

Category
Approval

Series 700: Personnel

Effective	Administration	Board
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Revised		For Review
8/25/2025		2029

CAMPUS SECURITY AUTHORITY (CSA) IDENTIFICATION
MTC 712
I. Purpose

The purpose of the policy is to identify Mitchell Technical College (MTC) employees who have a duty to report crimes they become aware of, as defined by the Clery Act.

II. General Statement of Policy

- A. Mitchell Technical College encourages the campus community to immediately report crimes or suspicious activity to help maintain the safest possible environment for students, faculty, staff, and visitors in accordance with MTC Policy 114.

Pursuant to the Clery Act, a federal law, MTC is required to compile and publish crime statistics in an Annual Security Report (ASR). As part of this obligation, members of the MTC community who are considered to be Campus Security Authorities (CSAs) are required to report crimes they become aware of to the Title IX Coordinator for inclusion as statistics in the MTC ASR.

MTC identifies employees in the following roles as CSAs:

- Vice President for Academic Affairs
 - Director of Student Success
 - Student Success Coaches
 - All student club, sport, and organization advisors (i.e., Rodeo, SkillsUSA, Student Veterans Organization (SVO), Student Representative Board (SRB), Circle K, Trap League)
- B. It shall be a violation of this policy for MTC administrators to not identify CSAs, for MTC employees serving as CSAs to not report crimes they become aware of, and for MTC to not notify the campus community of employees serving as CSAs on an annual basis.

III. Definitions

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.”

IV. Reporting Procedures

The list of Campus Security Authorities is required to be included in the ASR.

V. Dissemination of Policy and Training

- A. This policy shall appear on the MTC website and the list of CSAs is included in the Student Handbook and ASR.
- B. Written guidelines and instructions are provided to CSAs regarding procedures for reporting of crimes at the beginning of each school year.
- C. The Title IX Coordinator trains CSAs on an annual basis or when employees assume a role making them eligible to be a CSA.

Legal References

Higher Education Act of 1965, §485(f) (20 U.S.C. 1092(f)), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act"

34 CFR §668 Violence Against Women Act

34 CFR §668.46(a)

The Handbook for Campus Safety and Security Reporting, June 2016

Related Policies, Procedures, and Exhibits:

None