16.99.99.L0.03 Campus Security Authority (CSA) Reporting Procedures

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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 Clery Compliance Coordinator, along with UPD personnel, will determine as to determine 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.I0.01, Annual Security and Fire Safety Report (ASFSR)
System Policy 16.01, System Ethics and Compliance Program
System Regulation 16.01.01, System Ethics and Compliance

Contact Office

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