Hello and welcome to the University of California Clery Act training for CSAs.

Click NEXT to continue.
1.2 Manual Play/Autoplay

In consideration of learners who may be using assistive technologies, slides in this course will, by default, require you to manually start them by clicking a play button or pressing the R key (or the Tab key first and then the R key; keyboard shortcuts will sometimes require you to first press the Tab key to enable them to work in a slide or slide pop-up).

If you’d like slides to automatically play as soon as you navigate to them, you may do so by clicking the autoplay button seen on your screen. If at any point you’d like to return to the default manual start, you may do so by clicking the manual start button, also shown here. Depending on your current manual play/autoplay setting, one of these two buttons will be available in the top-right corner of each slide.

For additional accessibility-related instructions, please click the Accessibility Instructions button within this slide.

For additional instructions on other topics such as navigation, keyboard shortcuts, accessing slide transcripts and course resources, please click the Additional Instructions button.

Or, click the Get Started button to skip the instructions.
1.3 Accessibility Instructions

If you are using a screen reader or keyboard navigation, press the Tab key to navigate focus forward through the slide contents and player controls. Press Shift + Tab to navigate backwards.

When focus arrives on an element, it will be surrounded by a yellow highlight box.

When tabbing through slide elements, the last element before the player controls is a hidden ‘Skip Navigation’ button available to screen readers. When this button has focus, press Enter to skip past the playbar and return to the first focusable element in the slide.
1.4 Additional Instructions

Additional Instructions

Use the NEXT button, or N key, to navigate forward through the course and PREVIOUS button, or P key, to navigate backwards. You may also use the slide menu on the left to jump directly to a slide you have already visited.

Press the S key to stop a slide’s audio. Press the R Key to resume a slide’s audio after it’s been stopped.

To view a slide’s transcript, click the slide’s transcript button, seen here, or press the T key. Press the X key to close transcripts and other pop-ups.

![Transcript button](image)

You may have to first press the Tab key to enter a slide or slide pop-up and enable keyboard shortcuts to work.

Open the Resources menu to view or download materials associated with this training, such as policy documents and a list of Clery Coordinators by location.

Use the NEXT button, or press the N key, to navigate forward through the course and PREVIOUS button, or press the P key, to navigate backwards. You may also use the slide menu on the left to jump directly to a slide you have already visited.

Press the S key to stop a slide’s audio. Press the R Key to resume a slide’s audio after it’s been stopped.

To view a slide’s transcript, click the slide’s transcript button, seen here, or press the T key.

Press the X key to close pop-up messages such as slide transcripts and incorrect quiz feedback.

And again, please note, you may have to first press the tab key to enter a slide or slide pop-up and enable keyboard shortcuts to work.

Open the Resources menu to view or download materials associated with this training, such as policy documents and a list of Clery Coordinators by location.
1.5 Course Topics & Learning Objectives

In this course we’ll introduce the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act; we’ll discuss its history and background, and explore what it requires of the University and of you as a Campus Security Authority, or CSA.

We’ll detail the procedures for reporting crimes under the Clery Act and define what crimes and geographic areas are covered by this act.

We’ll also review additional reporting requirements for CSAs and for other related campus roles.

By the end of this course, you should be familiar with the following:

• The Clery Act requirements
• The CSA role and what is required of CSAs under the Clery Act
• What information CSAs should collect regarding Clery Crimes
• What crimes and geographic areas are included within the purview of the Clery Act
• How to properly engage with victims and inform them of reporting options, including confidential options
• How to report a crime under the Clery Act
In this section we’ll introduce the Clery Act and its requirements, and explore its background and benefits.
1.7 Clery Act Overview

The Clery Act is a federal law requiring colleges and universities that receive federal financial aid, in the form of Title IV funding, to:

- Disclose information about particular crimes on and around their campuses
- Develop campus security and reporting procedures
- Provide safety and crime information and policies to members of the campus community

It is the policy of the University of California to comply with its obligations under the Clery Act and California law. Each campus is responsible for establishing appropriate procedures to implement the Clery Act requirements.

The Clery Act is a federal law requiring colleges and universities that receive federal financial aid, in the form of Title IV funding, to disclose information about particular crimes on and around their campuses; develop campus security and reporting procedures; and provide safety and crime information and policies to members of the campus community.

It is the policy of the University of California to comply with its obligations under the Clery Act and California law. Each campus is responsible for establishing appropriate procedures to implement the Clery Act requirements.
1.8 Clery Act Requirements

There are four principle Clery Act requirements.

