



### *Who is NOT a Campus Security Authority?*

An individual who meets the definitions above is *not* a Campus Security Authority if he or she is a:

- Pastoral counselor. A person who is associated with a religious order or denomination, is recognized by that religious order or denomination 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 responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

For help identifying Campus Security Authorities in your area, see the checklist that follows this letter.

### *What is a Campus Security Authority required to do?*

The responsibility of a CSA is to report crimes that they witness or that are reported to them to the CSU Police Department. A [crime reporting form](#) is provided on the CSUPD website that CSAs should use to report crimes. Access the form here <http://police.colostate.edu/crime-statistic-report-form/>.

**Any crime that may cause an ongoing threat to persons or property should be reported immediately by calling 911.** The institution must issue a warning regarding ongoing threats to the community and you play a crucial role in fulfilling that obligation. If there is any question about whether an ongoing threat exists, immediately contact CSUPD.

**A CSA training video is available online at CSU.** To access the video, go to: <http://col.st/bVvcq>. You may be required to login to Office365 using your CSU [ename@colostate.edu](mailto:ename@colostate.edu) (not your email) and EID password.

### *What should a Campus Security Authority **not** do?*

A Campus Security Authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement. It's also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

### *How do I identify the CSAs in my area of responsibility?*

CSAs may now be identified in the Oracle HR system. A checkbox has been added for this purpose. You or your HR Liaison or assistant who uses Oracle must check the box for each CSA identified in your unit.

The attached CSA identification checklist is provided to assist you in identifying your CSAs.

### *What will you do with the information I provide?*

CSU will advise these individuals of their roles and offer training for CSAs to help them carry out their responsibilities.

### *Who do I call with questions?*

If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact Captain Frank Johnson at (970) 491-7556 or [Franke.Johnson@colostate.edu](mailto:Franke.Johnson@colostate.edu).

## CAMPUS SECURITY AUTHORITY IDENTIFICATION CHECKLIST

Please check all that apply for each person in your area. Use this information to make an entry into the Oracle HR system for each CSA. Please be sure that each CSA identified is advised of their responsibility to report crimes that they are aware of to the CSU Police Department. Review this form when personnel change positions or duties.

### Police and Security

- A member of the CSU Police Department
- A person who is responsible for campus security but not a member of the CSUPD (e.g., contract security personnel and building proctors)

### Residence Life

- The Director of Residence Life, assistant director, residence director
- A resident assistant (RA)
- A community desk manager
- An official with *significant responsibility* for student and campus activities

### Student Affairs

- Vice President for Student Affairs, Assistant or Associate Vice President
- The Dean of Students, or an Associate or Assistant Dean of Students
- Campus Activities Director and non-clerical staff
- Other official in Student Affairs with significant responsibilities for student and campus activities
- A student who monitors access to buildings owned by recognized student organizations, such as fraternity and sorority houses
- An official in Fraternity and Sorority Life
- Director or Assistant or Associate Director of the student health center
- Director or Assistant or Associate Director of the counseling center (but not when acting in a counseling role)
- Director, Assistant or Associate Director or other official in the Student Resolution Center (non-clerical staff)
- An official with *significant responsibility* for student and campus activities

### Athletics

- The Director of Athletics, Associate and Assistant Directors
- A team coach (including part-time and graduate assistant coaches)

### Faculty or Staff with Significant Responsibilities for Student and Campus Activities

- Advisor to a student organization or group
- Person leading a student group on a field trip or study abroad program
- An official with *significant responsibility* for student and campus activities

### Title IX Officials (these individuals must report aggregate data but not personally identifiable information)

- Title IX Coordinator or Deputy Title IX Coordinator; anyone who works under one of these
- A member of the Employee or Student Consult Teams
- A Victim Advocate