

# Supplemental CSA Training for Staff or Faculty Traveling with Students

Before reviewing these supplemental slides, please  
make sure you have completed the General CSA  
Training:

<https://hrdesign.wisc.edu/otm/uwprd/csa/lesson/multiscreen.html>

# Campus Security Authorities (CSA) Training Goals

1. What is the Clery Act and who is a CSA?
2. Non-Campus Property Geography
3. Reporting Reminders & Protocol

# What Is The Clery Act?

- ▶ A federal law that requires colleges and universities to have certain safety and security policies in place and to publish/disclose certain crime statistics
- ▶ Does not reflect every crime in which a UW student or employee was victimized
  - ▶ Only Clery crimes on Clery geography
    - ▶ Please see the General CSA Training for additional information about Clery crimes and Clery geography
- ▶ Enforced by the U.S. Department of Education
  - ▶ \$35,000 per violation

# Who is a Campus Security Authority (CSA)?

- ▶ Any official of the institution with significant responsibility for student and campus activities
  - ▶ Deans, coaches, house fellows, faculty or staff advisors to student organizations, staff who supervise student employees, student organization coordinators, faculty or staff student organization coordinators, faculty or staff who travel with students

# Non-Campus Property

- ▶ *You may create non-campus property when you travel with students*
- ▶ Non-Campus property is property that is owned/controlled by UW, used to further educational mission, frequented by students and not reasonably contiguous to main campus.
- ▶ **Owned/Controlled** - UW has a control over a space when we have a *written* agreement to control that space
  - ▶ Emails, hotel receipts, informal written agreements COUNT
  - ▶ Space arranged by a 3<sup>rd</sup> party counts if we control that space
    - ▶ i.e. Fox World Travel coordinates a classroom for us in a conference center in Dubai for a week, but we control the space itself.
- ▶ How long do you have to stay to create non-campus property?
  - ▶ More than 1 night
  - ▶ If you stay at a location for 1 night every year, please register that property.

# Non-Campus Property continued

- ▶ We have to report crime statistics for the space we control
  - ▶ Hotel rooms, classrooms, seminar rooms
- ▶ We also have to report crime statistics for common areas used to access the space we control
  - ▶ Lobbies, elevators, hallways
- ▶ We do not report for public property immediately adjacent to or accessible from the non-campus property we control
  - ▶ We do not report for parking lots, unless we have an agreement to control parking spaces/lots

*If a crime occurs on our "non-campus property" it must reported to UW-Madison!*

*Once we are no longer in control of the space, it is no longer our non-campus property and we don't have to report*

# When Is A Crime Considered Reported?

A crime is considered reported to the university once it is brought to the attention of a Campus Security Authority.

- ▶ Someone may inform a CSA of a crime
- ▶ A CSA may witness a crime
- ▶ It does not matter if the people involved in the crime are affiliated with UW-Madison
  - ▶ For example: Your students are staying on the 4<sup>th</sup> floor of a hotel for a week during an Art History program run by UW-Madison. A stranger is robbed in the 4th floor hallway during the time your students are staying there. You hear of the robbery - you should forward that info to UW-Madison

# Crime Warnings

- ▶ A crime warning must be issued when a Clery crime is reported to a CSA and the crime represents a serious and ongoing threat to the community
  - ▶ This is typically for person-on-person crimes, but property crimes can constitute a threat too, if there is a pattern of offenses
    - ▶ Such as burglaries or arsons
- ▶ You must contact UWPD as soon as you receive a report of a Clery crime on non-campus geography while traveling with students
  - ▶ UWPD will determine if the crime constitutes a continuing threat. If UWPD determines that the crime constitutes an ongoing threat, a crime warning must be issued to the members of your group
    - ▶ Case-by-case analysis - warning could be in the form of an email, group meetings, or other means
    - ▶ CWs alert members about the crime and how to protect themselves
    - ▶ Does not include victim information



# So what do you need to do?

- ▶ Step one: Fill out the CSA Travel Registry form to register any non-campus property you create while traveling
  - ▶ Reminder: this may include hotels!
  - ▶ <http://uwpd.wisc.edu/csa-travel-registry/>
- ▶ Step two: Make sure you're up to date on the General CSA Training
  - ▶ <https://hrdesign.wisc.edu/otm/uwpd/csa/lesson/>
- ▶ Step three: Report crimes that are reported to you if they occurred on "Clery geography."
  - ▶ Call UWPD at 608-262-2957
  - ▶ Internationally: +1-608-262-2957
  - ▶ Or fill out the CSA Reporting Form
    - ▶ [https://publicdocs.maxient.com/reportingform.php?UnivofWisconsinMadison&layout\\_id=11](https://publicdocs.maxient.com/reportingform.php?UnivofWisconsinMadison&layout_id=11)

# Reporting Reminders ...

- ▶ Even if identities are unknown, a statistical report must be made.
- ▶ Crime and location
  - ▶ If known, provide date of incident, so a Crime Warning can be issued if necessary
- ▶ You are not a confidential resource
  - ▶ As a CSA you are required by federal law to forward certain information to the University
  - ▶ Please see UWPD's Clery page for more info on confidential resources

**If you aren't sure about the crime or the geography, just provide as much info as you know.**

Thank you for your attention!

Questions? Concerns?

Please take away from this training an awareness that if you are traveling with students you likely have a responsibility to report crimes that are reported to you. You may reach out to UWPD at anytime, day or night, if you have questions.

# UWPD Clery Staff Contact Information

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