First, campuses must identify and train CSAs on a regular and ongoing basis. If you’re taking this course, you have been identified as a CSA and are in the process of fulfilling your obligation to receive the necessary Clery Act training.

Second, campuses must appoint and train a Clery Coordinator. This role may have a different title, such as Clery Officer, depending on your location. A comprehensive list of Clery Coordinators is available on the UCOP website and linked to here.

Third, campuses must publish an Annual Security Report, also known as an ASR, and an Annual Fire Safety Report, also known as the AFSR, by October 1st each year and notify current and prospective students, as well as employees, that they are available. The ASR contains crime statistics, and security and safety policies as referred to in the Code of Federal Regulations and the Department of Education Handbook for Campus Safety and Security Reporting.

Fourth, campuses must issue Timely Warnings and emergency notifications as indicated in your campus location policies.

UC Clery Coordinators by Location
To help you understand the purpose and importance of the Clery Act, let’s consider its history.

In 1986, Jeanne Clery was raped and murdered in her dorm room at Lehigh University in eastern Pennsylvania. It was one of 38 violent crimes that occurred at Lehigh within a three year span. Jeanne Clery’s parents argued that, had they known Lehigh’s crime record, Jeanne would not have attended the University.

The Clery Act was enacted in 1990, in Jeanne’s memory, to help prevent others from becoming victims of similar crimes.
1.10 UC Clery Act Policy

In December 2017, then University of California President Janet Napolitano approved the University of California Clery Act Policy on Campus Safety and Security Reporting.

The UC Clery Act Policy provides overarching system guidance and describes roles and responsibilities for the University community related to compliance with legal requirements regarding crime reporting, awareness and prevention.

You can view the policy by clicking the button within this slide or through the Resources menu.

UC Clery Act Policy
1.11 Why Do I Need Training?

By understanding and adhering to the Clery Act and its requirements, universities and campus security authorities, such as yourself, provide innumerable benefits to their campus communities. These benefits include:

- Helping to provide a safe and secure learning and work environment
- Alerting students and others about potential dangers on campus
- Helping current and prospective students, parents and employees make informed decisions when choosing a campus
- Ensuring compliance with legal and policy requirements
- Assisting the University to better track crimes, alert the public and maintain safety within their campus communities

By understanding and adhering to the Clery Act and its requirements, universities and campus security authorities, such as yourself, provide innumerable benefits to their campus communities. These benefits include:

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- Ensuring compliance with legal and policy requirements
- Assisting the University to better track crimes, alert the public and maintain safety within their campus communities
1.12 Obligation to Adhere to the Clery Act

University policy requires that campuses and personnel adhere to the Clery Act. Failure to comply with the Clery Act could result in monetary penalties.

As previously mentioned, institutions of higher education that receive federal, Title IV, financial aid are required to follow the Clery Act.

A campus violating the Clery Act can be fined by the U.S. Department of Education up to nearly $55,000 per violation. Other consequences could include having Title IV funding limited and receiving negative media attention.
1.13 Scenario 1: Introduction

At the end of each section within this course, you’ll make your way through a brief, interactive scenario meant to ensure you understood the section’s material.

In this scenario, you’ll play the part of Veronica, a graduate student and resident assistant (RA) who, because of her role as an RA, is a campus security authority.

At the end of each section within this course, you’ll make your way through a brief, interactive scenario meant to ensure you understood the section’s material.

In this scenario, you’ll play the part of Veronica, a graduate student and resident assistant who, because of her role as an RA, is a campus security authority—something we’ll touch on more in the next section.
It’s move-in day for first-year students, and Veronica has offered to take her floor’s residents, along with any parents who came along to drop them off, on a brief tour of the campus. While on the tour, one of the parents states that she has heard about a lot of crimes on college campuses and asks Veronica what the University is doing with respect to them.

Recalling her Clery Act training, Veronica informs the group that the campus does what?

Select all choices that apply and click SUBMIT to check your answers.

- A) Complies with the Clery Act, its requirements and related UC policies
- B) Has appointed a Clery Coordinator to ensure compliance with Clery Act requirements
- C) Identifies and trains campus security authorities, such as herself, on how to fulfill their responsibilities under the Clery Act
- D) Discloses certain crimes that occur on, or in some cases around, campus and issues Timely Warnings about emergency situations
- E) Publishes an annual security report that includes crime statistics, and security and safety policies
Correct choices:

A, B, C, D and E

Correct Feedback: Well done! The University does all of these things to keep their students and staff safe. Sure, it’s a lot of information to provide to the group, but it’ll go a long way towards reassuring them that the University is fully committed to maintaining as safe a campus community as possible.
Before moving on to the next section, let’s review some of the practical points we just covered.

