



SCCC Campus Security Authority Reporting



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:

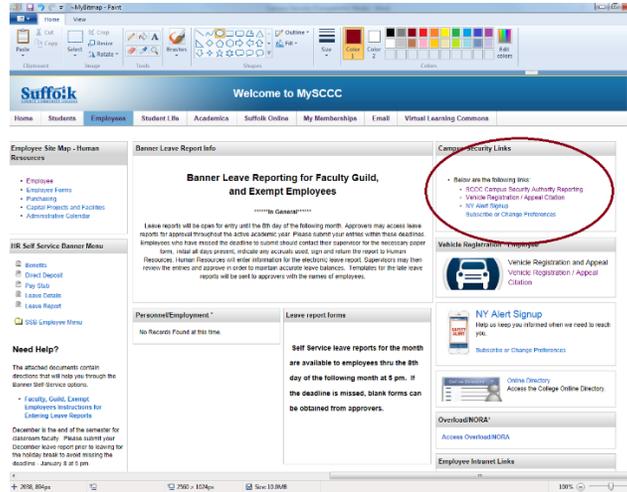
The architecture and design portion has been constructed to give the Campus Security Authority access to the entry application through the faculty portal. The data will be collected in various database tables residing in the SQL Server and available for viewing to only specific individuals, as decided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

Conclusion:

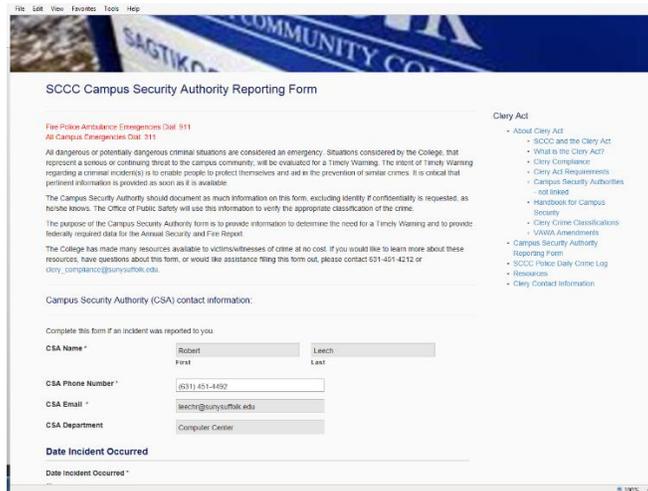
In conclusion, the federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted. The users expressed the need to replace their current process to an electronic submission format.

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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.

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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

The screenshot shows a web browser window displaying the SCCC Campus Security Authority Reporting form. The 'Date Incident Occurred' section has three radio button options: 'Known Date', 'Reporting party does not wish to provide this information', and 'Other (example: 201409)'. The 'Date Incident Reported' field is populated with '4/28/2016'. Below this, the 'Incident Information' section includes questions about whether the incident has been reported to another office, if the offender(s) is known, and if the reporting party wishes to be identified. The 'Location of Incident' section has a dropdown menu for 'Campus' and a text field for 'Address (if Other)'.

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.

The screenshot shows the same web browser window as the previous one, but with the 'Known Date' radio button selected. A calendar widget is displayed below the 'Please Specify Date' label, showing the month of April 2016. The 'Date Incident Reported' field is still set to 4/28/2016. The rest of the form, including the 'Incident Information' and 'Location of Incident' sections, remains the same.

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Other:

If “other” is selected, a text field will be displayed for the CSA to specify, this field is required if “other” is selected

The screenshot shows the 'Date Incident Occurred' section of the reporting form. It includes radio buttons for 'Known Date', 'Reporting party does not wish to provide this information', and 'Other (example: 201408)'. The 'Other' option is selected. Below it is a 'Please Specify' text field and a 'Date Incident Reported' field with the value '4/26/2016'. A red note states: 'This is the date the victim/witness reported the incident to you.' The 'Incident Information' section below contains questions about whether the incident has been reported elsewhere, if the offender(s) are known, and if the reporting party wants to be identified. The 'Location of Incident' section has a 'Campus' dropdown menu.

