

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:

[CSA Online Training](#)

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

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, 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 3rd 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?
 - ▶ 1 night, or more, of property controlled by UW-Madison
 - ▶ Even if you stay only one night register the property as another group may also use that property

Non-Campus Property continued

- ▶ We have to report crime statistics for the space we control
 - ▶ Hotel rooms, classrooms, seminar rooms
 - ▶ Once informed which rooms, classrooms or other areas are assigned to your group please email: clery@mhub.uwpd.wisc.edu with that information.
- ▶ 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 4th 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. If you learn 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
 - ▶ Crime Warnings alert members about the crime and how to protect themselves
 - ▶ Does not include victim information

So what do you need to do?

- ▶ Step one: Make sure you're up to date on the General CSA Training
 - ▶ [Online Clery Training](#)
- ▶ Step two: Report crimes that are reported to you if they occurred on Clery geography
 - ▶ Call UWPD at 608-264-2677
 - ▶ Internationally: +1-608-264-2677
 - ▶ Or fill out the CSA Reporting Form
 - ▶ [CSA Reporting Form](#)
- ▶ Step three: Fill out the [CSA Travel Registry form](#) for any over night trips **before** departing for the trip
 - ▶ Any property where UW-Madison had control including hotel rooms
 - ▶ The following information is requested on the form
 - ▶ Address of property, dates of stay, rooms occupied, law enforcement responsive to location

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.

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