

## CHAPTER 4

### Collecting Statistics: Campus Security Authorities and Law Enforcement Agencies

“Campus Security Authority” (“CSA”) is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- 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. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The function of a Campus Security Authority is to collect crime information relating to those allegations of Clery Act crimes disclosed to him or her that he or she concludes were made in good faith and then to immediately report that information to ISU Police. A Campus Security Authority is not responsible for determining authoritatively whether a crime took place—that is the function of ISU Police.

#### I. Identification of CSA’s for ISU include:

##### A. *A campus police or a campus security department of an institution.*

1. ISU Police, a Division of the Iowa State University Department of Public Safety, includes sworn police officers, dispatchers, community service officers and support staff.
  - a. ISU Police is the primary law enforcement organization for campus.
    - i. sworn, certified personnel
    - ii. primary law enforcement responders for campus property  
Contact person: Interim Assistant Vice President and Chief of Police  
Aaron DeLashmutt
  - b. Community Service Officers
    - i. Part-time students employed as security guards on campus
    - ii. ISU Safety Escort Service  
Contact person: CSO Supervisor – Lieutenant Deborah Larkin

***B. Any individual or individuals who have responsibility for campus security but do not constitute a campus police department or a campus security department.***

1. Contemporary Service Cooperation (CSC)  
CSC is a private company out of Des Moines which provides security to large events held at various venues on the Iowa State University campus.  
Contact person: Assistant Branch Manager – Bob Swanson
2. Athletics Guest Services  
This Department within the ISU Department of Athletics provides security, usher, and traffic control for events held in Hilton Coliseum and all other athletic facilities through hiring temporary guest services employees.  
Contact person: Guest Services Coordinator – Megan Todd-Rodenburg
3. Iowa State Center Event Staff  
The Iowa State Center Event Staff provide security, ushers and traffic control for events held at Fisher Theatre, the Scheman Building, and CY Stephens Auditorium.  
Contact person: Sondra Robinson

***C. Local law enforcement refers to outside law enforcement agencies or departments with jurisdiction over some or all of your Clery geography.***

1. Story County Sheriff's Department
  - a. Sworn deputies supplement ISU Police during large events.  
Contact person: Records Clerk – Lori Smith
2. Ames Police Department
  - a. Municipal police department having concurrent jurisdiction with ISU Police.
  - b. Primary responding agency to public properties immediately adjacent to campus.  
Contact person: Tammy Hyer
3. Rome Police Department
  - a. Responding police agency to the Rome Campus  
Contact person on campus: Erin French  
Contact information in Rome: Piazza della Trinita dei Pellegrini, 34, Rome, Italy, 00186. E-Mail: [carabinieri@carabinieri.it](mailto:carabinieri@carabinieri.it).
4. Dickinson County Sheriff's Department
  - a. Responding police agency for the Okoboji Lakeside Laboratory  
Contact person: Chief Deputy Tony Petersen

5. Boone County Sheriff's Department
  - a. Responding police agency for two of the Teaching Farms  
Contact person: Tammy Reimers

***D. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.***

1. Under the ISU Reporting Responsibility Policy, <http://www.policy.iastate.edu/policy/reporting>, members of the university community have a responsibility to report any suspected crime to the Iowa State University Police.  
Contact Person: Aaron DeLashmutt
2. Under the ISU Sexual Misconduct, Sexual Assault and Sexual Harassment Involving Students policy, <http://www.policy.iastate.edu/policy/students/sexualmisconduct#Reporting>, ISU recognizes that students may not want to report an incident directly to law enforcement and, when seeking assistance and support relating to an incident, may report misconduct to the Dean of Students Office. Any reports of this nature are handled by the Assistant Dean of Students and Director of Student Assistance and Outreach.  
Contact person: Assistant Dean of Students and Director of Student Assistance and Outreach: Kipp Van Dyke

