



# Campus Security Authorities

## What are Your Responsibilities?

### What is a CSA?

A Campus Security Authority (CSA) is a person who has a duty to report a crime and take action on behalf of the institution when it is reported. The Clery Act defines a CSA as one or more of the following:

- Campus police and/or a campus security personnel.
- Any individuals who have responsibility for campus security but are not members of a campus police or security department.
- Any individual or organization to which students and employees should report criminal offense.
- 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 proceedings.

### Your Role as a CSA

Your role as a CSA is to report information on certain offenses to UPD or through the CSA Reporting Form. You *should not*:

- determine whether a crime took place;
- perform an investigation;
- attempt to apprehend anyone; or
- try to convince a victim to contact law enforcement if they choose not to.

You should also refer victims to seek assistance as appropriate:

- Office for Civil Rights and Title IX: (415) 338-3892
- Counseling & Psychological Services: (415) 338-2208
- S.A.F.E. Place: (415) 338-3825
- UPD: (415) 338-7200
- UPD Anonymous Tip Line: (415) 338-3030

# Examples of CSAs

- University Police Officers & Campus Safety Staff
- Director of Athletics, coaches, and assistant coaches
- VP of Student Affairs and Enrollment Management & Dean of Students Employees
- Student Health Services Staff
- Residential Life Staff
- Advisors to student clubs and organizations
- Campus Recreation Staff
- Other campus employees who have "significant responsibility for student and campus activities"

## What Do I Need to Report?

Report information on the following offenses (if they occurred on campus, on property owned or controlled by SFSU or on public property within or immediately adjacent to campus):

### Criminal offenses:

- Criminal homicide:
  - murder, non-negligent manslaughter, manslaughter by negligence
- Sexual assault:
  - rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft, including some e-bikes and motorized scooters
- Arson

### Hate crimes (any of the previous & the following):

- Larceny-theft
  - Simple assault
  - Intimidation
  - Destruction/damage/vandalism of property
- Hazing

### VAWA offenses:

- Domestic violence
- Dating violence
- Stalking

### Liquor, drug or weapon law violations



*It is important to make a good faith effort in reporting any allegations of Clery offenses.*

## How Should I Report?

### Online

**CSA Reporting form:**  
[tinyurl.com/SFSU-CSA-Report](http://tinyurl.com/SFSU-CSA-Report)

**Email:** [clery@sfsu.edu](mailto:clery@sfsu.edu)

### In-Person:

UPD Lobby  
100 North State Drive  
Open 24/7

### By Phone

CSAs may need to report directly to UPD by phone in the case of emergency or ongoing threat to the campus community.

- **911** (Emergencies via Campus Landlines)\*
- **(415) 338-2222** (Emergencies via cellphone)
- **(415) 338-7200** (Non-Emergency)

*\*Dialing 911 from a cellphone will connect you to San Francisco Police Department and may cause a delay in response from UPD.*

### Who Gathers and Reports these Statistics?

The Clery Compliance Team compiles statistics from several campus departments, CSAs and UPD. The San Francisco Police Department and Marin County Sheriff's Office also send statistics for the annual report.

### Clery is Our Institutional Responsibility

SFSU is required by federal law to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a 'Campus Security Authority.'"



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[upd.sfsu.edu/clery-information](http://upd.sfsu.edu/clery-information)