Community Advisor Resource Training

Presented by the Center for Student Involvement

Welcome to the Community Advisor Resources Training

Role of a Community Advisor:

- Mentoring
- Assisting with leadership development
- Attending student organization meetings (if requested by organization)
- Sharing expertise
- Troubleshooting
- Helping mediate interpersonal or interorganizational conflicts that arise
- Providing guidance in leadership development/skills workshops
- Making connections to resources
- Helping with logistics such as events, meeting facilitation and how to handle particular situations (if requested by student organization)

Thank you for agreeing to serve as Community Advisor for a Registered Student Organization (RSO) at UC San Diego. Serving as a Community Advisor is often very rewarding experience.

The expectations of an advisor depends on the needs of each respective student organization as well as the advisor's level of commitment and leadership style. The following is a list of possible expectations that can be used as a starting point for a discussion between the advisor and the organization. It is important to clarify the role of the advisor for the organization from the very beginning.

Your role and relationship with your student organization will be established through conversations with its officers and members. Community Advisors often work directly with officers and members on leadership development by sharing expertise on particular topics, troubleshooting, mentoring, personally assisting individual members, as well as by serving as the connection to a multitude of resources.

This brief training will familiarize you with campus resources that may assist you in your role.

Expectations of a Community Advisor

- Support the students while allowing them to make decisions and lead the organization
- Utilize the Center for Student Involvement Advisors as a resource for questions about advisement, risk management, university policies & students of concern.
- Familiarize yourself with student organization requirements:
    - https://getinvolved.ucsd.edu/one-stop/register/requirements.html
- Review the UC San Diego Hazing Resources website:
    - https://getinvolved.ucsd.edu/one-stop/manage/hazing.html
- Advise the student organization to be aware of campus perceptions when planning events or social gathering (e.g., dance party themes).

Student Organizations Information:

How to Register a Student Organization:
https://getinvolved.ucsd.edu/one-stop/register/index.html

Information on the Triton Activity Planner (TAP) process for
on-campus events: https://getinvolved.ucsd.edu/one-stop/events/index.html

Funding Options: https://getinvolved.ucsd.edu/one-stop/finances/index.html

Organization Resources:
https://getinvolved.ucsd.edu/one-stop/manage/index.html

UC San Diego Hazing Resource:
https://getinvolved.ucsd.edu/one-stop/manage/hazing.html

CSI Advisor Contact Information:
https://getinvolved.ucsd.edu/orgs/student-organization-advisors.html
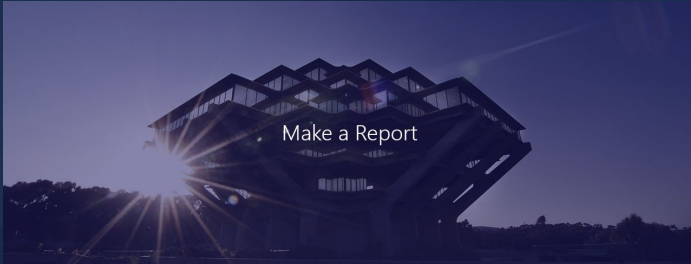
We have created a student organization One Stop website that you should become familiar with. It includes links to relevant tools and various resources including funding information and policies and procedures for registered student organizations.

In addition, each student organization category is assigned to a CSI Student Organization Advisor who assists its principal members with event planning, problem solving, and resources. The student organization's CSI Student Organization Advisor is also a resource for *you* if you need assistance.

Office for the Prevention of Harassment & Discrimination (OPHD)

Make a Report

201 University Center (northwest corner of Gilman and Myers)

858-534-8298

ophd@ucsd.edu

Reportbias.ucsd.edu

Another campus resource, the Office for the Prevention of Harassment & Discrimination (OPHD) educates UC San Diego students, staff and faculty about all forms of discrimination and harassment based on protected categories. OPHD offers complaint resolution, advice and consultation, and a wide range of educational programs.

OPHD is also the campus Title IX office. Title IX is the federal law that prohibits sex discrimination in any educational institution that receives federal funds.

Protected categories at UC San Diego

- Age
- Ancestry
- Citizenship
- Color
- Disability (mental or physical) including HIV and AIDS
- Genetic information
- Gender
- Gender expression
- Gender Identity

- Marital Status
- Medical condition (cancer, genetic characteristics)
- National origin
- Pregnancy
- Race
- Religion
- Sex
- Sexual orientation
- Veteran status

UC policy, along with state and federal law, protects students while participating in University activities, from harassment and discrimination based on a student's membership, or perceived membership, in any of these listed protected categories.