As a CSA, you play a vital role in maintaining safety within the campus community. Understanding your requirements under the Clery Act helps ensure a safe, secure and informed learning and work environment.

The Clery Act was enacted in the memory of Jeanne Clery, to help prevent others from becoming victims of similar crimes.

In addition to identifying and training CSAs, the Clery Act also requires campuses receiving Title IV federal funding to designate and train a Clery Coordinator; publish an Annual Security Report; and issue Timely Warnings and emergency notifications as necessary.
One of the main requirements of the Clery Act and the UC Clery Act Policy is the identification and training of CSAs. You have been identified as a CSA and will need some training to better understand that role and what it requires of you. So, in this next section, we’ll start to explore what it means to be a CSA and what you’ll do within the role to fulfill your Clery Act responsibilities.
1.17 What is a CSA?

“Campus security authority” is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution:

- An individual on campus who has significant responsibility for student and campus activities, such as Veronica, the RA in the previous scenario, or a student group’s faculty advisor;
- An employee of the campus police department;
- An individual responsible for campus security other than campus police, such as security at parking kiosks, event security, or student escorts;
- A person or office designated by your location as someone to whom crimes should be reported

If you are required to take this course, then you have been identified as a CSA.
1.18 CSA Responsibilities

CSA Responsibilities

A CSA has an obligation to notify the University per individual campus protocols—such as reporting to the campus Clery Coordinator and/or to the campus police—of alleged Clery Act crimes that are reported to or observed by the CSA. This means CSAs are required to:

- Get the facts
- Report all crimes covered under the Clery Act
- Inform victims of reporting options, including confidential options
- Offer referrals to resources

A CSA has an obligation to notify the University per individual campus protocols—such as reporting to the campus Clery Coordinator and, or to the campus police—of alleged Clery Act crimes that are reported to or observed by the CSA. In short, this means CSAs are required to get the facts and report all crimes covered under the Clery Act. We’ll cover what exactly those crimes are in the course’s next section. For now, just remember reporting as a CSA responsibility.

CSAs are also required to inform victims of reporting options, including confidential options and offer referrals to resources.

Let’s explore each of these duties in more detail.
1.19 Get the Facts

When reporting an alleged crime or incident, don’t make judgements; just get the facts. Describe the situation completely and accurately, making sure to capture:

- When the crime or incident occurred
- Where the crime or incident occurred
- What the crime or incident entails: i.e., what specifically occurred, its nature and description

Additionally, a CSA should include as much information as possible about the physical appearance of the perpetrator.

If you observe or hear about a violent crime that is currently in progress, call the police through 911 immediately.

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1.20 Report All Clery Crimes

After recording the details of an alleged incident or crime, you should report them immediately or as soon as reasonably practical. The mechanics of the reporting procedures differ from campus to campus—at some locations CSAs may report to the Clery Coordinator or Officer; at other locations they may report to the campus police; some locations may even have you complete a Crime Reporting or Incident Form, which can typically be obtained from the Clery Coordinator, campus police department, and/or online—so if you haven’t already, make sure to speak with your location’s Clery Coordinator to learn what your campus’s specific reporting procedures are.

Any CSA who knowingly fails to report a crime may be subject to disciplinary action by the University.
1.21 If in Doubt...

Your role as a CSA is not to “define” the crime. Your primary responsibility is to report when you see a crime occurring or when an alleged crime is reported to you.

If in doubt—if you are uncertain if a crime meets the Clery Act requirements, such as the definition of a Clery Crime or Clery Geography—report it anyway and let your Clery Coordinator or campus police department determine if it meets the Clery Act definitions and what the appropriate reporting requirement would be.

Your role as a CSA is not to “define” the crime. Your primary responsibility is to report when you see a crime occurring or when an alleged crime is reported to you.

If in doubt—if you are uncertain if a crime meets the Clery Act requirements, such as the definition of a Clery Crime or Clery Geography—report it anyway and let your Clery Coordinator or campus police department determine if it meets the Clery Act definitions and what the appropriate reporting requirement would be.
1.22 Inform Victims of Reporting Options Including Confidential Options

When taking reports, CSAs must inform the victim of their right to withhold personally identifying information—i.e., to maintain confidentiality. CSAs may never identify the victim without their consent.

If a victim does choose to remain anonymous, the CSA must then submit the incident report—in accordance with the campus’s reporting procedures—without revealing any of the victim’s personal information.

