

**CSUCI Police Department
Training Outline**

Campus Security Authority (CSA) 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.
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 – Campus Security Authority
2. Crime and Disciplinary Referral Report form
3. Crime and Disciplinary Referral Talley Sheet

Course Objectives:

1. Upon completion of this course the learner will be able to:
 - a. Receive information about 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 CSA Department Head;

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

1. Summary of topics
 - a. Clery Act overview
 - b. Definition and role of the CSA
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. Clery Act overview
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.

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