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. If the form cannot be accessed the report can be submitted directly to the Clery Coordinator: 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), 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)