

**CSUCI Police Department
Training Outline**

Campus Security Authority (CSA) Department Head Training

Introduction:

1. Instructor:
 - a. Michael Morris, Lieutenant
2. Date Approved:
3. Supervisor Approval:
4. Definition and historical purpose:
 - a. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092), CSU Channel Islands must collect and report certain campus crime statistics. This law applies to specific crimes reported to the police and to Campus Security Authorities.
 - b. Campus Security Authority (CSA) – Any person who has significant responsibility for students and campus activities.
 - c. The Jeanne Clery Act also requires that, in its Annual Security Report, CSU Channel Islands describe how to report campus crimes, and how crimes may be reported confidentially.
 - d. CSU Channel Islands has identified several key campus officials to whom crimes may be reported, and to whom crimes may be reported confidentially. These key officials – some by definition and some by policy – are also identified as CSAs. Each of these officials has a number of subordinate employees who are also, by definition, CSAs.
5. Justification for the class:
 - a. Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092).
6. Time Frame:
 - a. 1 hour

Materials and/or handouts to be used in the class:

1. Powerpoint presentation – CSA Department Heads
2. Crime Reporting Process Map form
3. Crime and Disciplinary Referral Report form
4. Crime and Disciplinary Referral Talley Sheet

Course Objectives:

1. Upon completion of this course the learner will be able to:
 - a. Accept a report of a campus crime from a member of the general public;
 - b. Properly document crimes and disciplinary referrals on the appropriate forms and forward them to the Clery Coordinator;

- c. Identify all subordinate employees who also qualify as CSAs;
- d. Administer training for all subordinate CSAs and maintain appropriate training documentation;
- e. Collect Crime and Disciplinary Referral Report forms and Tally Sheets from subordinate CSAs and forward them to the Clery Coordinator.

Course Overview (Describe how the course will flow and how topics will be covered):

- 1. Summary of topics
 - a. Clery Act overview
 - b. Requirements of the Annual Security Report
 - i. How to report a crime
 - ii. How to report a crime confidentially
 - c. Definition and role of the CSA
 - d. Role of the CSA Department Head
- 2. Format of the class including breaks
 - a. 1 hour, no breaks

Content (List each topics main points and relevancy to meeting the course objectives):

- 1. Requirements of the Annual Security Report
 - a. To report a crime...
 - i. Contact the University Police...
 - ii. In addition, you may also report a crime to the following authorities:
 - b. Voluntary confidential reporting
 - i. Encouraged to report crimes to the police...
 - 1. Police reports are public records under state law, so CIPD cannot hold reports of crimes confidential.
 - ii. Confidential reports for purposes of inclusion in the Annual Security Report can generally be made to other CI Campus Security Authorities, as identified above.
 - iii. Psychological counselors, when acting within the scope of their license or certificate are not considered to be CSA, and are not required to report crimes for inclusion in the Annual Security Report.
 - 1. They are encouraged, when appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for the inclusion in the Annual Security Report.
- 2. Definition and role of the CSA
 - a. Any person with significant responsibility for students and campus activities.
 - b. Receive reports of campus crimes from members of the general public. Get as many details of the crime as possible.

- c. Determine...
 - i. If there is a violent crime in progress;
 - ii. If there exists a serious and continuing threat to students and employees;
 - iii. If the victim is in need of assistance or services;
 - iv. If the incident has been reported to the police or another CSA;
 - v. If the victim wishes to remain anonymous.
 - d. Document campus crimes they become aware of on the appropriate form and forward to CSA Department Head.
 - e. In January of each year, complete the annual Tally Sheet to document the total number of crimes they have become aware of in the preceding year (calendar year), and forward to CSA Department Head.
3. Role of the CSA Department Head
- a. Same as above (role of the CSA)
 - b. You are specifically designated in the Annual Security Report as a person to whom a crime report may be made
 - i. Follow Crime Reporting Process Map prior to accepting the report.
 - ii. Document the crime on the appropriate forms, the same as a CSA.
 - iii. Provide resources and assistance to the person, as appropriate.
 - c. Identify all subordinate employees who meet the definition of CSA
 - i. Based on the employees' job duties
 - ii. You will know better than anyone else
 - c. Administer training to all subordinate CSAs and maintain appropriate training documentation
 - i. Training materials will be provided by Clery Coordinator
 - ii. Must be able to produce training documentation in an audit
 - d. Collect Crime and Disciplinary Referral Report forms from subordinate CSAs as they are completed, and maintain forms.
 - e. In January of each year, collect a Crime and Disciplinary Referral Tally Sheet from each subordinate CSA.
 - f. In January of each year, forward all Crime and Disciplinary Referral Report forms and Tally Sheets to the Clery Coordinator.
 - g. In January of each year, forward a list to the Clery Coordinator, containing the names and position titles of each subordinate CSA in place during the previous year.

Resources (Penal Code sections, Manuals, Written Directives, etc.):