

December 23, 2024.

Dear Campus Colleague,

The Office of Risk Management works closely with the University Police Department (UPD) in addition to others defined in campus security policies and federal law to implement the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and maintain CSUSB's [Clery Webpage](#). You are receiving this letter as a designated [Campus Security Authorities \(CSA\)](#) official of CSUSB. You have been selected because you can receive crime reports or have significant responsibility for student and campus activities, including student housing, student discipline, and campus judicial proceedings. We want to collaborate and foster open communication with you throughout the year to ensure the safety and well-being of our entire community.

CSUSB's Clery Compliance Team has provided recommendations that guide your selection as a CSA. The annual Clery Training was enhanced this year to include CSUSB specific instructions, and a similar memo. We also have identified specific training in Academic Impressions that allows teams to practice report receiving scenarios. These are available on request. Whether you are new to the CSA role or have long been identified as a CSA, we aim to ensure everyone can be informed of how to create a safer and more inclusive campus.

There are specific criminal offenses for which you are required to report to UPD directly at (909) 537-5165 and document in the [Clery Crime Reporting Form](#). This is important because you are in a position where someone is likely to come to you with this information and trust you will be able to provide them with helpful information. These reportable criminal offenses are:

- murder/non-negligent manslaughter,
- manslaughter by negligence,
- sex offenses (rape, fondling, incest and statutory rape),
- robbery,
- aggravated assault,
- burglary,
- motor vehicle theft,
- arson,
- dating violence,
- domestic violence,
- stalking,
- liquor law violations, drug law violations, and illegal weapons possession, and
- hate crimes.

Hate crimes are those that are committed because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. In addition to the Clery Act crimes listed above, hate crimes also include larceny-theft, intimidation, simple assault, and destruction/damage/vandalism of property.

As a CSA, you are looked upon to provide CSUSB with the necessary information if/when you receive a report of a Clery Act crime. Be sure to act as soon as you receive information even if you are unsure whether it is a reportable crime. Your expediency ensures the University provides timely warnings to all staff, students, and faculty of any crimes that pose an ongoing threat to the campus community as required by law. It also allows us

to give survivors of sexual assault, domestic violence, dating violence, and stalking with written information on their rights and options quickly.

It is never easy to experience or witness a crime or receive information about others being victims of crime, so thank you for helping us to not only comply with this federal law, but to also ensure the campus is all working together to respond to and prevent future crime on our campus.

I want to take a moment to extend my sincere appreciation and thanks for being a designated campus security authority (CSA) at CSUSB.

Let's keep in touch.

Sincerely,
Lynniece Warren Clery Director
Executive Director of Risk Management
Office of Risk Management