

Who is responsible for gathering and reporting these statistics?

The University Police Department, along with the members of the campus Clery Review Committee, gathers statistics from several campus departments and CSAs. The San Francisco Police Department and Marin County Sheriff's Office also send statistics for the report which is published annually. For information on Clery, you can refer to the UPD website at: www.sfsu.edu/~upd/clery/ or download a copy of the Clery Handbook at www2.ed.gov/admins/lead/safety/handbook.pdf



How should I report?

By Form

You can find a CSA reporting form on the UPD website (www.sfsu.edu/~upd) or the Title IX website (titleix.sfsu.edu). Completed forms can be:

- **Emailed** to UPD at UPD@sfsu.edu
- **Faxed** to UPD at (415) 338-0905
Attn:Records
- **Dropped off** at the UPD lobby located at 100 North State Drive. UPD is open 24 hours a day, 7 days a week
- **Dropped off** at the Title IX office in the Student Services Building, SSB 403, with attention to the CLERY Team

By Phone

CSAs may find the need to report directly to UPD by phone in the case of emergencies or where there may be an ongoing threat to the campus community.

- 911 (Emergencies via campus landlines)*
- (415) 338-2222 (Emergencies via cell phone)
- (415) 338-7200 (Non-Emergencies)

*Note dialing 911 from a cellphone connects you to SFPD and may cause delay transferring to UPD.

Campus

Security

Authorities:

What are your responsibilities?



**SAN FRANCISCO
STATE UNIVERSITY**

What is a CSA?

A Campus Security Authority (CSA) is defined as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

Your role as a CSA

Your role as a CSA is to report information on certain offenses to UPD or the Title IX office. You do not need to: determine whether a crime took place, perform an investigation, attempt to apprehend anyone, or try to convince a victim to contact law enforcement if they choose not to. You should also refer victims to seek assistance as appropriate:

- Title IX Office: (415) 338-7313
- Counseling & Psychological Services: (415) 338-2208
- S.A.F.E. Place: (415) 338-7233
- UPD: (415) 338-7200

What do I need to report?

Report information on the following offenses having occurred on campus, property owned or controlled by SFSU, and public property within or immediately adjacent to campus:

- ***Murder/non-negligent manslaughter***
- ***Negligent manslaughter***
- ***Sex offenses***
- ***Robbery***
- ***Aggravated assault***
- ***Burglary***
- ***Motor vehicle theft***
- ***Arson***
- ***Domestic violence***
- ***Dating violence***
- ***Stalking***
- ***Hate crimes***
- ***Liquor law, drug abuse, and weapon violations.***

Definitions for all of the above are included in the reporting form.

It is important to make a good faith effort in reporting any allegations of any Clery offenses.

Examples of CSAs

- University Police Officers and UPD staff
- Vice President of Student Affairs and Enrollment Management
- Department Deans
- Residential Life staff
- Director of Athletics, coaches, and assistant coaches
- Student Health Services staff
- Overseers and advisors to student clubs, organizations, and other campus officials who have “significant responsibility for student and campus activities.”

Clery is our institutional responsibility

According to federal law, SFSU is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”