CAMPUS SECURITY AUTHORITY (CSA) NOTICE

If you were designated a Campus Security Authority (CSA), please read this notice carefully to understand your legal obligations as a CSA.

Dear Campus Security Authority,

This notice provides important Clery-related information and serves to:

- Notify you of your **Campus Security Authority (CSA) responsibilities**.
- Provide UCR-specific Clery Act reporting **information and resources**.
- Inform you that the **"Clery Act Training for Campus Security Authorities (CSAs)" e-course** will be assigned to you shortly:
    - **For UCR employees** via UC Learning Center (LMS); a notification to complete UC Clery Act Training for Campus Security Authorities (CSAs) will be sent to you directly. If you were assigned a CSA role in the past, you are required to retake this e-course ONLY every 2 years.
    - **For volunteers and non-affiliated organization advisors:** if you don't have a UCR account and access to the UC Learning Center (LMS), you should complete this course here: Clery Act Training for Campus Security Authorities (CSAs) (you will not receive training information from the UC Learning Center).

The *Jeanne Clery Campus Safety Act of 1990*, commonly referred to as the "Clery Act," is a federal law that requires each university receiving federal financial aid to annually compile and report specific crime and fire statistics for the university campus and to provide other safety and crime information to members of the campus community. The primary Clery Act obligation is to collect and disclose information about certain crimes ("Clery Act crimes") reported on campus and other Clery-specific geographic locations. This information is largely collected from campus law enforcement; however, the Clery Act also requires institutions to collect crime information from other campus employees called "Campus Security Authorities" (CSAs). **Because of your role at UCR, in accordance with the *UC Clery Policy*, you have been designated as a Campus Security Authority (CSA)**.

WHAT DOES A CSA DO?

If information has been disclosed to you about a Clery Act crime that has occurred on UCR's Clery Act geography, or if you observed a crime yourself, as a CSA, you are **REQUIRED to report this as soon as possible to the UCR Police Department by calling (951) 827-5222 or UCR's Clery Act Coordinator at clery@ucr.edu.**

- If someone discloses a crime to you, let them know about your role as a CSA and your responsibility to report crimes to the UCR Police Department (UCRPD) and/or Clery Act Coordinator. Explain that UCR is required to track crime statistics and, in certain cases, take steps to warn the campus community about serious or continuing threats (Timely Warnings). Although the crime victim's name will not be published with crime statistics or disclosed in a Timely Warning notification, you can offer to withhold the victim's name from your report. If the reporting party would like the crime to be investigated by police, they may contact UCRPD at (951) 827-5222 or, in case of emergency, 911.
- CSAs are not responsible for investigating a crime or determining the validity of a report. You are responsible only for timely reporting.

WHAT IS A CLERY ACT CRIME?

Definitions of these crimes are found under the Clery Act Crimes section of the Clery Compliance website: murder and manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, hazing, dating and domestic violence, stalking, liquor and drug law violations, illegal weapons possession, hate crimes, and hazing.

WHERE/HOW DO I REPORT A CLERY ACT CRIME?

Report all Clery crimes to the **UCR Police Department (UCRPD)** **by calling (951) 827-5222** OR **UCR's Clery Act Coordinator** by submitting the **CSA reporting form**. Please remember to include as much detail as possible within the form. ***NOTE****: The UCR Clery inbox (clery@ucr.edu) is monitored only during regular business hours.*

- In the event of **an emergency, call 911; otherwise, reports should be made directly to UCRPD**. Our institution is responsible for notifying the campus community about crimes that pose a serious or ongoing threat to the community, and, as such, CSAs are obligated by law to promptly report these crimes. Even if you are unsure whether an ongoing threat exists, contact UCRPD at (951) 827-5222 as soon as possible.
- If you receive a report of **sexual violence** (including sexual assault and dating and domestic violence), sexual harassment, or other behavior prohibited by the *Policy on Sexual Violence and Sexual Harassment (SVSH)*, you **must also notify the Office of Civil Rights** at (951) 827-7070 or online at https://titleix.ucr.edu/reporting.

WHAT IS OUR CLERY ACT GEOGRAPHY?

Clery Act crimes that occur **on-campus** (including **student residential housing facilities**), properties owned or controlled by UC Riverside or UC Regents, **non-campus** properties, and/or **public property** within or immediately adjacent to campus must be reported. Definitions may be found under the Clery Act Geography section of the Clery Act Compliance website.

WHAT IF I AM UNSURE WHETHER TO REPORT AN INCIDENT?

If you are unsure of the location of a crime reported to you or are unsure whether or not the location falls into one of our Clery geographic categories, please **still fill out the CSA reporting form**. It is the job of the Clery Act Coordinator to determine whether or not the information you share meets the requirements of being considered a Clery Act crime and then classify it as such.

WHERE CAN I GO WITH QUESTIONS OR TO LEARN MORE?

We want to be sure you have a clear understanding of your role as a CSA. Campus Security Authorities are a critical link within our community—they help ensure the campus remains informed and that individuals coming forward have access to the information and resources they deserve. Additional information about the Clery Act and resources for CSAs are also available at the UCR Clery Act Compliance website.

WHAT'S NEXT?

As a designated CSA, you will be assigned and are **required to complete the online Clery Act Training** module at least once every two years. This recently updated course is available through the UC Learning Center (LMS). If you are a **volunteer or non-affiliated** organization advisor and don't have access to the UC Learning Center, you should complete the training here: Clery Act Training for Campus Security Authorities (CSAs) (you will not receive training information from the UC Learning Center).

Also, check out the **Annual Security and Fire Safety Report** (ASFSR), where you can find information about campus safety and security, including crime statistics, policies, and procedures related to campus

safety, crime prevention, and response to incidents like sexual assault, alcohol and drug use, and fire safety.

Thank you for helping us not only comply with this federal law but also ensure we are all doing everything we can to respond to and prevent future crime on our campus.

Olga Snopok
Clery Act Coordinator clery@ucr.edu
Office of Civil Rights | Chief Compliance Office
University of California, Riverside
CSA REPORTING FORM
https://compliance.ucr.edu/clery-act-compliance
https://compliance.ucr.edu/office-civil-rights
https://titleix.ucr.edu/