



#### **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.

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Employee Site Map - Human Resources	Banner Leave Report Info		Campus Security Links
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Employees instructions for Entering Leave Reports December is the end of the semester for classroom faculty. Please submit your December leave report prior to leaving for the holiday break to areid missing the deadline - January 8 at 5 pm.		be obtained from approvers.	Overload INORA' Access Overload NORA Employee Interest Links
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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.

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Complete this form if an inciden	t was reported to you.		
CSA Name *	Robert First	Leech Last	
CSA Phone Number '	(631) 451-4492		
CSA Email *	leechr@surysuffolk.edu		
CCA December 1	Computer Center		
Cak Department			

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

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CSA Department	Computer Center		
Date Incident Occurre	d		
Date Incident Occurred *			
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Reporting party does not	wish to provide this information		
Other (example: 201409)			
Date Incident Reported *			
4/26/2016			
This is the date the victorywitness r	sported the incident to you		
Incident Information			
Has this incident been renor	ad to spother office?		
O yes			
<ul> <li>No, not to my knowledge</li> </ul>			
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is offender(s) known?			
O Yes			
O No			
Does Reporting Party wish t	be identified?		
O Yes			
O NO			
Location of Incident			
Campus			
- Please Select -	~		
Select where the incident occurred			
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#### **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.

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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

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CSA Department	Computer Center				
Date Incident Occurred					
Date Incident Occurred *					
Known Date					
Reporting party does not wis	to provide this information				
Other (example: 201409)					
Please Specify					
Date Incident Reported *					
4/26/2016					
This is the date the victim/witness report	ed the incident to you.				
Incident Information					
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### 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:**

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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"

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Incident Information	
Has this incident been reported to another office?	
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O 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	
O No	
Specify name(s) or identifying information	
Does Reporting Party wish to be identified?	
○ Yes	
No	
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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.

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No, not to my knowledge	
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Police Department (Off Campus)	
Public Safety (On Campus)	
Dean of Students	
Office of Title IX Coordinator	
Health Services	
Counseling Services	
Other	
f Other, please specify	
s offender(s) known?	
) Yes	
⊃ No	
Specify name(s) or identifying information	

#### 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".

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#### **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".

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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

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Location of Incident		
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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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View Favorites Tools Help	
Location of Incident	
Campus	
Grant Campus	
Select where the incident occurred	
Select Building	
- Please Select -	
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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Did the crime occur at a College-sponsored activity or event? *	
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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.

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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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#### **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.

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#### **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.

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Class	ification	
Group	A Offenses	
L Mu	rder/Non-Negligent Manslaughter	
L Ne	ligent Manslaughter	
Ro	bbery	
L Ag	ravated Assault	
Bu	giary	
- Mo	tor Vehicle Theft	
Are		

#### **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.

it. View Favorites Tools Help		
Burglary		
Motor Vehicle Theft		
Arson		
Weapon Law Violations		
Drug Abuse Violations		
Liquor Law Violations		
Sex Offenses		
Rape		
Fondling		
Incest		
Statutory Rape		
Hate Crimes		
S Larceny		
U Vandalism		
Intimidation		
Simple Assault		
If a hate (bias) related crime was reported to you, complete the following I "Additions from 2014 VAWA Negotiated Rulemaking Final Consensus Lat Type of Bias	normation about the type of bias involved in the crime. Iguage.	
Race		
Religion		
Ethnicity		
Gender		
Sexual Orientation		
Disability		
National Origin*		
Gender Identity*		
Other Offenses		
Dating Violence		

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.

Domestic Violence	
Stalking	
The victim was advised of his/her reporting option to the Police Department.	
⊖ Yes	
® No	
Explain	
The victim does not wish to have police involvement.	
O Yes	
No No	
Explain	
The victim understands that they may contact the Police Department at any time.	
The victim understands that they may contact the Police Department at any time. Ves	
The victim understands that they may contact the Police Department at any time. Ves 8 No	
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The victim understands that they may contact the Police Department at any time. Yes 3 No Explain	
The victim understands that they may contact the Police Department at any time. 9 Yes 8 No Explain Submit	
The victim understands that they may contact the Police Department at any time. Yes No Explain Submit Classification Definitions	

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.

cannot be
IK to save
Cancel

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.

View Favorites Tools Help	My-annoig-appendix (2 + 1 × Coptimum W- 11 s	Suttole Cours. II Suttole Cours. II Employee - 5. O access.se. *
SCCC Campus Security Authority	Reporting Form	
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heistle knows. The Office of Public Safety will use this The purpose of the Campus Security Authority form is to dedraily required data for the Annual Security and Fire S The Cottege has made many resources available to victor resources, have questions about this form, or would like a clery_compliance@sumysulfolk.edu.	provide information to determine the need for a Timely W report. Isswitnesses of crime at no cost. If you would like to learn satisfance filling this form out, please contact 631-451-42	vaming and to provide in more about these 212 or
Inhealter knows. The Office of Paulic Safety will use that the parpose of the Carpony Sociarly Andrets from to to tederally required data for the Annual Society and Fee R The College has made many resources available to idde resources, have question about the form, or world like in cary_compliance@panysofficit.odu.	provide information to determine the need for a Timely W opent. withintesides of crime all no cost. If you would like to learn assistance filling this form out, please conflact 631-651-42 nation.	Varining and to provide in more about these 212 or
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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.

