

Campus Security Authority and Responsible Employee Training and Links

According to federal law, specifically [The Clery Act](#), previously known as The Student Right to Know and Campus Security Act of 1990, the University Health Science Center Police Department is required to report “statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a Campus Security Authority.” The definition of Campus Security Authority, according federal law, is as follows: “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.” This Federal Clery Act applies to certain crimes reported to the UT Police and other university officials known as Campus Security Authorities. Campus Security Authorities are federally mandated crime reporters. As such, these authorities shall report, on a timely and informative basis, any act-qualifying crimes that they are made aware of to the UT Police. The UT Police will use the submitted information to verify the appropriate classification of the crime.

Campus Security Authorities and Responsible Employee Quick Reference Guide & Definitions

Campus Security Authority (CSA)

This term is used by the [Clery Act](#) to indicate someone who collects and reports crime reports. Certain members of the community are required to be CSAs, per the Clery Act:

- A campus police department or campus security department
- Any individual who has responsibility for campus security (for example, kiosk guards, event security, or student escorts)
- An official who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings
- At UTHSC San Antonio, employees who are CSAs are also Responsible Employees.

Responsible Employee

This term is used by [Title IX](#) (a federal law that addresses gender equity in schools) to indicate an employee who:

- Has the authority to take action to address sexual harassment and/or sexual misconduct
- Has been given the duty of reporting incidents of sexual harassment/misconduct (or any other misconduct by students to the Title IX Coordinator)
- A student reasonably believes would have this authority or duty
- At UTHSC San Antonio, employees who are Responsible Employees are also CSAs.

Geography

The location of the crime is important information to collect. The Clery act requires disclosure for crimes that happen

- on campus;
- on public property within or immediately adjacent to the campus, and
- in or on non-campus buildings or property that our university owns or controls.
- Property that is “controlled” by the university means that we rent or lease it, or we have some sort of written agreement (even an informal one) that says we may use it.

Sexual offenses are always reported if they involve a UTHSC student/faculty/staff member, regardless of where they happened. The university must investigate all sexual offenses involving our community members.

If you’re ever not sure if something should be reported, just ask a Clery Coordinator or Title IX Director.

Reportable Crime

There are three general categories of reportable crime statistics:

1. Criminal offenses:

- Criminal homicide, including: Murder and non-negligent manslaughter, Negligent manslaughter
- Sex offenses, including: Forcible and Non-forcible
- Robbery
- Aggravated assault
- Burglary

- Motor vehicle theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking

2. Hate crimes:

Any of the above-mentioned offenses and any of the following incidents that were motivated by bias:

Larceny-theft

Simple assault

Intimidation

Destruction/Damage/Vandalism of property

3. Arrests and referrals for disciplinary action:

Weapons (carrying, possessing, etc.) Drug abuse violations, Liquor law violations; if you're not sure if it's a crime, or even criminal in nature, report it to a Clery Coordinator. As a CSA, it is not your responsibility to determine if a crime actually occurred, apprehend the alleged perpetrator, or try and convince the victim to contact law enforcement. Victims have the right to not report the incident through formal channels and still get support from the university. The university cannot (either explicitly or implicitly) intimidate, threaten, coerce, or discriminate against victims for reporting.

CSAs are responsible for:

Accurately reporting the crime information to the correct people in a timely manner and supporting the individual sharing their experiences with you and providing them with options and resources. You are not a confidential source. As a CSA you must report the incident through your normal reporting structure or to one of the Clery Coordinators. When the crime involves sexual assault or sexual violence, the university must always do an investigation. Report as much information as possible to the Title IX Director, John Kaulfus.

Reporting Crimes:

As a CSA you must report crimes that are reported to you. If you don't feel comfortable going through the normal structure, contact one of the Clery Coordinators. All sexual assault crimes must be reported to the Title IX Coordinator.

Title IX Director, John Kaulfus

– Phone: 210-567-2982

Email: kaulfus@uthscsa.edu

Clery Coordinator, Ruben Cano

– Phone: 210-567-0671

Email: canor@uthscsa.edu

UTHSC Police Department

– 911 from any university landline or 210-567-8911 on cell phone

Non-Emergency 210-567-2800

For non-sexual assault/sexual violence crimes that happen off-campus,

San Antonio Police Department 911

– Non-Emergency 210-207-7273

Website: <http://www.sanantonio.gov/sapd.aspx>

Relevant Laws and Policies that Apply to All CSAs and Responsible Employees:

Federal Laws:

[Higher Education Opportunity Act \(PL 110-315\)](#)

[Clery Act, 20 USC Sections 1092\(f\)](#) (Also called the Jeanne Clery Disclosure of Campus Security Policy and Crime

Statistics Act)

[United States Code of Federal Regulations: 34 CFR 226.46](#)

UT System Policy

[UTS 178: Required Reporting of Significant Events](#)

UTHSC San Antonio Policies

<http://uthscsa.edu/hop2000/8.6.1.pdf>

Victim Resources:

[Student Counseling Center](#) at 210-567-2648 Located in room 101F of the Medical Building

Academic difficulties, career issues, medication consultation, personal problems counseling, substance abuse, individual and couples counseling.

[After-Hours Crisis Intervention](#) at 210-223-7233 or 800-316-9241

[Student Health Center](#) at 210-567-9355 Located in room 1.422 in the School of Nursing Building

Open Monday-Thursday 7:30 a.m. – 5:30 p.m. and Friday 8:30 a.m. – 4:00 p.m. (SHC) services include primary care, comprehensive wellness & health promotion, immunization requirements, needle stick follow-up and care, TB surveillance / screening, smoking cessation programs, healthy weight management, lab services and behavioral health services.

[Employee Assistance Program](#) (UTEAP) for employees at 800-346-3549

UTEAP is available 24 hours a day, 7 days a week. Offers services for employees and their spouse, live-in partner and eligible dependent children up to age of 26. Services include counseling and consultative sessions for all types of life concerns such as depression or anxiety, alcohol/drug problems, parenting & family concerns, couples & relationship issues, grief or bereavement, anger management, change & life transitions, work place stress/conflicts, communication skills, legal and financial concerns childcare and eldercare issues.

[Test your knowledge as a Campus Security Authority with a Pre/Post Test directly from the Clery Center.](#)

[Campus Security Authority Crime Report Form](#)

[Clery Campus Videos](#)