

# UC San Diego

## Clery Act Basics for Campus Security Authorities (CSAs)

### 1. Who is a CSA?

- A Campus Security Authority (CSA) includes police department and other security personnel, as well as officials who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial procedures. There are some limited exceptions, such as a licensed professional counselor acting in that capacity.

### 2. What does a CSA do?

- A CSA has an obligation to immediately report an allegation made in good faith of a Clery Reportable Crime occurring at a Clery Geographic Location to the UC San Diego Police Department. The CSA does not investigate or prove a crime actually occurred.

### 3. What is a Clery Reportable Crime?

Clery Reportable Crimes include the following (see pages 4-5 for definitions):

#### ❖ **Primary Crimes:**

- Criminal Homicide: Murder/Non-negligent Manslaughter
- Criminal Homicide: Manslaughter by Negligence
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Sex Offenses (Rape, Fondling, Incest, Statutory Rape)

#### ❖ **Hate Crimes** (crimes motivated by bias related to race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability):

- Any of the Primary Crimes listed above; PLUS:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/damage/vandalism of property

#### ❖ **Arrests and Referrals for Disciplinary Action for:**

- California/San Diego Liquor Law Violations
- California/San Diego Drug Law Violations
- California/San Diego Weapons Law Violations

#### ❖ **Violence Against Women Act (VAWA) Crimes:**

- Domestic Violence
- Dating Violence
- Stalking

#### 4. What and Where is a Clery Geographic Location?

##### Clery Geographic Locations include:

- **On-campus building or property:** (i) Any building or property owned or controlled by the university within the same reasonably contiguous geographic area and used by the university in direct support of, or in a manner related to, the university's educational purposes; and (ii) Any building or property that is within or reasonably contiguous to the area identified in part (i) of this definition, that is owned by the university but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). (Do not include on-campus student housing facilities in this category.)
- **On-campus student housing facility:** Any student housing facility that is owned or controlled by the university, or is located on property that is owned or controlled the university, and is within the reasonably contiguous geographic area that makes up the main campus.
- **Non-campus building or property:** (i) Any building or property owned or controlled by a student organization that is officially recognized by the university; or (ii) Any building or property owned or controlled by the university that is used in direct support of, or in relation to, the university's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the university.
- **Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

#### 5. When does a CSA make a report to the UC San Diego Police Department?

A CSA should **immediately** report an allegation made in good faith of a Clery Reportable Crime occurring at a Clery Geographic Location to the UC San Diego Police Department. The CSA does not investigate or prove a crime actually occurred.

#### 6. How does a CSA make a report to the UC San Diego Police Department?

CSAs should complete the *UC San Diego Campus Security Authority (CSA) Crime Report Form* or submit the report electronically at <http://clery.ucsd.edu/>.

## 7. Some Important Tips and Reminders

- If an incident constitutes an emergency or a serious or continuing threat to the health and safety of the campus community, call the UC San Diego Police Department immediately at 9-1-1.
- Any university employee who is not a Confidential Campus Resource must inform the Office for the Prevention of Harassment & Discrimination (OPHD) of any reports involving students and sexual violence or sexual assaults. Supervisory employees have a responsibility to notify OPHD of reports of sexual violence/sexual assaults involving any person affiliated with the university.
- Please inform victims and witnesses that they may contact CARE at the Sexual Assault Resource Center for support and resources. See [sarc.ucsd.edu](http://sarc.ucsd.edu).
- Mandated CANRA (California Child Abuse and Neglect Reporting Act) reporters must make required reports to child protection or law enforcement agencies regarding suspected child abuse.
- The *UC San Diego Campus Security Authority Crime Report Form* can be found at <http://clery.ucsd.edu/>.
- Provide as much detail as possible in the *UC San Diego Campus Security Authority Crime Report Form*, even if you cannot classify the crime or the geography, but do not provide personally identifiable information about the victim.
- Completing a *UC San Diego Campus Security Authority Crime Report Form* does not replace or change any existing reporting requirements or procedures for disciplinary referrals for student or employee misconduct.
- If you have any questions, please contact the UC San Diego Clery Compliance Officer, Erika Saracino at [esaracino@ucsd.edu](mailto:esaracino@ucsd.edu). If this an emergency or after business hours, please contact the UC San Diego Police Department at 858-534-HELP (4357) or 9-1-1.

## Definitions of Clery Reportable Crimes (Definitions are in Alphabetical Order.)

### Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

### Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### Criminal Homicide - Murder/Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

### Criminal Homicide – Manslaughter by Negligence

The killing of another person through gross negligence.

### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

### Destruction/Damage/Vandalism of Property (Clery Reportable for Hate Crime Only)

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### Domestic Violence

A felony or misdemeanor crime of violence committed— (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### Drug Law Violations

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

### Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

### Hate Crimes

Crimes that are reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes are counted for only certain Clery crimes. See Item 3 on page 1.

### Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### Intimidation (Clery Reportable for Hate Crime Only)

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny - Theft** (Except Motor Vehicle Theft) (*Clery Reportable for Hate Crime Only*)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Liquor Law Violations**

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

**Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Simple Assault** (*Clery Reportable for Hate Crime Only*)

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Stalking**

(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition— (A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

**Weapons Law Violations**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.