

## WHO IS A CSA?

A Campus Security Authority (CSA) is an individual, who by virtue of their university responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the University so that they may be included and published in the university's [Annual Security Report](#). If you have one of the functions listed below, you are a CSA.

- A member of the campus police or security department
- Responsible for campus security, but not a campus police officer
- An individual designated by the institution as someone to whom crimes should be reported
- Someone with significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings

**Examples:** Athletic Directors, Athletic Coaches, Faculty advisors to student organizations, Resident Assistants, Office of Fraternity and Sorority Life

## WHY SHOULD I REPORT?

The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

## WHAT SHOULD I REPORT?

### Criminal Offenses:

- Murder/Non-Negligent Manslaughter
- Manslaughter by Negligence
- Sex Offenses (rape, fondling, incest statutory rape)
- Arson
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Hazing

### Violence Against Women Act (VAWA) Offenses:

- Domestic Violence
- Dating Violence
- Stalking

### Arrests and Referrals:

- Liquor Law Violations
- Drug Abuse Violations
- Weapons Law Violations

### Hate Crimes:

Any of the listed offenses, and incidents of Larceny-Theft, Simple Assault, Intimidations or Destruction/Damage/Vandalism of Property, which were motivated by the offender's bias.

### Bias Categories:

- Disability
- Ethnicity
- Gender
- Gender Identity
- National Origin
- Race
- Religion
- Sexual Orientation

**If you are unsure if a crime falls under one of these categories, report anyway!**

Share exactly the information you receive from the reporting party. Detailed information will help the University classify and respond to the incident. This information can include, but is not limited to, the following:

- Name of all parties involved in the incident along with names of witnesses of the incident
- Location the incident occurred, not where the incident was reported to you
- Date and time the incident occurred, if available, if not just report this information is unknown
- Description of the incident

Remember, CSAs are not responsible for investigating a crime, but simply reporting the crime to the correct authorities.

*If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Clery Coordinator at [clery@gcsu.edu](mailto:clery@gcsu.edu) or 478-445-2027.*

## **HOW DO I REPORT?**

The CSA Incident Reporting Form can be found on the [Clery website](#) or by scanning the QR code at the bottom this document.

Report incidents as quickly as possible to allow the University the opportunity to review whether or not an emergency alert or timely warning should be issued.

## **HELPFUL REMINDERS**

When receiving a report, let the victim know that you are required to report the incident to the University only for statistical purposes, and that the University will protect confidentiality to the highest degree possible.

- Inform the victim of the available resources, which include:
  - Seeking Medical Care
  - Contacting GCSU's Title IX Coordinator – 478-445-8292
  - Contacting GCSU Public Safety – 478-445-4400
  - Contacting GCSU's Dean of Students Office – 478-445-5169
  - Contacting GCSU Counseling Services – 478-445-5331

*A full listing on on-campus and community resources can be found on [GCSU's Survivors Brochure](#).*

- Let the victim know he/she has the option to report directly to the police, or that a report can be made with no police involvement to GCSU's Title IX Coordinator.

## **WHAT HAPPENS AFTER I REPORT?**

**Support & Resources** | When a student or employee reports they have been the victim of a sexual assault, dating violence, domestic violence, or stalking, GCSU will provide victims with additional written information about all options including how to obtain supportive measures and pursue formal disciplinary and or criminal investigations. Supportive measures and access to disciplinary proceedings will be provided whether or not the victim decides to report to law enforcement. Supportive measures will be maintained as confidential to the extent possible and are independent of any law enforcement or disciplinary investigation.

GCSU's Title IX Coordinator will assist in obtaining:

- Counseling
- Advocacy
- Housing Assistance
- Academic Support
- Disability Services
- Physical/Mental Health
- Changes To: Academic, Living, Transportation, & Working Situations
- No Contact Orders

**Timely Warning and Emergency Notifications** | GCSU issues timely warnings to alert the campus community of crimes considered by the University to represent an ongoing threat to students and/or employees. Timely warnings are issued by GCSU Public Safety with determination made by department personnel that receive the report of the incident. Timely warnings provide the campus community with knowledge that may prevent them from becoming victims of future incidents of the reported crime. GCSU Public Safety also issue emergency notifications for incidents that pose an immediate threat to the health or safety of the campus community. Emergency notifications may be specific to individual locations. GCSU Public Safety evaluate reports from CSAs to determine whether a warning must be disseminated.

## **MY CLERY RESOURCES**

GCSU Public Safety (24 hours) | 478-445-4400

Student Health Services **confidential** | 478-445-3142

Counseling Services **confidential** | 478-445-5331

Title IX Coordinator | 478-445-8292

Clery Compliance Officer | 478-445-2027

CSA Reporting Form:

[https://cm.maxient.com/reportingform.php?GeorgiaCollege=&layout\\_id=8](https://cm.maxient.com/reportingform.php?GeorgiaCollege=&layout_id=8)

