



California Health Sciences University

CHSU CLERY ACT CAMPUS SECURITY AUTHORITIES POLICY

I. PURPOSE

This policy helps the University comply with key federal regulations that requires the University to collect and disclose crime statistics in the Annual Security Report to the public and the U.S. Department of Education each year.

Also, the University relies in part on reports of crimes to issue timely warnings when criminal incidents pose a threat to the safety of the campus community.

II. SCOPE

This policy affects those individuals designated below as Campus Security Authorities.

III. POLICY STATEMENT

A. The Role of a CSA

When a CSA receives a report of a crime on or around campus property, they must inform the Campus Safety Director (or designee) of the crime as soon as possible. CSAs shall report allegations of crimes that they receive directly. CSA's shall record and preserve as much information as possible about the alleged crime such as who, what, when and where, and for how long the behavior has been going on. The CSA should forward the information to the Campus Safety Director (or designee).

B. What a CSA Should Not Do

The CSA is not responsible for investigating the reported incident or determine whether a crime took place. They should not try to apprehend the alleged perpetrator of the crime. It is not the CSA's responsibility to convince a victim to contact law enforcement if the victim chooses not to do so.

CSAs are not responsible for reporting incidents that they received in an indirect manner. Examples of this include overhearing a conversation in a hallway; comments that a classmate or student makes during an in-class discussion; incidents 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.



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IV. DEFINITIONS

A. Campus Security Authority Definition

Any individual performing in the following functions qualify as a CSA under the Clery Act:

1. An official of the institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
2. A campus police department or a campus security department.
3. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrances into institutional property.
4. 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

B. CSA Designations

The University shall conduct analysis annually to determine the job positions within the University that function in the ways described above.

The University designates the individuals in the following positions as CSAs:

- Student Affairs staff
- Title IX staff
- Faculty advisors to student groups
- President
- Provost
- CFO
- Campus Security staff
- Academic counselors and advisors
- Career counselors



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V. PROCEDURES

A. Receiving Reports

When a report is received by the Campus Safety Director (or designee), they shall conduct analysis to determine whether a timely warning is required. The Campus Safety Director (or designee) will also ensure that the crime is recorded properly on the daily crime log and that the incident is forwarded to the appropriate University department for investigation.

B. Confidentiality

CSAs should include as much information as possible for law enforcement purposes and to ensure that the incident is not double counted in the annual crime statistics. If the victim specifically indicates that they do not want the report to go further than the CSA, the CSA should explain that they are required to submit a report for statistical purposes, but that it can be submitted without identifying the victim.

C. Annual Reminders

In August and January of each year, the Campus Safety Director (or designee) will email this policy to all designated CSAs. All CSAs are requested to respond to the email stating whether they have received reports of crimes on campus that they have not already reported to the Campus Safety Director (or designee).

D. Support for Victims

Victims of crimes may need information about how to access resources and make a report to local law enforcement. This information is available in the University's Policy and Procedures for Claims of Unlawful Discrimination, Harassment and Title IX Misconduct. CSAs should share this information with victims if appropriate.

E. Mandatory Reporters of Unlawful Harassment, Discrimination and Sexual Violence

Under the University's Anti-harassment Policy, all employees are designated as mandatory reporters and are required to report incidents of harassment to the Title IX Coordinator. This obligation is not alleviated by your responsibility as a CSA to report information to the Campus Safety Director (or designee). More information about the Anti-Harassment Policy can be found in the University's Policy and Procedures for Claims of Unlawful Discrimination, Harassment and Title IX Misconduct.



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F. Type of Crimes That Must be Reported

CSAs are encouraged to report all types of crime that allegedly occurred on campus property. However, the Clery Act specifically requires that all the following types of crimes be reported:

- *Primary Criminal Offenses:* Murder/Non-Negligent Manslaughter; Manslaughter by Negligence; Rape; Fondling; Statutory Rape; Incest; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- *Hate Crimes:* a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery Act purposes:
 - Hate crimes include the primary criminal offenses listed above (except Manslaughter by Negligence) plus: Larceny-Theft; Simple Assault; Intimidation; and Destruction/Damage/Vandalism to Property.
 - The eight categories of bias that may result in a hate crime being reported are as follows: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.
- *Violence Against Women Act (VAWA) Offenses:* Dating Violence; Domestic Violence; and Stalking
- *Arrests and Disciplinary Referrals:* the number of arrests and the number of persons referred for disciplinary action for the following law violations:
 - Weapons: Carrying, Possessing, Etc.
 - Drug Abuse Violations
 - Liquor Law Violation

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 - Approval by Provost Date: 9/26/2019
 - Approval by the President: 9/26/2019