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
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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