In these cases, the University will keep a record that a crime occurred. Confidently reported crimes are still counted and disclosed in the Annual Security Report.
1.23 Offer Referrals to Resources

CSAs should also offer referrals to other services if appropriate, such as to campus assistance programs or counseling services.

Speak with your location’s Clery Coordinator to learn what specific resources and services are available at your location.
1.24 What the CSA Isn’t Responsible For

It’s also important to understand what CSAs are not responsible for:

- You are not responsible for reporting crimes when a student was away from campus and not involved in a UC activity, such as when at home during Spring break.
- For Clery purposes, you are also not responsible for reporting crimes occurring outside of Clery Act geography.
  - However, for Title IX purposes as established by the UC Sexual Violence and Sexual Harassment (SVSH) Policy, if you receive a report of sexual harassment, sexual assault or other Prohibited Conduct involving a student, it must be reported to the Title IX officer irrespective of whether it occurred on or off campus.
- Investigating a crime or apprehending a perpetrator.
  - Just get the facts and report the information to the Clery Coordinator.

UC Sexual Violence and Sexual Harassment Policy
Before moving on, let’s review the process of reporting an incident one more time since it’s so important for you to know.

First, gather details about the incident so you can report it completely and accurately, making sure to include facts such as when it occurred, where it occurred and what happened. If you haven’t done so already, contact your location’s Clery Coordinator so you can learn your location’s specific reporting procedures.

Next, inform the victim of their rights to report the crime confidentially and not have any personally identifying details shared in the incident report.

Finally, it may be appropriate to offer referrals to other resources available at your location, such as assistance programs or counseling services.
Lastly, it’s important to note that UC Policy prohibits retaliation against the CSA and, or persons reporting a Clery Act crime. Any member of the UC community who engages in retaliation may be disciplined.
Let’s try another scenario.

Jacob, a student at UC Riverside, witnesses an attempted mugging in a campus parking lot. Thankfully, the victim managed to flee unharmed without any loss of property, but Jacob feels it’s important to report the incident nonetheless. He’s seen signs around campus directing witnesses to report such crimes to Campus Security Authorities, but he can’t recall specifically who one is. Help Jacob out by identifying whether each of the following individuals is likely a CSA to whom he can report this incident. Select the yes or no checkbox for each individual, then click SUBMIT to check your answers.

<table>
<thead>
<tr>
<th>Option</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) A campus police department employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B) The fellow student who is in charge of access to his dormitory building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C) His friend, and fellow student, who is a journalist for the campus newspaper</td>
<td></td>
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<tr>
<td>D) Professor Leonard, the faculty advisor for Jacob’s film appreciation student group</td>
<td></td>
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<tr>
<td>E) A family friend who also happens to be a UCR alumnus and annual donor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F) The security guard stationed at another campus parking lot a few blocks away</td>
<td></td>
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</tr>
</tbody>
</table>

Help Jacob out by identifying whether each of the following individuals is likely a CSA to whom he can report this incident. Select the yes or no checkbox for each individual, then click SUBMIT to check your answers.

A) A campus police department employee
B) The fellow student who is in charge of access to his dormitory building
C) His friend, and fellow student, who is a journalist for the campus newspaper
D) Professor Leonard, the faculty advisor for Jacob’s film appreciation student group
E) A family friend who also happens to be a UCR alumnus and annual donor
F) The security guard stationed at another campus parking lot a few blocks away
Correct Responses:

A) A campus police department employee - Yes
B) The fellow student who is in charge of access to his dormitory building - Yes
C) His friend, and fellow student, who is a journalist for the campus newspaper - No
D) Professor Leonard, the faculty advisor for Jacob’s film appreciation student group - Yes
E) A family friend who also happens to be a UCR alumnus and annual donor - No
F) The security guard stationed at another campus parking lot a few blocks away - Yes

Correct Feedback: Correct. CSAs are typically individuals who have significant responsibility for student or campus activities, such as residence hall assistants or faculty members who serve as an advisor to a student group; individuals who work as part of the campus police department or in another security capacity, such as event or parking lot security; or individuals who have been designated by a location as someone to whom crimes should be reported.
1.28 Scenario 2: Collecting the Facts

Jacob was actually headed to Professor Leonard’s office anyway when he witnessed the incident, so he reports it to her.

As a CSA, what information about the incident should Professor Leonard collect from Jacob?

Select all the choices that apply, then click SUBMIT to check your answers.

