

Because of your role at UCR, you have been designated as a Campus Security Authority (CSA). Please read this NOTICE carefully to understand what you are legally required to do as a CSA.

Dear Campus Security Authority,

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

- Notify you of your **Campus Security Authority (CSA) responsibilities**.
- Inform that **“Clery Act Training for Campus Security Authorities (CSAs)” e-course** will be assigned to you via UC Learning Center (LMS); you are required to re-take this e-course every two years. Note to volunteers and non-affiliated organization advisors: you will receive training information directly from the Clery Compliance Coordinator, not from UC Learning Center (LMS).
- Provide UCR-specific Clery Act reporting **information and resources**.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*, 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 certain 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?

As a CSA, if/when you receive information about a [Clery Act crime](#) reported to have occurred on UCR’s [Clery Act geography](#), you are to pass that information along to UCR Police Department by calling (951) 827-5222 or UCR’s Clery Act Coordinator at clery@ucr.edu. You may receive information about an actual or attempted Clery Act crime by observing it, or by being told about it.

- If someone discloses a crime to you, let them know about your role as a CSA and your responsibility to report crimes to 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. Clery Act statistics reflect *reported* criminal activity.

What is a Clery Act Crime?

Definitions of these crimes are found under [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
- Dating and Domestic Violence
- Stalking
- Liquor and drug law violations
- Illegal weapons possession

UCR is also required to report statistics for **hate crimes**. A hate crime is any Clery Act crime listed above (also includes crimes of larceny-theft, intimidation, simple assault, and destruction/damage/vandalism of property) committed against a person or property which is motivated, in whole or in part, by the offender's bias. *Bias* is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

What is Our Clery Act Geography?

Only Clery Act crimes that occur on-campus (including student residential housing facilities), properties owned or controlled by UC Riverside or UC Regents, and/or public property within or immediate adjacent to campus need to be reported. More information may be found under [Clery Act Geography section](#) of the Clery Act Compliance website.

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 report this crime. 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 classifying it as such.

Where/How Do I Notify UCR of a Clery Act Crime?

Report all Clery crimes to [UCR Police Department \(UCRPD\)](#) by calling (951) 827-5222 or UCR's Clery Act Coordinator at clery@ucr.edu by submitting [CSA reporting form](#) (<https://compliance.ucr.edu/document/csa-reporting-form-fillable>). Please remember to include as much detail as possible within the form.

NOTE: The UCR Clery inbox (clery@ucr.edu) is monitored only during normal business hours.

- In the event of an **emergency, reports should be made directly to UCRPD**. Our institution has a responsibility to notify 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 not sure whether an ongoing threat exists, contact UCRPD at (951) 827-5222 as soon as possible so they are able to make that determination.
- 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 Title IX/EOAA** office at (951) 827-7070 or online at <https://titleix.ucr.edu/reporting>.

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. 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 [UC Learning Center \(LMS\)](#). Additional information about the Clery Act and resources for CSAs are also available at [UCR Clery Act Compliance website](#).

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

Sincerely,
Olga Snopok
UCR Clery Act Coordinator
clery@ucr.edu