[](http://htu.edu/press-releases/ht-unveils-new-logo-and-web-site/)

**What is a Campus Security Authority?**

Campus Security Authorities (CSAs) are people who are responsible for:

* Accurately reporting crime information to the correct people in a timely manner
* Supporting the individual sharing their experiences with you and providing them with options and resources

CSAs are not responsible for determining if a crime took place, finding and/or apprehending the alleged perpetrator, or convincing the victim to contact law enforcement.

CSAs are a critical first step in a process that was designed to support victims and protect the larger campus community.

The Clery Act defines the following groups of individuals as CSAs:

* Campus Safety Officers
* Officials who have significant responsibility for student and campus activities. For example:
  + Student housing, student discipline, campus judicial proceedings
  + Resident Assistants (RAs), Academic Advisors
  + Faculty and other employees who travel abroad with students
  + Coaches

Many victims of crimes do not report when they are victims or the crime, and instead, he or she chooses to tell a trusted friend or colleague. You may be that trusted friend or colleague. If you have close ties to the student population, you might be designated as a Campus Security Authority (CSA).

However, just because you work with students doesn’t mean you would be considered a CSA. Some common reasons faculty would be included are:

* Supervise student employees, internships, etc.
* Travel with students (domestically or abroad)
* Serve as an academic advisor
* Advise a student organization

## **What do I have to do?**

Report criminal incidents that occur on campus to Campus Safety and Security at 512.505.3010 or 512.505.3011. You can also send an email to [officeofcampussafety@htu.edu](mailto:officeofcampussafety@htu.edu)

## **What crimes do I need to report?**

Homicide

Aggravated Assault

Sexual Assault

Robbery

Burglary

Motor Vehicle Theft (Stolen vehicles)

Arson

Weapon Violations (e.g. Possession, Brandishing)

Alcohol Violation (e.g. Minor in possession)

Drug Violations

Hate Crimes

In addition to the crimes above, the crime must occur at one of the following locations:

On Campus, including Student Housing

Public Property Streets (streets or sidewalks adjacent to the campus)

## **Why is this necessary?**

Keeping accurate crime statistics will help the University know where to provide prevention programs and safety awareness programs to help keep the campus safe.

The intent of including non-law enforcement personnel as CSAs is to acknowledge that many individuals, and students in particular, are hesitant about reporting crimes to the police or security guards, but may be more inclined to report incidents to other campus affiliated individuals.

If the University is found to be non-compliant with any aspect of the Clery law the university can be fined and risk losing federal funding.

## **How do I report incidents?**

You should report incidents individually as they are reported to you. Call Campus Safety at 512.505.3010 or512.505.3011 or you can report it in whatever manner is easiest for you.

HT collects all incidents received from CSAs.  The incidents are reviewed for duplication and to verify that each incident is Clery reportable.  The incidents are then classified into their proper crime and geographical categories and added to the annual Clery statistics.

## **What if I am unsure if an incident is a crime? Or if it should be reported under Clery?**

Please report it with as much detail as possible about the incident.  Do not include names of the victim or suspect.  The Office of Campus Safety and Security will determine if it is a Clery reportable crime.

## **Are there exemptions to CSA reporting incidents?**

Yes, certain individuals who have significant responsibility for student and campus activities are exempt from disclosing information:

*Pastoral counselor*:  A person, who is associated with a religious order or denomination, is recognized by that religious order as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

*Professional counselor:*  A person whose official responsibility includes providing mental health counseling to members of the institutions community and who is functioning within the scope of his or her license or certification.  This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

However, we strongly encourage everyone to report since it is for statistical purposes only.

**What happens if I do not report criminal incidents to the University of Dallas Police Department?**

The United States Department of Education is charged with enforcing the Jeanne Clery Act and may level civil penalties against institutions of higher education up to $35,000 per violation or may suspend them from participating in federal student financial aid programs. Complaints of violations should be filed with DOE regional offices.