



# Standard Administrative Procedure (SAP)

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

**First Approved:** May 12, 2017  
**Revised:** May 12, 2017  
March 28, 2022  
**Next Scheduled Review:** March 28, 2027

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### Procedure Statement and Reason for Procedure

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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.

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### Procedures and Responsibilities

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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.

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## **Related Statutes, Policies, Regulations, or Rules**

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[TAMIU SAP 16.99.99.L0.01, 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](#)

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## **Contact Office**

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Campus Safety and Planning – Clery Compliance, 956-326-3310