



California Health Sciences University
CHSU CLERY ACT CAMPUS SECURITY AUTHORITIES POLICY

I. PURPOSE

In compliance with the Jeanne Clery Act (“Clery Act”), the University designates certain employees at the University as Campus Security Authorities (“CSA”). A CSA is a person, who by virtue of their University responsibilities and under the Clery Act, is designated to receive and report alleged criminal incidents within the University’s Clery Geography (as that term is defined in the University’s Crime Reporting, Crime Statistics, and Security Practices Policy) to the Clery Coordinator so that it can be published in the University’s annual Security Report. CSAs reporting crimes to the Clery Coordinator is important not only for purposes of Clery compliance but also because keeping accurate crime statistics will help the University know what topics to focus on when providing prevention programs and safety awareness programs to help keep the University a safe place to learn and work. The University also relies in part on reports of crimes by CSAs to issue Timely Warnings and Emergency Notifications as described in the University’s Timely Warning and Emergency Notification Policy.

II. POLICY STATEMENT

A. The Role of a CSA

When a CSA receives a report of a Clery crime within the Clery Geography (as defined by the University’s Policy Regarding Crime Reporting, Crime Statistics and Security Practices), they must directly report the crime to the Clery Coordinator (or designee) as soon as possible. CSAs 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.

B. What a CSA Should Not Do

CSAs are not responsible for investigating the reported incident or determining whether a crime took place. CSAs should not try to apprehend the alleged perpetrator of the crime nor is it a 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.

III. DEFINITIONS

A. Campus Security Authority Definition Under the Clery Act

Any individual performing in the following functions qualifies 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 an 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:

- All employees in the Student Affairs Office of each of the component colleges
- Title IX Coordinator
- Faculty advisors to student groups
- President
- Front desk receptionist (responsible for letting persons into the building)
- CFO
- Vice President of Operations
- All Campus Security staff
- Academic counselors and advisors

IV. PROCEDURES

A. Receiving Reports

The Clery Coordinator will ensure that the crime is recorded properly on the daily crime log.

The Vice President of Operations, in consultation with the Clery Coordinator, will conduct an initial analysis after crime information is received from the CSA to determine whether there is an immediate threat to campus safety. If the Vice President of Operations (or designee) determines there is an immediate threat to campus safety, this information should be immediately communicated to the President (or designee), or other administrator as designated by the University's Timely Warning and Emergency Notification Policy.

B. Confidentiality

CSAs should gather and maintain 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 personally identifiable information.

C. Annual Reminders

In August and January of each year, the Vice President of Operations (or designee) will email this policy to all designated CSAs.

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 following University policies: Crime Reporting, Crime Statistics and Security Practices Policy, University Programming and Resources Regarding Dating Violence, Domestic Violence, Sexual Assault and Stalking Awareness and Prevention and the Unlawful Discrimination, Harassment, Sexual Misconduct and Title IX Policy and Procedures. CSAs should share this information with victims if appropriate.

E. Required Reporting of Violations of the University's Unlawful Discrimination, Harassment, Sexual Misconduct and Title IX Policy and Procedures

Under the University's Unlawful Discrimination, Harassment, Sexual Misconduct and Title IX Policy and Procedures all employees, with enumerated exceptions under that policy, who receive in the course of their employment, information that a violation of the University's Unlawful

Discrimination, Harassment, Sexual Misconduct and Title IX Policy and Procedures, are required to report these violations to the Title IX Coordinator. This obligation is not alleviated by responsibility as a CSA to report information to the Clery Coordinator.

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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- Policy Owner: VP of Operations
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