***E. 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.***

**Administrative/Student Affairs**

1. Equal Opportunity Office
  - a. CSA's include:
    - i. Title IX Coordinator – Margo R. Foreman
    - ii. Deputy Title IX Coordinators
      - (a) Academic Affairs – Dawn Bratch-Prince
      - (b) Department of Athletics – Callie Sanders
      - (c) Student Affairs – Sara Kellogg
2. Student Activities Center
  - a. Student Organizations and Clubs
    - i. CSA's include approximately 620 faculty and staff advisors to clubs and organizations.
    - ii. See Appendix A (<https://sodb-stuorg.sws.iastate.edu/list.php>) for complete list of organizations.  
Contact person: Director of Student Activities – George Micalone

3. Recreation Services
  - a. Facilities, intramurals, outdoor recreation, fitness and wellness and club sports controlled by the Recreation Services Department
  - b. Key professional staff who are CSA's include:
    - i. Director of Recreation Services – Michael Giles
    - ii. Sports clubs – Landon Wolf
    - iii. Intramurals – Nathan Pick, Linda Marticke
    - iv. Outdoor recreation – Jerry Rupert, Nathan Rector
    - v. Facilities – Gary Greenlee, Doug Arrowsmith
    - vi. Supervisor of student building coordinators and lifeguards – Andy Laughlin
    - vii. Supervisor of all other student building employees – Whitnie NicholsContact person: Director of Recreation Services – Michael Giles
4. Athletics Department
  - a. CSA's include:
    - i. Athletic Director – Jamie Pollard
    - ii. Senior Associate Athletic Director – Calli Sanders
    - iii. Senior Associate Athletic Director – Patrice FeulnerContact person: Associate Director of Athletics – Calli Theisen-Sanders
5. Study Abroad Center
  - a. International trips for student development and education.
  - b. CSA's include:
    - i. Director – Trevor Nelson
    - ii. Associate Director – Christine Gemignani
    - iii. Faculty or staff members serving as Study Abroad Program Directors
    - iv. College Coordinators for Study Abroad
      - (a) College of Agriculture - Shelley Taylor
      - (b) College of Business - Sarah E. Adams or Lee Van Brocklin
      - (c) College of Design - Erin French
      - (d) College of Engineering - Shannon Miner
      - (e) College of Human Science - Andrew Hong
      - (f) College of Liberal Arts and Science - Nancy Guthrie
      - (g) College of Veterinary Medicine - Katie DavidsonContact person: Christine Gemignani
6. Department of Residence
  - a. Friley, Eaton, Martin, Helser, Maple, Willow, Larch, Wallace and Wilson Halls, Fredricksen Court, University Village and Schlitter Village

b. Off-campus apartments rented by the University

c. CSA's include:

- i. Director – Pete Englin
- ii. Associate Director – Rachel Wagner
- iii. Director of Residence Life – Sally Deters
- iv. Hall Directors
- v. Community Advisors

Contact person: Sally Deters

7. Greek Affairs:

a. Collegiate Pan-Hellenic Council Sororities, Interfraternity Council Fraternities, Multicultural Greek Council Fraternities and Sororities, and the National Pan-Hellenic Council Fraternities and Sororities

b. CSA's include 2 full time staff members

c. Faculty and Volunteer Advisers to the Greek Fraternities and Sororities

Contact person: Director of Greek Affairs – William Boulden

8. Memorial Union

a. This facility functions as a student center for the campus community.

b. CSA's include:

- i. Interim Director of Memorial Union: Corey Williamson
- ii. Assistant Director and Events Manager: Seth Dohrn
- iii. Director of Student Activities: George Micalone
- iv. Assistant Director of Student Activities: John Taylor
- v. Student Building Manager: Maneesh Pillai
- vi. Operations Manager: Kim Perlstein
- vii. Leadership Programs Coordinator: Kevin Merrill
- viii. Student Union Board Advisor: Jim Brockpahler
- ix. Director of New Student Programs: Elizabeth Kurt
- x. Assistant Director of New Student Programs: Sarah Merrill
- xi. Director of Lectures Program: Pat Miller
- xii. Director of the Workspace: Letitia Kenemer
- xiii. Director of the Underground: Doug Swanson

