

CAMPUS SECURITY AUTHORITY (CSA) REPORTING RESPONSIBILITIES

PROTOCOL

As a Campus Security Authority (CSA) you are required to immediately report all suspicious or criminal activity to Campus Police Dispatch. Even in cases when the victim asks for anonymity, you are required to immediately call Campus Police. Campus Police will make the determination whether the incident falls into Clery statistics.

Please input the Campus Police Dispatch phone number – (916) 278-6000 – into your cell phone so you have it with you at all times.

As a CSA you may request a Computer Assisted Dispatch (CAD) event number from the Campus Police Dispatch for your records upon completion of your report. A CAD event number will automatically be logged by Campus Police and will be provided to all CSAs who request it.

Lastly, please note the reporting to Campus Police does not replace or change any existing campus reporting requirements or procedures established for disciplinary referrals for student or employee misconduct.

VICTIM/ASSAILANT IDENTITY

The Campus Security Authority (CSA) must always call the police when criminal activity is suspected. However, when reporting sex crimes, hate crimes, or violent crimes, the CSA should not provide the name of the victim or alleged assailant unless the victim consents after being informed of his/her right to have this information withheld. If the victim is a minor, the CSA must promptly (within 24 hours or sooner) inform the police of all known facts including the names of the parties involved, regardless of whether the victim agrees.

For a list of criminal offenses that fall under the Clery umbrella, log on to:

<http://csus.edu/aba/campus-safety/>