

**Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Act**
Campus Security Authority Information Sheet



Purpose of the Clery Act: The purpose of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, also known as the *Clery Act*, is to provide the campus community with timely, accurate, and complete information about crime and safety of the campus environment, so that community members can make informed decisions to keep themselves safe. Under federal law, the University of San Diego is required to compile and publish annual statistics regarding the occurrence of certain criminal offenses that are reported either to the local police agency or to any official of the institution who is considered to be a Campus Security Authority as defined under the Clery Act. Additionally, the University of San Diego has a responsibility to maintain and update a daily crime and fire log, as well as to notify the campus community about any crimes which pose an ongoing threat to the community.

Who is a Campus Security Authority: You are receiving this memorandum because you are considered to be a Campus Security Authority (CSA) by the University of San Diego. Under the Clery Act, a Campus Security Authority includes a campus police or security department; any individual or individuals who have responsibility for campus security but who do not constitute a campus security department; 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 offenses; and/or an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student affairs professionals, faculty/staff advisors to student organizations, athletic coaches, and/or other administrators or employees.

Role and Responsibility of Campus Security Authorities: Campus Security Authorities play a critical role in protecting USD students and keeping the larger USD community safe. As a CSA you are required by law to immediately report allegations of Clery Act crimes, to the University of San Diego Department of Public Safety. Include all information reported about the alleged offense and include as much detailed information as possible regarding where the incident occurred.

University of San Diego
Department of Public Safety
Hughes Administration Building, Room 150
5998 Alcalá Park
San Diego, CA 92110
619-260-7777 (non-emergency)
619-260-2222 (emergency)

A crime is considered "reported" when it is brought to the attention of a CSA, the department of public safety, or local law enforcement by a victim, witness, other third party, or even the offender. It does not matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the institution. If a CSA receives crime information it should be documented as a crime by immediately notifying the University of San Diego Department of Public Safety. It is not necessary for a crime to be or have been investigated, nor must a finding of guilt or responsibility be made. Further, a CSA is not responsible for investigating the crime or determining authoritatively whether a crime took place; nor should a CSA try to apprehend an alleged perpetrator or convince a victim to contact law enforcement if the victim chooses not to do so.

Reportable Clery Act Crimes:

- Criminal Homicide (Murder/Non-Negligent Manslaughter and Manslaughter by Negligence)
- Sexual Assault (including Rape, Fondling, Incest, and Statutory Rape)
- Domestic Violence
- Dating Violence
- Stalking
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- All Hate Crimes (or other bias related incidents involving the aforementioned classifications as well as larceny-theft, simple assault, intimidation, and/or damage/destruction/vandalism of property)
- All liquor, drug or weapons law violations resulting in an arrest or referral for disciplinary action

If you observe any of these crimes, or if any person reveals to you that he/she learned of or was the victim of, perpetrator of, or witness to, any of these crimes, you are required to immediately contact the University of San Diego Department of Public Safety to have a crime report taken by a Public Safety Officer. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate personnel may later contact you or others to gather additional information. If you are unsure whether an incident is a Clery Act crime, or if there is any doubt as to whether a crime is reportable, you should err on the side of reporting the matter.

In addition to statistical reporting purposes, the University of San Diego has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community and, as such, Campus Security Authorities are obligated by law to immediately report crimes to the Department of Public Safety. Even if you are not sure whether an ongoing threat exists, immediately contact the Department of Public Safety.

Geography for which criminal offenses must be reported:

Campus Security Authorities should immediately report crimes that occur at any location that is owned, leased or controlled by the University of San Diego. Examples of locations include, but are not limited to, crimes that are reported to have happened: on the core campus (www.sandiego.edu/maps); in a core campus student residential facility; on public property surrounding the core campus (www.sandiego.edu/maps); at the USD Madrid Center; on public property surrounding the USD Madrid Center; and/or at a non-campus property that is frequently or repeatedly used by students in relation to the institution's education purposes, and is owned, leased or controlled by USD. If you are unsure if a reported crime occurred at a location that is owned, leased or controlled by USD, err on the side of reporting the matter.

Finally, if you were previously identified as a CSA and were made aware of any alleged Clery Act crimes and you have NOT reported the crime(s) to the Department of Public Safety, please do so as soon as possible.

Thank you for your continued support of the safety and well-being of the USD community.

For any questions regarding the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or your role as a Campus Security Authority, please visit www.sandiego.edu/safety/clery-act-compliance or contact the University of San Diego Department of Public Safety at publicsafety@sandiego.edu

DEPARTMENT OF PUBLIC SAFETY

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 P: (619) 260-7777 | P: (619) 260-2222 | www.sandiego.edu/safety