Contact person: Corey Williamson

9. Dean of Students Office

a. CSA's include:

- i. Interim Dean of Students – Keith Robinder

10. Judicial Affairs

a. CSA's include:

- i. Director
- ii. Judicial Officer – Sara Kellogg
- iii. Judicial Officer – Joe Campos

Contact person: Sara Kellogg

11. Multicultural Student Affairs
  - a. This is a unit of the Dean of Students Office providing support to multicultural students in their personal, community and academic development.
  - b. CSA's include:
    - i. Director – Kenyatta Shamburger
  
12. Student Disability Resources
  - a. This is a unit of the Dean of Students Office responsible for coordinating accommodations for ISU students with disabilities.
  - b. CSA's include:
    - i. Director – Steven Moats
    - ii. Assistant Director – John Hirschman

**CSA's in Academic Colleges and Departments include:**

1. Agriculture and Life Sciences
  - a. Dean – Wendy Wintersteen
  - b. Associate Dean – David Acker
  - c. Director of Student Services – Tom Polito
  - d. Ag & Biosystems Engineering Chair – Steve Mickelson
  - e. Ag Education & Studies Chair – Mike Retallick
  - f. Agronomy Chair – Kendall Lamkey
  - g. Animal Science Chair – Donald Beermann
  - h. Biochem, Biophysics & Molecular Biology Chair – Guru Rao
  - i. Ecology, Evolution & Organismal Biology Chair – Jonathan Wendel
  - j. Economics Chair – John Schroeter
  - k. Entomology Chair – Sue Blodgett
  - l. Food Science & Human Nutrition Chair – Ruth MacDonald
  - m. Genetics, Development & Cell Biology Chair – JoAnne Powell-Coffman
  - n. Horticulture Chair – Jeff Iles
  - o. Natural Resource Ecology & Management Chair - Sue Blodgett
  - p. Plant Pathology & Microbiology Chair – Thomas Baum
  - q. Sociology Chair – Paul Lasley
  - r. Statistics Chair - Ken Koehler
  
2. Business
  - a. Dean – David Spalding
  - b. Associate Dean for Graduate Programs – Interim Russ Laczniak
  - c. Associate Dean for Undergraduate Programs - Danny Johnson
  - d. Director of Graduate Admissions – Ron Ackerman
  - e. Director of Undergraduate Programs – Diann Burright
  - f. Director Business Career Services – Kathy Wieland
  
3. Design
  - a. Dean – Luis Rico-Gutierrez
  - b. Student Services Coordinator - Michelle Rasmussen

<http://info.iastate.edu/>

4. Engineering
  - a. Dean – Sarah Rajala
  - b. Associate Dean – Gary Mirka
  - c. Director of Student Services – Joel Johnson
  - d. Academic Advisor – Deborah Dewall
  
5. Graduate
  - a. Dean – Dave Holger
  - b. Associate Dean – Bill Graves
  
6. Human Sciences
  - a. Dean - Pamela White
  - b. Associate Dean - Linda Hagedorn
  - c. Apparel Events Hospitality Management Chair - Bob Bosselman
  - d. Food Science & Human Nutrition Chair - Ruth MacDonald
  - e. Human Development & Family Studies Chair – Carl Weems
  - f. Kinesiology Chair - Phil Martin
  - g. Director School of Education - John Schuh
  - h. Associate Professor School of Education - Denise Crawford
  - i. Program Manager - Heidi Doellinger
  - j. Director of Student Services – Sarah Wilson
  
7. Liberal Arts and Sciences
  - a. Dean - Beate Schmittmann
  - b. Associate Dean - Amy Slagell
  
8. Veterinary Medicine
  - a. Dean – Lisa Nolan
  - b. Associate Dean – Claire Andreasen
  - c. Director of Student Programs – Monica Howard-Martin

