



Campus Security Authorities

Ball State is required annually by federal law to report certain crimes that occur on or near campus **when those crimes are reported to University employees who are designated as Campus Security Authorities (CSAs)**. The annual report is made available to the public by October 1 of each year at www.bsu.edu/fireandsafetyreports. CSA reports also are reviewed by Ball State police to assess regarding timely and emergency warnings.

What (who) is a Campus Security Authority (CSA)? CSAs are defined as individuals who:

- have significant interaction with students and/or campus activities;
- are informal or unofficial mentors to students;
- work in an office or on a committee to which students are instructed or informed to report or discuss crimes;
- have oversight for disciplinary procedures; or
- are members of a campus police force or have responsibility for campus security (e.g., security monitor).

Examples of CSAs include but are not limited to resident assistants, student organization faculty advisors, varsity team coaches, athletics administrators, and student affairs administrators.

What must a CSA report? CSAs must report “allegations made in good faith” regarding certain crimes occurring in specific locations. “Good faith” means there is a reasonable basis for believing that the information is not simply a rumor or hearsay. The allegation need not have already been reported to the police and the CSA is not responsible for determining if a crime took place.

When should I report the crime information I have received? ***Immediately!*** University police reviews reports immediately to determine the need for a possible ***Public Safety Advisory*** (timely warning) notice to the campus community.

How do I make a report to Ball State police? If the crime is in progress or is an emergency, call (765) 285-1111. Otherwise, use the ***Submit A Clery Report*** link on at the top of this webpage: www.bsu.edu/fireandsafetyreports.

What kinds of crimes must be reported? Allegations of the following crimes must be reported:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Robbery
- Aggravated assault
- Forcible sex offenses including rape, sexual assault with an object, forcible sodomy and forcible fondling
- Unlawful, non-forcible sexual offenses including incest and statutory rape
- Burglary
- Motor vehicle theft
- Arson
- Stalking, domestic violence, and dating violence

Hate Crimes: CSAs and the University are also required to report evidence that victims of any of the above crimes were selected due to their race, religion, ethnicity, nationality, gender, sexual orientation, gender identity, or disability.

Additionally, the same is true for the crimes of larceny, simple assault, intimidation, or vandalism when they involve evidence that the victim was targeted due to bias.

As a CSA, what information do need when I report?

- Date and time of the incident
- The date you received notice of the allegation
- The location of the alleged crime as exactly as possible (building and room #, street address, etc.)
- Description of the alleged crime with as much detail as possible
- Names of identified victim(s) if known (*these are never published or shared further*)
- Names of alleged perpetrator(s) if known
- If you know for certain the incident has already been reported to Ball State or local police, do not report again.

Questions? Contact Dr. Mike Gillilan, Director of Student Conduct at (765) 285-5036 or by email at mrgillilan@bsu.edu. www.bsu.edu/studentconduct and www.bsu.edu/studentcode

What else do I need to know about my reporting obligations?

Timeliness is crucial. Immediate reporting is critical, especially in ongoing emergency situations that require campus notifications. These periodic solicitations are simply reminders to report; immediate reporting so that police can determine whether to notify the entire campus is the law.

Fires or evidence of fires must be reported immediately to 911 (if fire is present) or to Ball State police at (765) 285-1111 (if suppressed or out) for investigation of possible arson unless you know for certain that the cause of the fire was NOT arson.

CSAs are required also to report emergency situations that pose a threat to employees, students and visitors. Emergency situations include but are not limited to gas leaks, hazardous materials spills, bomb threats, “active shooter” or hostage situations, and any situation requiring a building evacuation. If in doubt, call Ball State police immediately at (765) 285 1111 with your concern.

Reports of missing students should be directed immediately to Ball State police.

Sexual assault, sexual harassment, and other types of sexual misconduct are special cases. If you receive notice of an allegation of this type, you have a responsibility to report it immediately to someone with the authority and ability to investigate it further. The University has numerous obligations in these situations which include timely investigation and resolution, assistance to victims, and training.

- Sexual misconduct regarding alleged behavior by a student should be reported to Katie Slabaugh, Associate Dean of Students/Title IX Coordinator at (765) 285-1545;
- Incidents of alleged sexual harassment or misconduct by an employee should be reported to John Bowers, Director of Institutional Equity and Internal Investigations at (765) 285-5162.
- Complaints of sexual harassment or sexual misconduct by someone not associated with Ball State should be reported to University Police at (765) 285-1111.

Where must these crimes occur in order to be included in Ball State’s annual report?

- **On campus**—owned/controlled by Ball State within the same reasonably contiguous geographic area and used in direct support of or related to educational purposes (the part of the parking map in color)
- **Student housing**—residence halls, Scheidler and Anthony apartment complexes, and Greek student housing
- **Non-campus**—off-campus buildings and property owned and controlled by Ball State even if in another city as well as property “owned or controlled by a student organization that is officially recognized by the institution.” Examples include Greek housing on Riverside Ave, EB Ball Center (Minnestrista complex), the Virginia Ball Center for Creative Inquiry, and the Fisher campus.
- **Public property**—streets and sidewalks within campus or immediately adjacent to and accessible from the campus. An example is New York Avenue and its sidewalks from W Rex St south to W Riverside Ave.

Arrests and Referrals: The University is required to report arrests (including citations) and disciplinary referrals for behavior considered violations of alcohol, drug, and weapons laws. These laws include:

- **Alcohol** - Prohibitions on sale, purchase, possession, use, etc., of alcoholic beverages;
- **Drugs** - Prohibitions on sale, purchase, possession, use, manufacturing, distribution, etc., of controlled substances, narcotics, paraphernalia, and equipment; and
- **Weapons** - Prohibitions on sale, purchase, possession, use, etc., of firearms, explosives, cutting instruments, or other deadly weapons.

More information about the role of Campus Security Authorities, can be found at www.bsu.edu/fireandsafetyreports/CSA