



**Department of Public Safety**  
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[Subject]: Campus Security Authority (CSA) Notification and Training

Dear Campus Security Authority:

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 (USD) is required to compile and publish annual statistics regarding the occurrence of certain criminal offenses (Clery Act Crimes) 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 (CSA) as defined under the Clery Act.

**Because of your role at USD, you have been designated as a CSA.** This notification provides USD-specific Clery Act reporting information and resources, and supplements the “[Clery Center CSA Training Video](#)” that is available to view through the following link: <https://catcher.sandiego.edu/items/usd/clery-2025-file.mp4>. As a designated CSA you will be asked to view and complete the online training video on an annual basis.

**What does a CSA do?** As a CSA, if/when you receive information about a “Clery Act Crime” reported to have occurred on USD “Clery Act Geography,” you are to pass that information along to the Clery Act Compliance Manager or, in case of emergency, Department of Public Safety (DPS). You may become aware of 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 the Clery Act Compliance Manager and/or DPS. Explain that USD is required to track crime statistics, and, in certain cases, take steps to warn the campus community about serious or continuing threats through Timely Warning or Emergency Notification. Although the crime victim’s name will not be published with crime statistics or disclosed in a notification, you can offer to withhold the victim’s name from your report.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 local law enforcement, they may contact Public Safety at (619) 260-7777 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?** Clery Act crimes are:

- Criminal homicide (murder/non-negligent manslaughter and manslaughter by negligence)
- Sexual assault (rape, fondling, incest, and statutory rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Dating and Domestic Violence
- Stalking
- Liquor and drug law violations
- Weapons law violations
- Hazing incidents

Definitions of these crimes are found at <https://www.sandiego.edu/safety/documents/clery-act-definitions.pdf>.

CSAs are also required to report statistics for hate crimes. A *hate crime* is a Clery Act crime (as well as 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 University of San Diego, and/or public property within or immediate adjacent to campus need to be reported. More information about Clery Act geography may be found at <https://www.sandiego.edu/safety/documents/clery-act-definitions.pdf>.

If you are unsure of the location of a crime reported to you or are unsure whether the location falls into one of our Clery Geography categories, please still report this crime. It is the job of the Clery Act Compliance Manager to determine whether the information you share meets the requirements of being considered a Clery statistic and then classifying it as such.

**Where/How Do I Notify USD of a Clery Act Crime?** USD encourages accurate and prompt crime reporting to allow DPS to investigate the situation and for follow-up actions to be taken as needed. If you observe a crime or other emergency, report it immediately, especially if it appears the victim may be unable to. All reports must be submitted in writing to Magaly Perez, Clery Act Compliance Manager, at [clery@sandiego.edu](mailto:clery@sandiego.edu). You can access our **CSA Reporting Form** electronically via the DPS Clery Act website: <https://www.sandiego.edu/safety/documents/csa-reporting-form-2025.pdf>. Please remember to include as much detail as possible within the form. If it is available, make sure you include the date, location, and description of the incident.

- In the event of an emergency, reports should be made directly to the Department of Public Safety. 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 Public Safety at (619) 260-2222 as soon as possible so they are able to make that determination.
- If you receive a report of sexual violence, sexual harassment, or other behavior prohibited by [Title IX Policies and Protocols](#), you must **also** notify the Title IX office at (619) 260-4594 or online at <https://www.sandiego.edu/titleix/reporting/>.

**Where Can I Go with Questions or to Learn More?** We all play a role in ensuring the safety and security of our campus community. 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. Additional information about the Clery Act and resources for CSAs are available at <https://www.sandiego.edu/clery>.

Sincerely,

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