

CAMPUS SECURITY AUTHORITIES

POLICY

Implementation Date: 7/18/2018

Definition

The purpose of this policy is to establish a process by which California State University San Marcos (CSUSM) identifies, notifies and trains campus security authorities (CSAs) and to outline crime reporting obligations in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) and its implementing regulations.

Authority

20 U.S.C. 1092 (f) Executive Order 1107, 34 C.F.R. § 668.46, U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting, 2016 Edition*, Washington, D.C., 2016 (“DoE Handbook”), at 4-5, 4-9, 4-10.

Scope

Campus Community

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Karen S. Haynes
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Karen S. Haynes, President

7/18/2018

Approval Date

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California State University San Marcos encourages all members of the campus community to contact the University Police when they have been the victim of or have witnessed criminal actions. However, in some instances members of the campus community may feel more comfortable reporting criminal activity to a Campus Security Authority (CSA). The Clery Act requires certain individuals that are designated as CSAs to promptly report allegations of Clery qualifying crimes that occur within the campus Clery geography reported to them for inclusion in the annual security report. A Clery Act crime is considered “reported” when it is brought to the attention of a CSA, University Police or local law enforcement personnel by a victim, witness or other third party. The crime reporting party need not be University affiliated.

I. Identification, Notification and Training

It is the responsibility of the campus Clery Director, in cooperation with the Clery Compliance Team, to identify who, because of their job duties and functions at the campus, constitutes a CSA.

The law defines the following four categories of CSAs:

1. A campus police department or a campus security department of an institution, e.g. any member of the CSUSM University Police Department.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department. e.g. an individual who is responsible for monitoring the entrance into institutional property.
3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offence.
4. An official with significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the University e.g. Dean of Students, Director of Athletics and all athletic coaches, advisors to student organizations, staff who monitor access to student housing, resident advisors and director, Student Life and Leadership staff, Title IX coordinator and staff, Director of student health and counseling center

Employees, including official volunteers and student employees, will be advised in writing of their CSA designation and required duties. The Clery Director will send an annual notice to all CSAs reminding them of their responsibilities under the Clery Act. Additionally, the Clery Director will provide annual information and training to CSAs of their reporting obligations.

II. Crime Reporting

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For statistical purposes, all CSAs are required to promptly report to the Clery Director or designee all crimes, including hate crimes, which are reported to them in their capacity as CSAs, to help inform whether a timely warning or emergency notification to the campus community is warranted. If a CSA is notified of a crime in progress or an ongoing threat to the CSUSM campus community, they should immediately contact the University Police Department.

CSAs are not responsible for determining whether a crime took place, only to report the information promptly to the Clery Director if the CSA receives an allegation of crimes that are reported to them in their capacity as a CSA.

CSA/s report to the Clery Director or designee include, if known:

- The crime that was reported and the information provided
- The exact location where the crime occurred
- The date and time the crime occurred
- Any witness and perpetrator information
- Victim information, unless the victim requests confidentiality

In the event the victim does request confidentiality, enough information must be obtained and provided by the CSA about the criminal incident to prevent over reporting or “double-counting” of the incident. CSA’s should make the victim or third party they are in contact with aware that UPD and Title IX make both confidential and non-confidential resources available that may be helpful to victims or witnesses of a crime and encourage them to utilize the resources available.