

SECTION: 03 Personnel  
SUBJECT: Campus Security Authorities

---

**Background:** This policy was created to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which requires the college to have a policy designating specially trained individuals on campus who have responsibility for student and campus activities and to whom crimes are generally reported.

**Point of Contact:** Director of the Office for Campus Security and Emergency Preparedness

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Vice President for Student Affairs and the Director of Human Resource Services

**Date of approval by LCSC authority:** September 13, 2019

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** February 2025

**Summary of Major Changes incorporated in this revision to the policy:** Verbiage updated throughout Policy.

---

1. The Clery Act requires that Lewis-Clark State College (College) collect, classify and count crime statistics for the purpose of providing the campus community with information necessary to make informed decisions about their health and safety. The College provides this information to the campus community by publishing the Annual Security and Fire Safety Report and submitting statistics to the U.S. Department of Education.

A. Definitions:

1. Annual Security and Fire Safety Report: report that contains security and fire safety policies and includes three years of crime and fire statistics.
2. Arrests: for Clery Act purposes are persons processed by arrest, citation, or summons.
3. Campus Security Authorities (CSA): an Official of the College who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings, and to whom crimes are most likely to be reported. Campus security authorities for Lewis-Clark State College include, but are not limited to, the following:
  - a. faculty advisers to student organizations.

SECTION: 03 Personnel  
SUBJECT: Campus Security Authorities

- b. athletic team coaches.
  - c. Director of Athletics.
  - d. Vice President for Student Affairs.
  - e. Title IX Coordinator.
  - f. Director of Residence Life.
  - g. Director of Human Resource Services.
  - h. Resident Advisors and Peer Mentors.
  - i. Director of the Advising Center.
  - j. Director of First Year Experience.
  - k. Director of Student Employment – Career Center and LC Work Scholars.
  - l. Director for the Center for Student Leadership.
  - m. Director of Student Support Services.
  - n. Directors of the LC Outreach Centers in Grangeville and Orofino.
  - o. Director of Student Services at the Coeur d’Alene Center.
  - p. Director of the Coeur d’Alene Center.
  - q. Director of the Office of Campus Security and Emergency Preparedness.
  - r. Security Officers.
- 4. Clery Crimes: Criminal Offenses, Hate Crimes, and Arrests and Referrals for Disciplinary Action for alcohol, drug or weapon related criminal offenses that occur on campus, on college owned, controlled, or leased property, and public property within or immediately adjacent to our campus.
  - 5. Criminal Offenses: the offenses required by the Clery Act to be included in the Annual Security and Fire Safety report are – murder/non-negligent manslaughter, negligent manslaughter, rape, fondling, statutory rape, incest, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence and stalking. The link to the definitions of each crime can be found in the Annual

SECTION: 03 Personnel  
SUBJECT: Campus Security Authorities

Security and Fire Safety Report located on the Lewis-Clark State College's Office of Campus Security and Emergency Preparedness website,  
<https://www.lcsc.edu/public-safety/clery-actcrime-awareness>.

6. Emergency Notification: immediate notification issued by the Director of the Office of Campus Safety and Emergency Preparedness, or their designee, to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student or employees occurring on campus.
7. Hate Crime: crimes in which the victim was intentionally selected because of the perpetrator's bias based on the victim's race, color, religion, disability, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws. Hate crimes for the following offenses should be included: murder/non-negligent manslaughter, negligent manslaughter, rape, fondling, statutory rape, incest, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property.
8. Report a Crime/CSA: the online form used to report criminal offenses. The link to the Report a Crime form can be found on the Lewis-Clark State College's Office of Campus Security and Emergency Preparedness website,  
<https://www.lcsc.edu/public-safety>.
9. Official of the College: any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
10. Pastoral Counselor: a person who is associated with and recognized by a religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. Pastoral counselors are not considered campus security authorities if they are told of the situation while working in their professional capacity.
11. Professional Counselor: a person whose official responsibilities include providing mental health counseling to members of the College community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the College but are under contract to provide counseling at the College. Professional counselors are not considered campus security authorities if they are told of the situation while working in their professional capacity.
12. Referrals for Disciplinary Action: a referral made by any person to any Official of the College who initiates a disciplinary action in which a record is kept and may result in the imposition of a sanction.

SECTION: 03 Personnel

SUBJECT: Campus Security Authorities

13. Timely Warning: a warning given in a timely manner by the Director of Campus Security and Emergency Preparedness alerting the campus community to criminal offenses of a continued or ongoing threat to the campus community that will aid in the prevention of similar crimes. For information about Timely Warnings, see LCSC Policy 3.205 Emergency Notification and Timely Warning.
- B. To help the College meet the requirements of the Clery Act, Campus Security Authorities must immediately make a report of any Clery Crimes they believe were reported to them in good faith.
- C. Annually, CSA's must report to the Director of Campus Security and Emergency Preparedness all Clery Crimes reported to them during the past calendar year or respond that they have not received any reports of Clery Crimes.
  1. The Director of the Office of Campus Security and Emergency Preparedness will send out an email notice annually to all CSAs to verify their report of all Clery Crimes during the last calendar year, if any. If a CSA has no crimes to report, a response statement shall be submitted that reads: "From January 1, \_\_\_\_\_ to December 31, \_\_\_\_\_, I was not aware of, and did not receive, any reports of criminal incidents, arrests or disciplinary actions for Clery Crimes."
- D. Annually, the Director of the Office of Campus Security and Emergency Preparedness will work with the Director for the Center for Student Leadership to identify CSA's who are advisors to student groups or organizations.
- E. Annually, the Director of the Office of Campus Security and Emergency Preparedness will notify all CSA's by email of their duties and the requirement to take the SafeColleges CSA computer based training course found at <https://lcsc-id.safecolleges.com/>
- F. Clery Crime Reporting Process: CSA's will immediately report all Clery Crimes that they either have first-hand knowledge of or that have been reported to them by following the process outlined below. CSAs should not wait to report such Clery Crimes for any reason. A CSA's only duty is to report what they observe or what has been reported to them. CSA's do not investigate the reported Clery Crime or assess the validity of the reported Clery Crime. A CSA must provide as much information about the incident as possible. If a CSA is in doubt on whether to report an incident or not, they should err on the side of caution and report the incident. Where appropriate, the Director of the Office of Campus Security and Emergency Preparedness will issue a Timely Warning or Emergency Notification to the campus community, including students, staff, faculty, and possible visitors.
  1. CSAs shall do the following when they have witnessed or become aware of a Clery Reportable offense:
    - a. In an Emergency:

SECTION: 03 Personnel  
SUBJECT: Campus Security Authorities

- (i) call 911.
- (ii) Immediately notify the Office of Campus Security and Emergency Preparedness by calling campus security's 24/7 number: (208) 792-2815.
- (iii) Complete an online Report a Crime form accessible from the Office of Campus Security and Emergency Preparedness website:  
<https://www.lcsc.edu/public-safety>

b. In Non-Emergencies:

- (i) immediately complete an online Report a Crime form, found at  
<https://www.lcsc.edu/public-safety>

2. For questions about this policy or your role as a Campus Security Authority, contact:

The Office of Campus Security and Emergency Preparedness  
500 8<sup>th</sup> Avenue  
Meriwether Lewis Hall, 110  
Lewiston, ID 83501  
208-792-2815  
[Security@lcsc.edu](mailto:Security@lcsc.edu)