



Standard Administrative Procedure (SAP)

16.99.99.L1.03 Campus Security Authority (CSA) Reporting Procedures

First Approved: May 12, 2017
Revised: May 12, 2017
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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)*, reporting crimes that occur on campus, on public property, and/or on non-campus locations is of great importance. This procedure outlines the process of how crimes are to be reported.

Procedures and Responsibilities

1. REPORTING CLERY-REPORTABLE CRIMES
 - 1.1 All Texas A&M International University (TAMIU) employees who have been designated as Campus Security Authorities (CSA's) are to report all crimes reported to them in their capacity as a CSA to the University Police Department (UPD).
 - 1.2 If a victim of a crime does not want police intervention, it is the responsibility of the CSA to notify the victim/reporting party that for statistical reporting purposes, a crime statistic report form will be filled out and submitted to UPD without revealing the identity of the victim/reporting party.
 - 1.3 If the crime being reported is a sexual assault, dating violence, domestic violence, or stalking incident, the CSA is to notify the Title IX Coordinator as soon as possible.
 - 1.4 If a Clery-reportable crime is reported to a CSA or if a CSA is unsure whether a crime is Clery-reportable, the CSA is to fill out a crime statistic report form and submit it to UPD. The University Police Compliance Coordinator, along with other department personnel, will make a determination as to whether the crime is Clery-reportable for inclusion in the Annual Security Report (ASR).

2. TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

- 2.1 Crimes reported to CSA's should be reported as soon as possible to ensure that timely warning and/or emergency notification requirements are fulfilled.
- 2.2 The decision of whether or not to issue a timely warning rests solely with the TAMIU Chief of Police or designee.

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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