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# ***Campus Security Authority (CSA) Basics***

## **CLERY ACT BACKGROUND**

The purpose of the *Jeanne Clery Campus Safety 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:

- keep a public crime log.
- publish an annual security report that includes crime statistics and security policies.
- provide timely warnings and emergency notifications to inform the campus community of potential threats.
- ensure certain basic rights for victims of sexual assault, dating violence, domestic violence, and stalking.

The U.S. Department of Education enforces the Clery Act and is responsible for collecting and disseminating crime statistics from colleges and universities each year.

## **CLERY ACT CRIMES**

Any of the following offenses which take place in one of the Clery Act Geography categories: On-Campus (including student residences), Noncampus, and Public Property.

### **Criminal Offenses**

- Criminal Homicide:
  - Murder/non-negligent manslaughter
  - Manslaughter by Negligence
- Sexual Assault:
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

### **VAWA Offenses**

- Domestic Violence
- Dating Violence
- Stalking

### **Arrests & Referrals**

- Drug Law Violations
- Weapons Law Violations
- Liquor Law Violations

### **Hazing Incidents**

### **Hate Crimes**

All criminal offenses plus:

- Larceny-theft
- Simple Assault
- Intimidation
- Destruction/damage/vandalism of property

### **Hate Crime Bias Categories**

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National Origin
- Disability

### WHO ARE CAMPUS SECURITY AUTHORITIES?

- Officials with significant responsibility for student and campus activities
- A campus police or security department
- Individuals who have responsibility for campus security
- Individuals or offices designated to receive crime reports

### CSA RESPONSIBILITIES

- If someone tells you about a crime or an incident that might be a crime, you must report it to your institution's designated office ([Department of Public Safety](#)) or an official responsible for collecting Clery report information ([Clery Act Compliance Manager](#)).
- Share the information as related by the person.
- When in doubt, report.
- Tell the person who disclosed the crime to you that you must share the information.
- Help connect the person to available options and resources within the institution.

### HOW TO MAKE A REPORT TO USD?

Campus Security Authorities should **immediately** report allegations made in good faith to the USD Department of Public Safety. A [CSA Reporting Form](#) is available through the DPS website and can be submitted electronically to the Clery Act Compliance Manager at [clery@san Diego.edu](mailto:clery@san Diego.edu). This form should include:

- Date, time, and location of the incident
- Date and time the incident was reported to you
- Description of the nature of the incident
- Identities of individuals involved, including known suspects and witnesses (although not required).
- From a Clery Act perspective, it is possible to fulfill your responsibilities as a CSA while maintaining victim confidentiality. You are not required to disclose personally identifiable information without the consent of the victim.

### UNIVERSITY OF SAN DIEGO CONTACTS

- **Clery Act Compliance Manager:** [clery@san Diego.edu](mailto:clery@san Diego.edu); 619-260-4768; [san Diego.edu/clery](http://san Diego.edu/clery)
- **Department of Public Safety:** Alcalá Park West- Durango, Suite A; 619-260-7777; [publicsafety@san Diego.edu](mailto:publicsafety@san Diego.edu)
- **Title IX:** Maher Hall 101; 619-260-4594; [TitleIX@san Diego.edu](mailto:TitleIX@san Diego.edu)
- **CARE Advocate (Confidential):** University Center 161; 619-260-4655; [san Diego.edu/care](http://san Diego.edu/care)
- **Counseling Center:** Saints Tekakwitha & Serra Hall 300; 619-260-4655 (for on-campus emergencies, call 619-260-2222)
- **University Ministry:** Founders Hall 20; 619-260-4735
- **TimelyCare** (24/7 medical and mental virtual health care, free to all USD students): [timelycare.com/USD](http://timelycare.com/USD)