UC San Diego Policies

- UC San Diego Nondiscrimination Policy:
  https://ophd.ucsd.edu/policies-procedures/nps_student.html
- UC Policy on Sexual Violence and Sexual Harassment:
  https://www.ucop.edu/title-ix/resources/index.html
- UC San Diego Policy on Conflicts of Interest Arising out of Consensual Relationships: http://adminrecords.ucsd.edu/ppm/docs/200-11.html
- UC San Diego Student Adjudication Model for Sexual Violence and Sexual Harassment Cases: https://sos.ucsd.edu/faq/student-adjudication.html
- UC San Diego Student Conduct Code: https://students.ucsd.edu/sponsor/student-conduct/
- Office for the Prevention of Harassment & Discrimination - Bias Incident Report Form: https://ophd.ucsd.edu/report-bias/index.html

As a student organization community advisor, we encourage to become familiar with UC San Diego policies. Several UC policies specifically address harassment and discrimination.

As a Community Advisor, you have a responsibility to report instances of harassment or discrimination. You may report any bias-related concerns to OPHD.

OPHD is also available for consultation if you are unsure of how to respond to a bias-related incident.

Be mindful of:

- Membership restrictions
- Theme parties or parodies of a protected category
- Disparaging comments about other student organizations
- Teasing based on a protected category
- Hazing: https://getinvolved.ucsd.edu/one-stop/manage/hazing.html
- UC San Diego Principles of Community: https://ucsd.edu/about/principles.html

Community Advisors play vital roles with student organizations by keeping members mindful of the UC San Diego Principles of Community. Students don't always anticipate how a student organization's planned event, flyer, internet posting, or other action, might be perceived by other campus members.

For example, be mindful of: membership restrictions, theme parties or parodies of a protected category, disparaging comments about other student organizations, or teasing based on a protected category.

OPHD's mission is to educate the UC San Diego community about issues of bias, harassment and discrimination and to assist with the prevention and resolution of these issues in a fair and responsible manner.

What does OPHD do?

Works to resolve complaints of discrimination and harassment through formal investigation or alternative resolution.

Explains and clarifies university policies and procedures regarding discrimination, harassment and retaliation.

Collaborates with other UC San Diego offices in resolving complaints.

Offers a variety of training programs and workshops in the prevention of sexual violence, sexual harassment and all forms of discrimination for students, faculty, and staff.

Office for the Prevention of Harassment and Discrimination (OPHD)

201 University Center (northwest corner of Gilman and Myers)

858-534-8298

ophd@ucsd.edu

Reportbias.ucsd.edu

OPHD's main goal is to promote an environment in which all UC San Diego campus members can work, learn, live and be free from all types of harassment and discrimination. Your partnership with OPHD helps everyone move toward this common goal.

For more information on how *your* student organization can help keep UC San Diego free from harassment and discrimination, feel free to contact OPHD.

The Clery Act

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal consumer protection law.
  https://police.ucsd.edu/alerts/clery.html

- It requires institutions of higher education that receive federal financial aid to disclose safety-related policies, procedures and certain crime/fire statistics in an Annual Security and Fire Safety Report.

The Clery Act is a federal law that requires institutions of higher education to disclose important safety information to all current and prospective students and employees.

Crime Reporting under the Clery Act

- The Annual Security and Fire Safety Report includes crime statistics for the prior 3 calendar years.

- Statistics are collected from the UC San Diego Police Department, local law enforcement agencies and other Campus Security Authorities.

- Some crime reports result in the issuance of a Timely Warning if the incident involves a serious or continuing threat to the health or safety of the community.

Campus Security Authorities provide crime reports for inclusion in the Annual Security and Fire Safety Report and for consideration of a timely warning by the UC San Diego Police Department if the incident involves a serious or continuing threat to the health or safety of the community.

Who is a Campus Security Authority?

Campus Security Authorities (CSAs) include:

- University Police
- Non-police security staff
- Persons/offices designated under policy as those to whom crimes should be reported
- Officials with significant responsibility for student and campus activities

Who can be a Campus Security Authority?

- CSAs are determined by their job function, not job title.
- CSAs may be students, faculty, or staff, and they do not have to be paid by the university to be a CSA.
- CSAs usually have relationships of trust, such that they are more likely to receive reports from crime victims/witnesses.

CSAs include university police, contracted security, persons/offices designated under policy to receive crime reports, and officials with significant responsibility for student and campus activities.

Community Advisors are Campus Security Authorities under the Clery Act and have reporting responsibilities.

What are Clery Reportable Crimes?

CSAs must report the following crimes to the UC San Diego Police Department if they witness or hear about them in the course of their duties, and they occur on Clery Geography:

- Murder
- Manslaughter by Negligence
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Sex Offenses (Rape, Fondling, Incest, Statutory Rape)
- Certain Hate Crimes
- Arrests and Referrals for Disciplinary Action for California and San Diego Liquor Law, Drug Law, and Weapons Law Violations
- Violence Against Women Act Crimes (Domestic Violence, Dating Violence, and Stalking)

Campus Security Authorities must report Clery Reportable Crimes to the UC San Diego Police Department if they occur on Clery Geography.

