

Position Manager Guidance: Special Training Codes (STCs) for CSA and CANRA Training Management

Dear Position Managers,

To support compliance and required training management across campus, UC Riverside established a process a few years ago to assign Special Training Codes (STCs) in UCPATH to identify positions that require specific training assignments in the UC Learning Center. When STCs are appropriately assigned to a position, the required training is automatically assigned to employees in those roles.

This guidance provides information for Position Managers on how to review and maintain STC assignments related to [Campus Security Authority \(CSA\)](#) and [California Child Abuse and Neglect Reporting Act \(CANRA\)](#) designated positions.

Actions for Position Managers

To support accurate training assignment and compliance tracking, Position Managers should review the positions they manage to ensure the appropriate STCs are assigned:

Special Training Code in UCPATH	Used For
L - Clery Act CSA Trng Req	Position designated as a Campus Security Authority (CSA)
M - CANRA Mandated Report Trng Req	Position designated as a Mandated Reporter

For New Hires, Transfers and Future Recruitments

Before filling a position, Position Managers should review STC assignments to ensure the appropriate CSA and/or CANRA designations are applied:

- New Positions: Review the job description and add the appropriate STCs during the Position Control Request transaction.
- Existing/Repurposed Positions: Verify that the existing Position Number accurately reflects the current job responsibilities and designation requirements.
- Removals: If a position is no longer designated as a CSA or Mandated Reporter, remove the corresponding STC codes prior to hire.

Position Managers should work with **Hiring Managers, departmental leadership, and/or consult HRBPs** to confirm whether a position meets CSA and/or CANRA designation requirements. Resources:

- [CSA Identification Job Aid](#) will guide the CSA identification process.
- [CANRA UCR Decision Tree](#) will help identify the Mandated Reporters.

Currently Filled Positions

For currently filled positions designated as a CSA and/or Mandated Reporter, your [UCR Clery Coordinator](#) or [CANRA Coordinator](#) will review these positions periodically to confirm that the appropriate STC is assigned and will coordinate any necessary changes.

Benefits of This Process

- Sustainability: This process reduces the administrative burden of manual tracking processes and ensures a more reliable and dynamic data source for compliance reporting.
- Supporting Risk & Compliance: Ensuring employees receive the appropriate required training helps support campus safety and compliance obligations.
- Training is assigned in a timely manner.

Questions & Contact

If you have any questions about whether a position in your unit should be designated CSA or CANRA, please reach out to the respective unit with your questions:

- Clery and CSA-related questions: clery@ucr.edu, [UCR Clery Act Compliance - CSA](#)
- CANRA: employee.relations@ucr.edu, [UCR Workplace Conduct Policies - CANRA](#), [CANRA Compliance](#)
- If you have any technical questions about updating position records or STC assignments, please contact the UCPATH Campus Support Services team.

Thank you for your partnership in helping support accurate training assignments and campus compliance efforts. If you believe others in your unit may benefit from this information, please feel free to forward this guidance.

Olga Snopok

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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/>