A) Who — who was involved? Jacob thinks he recognized the victim and could share their name.
B) What — what occurred? Someone approached the victim and attempted to mug them.
C) When — when did the incident occur? 3:47 pm, Tuesday, January 16th, 2018
D) Where — where did it occur? Southeast corner of Parking Lot #23 on Linden St.
E) Why — why did it happen? The victim was distracted, looking at their phone.

Correct answers:
B, C and D
Correct Feedback: Good job! CSAs should gather facts including what occurred, when it occurred and where it occurred, but they should never identify a victim unless the victim consents to having personally identifying information shared in the report.
1.29 Scenario 2: When and How

When and how should Professor Leonard report the incident?

Select the best response to each question, then click SUBMIT to check your answers:

WHEN should she report it?

- Immediately or as soon as reasonably practical
- At the end of the week when the Professor has more time
- In September so it can be included in the ASR by its October 1st release date

HOW should she report it?

- Submit a report to her location’s Clery Coordinator
- Submit a report to the campus police department
- Submit a report online
- Any of the three previous choices could be correct, depending on the location’s reporting procedures. If Professor Leonard hasn’t received direction in this regard from her location’s Clery Coordinator, now would be the time for her to contact them for that information.

When and how should Professor Leonard report the incident?

Select the best response to each question, then click SUBMIT to check your answers:

WHEN:

A) Immediately or as soon as reasonably practical
B) At the end of the week when the Professor has more time
C) In September so it can be included in the ASR by its October 1st release date

HOW:

A) Submit a report to her location’s Clery Coordinator
B) Submit a report to the campus police department
C) Submit a report online
D) Any one of the three previous choices could be correct, depending on the location’s reporting procedures. If Professor Leonard hasn’t received direction in this regard from her location’s Clery Coordinator, now would be the time for her to contact them for that information.
Correct answers:

When: A

How: D

Correct Feedback: Well done. CSAs should report an incident immediately or as soon as is reasonably practical. Reporting procedures vary by location and may include any of the first three How choices, so it’s important that CSAs learn from their location’s Clery Coordinator what the location’s exact reporting procedures are.
Let’s quickly review this section’s practical points before moving on.

CSAs are individuals who have been identified as having significant responsibility for student or campus activities; are members of the campus police force; are otherwise responsible for campus security, such as stadium or parking lot security personnel, even if not directly employed by the university; or have otherwise been designated as a CSA.

If a CSA is unsure whether a crime requires reporting under Clery Act procedures, they should report it regardless.

CSAs are responsible for gathering facts about an incident; for informing witnesses or victims of their reporting options, including confidential options; for offering referrals to other campus services as appropriate; for knowing their location’s specific Clery reporting procedures; and for reporting applicable incidents in accordance with those procedures.

CSAs are not responsible for investigation of a crime, apprehending a perpetrator, reporting non-Clery Crimes or reporting crimes that occur outside Clery Geography.

CSAs and other persons reporting crimes under the Clery Act are protected against retaliation.
In this final section, we’ll explore some of the other information CSAs need to know in order to perform their duties, as well as other laws, roles and duties that relate to campus safety and the reporting of certain crimes. We’ll also wrap-up our coverage of the Clery Act by examining its non-CSA-related requirements.
1.32 Clery Crimes

As we’ve alluded to before, only certain types of crimes are included, and required to be reported, under the Clery Act. These include:

- Criminal homicide, including murder, non-negligent manslaughter and manslaughter by negligence
- Sex offenses, including rape, fondling, incest and statutory rape
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Arrests and discipline referrals of students, staff and faculty for liquor, drug and weapons law violations
- VAWA (Violence Against Women Act) Offenses, including dating violence, domestic violence and stalking

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1.33 Clery Geography

As we also referenced earlier, only certain geographic areas are covered by the Clery Act. “Clery Geography,” as it is known, includes:

- On-campus buildings and property, even if it is privately operated, such as a food or retail vendor.
- On-campus student housing.
- Public property immediately adjacent to and accessible from the main campus. For example, public roads, sidewalks, parks, etc.
- Non-campus property owned or controlled by the University, not integral to the campus but frequented by students, including fraternities and sororities; and foreign education operations that are either owned or maintained by the UC.
- Student field, stay or away trips may also be subject to Clery reporting if certain “location” conditions are met.
1.34 California Legal Requirements

In addition to Clery requirements, California law requires CSAs to report willful homicide, robbery, aggravated assault, hate crimes and/or sexual offense crimes committed on or off campus immediately to the campus police department.

