Campus Security Authorities' Frequently Asked Questions

CSA Question	Answer
What makes me a CSA?	• Individuals who have responsibility for campus security; • Any individual specified by the university as an individual to which students should report criminal offenses; and/or • An official of the university who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings
What do I have to do?	CSAs <u>must</u> report certain crimes to the appropriate Clery Coordinator for your USF police department (i.e., USF Tampa Police Department, USF St. Petersburg University Police Services, or USF Sarasota-Manatee Campus Police Department).
What types of crimes do I need to report?	CSAs must report any of the following crimes which occur at one of the following locations: On Campus; USF-Affiliated Off Campus Building; or Property or Public Property Streets immediately adjacent to a USF campus: • Homicide • Sex Offenses (forcible & non-forcible) • Robbery • Aggravated Assault • Burglary • Motor Vehicle Theft • Arson • Hate Crimes • Dating Violence NEW • Domestic Violence NEW • Stalking NEW • Weapon Violations • Alcohol Violations • Drug Violations Summary definitions of these crimes can be found on the CSA Crime & Incident Report form. Consult The Handbook for Campus Safety and Security Reporting for more detailed definitions and general

examples.

How do I report incidents to the police department?	You can report criminal incidents individually as they are reported to you or all at once by contacting the USF Police Department Clery Coordinator or using the CSA Crime & Incident Report form. *Remember: Any individual who suspects or has knowledge that a crime has been committed can report such crime at any time to the appropriate law enforcement agency.*
Why is this necessary?	• Keeping accurate crime statistics will help the USF System know where to provide prevention programs and safety awareness programs to help keep our institution safe. • The intent of including non-law enforcement personnel as CSAs is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus affiliated individuals. • If USF is found to be non-compliant with any aspect of the Jeanne Clery Act (the "Clery Act"), the law driving this data collection, reporting, and dissemination, the university can be fined and risk losing its Title IV Federal funding.
What happens after the police department receives an incident report from a CSA?	The Clery Coordinator within the police department collects and reviews all criminal incident reports received from CSAs. The Coordinator verifies that each incident is reportable under the Clery Act ("Clery reportable incidents") and confirms that the report itself is not a duplicative reporting of an incident already reported to the USF PD. The Clery reportable incidents are then classified into their Clery-defined crime and geographical categories, de-identified, and added to the Clery crime statistics of the annual security and fire safety report (the "ASFS Report"). Each separately accredited institution within the USF System updates and distributes their own ASFS report at the beginning of each October.
What if I am unsure if an incident is a crime? Or if it should be reported under Clery?	Since CSAs are not law enforcement professionals, they are not expected to experts in Clery crime classification. We strongly encourage all CSAs to report the incident with as much detail as possible to the USF Police Department. **Do not** include names of the victim or suspect. The Clery Coordinator will determine if it is a reportable crime under the Jeanne Clery Act.

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If the USF Police Department isn't going to investigate these crimes, what is the purpose of reporting them to the police department?

Many crimes do not get reported to the police. By collecting data from other sources, we are getting a more accurate number of crimes on campus. This is a resource for the campus community to use to make informed decisions about their safety.

Are certain individuals exempt from reporting?

Yes, certain individuals who have significant responsibility for student and campus activities are exempt from disclosing information:

- **Pastoral counselor.** A person who is associated with a religious order or denomination is recognized by that religious order as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

- **Professional counselor.** A person whose official responsibility includes providing mental health counseling to members of the institutions community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

However, we strongly encourage everyone to report since the data is only reported in a de-identified, aggregated fashion.

What happens if I do not report these incidents to the USF Police Department?

The United States Department of Education is charged with enforcing the Jeanne Clery Act and may level civil penalties against institutions of higher education up to $35,000 per violation or may suspend them from participating in federal student financial aid programs (e.g. Title IV funding).