

IDENTIFY CAMPUS SECURITY AUTHORITY (CSA) POSITION

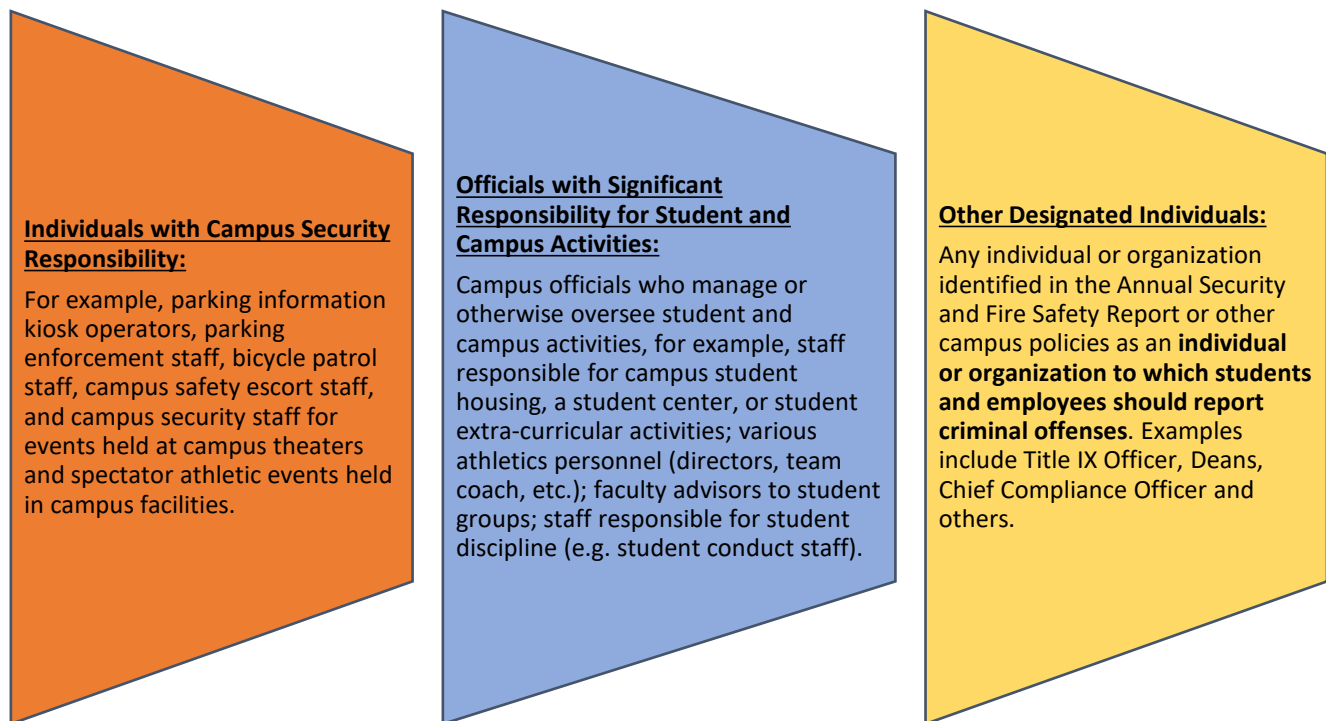
This job aid is developed to assist departments in identifying if a newly created position requires a special training code – CSA Clery Training. When requesting a new position in UCPATH, determine whether this position includes functions that qualify it to be a CSA.

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:



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 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) typically are 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, those job codes that are not found in this mapping table should be evaluated by the Department/Manager on an individual basis to determine if they fall under CSA definitions above.