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:

The screenshot shows the 'Incident Information' section of the reporting form. It includes radio buttons for 'Yes', 'No, not to my knowledge', 'Is offender(s) known?', and 'Does Reporting Party wish to be identified?'. The 'No, not to my knowledge' option is selected. Below this is the 'Location of Incident' section, which includes a 'Campus' dropdown menu, a 'Select where the incident occurred' text field, and an 'Address (if Other)' section with fields for 'Street Address', 'Address Line 2', 'City', 'State / Province / Region', and 'ZIP / Postal Code'. A red note at the bottom states: 'Brief description of the incident * (Please take care to enter comments accurately. Comments cannot be edited once they have been reported into the system.)'.

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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”

Incident Information

Has this incident been reported to another office?

Yes
 No, not to my knowledge

This information is for Office of Public Safety use. Please provide all information requested in this form even if you know that the incident has been reported to another office.

If Yes, please select an appropriate choice(s)

Police Department (Off Campus)
 Public Safety (On Campus)
 Dean of Students
 Office of Title IX Coordinator
 Health Services
 Counseling Services
 Other

Is offender(s) known?

Yes
 No

Specify name(s) or identifying information

Does Reporting Party wish to be identified?

Yes
 No

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.

Incident Information

Has this incident been reported to another office?

Yes
 No, not to my knowledge

This information is for Office of Public Safety use. Please provide all information requested in this form even if you know that the incident has been reported to another office.

If Yes, please select an appropriate choice(s)

Police Department (Off Campus)
 Public Safety (On Campus)
 Dean of Students
 Office of Title IX Coordinator
 Health Services
 Counseling Services
 Other

If Other, please specify

Is offender(s) known?

Yes
 No

Specify name(s) or identifying information

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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”.

The screenshot shows a web browser window displaying the 'Incident Information' section of the reporting form. The form includes the following fields and options:

- Has this incident been reported to another office?**
 - Yes
 - No, not to my knowledge
- This information is for Office of Public Safety use. Please provide all information requested in this form even if you know that the incident has been reported to another office.
- Is offender(s) known?**
 - Yes
 - No
- Please specify name(s) of offender(s)**
- Does Reporting Party wish to be identified?**
 - Yes
 - No
- Location of Incident**
 - Campus**
 - Select where the incident occurred
 - Address (if Other)**

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”.

The screenshot shows the 'Reporting Party' section of the reporting form. The form includes the following fields and options:

- Does Reporting Party wish to be identified?**
 - Yes
 - No
- Reporting Party**
 -
 -
- Location of Incident**
 - Campus**
 - Select where the incident occurred
- 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? *

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Location of Incident:

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

The screenshot shows a web browser window with the URL https://access.sarysuffolk.edu/Faculty/Clery_Auth/campus-security-authority-reporting.a.D. The page title is "Location of Incident". Under the "Campus" section, there is a dropdown menu with the following options: "Please Select", "Ammerman Campus", "Grant Campus", "Eastern Campus", "Culinary Center", "Sayville Center", "Other", and "Reporting party does not wish to provide this information". A red text annotation points to the dropdown menu, stating "Enter comments accurately. (into the system.)". Below the dropdown menu is a text input field with a "1000 Characters Remaining" indicator. Under the "Check the appropriate answer to the following questions:" section, there is a question: "Did the crime occur at a College-sponsored activity or event?". The options are: "Yes", "No", "Reporting party does not wish to provide this information", and "Other". Under the "Classification" section, there is a "Group A Offenses" section with the following checkboxes: "Murder/Non-Negligent Manslaughter", "Negligent Manslaughter", "Robbery", "Aggravated Assault", "Burglary", and "Motor Vehicle Theft".

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

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The screenshot shows a web browser window with the URL https://access.sunnyoffolk.edu/Faculty/Class_Aid/campus-security-authority-reporting.a. The page title is "Campus Security Authority Reporting". The "Location of Incident" section includes a "Campus" dropdown menu with "Grant Campus" selected. Below it is a "Select Building" dropdown menu with "- Please Select -" selected. A text area for "Brief description of the incident" is present, with a note: "(Please take care to enter comments accurately. Comments cannot be edited once they have been reported into the system.)" and a "1000 Characters Remaining" indicator. Below this is a section titled "Check the appropriate answer to the following questions:" with a question: "Did the crime occur at a College-sponsored activity or event?" and radio button options for "Yes", "No", "Reporting party does not wish to provide this information", and "Other". A "Classification" section follows, with a "Group A Offenses" heading and checkboxes for "Murder/Non-Negligent Manslaughter", "Negligent Manslaughter", and "Robbery".

