



UCSB Campus Security Authority Procedures for Reporting Crime

- The Campus Security Authority (CSA) is responsible for accepting reports of crimes and forwarding them to the Clery Act Compliance Coordinator in the UCSB Police Department.
- It is not the responsibility of the Campus Security Authority to ascertain the validity of the report or investigate the incident.
- The facts about the crime are to be collected anonymously on the Crime & Incident Report Form unless the person making the report wishes to be identified.
- Each report shall be signed by the CSA and forwarded to the campus Police Department immediately. Email: clery@police.ucsb.edu. Fax: 805-893-8569.
- 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 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)**, 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** – Office of Judicial Affairs or Residential Life Judicial Affairs
 - **Sexual harassment** – Title IX Office
 - **Hate incidents** – Hate Incident Response Coordinator, Office of Judicial Affairs
 - **Greek system issues** – Office of Student Life
 - **Housing and Residence Halls issues** – Residential Life Judicial Affairs
 - **Student grievances** – Office of the Vice Chancellor, Student Affairs
- The Campus Security Authority is to be knowledgeable of campus resources for victim/survivors. These include, but are not limited to:
 - **CARE Advocacy**
 - **Counseling & Psychological Services**
 - **Student Health Service**
 - **Equal Opportunity & Sexual Harassment/Title IX Compliance Office**
 - **Office of Student Life**
 - **Resource Center for Sexual and Gender Diversity**
 - **Women's Center**
 - **Disabled Students Program**
 - **Employee & Labor Relations-Human Resources**
 - **Academic and Staff Assistance Program-Human Resources**