

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 filled out and emailed immediately to the Clery Coordinator: ccpd@cuesta.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: Cuesta College Police Department (805-546-3205), Clery Act Compliance (ccpd@cuesta.edu), or other Police/Sheriff Departments if 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** – Student success and Support programs
 - **Sexual harassment** – Title IX Office
 - **Hate incidents** – Hate Incident Response Coordinator/Title IX Office
 - **Student grievances** – Student Success and Support Programs
 - **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:
 - **Counseling & Psychological Services**
 - **Student Health Service**
 - **Equal Opportunity & Sexual Harassment/Title IX Compliance**
 - **Student success and Support Services**
 - **Resource Center for Sexual and Gender Diversity**
 - **Disabled Students Program**
 - **Employee Assistance program (Human Resources)**