**CSUSB Clery Campus Security Authority (CSA) Definition**

Our Annual Security Report (ASR), adopted by CSUSB in accordance with the CO in 2016:

A CSA is an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures. Individuals may be designated as CSA’s if their official job responsibilities involve significant interaction with student and/or campus activities; serve as formal or unofficial mentors to students; serve as a member in an office or on a committee to whom students are instructed or informed to report or discuss crimes, allegations of crimes and other troubling situations; or have oversight for disciplinary procedures.

Also adopted in 2016:

**CSA Group:** Employees in our Parking and Transportation Services department, University Police, and members of our Clery Compliance team (Executive Oversight Team-VP Administration & Finance, VP Student Affairs, Chief of Police, University Counsel; Review Team-Police Lieutenant, UPD Clery Liaison, Title IX Director, AVP/Dean of Students, Associate Dean of Students, AVP Human Resources, AVP Athletics and Recreation, Dean-Palm Desert, Housing Director, Student Conduct and Ethical Development Director, Student Health and Psychological Counseling Center Director) will be required to complete online training offered through D. Stafford and Associates. The training is titled *Extended CSA Course (VAWA Compliant Version)*. The training content is 2 hours in length and contains the following topics:

1. Consequences for non-compliant issues to keep in mind when writing the incident report for a Clery reportable crime,
2. Geographic location considerations,
3. Specific information regarding UCR Crime Definitions (Primary-Part 1 Crimes and Violence Against Women Act Crimes),
4. Multiple reporting requirements (State Code, Reporting to FBI and Clery Reporting),
5. Fire reporting requirements,
6. Missing Person reporting requirements,
7. Timely Warning Notice issues specific to the Police/Public Safety Agency on campus,
8. Immediate Notification issues specific to the Police/Public Safety Agency on campus,
9. Responding to and Prevention Strategies for Sexual Assault, Domestic/Dating Violence and Stalking

*The second portion of the CSA definition may happen with or without our knowledge, therefore, we will be assigning all other employees online training offered through CSU Learn, titled Understanding the Clery Act and Clery Activities for Campus Security Authorities This course is self-paced and designed to help employees understand what information needs to be gathered so that the persons responsible for preparing the school's annual fire and security reports have all the necessary data on relevant crimes, fires, or missing student reports for inclusion in the Clery statistics. The course uses real-world scenarios and interactive exercises to educate employees on their duty to report relevant information to the proper campus authorities, and raises awareness of the important role they play in the institution's legal compliance. This course helps schools comply with the Clery Act by training employees on the law's reporting requirements. It educates employees who may receive information about or reports of criminal activity, missing students, or fires that need to be included in Clery Act statistics on their legal obligations.*

ASR also lists:

At CSUSB, CSA’s include, but are not limited to:

* **UPD**, including sworn and civilian personnel
* **Parking and Transportation** (under UPD) Officers and Community Service Officers (CSOs)
* **Housing and Residential Education** staff, including Associate Directors, Specialists, Area Coordinators, and Resident Assistants
* **Athletics** Director, Associate and Assistant Directors and Athletic Coaches, including Assistant Coaches and Trainers
* **Student Conduct & Ethical Development** personnel
* Institutional Equity & Compliance personnel
* **Club and Organizations Advisors**
* **Dean of Students**
* **Study Abroad Faculty/Staff Leader**
* **Survivor Advocate**
* **Management Personnel Plan (MPPs) / Campus Administrators**
* **Clery Committee Members** (CCT and subcommittees)