

Responsibilities of a CSA

What to do if you are a CSA:

The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus Public Safety, those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

What NOT to do if you are a CSA:

A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of Public Safety/law enforcement personnel. A campus security authority should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of Public Safety/law enforcement. It's also not a CSA's responsibility to try and convince a victim to contact Public Safety or local law enforcement if the victim chooses not to do so.

What to do if you are not a CSA

If you are not a CSA, you are not required to report incidents divulged to you. However, you can still advise the victim that he/she can individually report the crime (anonymously, if preferred) and encourage him/her to seek further help, counseling and support services. Please refer to the "resources" section for contact information of support services.

REPORT

ANY CLERY CRIME TO WHICH
YOU ARE AWARE TO CAMPUS
PUBLIC SAFETY IN A TIMELY MANNER.