



Standard Administrative Procedure (SAP)

16.99.99.L0.02 Identifying Campus Security Authorities (CSAs)

First Approved: May 12, 2017
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March 28, 2022
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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)*, the process for identifying CSAs and assuring they are properly trained is outlined in this procedure.

Procedures and Responsibilities

1. ASSISTANCE FROM DEPARTMENTS TO IDENTIFY CSAs
 - 1.1 Campus Safety and Planning will communicate with certain Texas A&M International University (TAMIU) departments at the beginning of each, long academic semester requesting that they register their CSA's with the Clery Compliance Coordinator.
 - 1.2 The Campus Safety and Planning Clery 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 CSAs).
2. TRAINING
 - 2.1 The Campus Safety and Planning Clery Compliance Coordinator will keep track of CSA training on a monthly basis and coordinate with HR to assign the training.

2.2 CSAs will complete the online Clery training developed by TAMUS to comply with *the Clery Act*.

3. REPORTING CLERY-REPORTABLE CRIMES

3.1 CSAs 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 Campus Safety and Planning Clery Compliance Coordinator will send out a Crime Statistic Report Form at least once a year to be in compliance with the *Clery Act*, requesting CSAs to submit any Clery crimes reported to them the previous calendar year.

Related Statutes, Policies, Regulations, or Rules

[TAMIU SAP 16.99.99.LO.01, Annual Security and Fire Safety Report \(ASFSR\)](#)
[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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