**F. *ISU Positions that ARE NOT CSA's***

1. Administrative Staff Not Responsible for advising Student Organizations or Activities
2. Clerical – Secretaries and Receptionists
3. Facilities Staff (FP&M) unless they have a responsibility for advising Student Organizations and Activities
4. Dining Services – Food Services Workers, cashiers, cooks, etc.
5. Individual Faculty Not Responsible for advising Student Organizations or Activities
6. Academic Advisors unless they have a responsibility for advising Student Organizations and Activities
7. Student Success Center employees
8. Internship Supervisors
9. Professional Counselors and Pastoral Counselors

10. Student Health employees
11. Student Counseling Services employees
12. Student Legal Services employees
13. Athletic Trainers
14. Ombuds Office

## **G. Special Non-CSA Status for Non-Professional Counselors or Advocates**

To provide a resource for students to seek assistance when they experience sexual violence, ISU has determined that the following units are not CSA's and do not have to report incidents of sexual violence in a way that identifies the student without the student's consent. However, the units have a special non-CSA status and must provide aggregate statistical data about sexual violence incidents to ISU Police, but not any identifying information unless consented to by the student.

1. Margaret Sloss Women's Center employees/volunteers
2. LGBT Center employees/volunteers
3. Employees/volunteers who administer the Story County Sexual Assault Response Team (SART)

## **II. Designation of ISU Police to Oversee CSA's**

### ***A. Designate an individual or office to coordinate and oversee Campus Security Authorities.***

1. Lieutenant Deb Larkin from ISU Police has been designated to oversee Campus Security Authorities.
2. Designated individual canvasses each CSA to request crime report.
  - a. ISU policy stating criminal offenses must be reported to police.
  - b. Tiered reporting system to reach CSA's.
  - c. Designated individual (Deb Larkin) corresponds with the contact person in each area and requests Clery identified crimes directly or through AUJ.

## **III. Training of CSA's at ISU**

### ***A. All CSA's shall be trained on their obligations and responsibilities as a Campus Security Authority. It is critical that campus security authorities know they are Campus Security Authorities and what obligations and responsibilities they have to report Clery Act Crimes to ISU Police.***

1. Provide training to CSA's.
  - a. Access the Environmental Health and Safety website
  - b. Click on Training on left side navigation bar
  - c. Log into LEARN@ISU (do not include @ iastate.edu in log-in name)



- d. Launch on Office of University Counsel-Clery Act Training
- e. Complete training  
Contact person: Steven Couchman
- 2. Encourage CSA's to immediately forward reports of crimes to your campus police.
  - a. ISU Clery Training slide (Page 32)
  - b. "Report all Clery Act related crimes immediately to ISU Police so the campus can comply with timely warning policies and have accurate crime statistics for the annual security report."
- 3. Forward crime reports to your campus police or security department, if you have one.
  - a. Go to the ISU Police Department website
  - b. Click on "Clery" on left hand navigation bar
  - c. Click on Clery Report Form
  - d. Complete form as instructed in CSA training
  - e. Click submit to forward crime report to ISU Police

#### **IV. Retention of Clery Act Records**

##### ***A. Keep documentation of all crime reports.***

- 1. All crimes reported directly to ISU Police are collected and stored in a standard RMS police software system.
- 2. Crimes reported to Lt. Larkin through CSA's other than campus police are documented on a standardized form which is stored by Administrative Assistant Joyce White.
- 3. Documentation supporting Clery Act Annual Security and Fire Safety Reports must be kept for seven years

#### **V. Requesting Statistics from Local Law Enforcement Agencies**

##### ***A. Local law enforcement refers to outside law enforcement agencies or departments with jurisdiction over some or all of your Clery geography.***