When taking reports, CSAs must inform the survivor or victim of their right to withhold personally identifying information from the public record. CSAs may never publicly identify the victim without their consent.
1.35 Responsible Employee and Mandated Reporter

Depending on your University role, you may have other responsibilities beyond those that apply to your CSA role. You may also be a “responsible employee” or “mandated reporter” with additional reporting obligations.

A Responsible Employee, as defined by the UC Sexual Violence and Sexual Harassment Policy, is any employee who has the authority to take action to redress sexual violence; who has been given the duty to report to appropriate officials incidents of sexual violence; or who can be reasonably thought to have this authority or responsibility. All employees are Responsible Employees with regard to students and as such, are required to report incidents of sexual harassment, sexual assault or other Prohibited Conduct involving students to the Title IX office.

A Mandated Reporter is a professional who is required to notify their state’s social services agency of suspected cases of child maltreatment. The California Child Abuse and Neglect Reporting Act, also known as CANRA, requires that all University employees and administrators who are Mandated Reporters make required reports to child protection or law enforcement agencies.

The UC Sexual Violence and Sexual Harassment and CANRA policies can be found using the buttons in this slide or through the Resources menu.

UC Sexual Violence and Sexual Harassment Policy | UC CANRA Policy
Alright, before we conclude the course, let’s briefly touch on the other three Clery Act requirements, starting with the Clery Coordinator.

Under the Clery Act, each location is responsible for designating and training a Clery Coordinator; and remember, the position’s title may be different, such as Clery Officer, depending on your location.

This individual’s responsibilities typically include but are not limited to:

- Collaborating with the campus police department to collect and report Clery Crimes and statistics, and to review those statistics for accuracy before they are reported to the U.S. Department of Education
- Publishing and distributing annual crime statistics through the Annual Security Report, as well as annual fire safety statistics through the Annual Fire Safety Report
- Coordinating with campus real estate and other similar departments to develop and classify local Clery Geography
- Identifying, notifying and training Campus Security Authorities

Your location’s Clery Coordinator serves as your go-to resource for any Clery-related questions you have, such as on policy specifics, reporting procedures, Clery geography, referral resources and more, so please contact your Clery Coordinator if you need any information beyond what is provided in this training.

For a list of other common Clery Coordinator duties and responsibilities, please review the official UC Clery policy, available through the Resources menu.
Additionally, your location’s Clery Coordinator serves as your go-to resource for any Clery-related questions you have, such as on policy specifics, reporting procedures, Clery geography, referral resources and more, so please contact your Clery Coordinator if you need any information beyond what is provided in this training.

For a list of other common Clery Coordinator duties and responsibilities, please review the official UC Clery policy, available through the Resources menu.

UC Clery Coordinators by Location
The Clery Act also requires every location to annually publish, by October 1st, a report, known as the Annual Security Report or ASR, containing the campus safety policy statements and Clery Crime statistics for the three most recent calendar years.

The ASR is publicly available for each campus online and anyone can view it.
The final Clery Act requirement involves the issuing of Timely Warnings.

After a Clery Act crime is reported, the campus must consider if students and employees are at risk of becoming victims of a similar crime. If it is determined that a serious or continuing threat exists, a Timely Warning must be issued to the entire community so as to aid in the prevention of similar crimes.

The campus will issue a Timely Warning Notification in the optimal manner — such as through text messaging or email — that will alert the entire community of the potential threat.

Immediate reporting of crimes by a CSA is essential to the Timely Warnings process, so if you observe or hear about a Clery Crime, you must report it as soon as is reasonably practical.
In our final scenario, you’ll play the role of Alex, a CSA who had a very busy week, receiving accounts of numerous incidents she may have to report in accordance with her location’s Clery procedures.

Help Alex determine which incidents may require Clery reporting by selecting either the YES checkbox—if the incident would be considered a Clery Crime—or the NO checkbox—if the incident would not be considered a Clery Crime—for each incident listed here, then click SUBMIT to check your answers.

