



# Campus Security Authority (CSA) Procedures for Reporting Crime

- The Campus Security Authority (CSA) is responsible for accepting disclosures of crimes and reporting those crimes to the Clery Act Compliance Coordinator.
- It is not the responsibility of the Campus Security Authority to ascertain the validity of the report or investigate the incident.
- Each report shall be submitted electronically immediately using the CSA reporting form: [www.police.ucsb.edu/csareport](http://www.police.ucsb.edu/csareport). If the form cannot be accessed the report can be submitted directly to the Clery Coordinator: [clery@police.ucsb.edu](mailto:clery@police.ucsb.edu).
- The facts about the crime are to be collected anonymously on the CSA Report Form unless the person making the report wishes to be identified.
- The CSA will explain that the purpose of this process is to collect accurate crime statistics, as required by the *Clery Act*, as well as for the professional assessment by Police of the potential need for sending an alert to the campus community.
- The CSA will inform the person of the option to file a police report.
- In addition to first-hand reporting, the CSA will accept second party reports from someone officially representing the victim.
- In cases where the CSA is unsure whether or not the incident fits the description of a crime, the CSA shall err on the side of caution and make a report.
- The CSA is to be knowledgeable of the offices designated to receive official reports. These offices are: UCSB Police Department (805-893-3446), Clery Act Compliance ([clery@police.ucsb.edu](mailto:clery@police.ucsb.edu)), or other Police/Sheriff Departments if the crime occurred off campus.
- The Campus Security Authority is to be knowledgeable of the resources available to people reporting situations which do not fall within the criteria of a crime or within the criteria for reportable crimes. A partial list of resources are as follows:
  - **Conduct issues** – Office of Student Conduct or Residential & Community Living Student Conduct
  - **Sexual Harassment & Sexual Violence** – Title IX
  - **Hate incidents** – Hate Incident Response Coordinator
  - **Greek system issues** – Student Engagement & Leadership (SEAL)
  - **Housing issues** – Residential & Community Living Student Conduct
  - **Student grievances** – Office of the Vice Chancellor, Student Affairs
  - **Employee issues** – Employee & Labor Relations, Human Resources
- The Campus Security Authority is to be knowledgeable of campus resources for victim/survivors. These include, but are not limited to:
  - **CARE (Campus Advocacy, Resources & Education)**
  - **Counseling & Psychological Services**
  - **Student Health**
  - **Title IX**
  - **Student Engagement & Leadership (SEAL)**
  - **Resource Center for Sexual & Gender Diversity (RCSGD)**
  - **Women's Center**
  - **Disabled Students Program**
  - **Academic & Staff Assistance Program (Human Resources)**