Suffolk 💻	W	elcome to the Faculty/Sta	ff Intranet	Wiedrosday May 11,
Hele Robert Leech You are loged in an	leschr			My Profile Histo Center Logau
ofay @ SCCC   Calendar	Table Looksp SCCC ID   My Rost	ters My Courses		and the second s
CCC Campus Security Authority	y			
	SCCC Campus Security Authority >> SC	CCC Central Security Authority		
		To view modify a report click on th	e Itie.	
	Below	the title you can see the status and th	ie active dates	
	SCCC Campus Security Author	rity Reports		
	Title	Classification	Location	
	Oper-(05/11/2016)	Arson	Suffolk Kids Cottage	
	16.051116.1221 Open-(05/11/2016)	Negligent Manslaughter	Eastern Campus Contral Energy Plan	
	16-051116-1222 Open- ( 05/11/2016 )	Negligent Manslaughter	Eastern Campus Central Energy Plan	
	16 051116-1233 Open-(05/11/2016)	Weapon Law Violations	Cultury Center	
	16-051116-1234 Open- ( 05/11/2016 )	Incest	Sayville Center	
	16-051116-1304 Open- ( 05/11/2016 )	Arson	Other	
	16.051116.1306 Open- (.05/11/2016.)	Larceny-(Ethnicity) Dating Violence	Grant Campus Caumpett Hall	
	16-051116-1344 Open- ( 05/11/2016 )	Dating Violence	Geant Campus Other	
	16-051116-955 Review- ( 05/11/2016 )	Barglary Liquor Law Violations	Other	
		Top of Page		

- **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.

Edit View Favorites Tools Help			
uffolk –	Welcome to the Faculty/Staff Intranet	30 Wednesday May 1	43 p.n 11, 201
lello Robert Leech. You are logged in as: lee	chr	My Profile Help Center Lop	out
ny @ SCCC   Calendar My	asks Lookup SCCC ID My Resters Wy Courses		
C Campus Security Authority -	Edit Announcement		
	SCCC Campus Security Authority >> Help SCCC Campus Security Authority	1	
	Comments		
	Campus Security Authority:		
	Incident ID: 16-051116-1306 Status: Open  Impact Number:		
	CSA User ID: 6078 CSA User Name: Robel Lech CSA Phone Number: 4514402 CSA Email: lech@sumysuflok.edu CSA Department: Computer Carter		
	Submit Return		
	Incluent: Date Reported: 05/11/2016 Incluent Date: nury 25/3 Description: Nint again Classification(a): Larceny-(Ehnich); Dating Volence,		
	Location:		
	Campus: Grant Campus Building: Cauniset Hall Address: Chr: Sate: Under State: Zap:		
	Questionaire:		
	Sponsored Event: Yes No 🗹 Not Provided Other		
	Event: Reported Another Office?: Yes 📝 No 🗌		
	Office Notified: Done Of Students		_

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".

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Suffolk	Welcome to the Faculty/Staff Intranet	3:56 p. Wednesday May 11, 20
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CCC Campus Security Authority - E	dit Announcement	
	SCCC Campus Security Authority >> Help	
	SCCC Campus Security Authority	
	Comments	
	Campus Security Authority:	
	Incident ID: 19-051116-1146 Status: Open V	
	Impact Number:	
	CSA User ID: 6078 CSA User Name: Robert Leech	
	CSA Phone Number: 4514492 CSA Finality Installation of the setu	
	CSA Department: Computer Center	
	Submit Return	
	Incident:	
	Date Reported: 06/11/2014	
	Incident Date: Party does not wish to provide	
	Description: testing Classification(s): Arton,	
	Location:	
	Campus: Grant Campus	
	Building: Suttok Kids Cottage	
	Address:	
	und .	

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

File Edit View Favorites Tools Help	/Clery_Act/comments.asp/IncidentID=16-031116- D * III O III Suffolk Coun III Employee - s III Campus Sec	1 SCCC Ca × • Optimum W
	Welcome to the Faculty/Staff Intranet	3:59 p.m. Wednesday May 11, 2016
Hello Robert Leech. You are logged in as: leechr		My Profile Help Center Logout
Today @ SCCC Calendar Dy Long	Lookup SCCC ID My Resisters My Courses	
	Incident ID: 16-051116-1146	
	Incident Comments	
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	Return	
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The user may add any comment they seem necessary to assist any other Compliance Officer in determining an outcome.

https://access.sunysuffolk.ed	u/Faculty/Clery_Act/comments.asp?strAction=ADD&Incide 🔎 + 🖨 🖒 🛐 Suffoik Coun 🛐 Employee - s 🛐	Campus Sec 👔 SCCC Ca × 🕻	(1) Optimum
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	Incident ID: 16-051116-1146		
	Incident Comments		
	This is a sample of a ocroment	Entor	
	Robert Leech : Comment: This is a semple of a comment edit		
	Return		

After entering your comments, they will show below the incident comment block. Should you wish to make changes to <u>your</u> 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.

asks	соокар эссстр	wy Rosters wi	y courses					
Edit /	Announcement							
	SCCC Campus Securit	ty Authority >> Help						
		SCCC Car	mpus Secur	rity Authon	(y			
				(	Comments 🏴	(1)	)	
	Campus Security	Authority:						
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	CSA User ID: CSA User Name: CSA Phone Number: CSA Email:	6078 Robert Leech 4514492	edu					

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.