



Campus Security Authority (CSA) Procedures for Reporting Crime

- The Campus Security Authority (CSA) is responsible for accepting disclosures of crimes and reporting those crimes to the Clery Act Compliance Coordinator.
- It is not the responsibility of the Campus Security Authority to ascertain the validity of the report or investigate the incident.
- Each report shall be filled out and emailed immediately to Clery at AHC.PD@hancockcollege.edu.
- The facts about the crime are to be collected anonymously on the CSA Report Form unless the person making the report wishes to be identified.
- The CSA will explain that this process's purpose is to collect accurate crime statistics, as required by the Clery Act, and for the professional assessment by Police of the potential need for sending an alert to the campus community.
- The CSA will inform the person of the option to file a police report.
- In addition to first-hand reporting, the CSA will accept second party reports from someone officially representing the victim.
- In cases where the CSA is unsure whether the incident fits the description of a crime, the CSA shall err on the side of caution and make a report.
- The CSA is to be knowledgeable of the offices designated to receive official reports. These offices are Allan Hancock College Police Department (805-922-6966 ext. 3649), or other Police/Sheriff Departments if crime occurred off campus.
- The Campus Security Authority must know the resources available to people reporting situations which do not fall within the criteria of a crime or within those for reportable crimes. A partial list of resources are as follows:
 - **Conduct issues** – Student Services
 - **Sexual harassment** – Title IX Office
 - **Hate incidents** – Hate Incident Response Coordinator/Title IX Office
 - **Student grievances** – Student Services
 - **Employee issues** – Employee & Labor Relations, Human Resources
- The Campus Security Authority must know the resources available to people reporting situations which do not fall within the criteria of a crime or within those for reportable crimes. A partial list of resources are as follows:
 - **Counseling & Psychological Services**
 - **Student Health Service**
 - **Equal Opportunity & Sexual Harassment/Title IX Compliance**
 - **Student Services**
 - **Resource Center for Sexual and Gender Diversity**
 - **Disabled Students Program**
 - **Employee Assistance Program (Human Resources)**