- A) Inappropriate fondling
- B) Plagiarizing part of an academic paper
- C) A computer is stolen from a residence
- D) Unlawful consumption of alcohol
- E) Pranking someone by having pizzas delivered to their house
- F) Someone sets fire to a tree
- G) A person is threatened with a crowbar, shoved into the bushes and called a racial slur
- H) Three separate incidents of car theft
Correct Responses:

A) Inappropriate fondling - Yes
B) Plagiarizing part of an academic paper - No
C) A computer is stolen from a residence - Yes
D) Unlawful consumption of alcohol - Yes
E) Pranking someone by having pizzas delivered to their house - No
F) Someone sets fire to a tree - Yes
G) A person is threatened with a crowbar, shoved into the bushes and called a racial slur - Yes
H) Three separate incidents of car theft - Yes

Correct Feedback: Well done! The Clery Act requires reporting of crimes such as these from the scenario: sex offenses; robbery, burglary and motor vehicle theft; liquor, drug and weapons violations; arson; aggravated assault; and hate crimes. Criminal homicide and VAWA offenses are also considered Clery Crimes and must be reported. If you are uncertain if an incident is a Clery crime, report it to the Clery Coordinator, who will make the final determination.
1.40 Scenario 3: Narrowing it Down

Now that she’s isolated the potential Clery Crimes, Alex needs to decide if each fits within Clery Geography and thus requires reporting.

For each incident, select either the yes checkbox—if the incident location is within Clery Geography—or the no checkbox—if the incident occurred outside of Clery Geography—then click SUBMIT to check your answers.

<table>
<thead>
<tr>
<th>Incident Description</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate fondling: occurred at a fraternity house</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hate crime: occurred outside of a bar downtown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car thefts: parked in the Student Union parking garage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson: tree was situated in a park that borders the campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer stolen from residence: the residence is an off-campus apartment on the other side of town</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Correct Responses:

A) Inappropriate fondling: occurred at a fraternity house - Yes
B)  Computer stolen from residence: the residence is an off-campus apartment on the other side of town - No
C)  Arson: tree was situated in a park that borders the campus - Yes
D)  Hate crime: occurred outside of a bar downtown – No, but under California law, Alex must immediately report this to the campus police
E)  Car thefts: parked in the Student Union parking garage - Yes

Correct Feedback: Clery Geography includes on-campus buildings or property, on-campus student housing, public property immediately adjacent to and accessible from the main campus, such as roads, sidewalks and parks, and non-campus property owned or controlled by the University, not integral to the campus but frequented by students, such as fraternity and sorority houses. If you are unsure if an incident occurred within Clery Geography, report it anyway as the Clery Coordinator will make the final determination. Additionally, California law requires CSAs to immediately report crimes such as hate crimes to the campus police whether they occur on or off campus.
1.41 Scenario 3: Timely Warning

The car thefts at the Student Union parking garage that Alex was made aware of occurred right before finals. Since she was so preoccupied with studying, she waited several weeks to report the incidents to the Clery Coordinator. What do you think of Alex’s decision to hold off on reporting?

Select the best response, then click SUBMIT to check your answer.

A. It was okay for her to delay reporting because she was busy studying for and taking her finals.
B. Had she reported as soon as practical, a timely warning could have been issued allowing the campus to increase awareness and perhaps prevent the likelihood of future crimes.
C. Since the car thefts did not involve any physical injuries, immediate reporting was not necessary.

Correct Answer:

B
Correct Feedback: Correct. Had Alex reported the car thefts at the Student Union sooner, the campus might have considered issuing a Timely Warning in an effort to make people aware of the situation and potentially prevent further thefts from occurring.

Furthermore, CSAs are required to report Clery Crimes as soon as reasonably practical which Alex did not do by waiting so long. Studying for finals is important, but so is Alex’s duty as a CSA to do her part to keep the campus community as safe as possible.
The Clery Act requires the following crimes to be reported: criminal homicide; sex offenses; aggravated assault; robbery; burglary; motor vehicle theft; arson; hate crimes; arrests and discipline referrals for liquor, drugs and weapons violations; and VAWA offenses.

Clery Geography includes on-campus buildings or property, public property immediately adjacent to and accessible from the main campus and on-campus student housing.

Remember, if you’re unsure if an incident needs to be reported under the Clery Act, report it anyway. Also note that if you receive a report of a sexual assault involving a student or employee that occurs off campus or on non-Clery Geography, you must report the incident to the Title IX Coordinator who will then provide supplemental resources that are required by law.

Under the Clery Act, campuses are also responsible for assigning and training a Clery Coordinator; publishing an Annual Security Report by October 1st each year, complete with campus safety policies and crime statistics; and for issuing Timely Warning notifications regarding crimes that represent a serious or continuing threat to the campus community, so as to aid in the prevention of similar crimes.
1.43 Resources

Resources

Remember, CSAs should consult their campus Clery Coordinator for additional information on reporting procedures, CSA responsibilities, service referrals or anything else Clery-related. The button provided here can help you identify and contact your location’s Clery Coordinator.

