

FREQUENTLY ASKED QUESTIONS

WHAT IS THE CLERY ACT?

The Clery Act is a federal consumer protection law designed to educate and inform current and prospective students and employees about the prevalence of crime on campus and campus-affiliated property. The Clery Act requires universities to collect and publish crime data from multiple sources, including Campus Security Authorities (CSAs).

WHAT IS A CAMPUS SECURITY AUTHORITY?

Since not all crimes are reported directly to police, certain individuals on campus (CSAs) are responsible for reporting crimes that are disclosed to them, so that crime statistics reporting is as accurate as possible.

WHAT HAPPENS TO THE REPORT?

CSA reports are used only for statistical purposes and for consideration of a potential campus alert. Unless a victim requests an investigation, CSA reports are not investigated by police (except in cases when a pattern of criminal behavior indicates a continuing risk to the community).

CAN THE REPORT BE ANONYMOUS?

A victim's name does not need to be included in a CSA report; however, names are helpful to prevent double counting crimes. Even when names are provided, statistics and alerts do not include any identifying information.

DO I NEED TO MAKE A REPORT TO THE TITLE IX OFFICE TOO?

All CSAs are also Responsible Employees and must report *incidents of sexual violence* to the Title IX Compliance & Discrimination and Harassment Prevention Office, in addition to making a CSA report. For more information about reporting to Title IX/DHP, refer to: titleix-dhp.ucsb.edu/reporting/if-someone-reports-to-you

HOW TO MAKE A CSA REPORT

To make a CSA report, complete an electronic report form at:
police.ucsb.edu/csareport

Make a report as soon as possible. The Clery Office and UCSB Police must make a timely assessment regarding the potential ongoing threat to campus and consider issuing a campus alert.

Include detailed information about the location, type of crime, what occurred, and date and time of incident.

Contact the Clery team if you have any questions: clery@police.ucsb.edu

For emergencies or crimes in progress, call 911 immediately

If the impacted party would like the incident or crime investigated by police, contact UCPD or other law enforcement agency.

UCSB Police Department (UCPD)

UCPD Dispatch: (805) 893-3446
Public Safety Bldg. #574 (Mesa Rd.)
police.ucsb.edu/report-crime

Isla Vista Foot Patrol (IVFP) / Santa Barbara Sheriff's Office (SBSO)

SBSO Dispatch: (805) 681-4100
6504 Trigo Road
sbsheriff.org

**Clery Act Compliance Coordinator
Contact Information:**

(805) 893-4001
clery@police.ucsb.edu

UC SANTA BARBARA

Campus Security Authority Reporting Guide



Clery Act Compliance

(805) 893-4001
clery@police.ucsb.edu
police.ucsb.edu/clery-act
police.ucsb.edu/campus-security-authority-csa

WHEN TO MAKE A CSA REPORT

As a Campus Security Authority (CSA), you are required to make a CSA report when anyone directly reports to you an attempted or completed criminal incident that occurred in Clery geography.

DIRECT REPORTS

A direct report is an intentional disclosure made specifically to you, not an overheard conversation or classroom discussion.

CLERY CRIMES

Reports of the following crimes are collected and published for Clery Act compliance:

- ◆ Criminal homicide
- ◆ Rape
- ◆ Robbery
- ◆ Aggravated assault
- ◆ Burglary
- ◆ Motor vehicle theft
- ◆ Arson
- ◆ Hate Crimes
- ◆ Fondling
- ◆ Incest
- ◆ Statutory rape
- ◆ Dating violence
- ◆ Domestic violence
- ◆ Stalking
- ◆ Hazing

CLERY GEOGRAPHY

1. **On-campus Property:** anywhere on UCSB's campus, and buildings/property owned or leased by UCSB/UC Regents (e.g., UCEN, Isla Vista Theater). **On-campus student housing facilities** are a subset of this Clery Geography category (e.g., Tropicana).
2. **Non-campus Property:** property owned or leased by registered student orgs (e.g., fraternity/sorority chapter houses), practice arenas, space contracted for educational purposes not near campus (e.g., overnight accommodations on trips).
3. **Public Property:** sidewalks and streets, public parks, beaches, etc., immediately adjacent to and accessible from campus.

RECEIVING A DISCLOSURE OF A CRIMINAL INCIDENT

If the disclosure is about an emergency or crime in progress, call 911.

If you think someone is about to disclose a criminal incident to you, gently inform them of your reporting obligations. You can say something like: "It sounds like you're about to tell me something that I may need to report because of my role on campus." Explain that you are obligated to share reports of crimes with the office that collects crime statistics and considers the need for a campus alert. Clarify that the report is not a formal Police report and does not need to include names. (See [FAQs](#) for more information about CSA reports.)

Do not investigate the crime. CSAs are not responsible for investigating or determining if a crime took place. Clery Act crime statistics are based on reports made, not on confirmed criminal activity.

Ask the person disclosing a criminal incident if they would like your help making a report to police and/or the Title IX/DHP Office (for cases of sexual violence, dating/domestic violence, or stalking). A report to UCPD satisfies the CSA reporting requirement. If the person does not want to file a police report, you must still submit a CSA report for statistical purposes.

CSAs are expected to be familiar with campus resources and to refer crime victims to support resources such as campus advocates (CARE) or healthcare providers (CAPS, SHS). See the [Resources/Referrals](#) panel.

Please make a CSA report as soon as possible by filling out the electronic CSA Report Form at police.ucsb.edu/csareport. See *back for additional reporting instructions*.

RESOURCES/REFERRALS

Campus Advocacy, Resources & Education (CARE)
(805) 893-4613 (24-hour)
care.ucsb.edu

Counseling & Psychological Services (CAPS)
(805) 893-4411 (24-hour)
caps.sa.ucsb.edu

Student Health Service
(805) 893-3371 (appointments)
(805) 893-7129 (advice nurse)
studenthealth.sa.ucsb.edu

Academic & Staff Assistance Program (ASAP)
(805) 893-3318
hr.ucsb.edu/asap

Office of the Ombuds
(805) 893-3285
ombuds.ucsb.edu

Title IX Compliance & Discrimination Harassment Prevention Office
(805) 893-2701
titleix-dhp.ucsb.edu

Office of Student Conduct
(805) 893-5016
studentconduct.sa.ucsb.edu

UCSB Police Department (UCPD)
(805) 893-3446 (24-hour)
police.ucsb.edu

Santa Barbara County Sheriff's Office, Isla Vista Foot Patrol
(805) 681-4179
(805) 681-4100 (24-hour)
sbsheriff.org