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.

The screenshot shows the same web browser window, but the "Campus" dropdown menu is now set to "Other". Below the "Please Specify" field, an "Address (if Other)" section is visible, containing several input fields: "Street Address", "Address Line 2", "City", "State / Province / Region" (with "United States" selected), "ZIP / Postal Code", and "Country". The "Brief description of the incident" text area and the "Check the appropriate answer to the following questions:" section are also visible, along with the "1000 Characters Remaining" indicator.

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

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The screenshot shows a web browser window with the URL <https://access.sunnyafolk.edu/Faculty/Client/campus-security-authority-reporting.aspx>. The form contains the following sections:

- Does Reporting Party wish to be identified?**
 - Yes
 - No
- Location of Incident**
 - Campus:** Grant Campus (dropdown menu)
 - Select where the incident occurred
 - Select Building:** Other (dropdown menu)
 - Please Specify:** (text input field)
- Brief description of the incident *** (Please take care to enter comments accurately. Comments cannot be edited once they have been reported into the system.)
 - (Large text area for description)
 - 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

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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.

The screenshot shows a web browser window with the URL https://access.sunysuffolk.edu/Faculty/Clery_Act/campus-security-authority-reporting.a.D. The form contains the following elements:

- A text area for "Brief description of the incident" with a warning: "(Please take care to enter comments accurately. Comments cannot be edited once they have been reported into the system.)" and a "1000 Characters Remaining" indicator.
- A section titled "Check the appropriate answer to the following questions:" with a sub-question: "Did the crime occur at a College-sponsored activity or event?"
- Radio button options for the sub-question: "Yes", "No", "Reporting party does not wish to provide this information", and "Other".
- A section titled "Classification" with a sub-section "Group A Offenses" containing checkboxes for: "Murder/Non-Negligent Manslaughter", "Negligent Manslaughter", "Robbery", "Aggravated Assault", "Burglary", "Motor Vehicle Theft", "Arson", "Weapon Law Violations", "Drug Abuse Violations", and "Lessor / no. Violations".

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.

This screenshot shows the same form as above, but with the "College Sponsored Event" section expanded. The sub-question "Did the crime occur at a College-sponsored activity or event?" has the "Yes" radio button selected. Below the radio buttons, there is a "Specify" label and a text input field for providing details about the event.

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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.

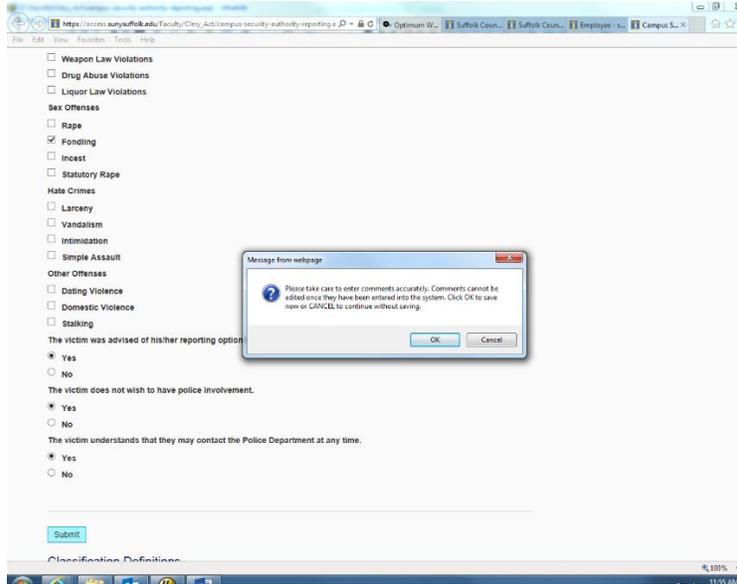
The screenshot shows a web browser window displaying the SCCC Campus Security Authority Reporting form. The form is titled "Classification" and contains several sections of checkboxes for selecting offenses. The "Hate Crimes" section is expanded, and the "Larceny" checkbox is checked. Below the "Hate Crimes" section, there is a section for "Type of Bias" with several checkboxes, including "Race", "Religion", "Ethnicity", "Gender", "Sexual Orientation", "Disability", "National Origin", and "Gender Identity". The "Other Offenses" section is also visible at the bottom of the form.