Clery Geography

- CSAs must report Clery Reportable Crimes if they occur at one of these four locations:
  - UC San Diego main campus
  - Any student housing facility on the main campus
  - On public property immediately adjacent to and accessible from the main campus (e.g., public roacs, sidewalks, parks, beach)
  - On non campus property that is owned/controlled by UC San Diego, is used in direct support of the university, and is frequented by students

- The campus Clery map can be found at:
  - http://go.ucsd.edu/2hsOHyr

Clery crimes are reported if they occur at one of these four locations: the main La Jolla campus, any on-campus student housing facility, on public property adjacent to and accessible from the main campus, and on certain non-campus properties that are owned/controlled by UC San Diego and frequented by students.

How to complete a Campus Security Authority Crime Report Form

- If you witness or hear about a Clery Reportable Crime occurring on Clery Geography, complete a CSA Crime Report Form.
- Including the following:
  - Your contact information
  - Date/time of incident and report
  - Description of the incident (just write what you see or hear)
- DO NOT
  - Include a victim's personally identifiable information if they wish to remain anonymous.
  - Interview or probe the person telling you about the crime.
  - Try to prove a crime occurred or who was at fault.

Forward reports of Clery Reportable Crimes to the UC San Diego Police Department as soon as possible so a determination can be made as to whether a timely warning to the community is needed, and for inclusion in the annual report. Do not worry if you are not certain if the incident is a Clery Reportable Crime or if it occurred on Clery Geography. The Police Department will review and categorize the report.

Where do I find the Campus Security Form?

- Report forms are available at http://clery.ucsd.edu. Reports may be completed online or via a fillable pdf (save and email to csareport@ucsd.edu)

- Questions? Contact Erika Saracino, Clery Compliance Officer at esaracino@ucsd.edu

- In the case of an emergency, or if it is after business hours, contact UC San Diego Police Department by calling 9-1-1 or (858) 534-4357

It is important to complete a Campus Security Authority Crime Report Form as soon as possible after you witness or hear about a Clery Reportable Crime occurring on Clery Geography.

Additional Resources

- Office for Students with Disabilities (OSD)
  - https://disabilities.ucsd.edu
- CARE at the Sexual Assault Resource Center
  - http://sarc.ucsd.edu
- Counseling and Psychological Services (CAPS)
  - http://caps.ucsd.edu
- Student Legal Services (SLS)
  - http://sls/ucsd.edu
- Information of Freedom of Speech and Expression at UC San Diego
  - https://freespeech.ucsd.edu

You may also find it appropriate to contact or refer students to other campus resources.

-The Office for Students with Disabilities, OSD, is a resource for the entire campus community and works closely with students with temporary or permanent disabilities.
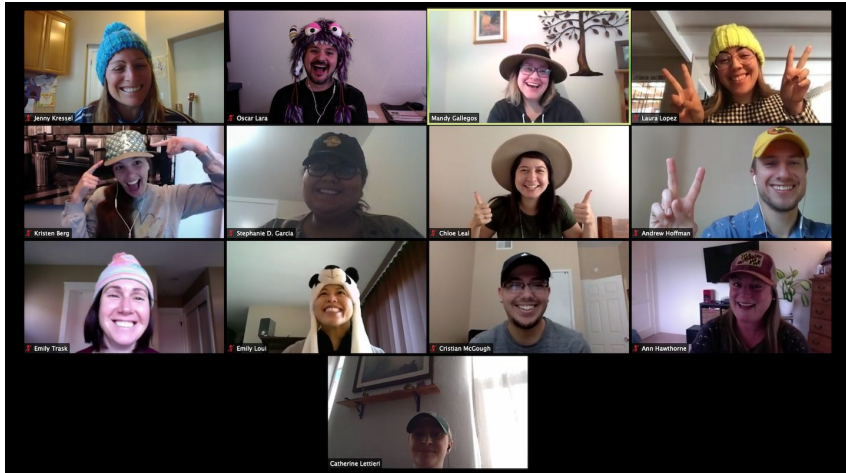
-CARE at the Sexual Assault Resource Center provides free and confidential services for students impacted by violence, with a focus on survivors of sexual assault, relationship violence, and stalking. CARE is on-call 24 hours a day, year-round.

-Counseling and Psychological Services, CAPS, provides free and confidential counseling, outreach, and consultation services to registered undergraduate and graduate students.

-Student Legal Services, SLS, provides free and confidential counseling, educational, and referral services to registered undergraduate and graduate students, as well as to student organizations.

-Student organizations and advisors may encounter questions related to freedom of speech and expression. UC San Diego maintains a webpage that addresses common free speech and expression questions.

Please write the words "We Are Tritons" on Your Community Advisory Signature Form

Thank you for taking the time to learn about resources available to Community Advisors.

To complete the Community Advisor requirements, including this training, please write the words "We Are Tritons" in the space provided on your Student Organizations Community Advisor Signature Page that is linked here. All organizations who have begun the registration process will be listed on this page.

UC San Diego

For more information, please contact:

Center for Student Involvement

Price Center East, Level 3

858-534-0501

getinvolved@ucsd.edu

The Center for Student Involvement staff are available to assist you in your role as a community advisor. Please feel free to contact us for more information.