- 1. Story County Sheriff's Department
- 2. Ames Police Department
- 3. Rome Police Department
- 4. Dickinson County Sheriff's Department
- 5. Boone County Sheriff's Department
- B. Make a reasonable good faith effort to obtain statistics
  - 1. ISU sends annual letters to local agencies requesting numbers
  - 2. Follow up phone calls with domestic agencies
  - 3. Send e-mail verification that stats were received.
- C. Institution may rely on the information supplied
  - 1. no effort is made by ISUPD to check accuracy of stats
- D. *You are required to ensure that the statistics you receive cover your Clery Act geography and not other areas.*

1. A Clery map is available to Ames Police
  2. Specific addresses are provided annually to
    - a. Story County Sheriff's Office
    - b. Rome Police Department
    - c. Boone County Sheriff's Department
  3. Property is described by location and function
    - a. Dickinson County Sheriff's Office.
- E. Determine the correct law enforcement authorities and develop a relationship with them.*
1. search for contact information
    - a. contact information is available for all agencies
  2. make personnel contact with each agency
    - a. record's clerks
      - i. Ames PD,
      - ii. Story County Sheriff's Office
      - iii. Boone County Sheriff's Office
    - b. department administrator
      - i. Dickensen County Sheriff's Office
    - c. no personal contact
      - i. Rome Police Department
- F. Contact local law enforcement early in the year.*
1. contact prior to April 1<sup>st</sup>
  2. provides time for all officer reports to be finished from previous year
  3. provides time for individuals to collect the numbers.
- G. Document your good-faith effort to obtain the statistics, including follow-up requests.*
1. all requests are made via e-mail
  2. e-mails are stored at ISU Police on the "F" drive under drlarki
- H. Ask for Clery Act Crimes*
1. on campus
  2. on campus student housing facilities
  3. public property
  4. non campus buildings or property
- I. Explain why the information is needed.*
1. e-mail sent to agencies includes reason for the request
- J. Format in which you need it, preferably in writing*
1. e-mail explains crimes are to be classified according to UCR
  2. the e-mail has an attachment which includes a reporting form to be completed by the responding agency.
- K. Explain that you must disclose the statistics by October 1.*
1. currently only follow-up e-mails suggest a deadline
  2. the e-mail will include deadline information in subsequent to the 2016 report
- L. Provide institution e-mail address and name and title of person collecting the information.*
1. E-mail address for CSA coordinator is included
    - a. drlarki@iastate.edu

2. Name of CSA coordinator is included
    - a. Deb Larkin
  3. The agency of the coordinator is included
    - a. ISU Police
  4. The phone number of the CSA coordinator is included
    - a. 515-294-4523
  5. Subsequent to 2016, the title of the CSA coordinator will be provided
    - a. Lieutenant
- M. What to do if you are directed to a Website*
1. confirm the Clery geography
  2. conform the website is up to date
  3. make an initial request despite directions to go to website
  4. none of the ISUPD requests are forwarded to a website
- N. What to do if an agency requests payment for the statistics*
1. the payment may be made, but not required
  2. none of the local agencies charge ISU for the statistics
- O. What to do if you obtain non-UCR statistics*
1. all of the local police agencies use UCR classifications
  2. the Rome Police does not respond to request for statistics
- P. What to do if you obtain statistics that you can't attribute to your Clery Act Geography*
1. Request addresses for all crimes to determine if located on Clery property
  2. Disclose statistics that are not verifiable on separate table
  3. Local law enforcement agencies have ISU's geographical boundaries available to them.
- Q. What to do if your request for statistics is denied*
1. refer to open disclosure laws
  2. document both request and denial
  3. The Rome Police do not respond to request
  4. Will include in 2016 ASR the lack of response from Rome Police
- R. Requesting Clery Act crime statistics from local law enforcement agencies is an institutional obligation*
1. An individual is assigned to collect statistics
    - a. Deborah Larkin is assigned responsibility for requesting crime statistics
  2. If the person designated is unable to collect the information, the institution is still in compliance with the law.
    - a. Mary Sirna will maintain compliance