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.

The screenshot shows the final questions of the SCCC Campus Security Authority Reporting form. The form contains three questions, each with a "Yes" or "No" radio button and an "Explain" text box. The first question is "The victim was advised of his/her reporting option to the Police Department." The second question is "The victim does not wish to have police involvement." The third question is "The victim understands that they may contact the Police Department at any time." The "No" radio button is selected for all three questions. A "Submit" button is located at the bottom of the form. Below the "Submit" button, there is a section titled "Classification Definitions" with a note: "Mandated by the 2014 VAWA Negotiated Rulemaking Final Consensus Language: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, suicides to kill, accidents, accidental deaths, and justifiable homicides are excluded."

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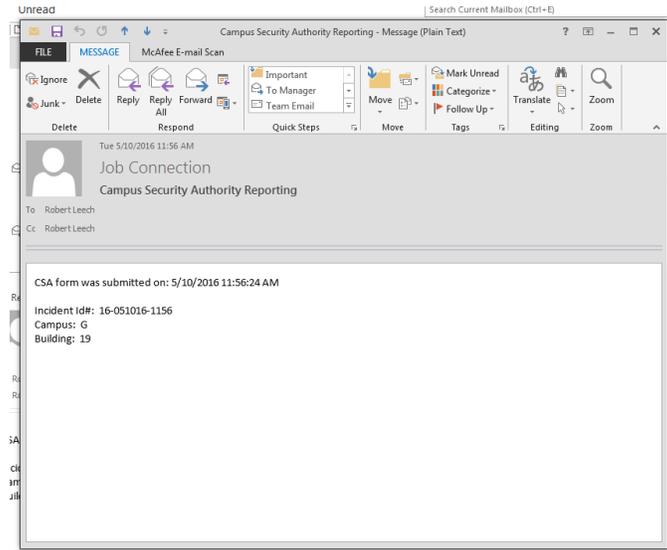
When you submit the form, a pop up will appear to verify the information you have entered is correct. Comments cannot be edited once they are entered.



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.



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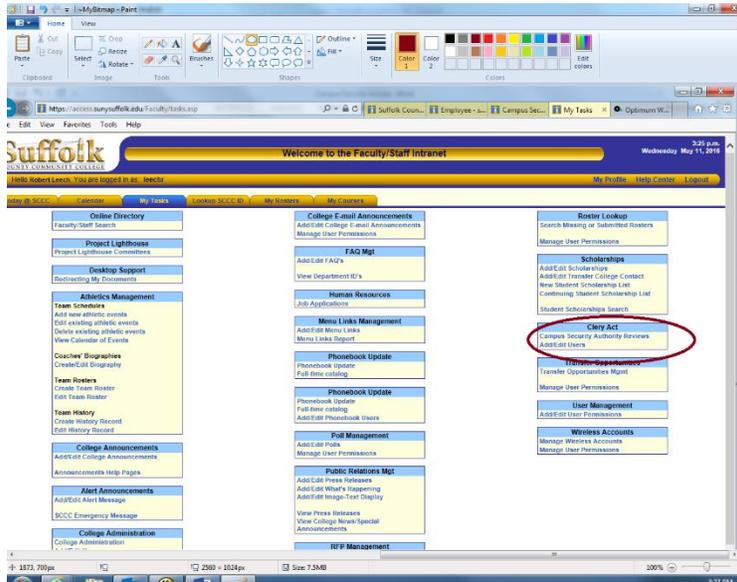


An email will be sent to the Clery Compliance Officer as well as the Chief Diversity Officer/Title IX Coordinator.

