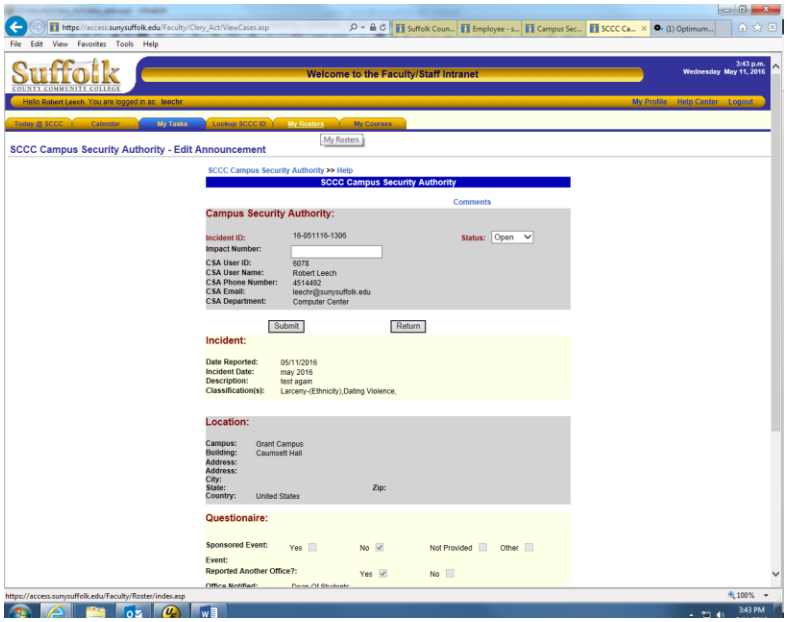
By selecting the View/Review Cases link, the following screen will appear.



- **Title:** Each incident will have its own incident ID for the college, this will not be the same as the impact incident number should it be required to add the incident into impact. The ID will consist of yy-mmddyy-hhmm (year-date-time).
    - The block will also indicate the status of the incident.
        - Open
        - Closed
        - Review
        - Impact
- **Classification:** the classification is the type of incident/crime that was committed (allegedly).
- **Location:** The location is where the incident occurred.

By clicking onto the specific incident ID the specific screen for that will be displayed.

The below screen is specific incident screen. This screen shows the specifics of the incident and all the information that was entered by the CSA.



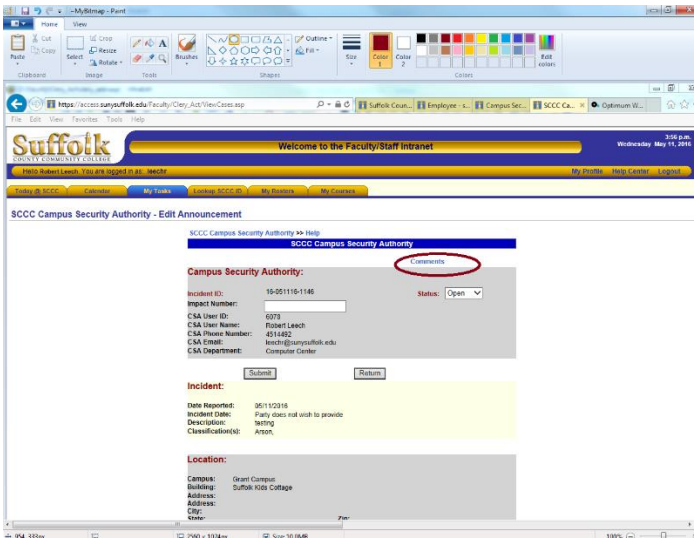
There are two fields that can be altered for those individual with the correct access. Should a person not have the correct access, the submit button will not be visible, preventing them from entering any changes.

Impact Number: Impact number is the incident number that is created from impact.