Or, click the slide’s other buttons to learn more about the Clery Act; view or download the UC Clery Act Policy; or view the U.S. Department of Education Handbook for Campus Safety and Security Reporting. Each of these resources is also available through the course’s Resources menu.

- UC Clery Coordinators by Location
- Learn More About the Clery Act
- UC Clery Act Policy
- DoED Safety & Reporting Handbook
1.44 Policy Acceptance

In order to complete this course, you must acknowledge that you’ve received Clery Act training and will comply with your responsibilities under the Clery Act.

So first, if you haven’t already, review the UC Clery Act policy which you can access by clicking the button within this slide.

Second, enter your name into the policy acceptance statement.

And third, click the Record Your Acceptance button.

UC Clery Act Policy
In order to fully complete this course, you also must pass a brief test to ensure you understand your responsibilities under the Clery Act and are prepared to perform the necessary duties.

You must answer each question correctly in order to proceed to the next question; if you do not answer correctly, you will be prompted to try again.

Good luck!
1.46 Question 1

What does the Clery Act require of campuses? Select the best response, then click the SUBMIT button.

A) Issue Timely Warnings of crimes when deemed a serious or continuing threat to students or employees
B) Prepare and publish an Annual Security Report (ASR)
C) Designate and train key campus personnel (Clery Coordinator and CSAs) that are required to report crimes
D) All of these options

Correct answer:

D

Correct Feedback: Correct. The Clery Act involves the identification and training of key personnel who are responsible for collecting and reporting information on specific types of crimes occurring within Clery Geography. Timely warnings are also issued by the campus when they constitute a serious or continuing threat to students or employees.
1.47 Question 2

What or who is a CSA? Select all choices that apply, then click the SUBMIT button.

- A) Campus Security Authority
- B) Certified Security Auditor
- C) A member of the campus police force
- D) An individual with significant responsibilities for student or campus activities
- E) An individual responsible for campus security

Correct answers:

A, C, D and E

Correct Feedback: Correct. A CSA, or Campus Security Authority, is responsible for collecting and reporting information on crimes and other incidents that are reported to her or him. A CSA also provides reporting, confidentiality and referral information.
1.48 Question 3

What does a CSA not do? Select the best response, then click the SUBMIT button.

- A) Report crimes to the Clery Coordinator and/or campus police
- B) Provide resources and information when possible to a crime victim
- C) Obtain as many crime details as possible
- D) Investigate an alleged crime or apprehend a perpetrator

Correct answer:

D

Correct Feedback: Correct. A CSA is not responsible for investigating a suspected crime or apprehending a suspected perpetrator. The role of the CSA is to collect the facts and report them as soon as reasonably practical to the Clery Coordinator and, or campus police, in accordance with the location’s specific procedures, which the CSA should learn of from the location’s Clery Coordinator.
1.49 Question 4

When should a CSA submit a Clery report? Select the best response, then click the SUBMIT button.

A) Immediately or as soon as reasonably practical
B) At the end of the quarter, semester or term
C) Annually
D) Only if it is a crime involving injury

Correct answer:

A

Correct Feedback: Correct. The CSA should report the suspected crime or incident immediately or as soon as reasonably practical. Depending on the crime or incident, appropriate campus officials will determine if a Timely Warning should be issued to the campus community.
What type of information should a CSA gather? Select the best response, then click the SUBMIT button.

A) Blood samples
B) Investigative information from the alleged perpetrator, such as an alibi
C) Pertinent facts: what occurred, where it occurred, when it occurred
D) Detailed crime scene information, including photos if possible, and classification of the exact type of crime that occurred

Correct answer:

C

Correct Feedback: Correct. The CSA is not responsible for investigating the suspected crime or incident and should only gather the pertinent facts to be reported to the Clery Coordinator and, or campus police.
What should a CSA do if he or she hears about or witnesses a crime that he or she is unsure is covered under the Clery Act?

A) Report it
B) Report it
C) Report it
D) Report it

Correct answer:

Any and all

Correct Feedback: Correct. If you are unsure if a crime is covered under the Clery Act, report it anyway and let your location’s Clery Coordinator or campus police department make that determination.
Congratulations, you’ve completed the course!

No single course can adequately address all safety and security issues you may face as a member of the University community. We hope the information provided in this course will support your efforts to help ensure a safe environment.

For more information, please contact your local Clery Coordinator.

Please refer to the Department of Education Handbook for Campus Safety and Security Reporting for additional reference material.

To exit this course, use the Exit link in the course player’s upper, right-hand corner.

UC Clery Coordinators by Location

DoED Safety & Reporting Handbook