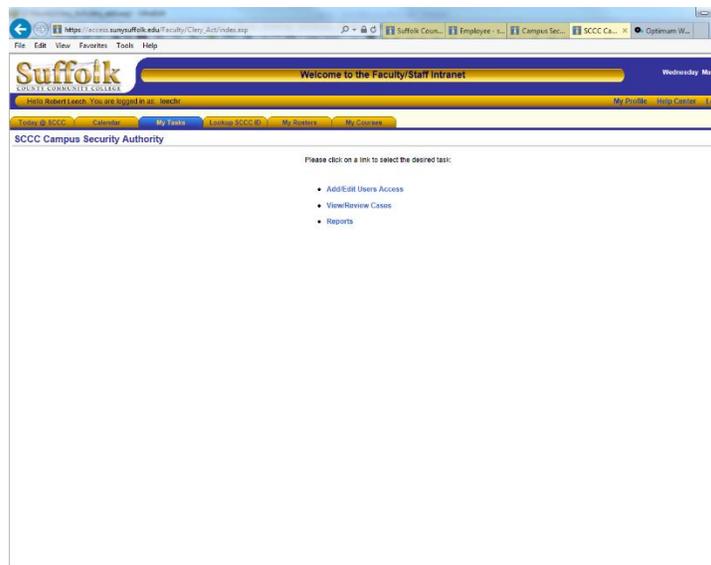
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SCCC Campus Security Management Screens

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*

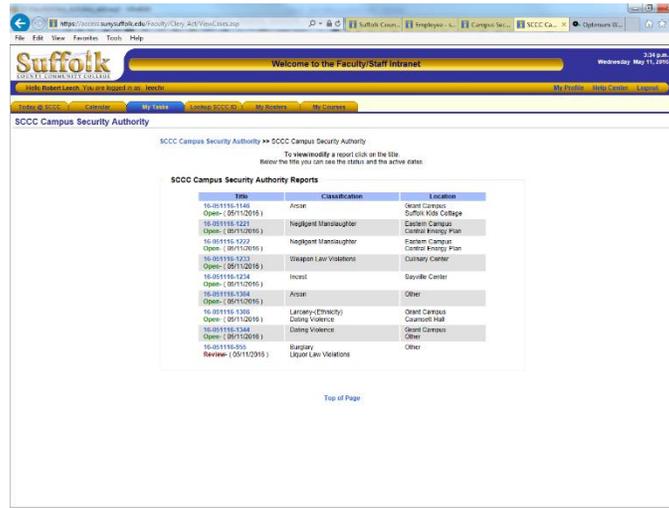


By clicking onto the Campus Security Authority Review, the below screen will be displayed. Depending on the users access will determine if they have access to add/edit users access.



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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.

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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.

The screenshot shows a web browser window displaying the SCCC Campus Security Authority reporting interface. The page title is "SCCC Campus Security Authority - Edit Announcement". The form contains the following information:

- Campus Security Authority:**
 - Incident ID: 15-051116-1306
 - Impact Number: (empty)
 - CSA User ID: 5078
 - CSA User Name: Robert Leach
 - CSA Phone Number: 4514492
 - CSA Email: leachr@suffolk.edu
 - CSA Department: Computer Center
 - Status: Open
- Incident:**
 - Date Reported: 05/11/2016
 - Incident Date: May 2015
 - Description: test again
 - Classification(s): Larceny-(Ethnicity), Dating Violence
- Location:**
 - Campus: Grant Campus
 - Building: Cavanaugh Hall
 - Address: (empty)
 - City: (empty)
 - State: (empty)
 - Country: United States
 - Zip: (empty)
- Questionnaire:**
 - Sponsored Event: Yes , No , Not Provided , Other
 - Event: (empty)
 - Reported Another Office?: Yes , No

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.

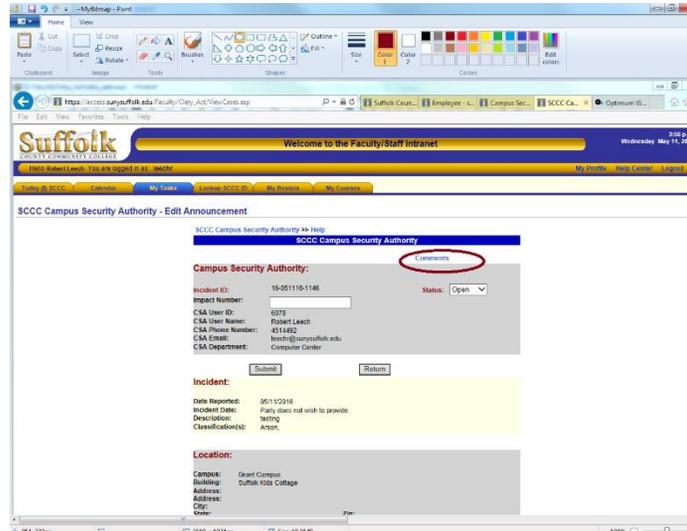
Impact Number: Impact number is the incident number that is created from impact.