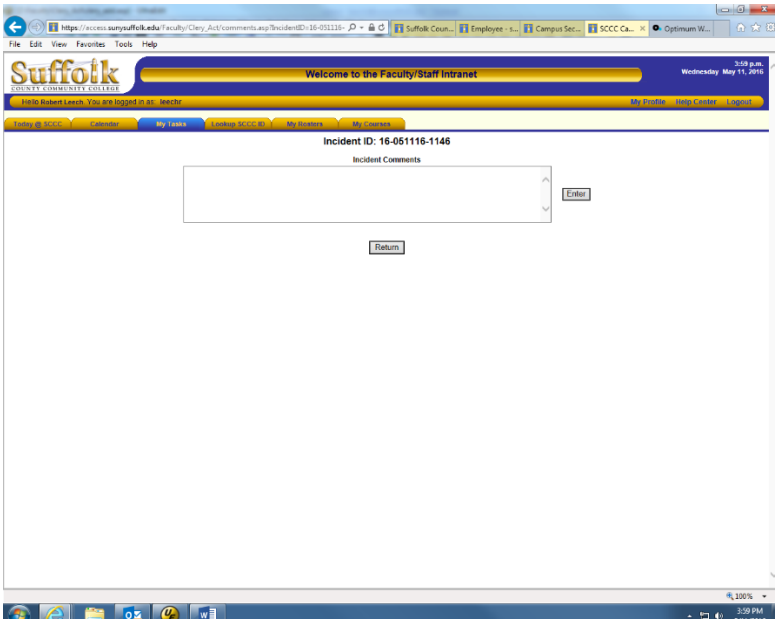
Status: There are 4 statuses:

- Open – typically used when the incident is initially reported and the clery compliance officer(s) have not investigated the allegations.
- Review – When the Compliance Officers are investigating
- Closed – The incident has been resolved
- Impact – Should the Compliance Officers deem necessary to enter the incident into Impact.
    - Validation is in place where if a user is to place the incident in Impact, an impact ID number is required to be entered into the system.

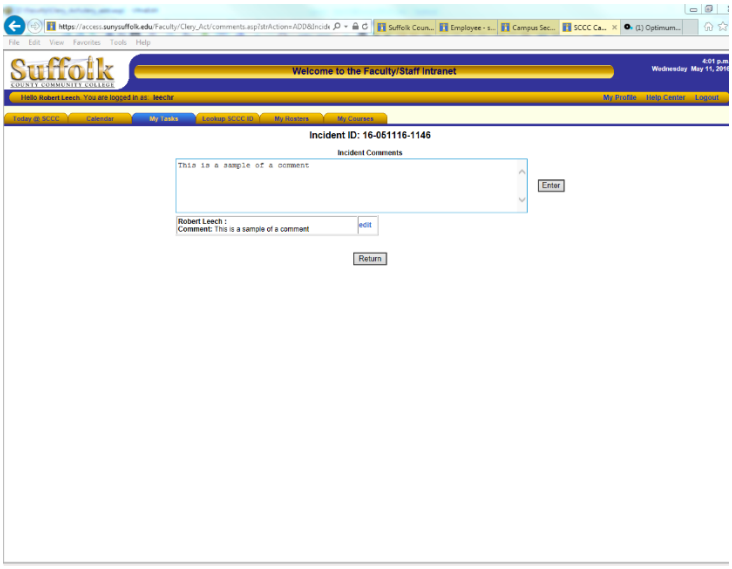
Comments: The application is also equipped with a comments portion. In the top right hand corner of the incident is a link "Comments".



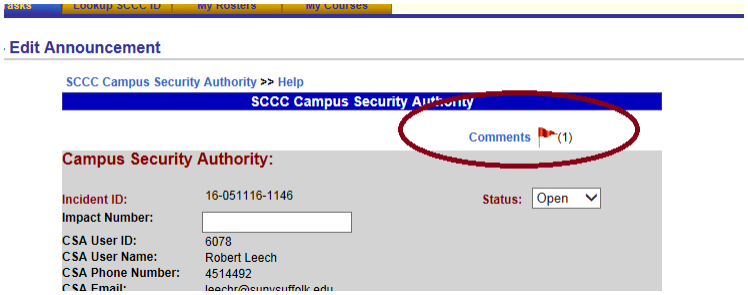
By clicking on the comment link the following screen will appear.



The user may add any comment they seem necessary to assist any other Compliance Officer in determining an outcome.



After entering your comments, they will show below the incident comment block. Should you wish to make changes to your comments, simply click onto the edit link on the side of your comment. This will then fill the incident block with the comments for you to modify.
If another Compliance Officer has added comments, those comments can only be altered by the individual who entered them. So no one other than you can modify the comments that you have written, and you will not be able to alter any other individuals comments.



If there are any comments associated with the incident a red flag will be displayed next to the comments like with a number in parenthesis indicating exactly how many comments have been added.