Campus Security Authority Review

Each semester the university tasks departments to review the Campus Security Authority training designations among their personnel and make updates as needed. As employees are hired, transition into new roles or transfer departments, it's important that CSA training designations are also updated in People Soft to maintain compliance with the Jeanne Clery Act and the Department of Education.

Note, that because personnel and job positions can change, someone who is a CSA one year might not be a CSA the following year or vice versa.

THE IMPORTANCE TO REVIEW CSA TRAINING DESIGNATIONS

Even at institutions with a police department on campus like OU, a student who is the victim of a crime may report it to someone other than the campus police. For example, a victim of a sexual offense may turn to a resident advisor for assistance, or a student whose car was stolen may report the theft to their college Dean's Office. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that are considered to be "campus security authorities" under the law.

If a CSA receives a report from a member of the OU community, they must report it to the their campus' OU Police Department immediately. A victim's identity may be kept confidential when reporting to OUPD, but the crime itself must be reported.

ASSIGN CSA TRAINING IN PEOPLESOFT

1 | Do a general search for the employee id # on the ePaf screen.

2 | Once the employee pulls up, Click on the **'Arrow Down'** button next to their name

3 | Select **"Job Change"**

4 | Select **"Training Only Change"**

5 | Put in the **"Effective Date for Change"**

6 | Answer the question if this is a change to the pooled position (Yes or No)

7 | Add or Delete training under **"Required Training"**. Select what is needed & if this position no longer needs a certain training…you can delete it.

8 | Hit the **"Next"** button & continue until you can 'submit' the ePaf

WHO IS A CSA

"Campus Security Authority" is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution:

All OUPD personnel including commissioned officers and non-commissioned staff such as dispatch, CSOs and office personnel.

Any other personnel who have responsibility for campus security but are not OUPD staff, such as an individual who is responsible for monitoring the entrance into a campus building/space or property, event security and Safe Walk resident advisors.

Personnel whose job functions involve relationships with students. If someone has significant responsibility for student and campus activities, he or she is a campus security authority. This would include many Student Affairs professionals, Resident Advisors and other Residence Life staff, all coaching and training staff, athletic directors and all Registered Student Organization advisors.

Any personnel or office specified in OU safety and security policies as an individual or office to which students and employees should report criminal offenses, such as the institutional equity officer, the Title IX Office or the Vice President for Student Affairs.

WHO IS NOT A CSA

Examples of individuals who would not meet the criteria for being campus security authorities include faculty members who do not have any responsibility for student and campus activity beyond the classroom, clerical staff, food services staff, facilities staff and professional or pastoral counselors when acting within the scope of their license or certificate.

If a faculty member advises an RSO, travels with students or takes on administrative duties that gives them a responsibility for students outside of the classroom, then they would be a CSA in those instances. Similarly, professional and pastoral counselors that serve as an RSO advisor or have administrative duties that gives them a responsibility for students outside the scope of their license or certificate, would be a CSA in those capacities.

For questions regarding CSA training and who should receive it, please email Michael Giesecke at mg@ou.edu.