

How to Identify Your Institution's CSAs

(Yellow highlighting is to assist with identification of CSAs in academic areas)

"Campus security authority" is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution. CSAs can be paid or unpaid, employees, volunteers or contractors.

- ***A campus police department or a campus security department of an institution.*** If your institution has a campus police or security department, all individuals who work for that department are campus security authorities. A security department can be as small as one person.
- ***Any individual or individuals who have responsibility for campus security but do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).*** Include individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark. This includes, for example, Safe Ride drivers, student conduct officers, housing employees who handle student conduct matters, employees in risk management tasked with a security function and others responsible for campus security. This also includes local law enforcement and security agencies with whom we contract.
- ***Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.*** This would include employees in AAEO because they receive reports of discriminatory harassment, which include criminal offenses, and the Title IX office and others who are directed to receive reports of criminal offenses. Per Clery guidance, the ombudsperson also fits into this category, as well as, faculty members tasked with student security and safety for a certain period, like **faculty members on study abroad trips.**
- ***An official of an institution who has significant responsibility for students and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.*** An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This includes most employees in the Dean of Students office and the office of the Registrar; **all faculty and graduate employee (GE) advisors to student groups and clubs, including Freshmen Interest Groups (FIGs);** the director of athletics and all athletic coaches, including club sport coaches; resident advisors (RAs) and others in housing with significant responsibility for a student activity; the director of a campus health or counseling center; and victims' advocates and others associated with student advocacy related to sexual assault.

You should assume that all Designated Reporters are CSAs. If you have a question about whether a particular Designated Reporter is also a CSA, please ask. For a list of positions that have been identified as Designated Reporters, review the new reporting policy, available on the policies website: <http://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/student-sexual-and-gender-based-harassment-and> (from the policy: deans, associate deans responsible for more than one academic unit, assistant dean for administration and operations (CAS), vice provosts, associate provosts, department heads)

Examples of individuals who would not meet the criteria for being campus security authorities include

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom
- A pastor acting in their specialized professional capacity
- A mental health care provider acting in their specialized professional capacity
- Clerical or cafeteria staff

