IDENTIFY CAMPUS SECURITY AUTHORITY (CSA) POSITION

This job aid is developed to assist departments in identifying if a newly created position requires a special training code – CSA Clery Training. When requesting a new position in UCPATH, determine whether the position includes functions that qualify it as a CSA.

If you have any **questions about Clery or identifying a CSA**, please email clery@ucr.edu.
Thank you for your assistance with Clery compliance.

The Clery Act requires institutions to collect and disclose certain crimes reported on campus. The information is largely collected by campus law enforcement; however, in accordance with the UC Clery Policy and the Jeanne Clery Campus Safety Act, UCR is also required to collect information from other mandated crime reporters - Campus Security Authorities (CSAs).

In addition to the UCR Police Department, the following are also considered CSAs:

Individuals with Campus Security Responsibility:

For example, parking information kiosk operators, parking enforcement staff, bicycle patrol staff, campus safety escort staff, and campus security staff for events held at campus theaters and spectator athletic events held in campus facilities.

Officials with Significant Responsibility for Student and Campus Activities:

Campus officials who manage or otherwise oversee student and campus activities, for example, staff responsible for campus student housing, a student center, or student extra-curricular activities; various athletics personnel (directors, team coach, etc.); faculty advisors to student groups; staff responsible for student discipline (e.g. student conduct staff).

Other Designated Individuals:

Any individual or organization identified in the Annual Security and Fire Safety Report or other campus policies as an **individual or organization to which students and employees should report criminal offenses**. Examples include Title IX Officer, Deans, Chief Compliance Officer and others.

A few tips on how to **IDENTIFY a CSA position:**

- Critically review the position description and determine if it includes duties that fall under the above definitions. Identify the position as CSA if it has any responsibilities falling under the definitions.
- CSA role can be assigned to any member of the UCR community – staff and academic employees, student employees, volunteers, contingent workers, and others who fit one of the three CSA designations above. (Note: This may include Resident Assistants, Student Organization/Club Advisors, Faculty-Led Education Abroad Programs, Safety Escorts, School of Medicine Advisors.)
- Excluded from CSA responsibilities (not meeting the criteria for being CSA) are typically lecturers, instructors, and faculty members who do not have any responsibility for student and campus activity beyond the classroom, clerical or cafeteria staff, facility maintenance staff, and similar jobs.
- There are certain **Title Codes that are already identified as CSA** based on their standard job description and responsibilities (see the **MAPPING TABLE**). The list of such codes is periodically reviewed and updated. However, job codes not found in this mapping table should be evaluated by the Department/Manager on an individual basis to determine whether they fall under the CSA definitions above.

Questions? Contact us at clery@ucr.edu.