



Standard Administrative Procedure (SAP)

16.99.99.L1.02 Identifying Campus Security Authorities (CSA's)

First Approved: May 12, 2017
Revised: May 12, 2017
Next Scheduled Review: May 12, 2022

Procedure Statement and Reason for Procedure

In order to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act)*, the process for identifying CSA's and assuring they are properly trained is outlined in this procedure.

Procedures and Responsibilities

1. ASSISTANCE FROM DEPARTMENTS TO IDENTIFY CSA'S
 - 1.1 The University Police Compliance Coordinator will request a list of employees from certain Texas A&M International University (TAMIU) departments at the beginning of each, long academic semester.
 - 1.2 After receiving the CSA lists, the University Police Compliance Coordinator will work together with the Human Resources (HR) Office to assign training to employees who have not received training in the past 12 months. (NOTE: Annual training is required for CSA's).
 - 1.3 The University Police Compliance Coordinator will be given access by HR to the Texas A&M University System (TAMUS) training portal, TrainTraq, to keep track of CSA training.
2. TRAINING
 - 2.1 The University Police Compliance Coordinator will keep track of CSA training on a monthly basis, and a list of CSA's will be sent to HR to assign the training.
 - 2.2 CSA's will complete the online Clery training developed by TAMUS to comply with *the Clery Act*.

3. REPORTING CLERY-REPORTABLE CRIMES

- 3.1 CSA's will fill out a Crime Statistic Report Form when a crime is reported to them in their capacity as a CSA, as it is the obligation of a CSA to report the crime as soon as possible.
- 3.2 The University Police Compliance Coordinator will send out a Crime Statistic Report Form at least once a year to be in compliance with the *Clery Act*, requesting CSA's to submit any Clery crimes reported to them the previous calendar year.

Related Statutes, Policies, Regulations, or Rules

[TAMIU SAP 16.99.99.L1.01, Annual Security and Fire Safety Report](#)
[34 C.F.R.668.46, Institutional Security Policies and Crime Statistics](#)
[System Policy 16.01, System Ethics and Compliance Program](#)
[System Regulation 16.01.01, System Ethics and Compliance](#)

Contact Office

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