Status: There are 4 statuses:

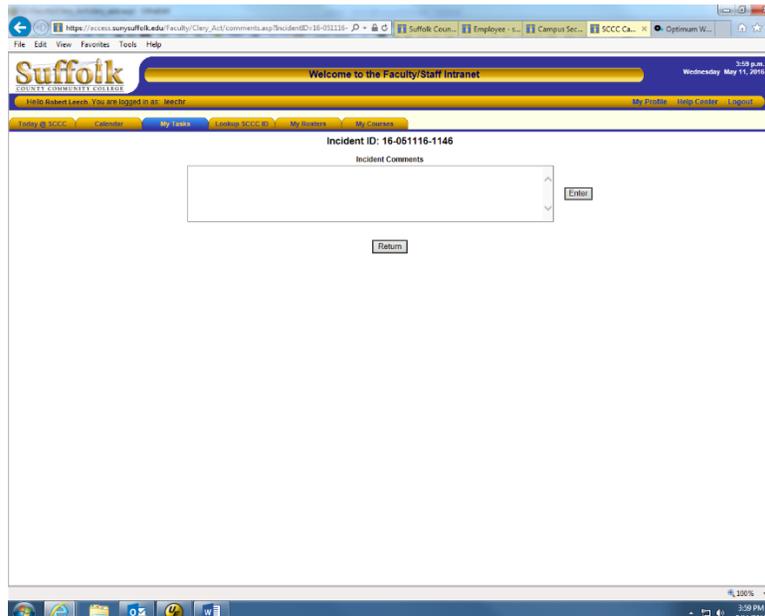
- Open – typically used when the incident is initially reported and the clery compliance officer(s) have not investigated the allegations.
- Review – When the Compliance Officers are investigating
- Closed – The incident has been resolved
- Impact – Should the Compliance Officers deem necessary to enter 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.

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

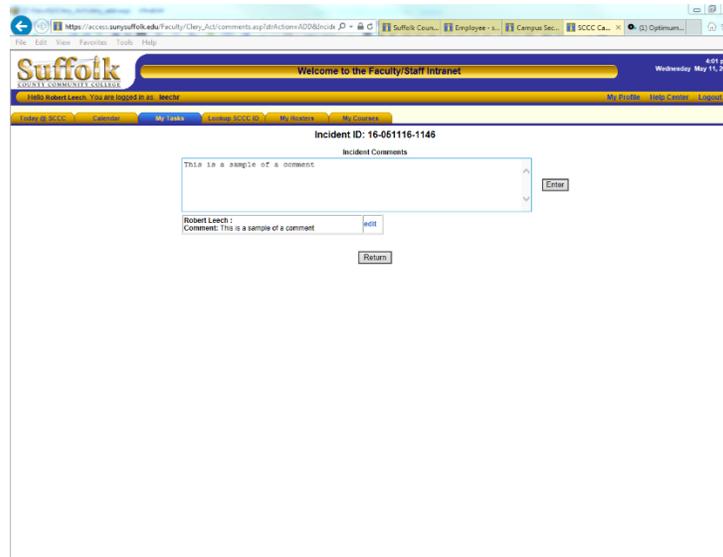


By clicking on the comment link the following screen will appear.



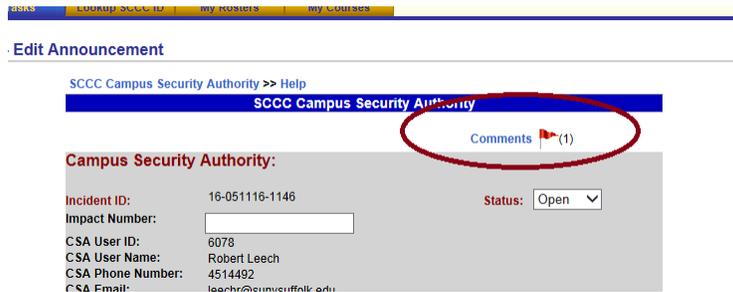
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The user may add any comment they seem necessary to assist any other Compliance Officer in determining an outcome.



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.