



UCSB Campus Security Authority Procedures for Reporting of Crime Data

- The Campus Security Authority (CSA) is responsible for accepting reports and forwarding them to the UCSB Police Department, Records Supervisor, Mail Code: 1010 or email to Vickie.Olsen@police.ucsb.edu or fax to 805-893-8569. It is not the responsibility of the Campus Security Authority to ascertain the validity of the report, other than believing that the allegation is made in good faith.
- The data is to be collected anonymously on the Crime & Incident Report Form unless the person making the report wishes to be identified.
- Each report shall be signed by the Campus Security Authority and forwarded to the campus Police Department immediately.
- The Campus Security Authority will explain that the purpose of this process is for the collection of statistical data required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The information will be forwarded to the Police Department Records Supervisor for inclusion in the campus crime statistics which appears as part of the Annual Security Report.
- The Campus Security Authority will inform the person of the opportunity for filing a police report.
- The Campus Security Authority will accept first-hand reporting or from a second party officially representing the victim.
- In cases where the Campus Security Authority is unsure whether or not the incident fits the description of a crime, the CSA shall err on the side of caution and make a report.

- The Campus Security Authority is to be knowledgeable of the offices designated to receive official reports. These offices are:
 - **UCSB Police Department**
 - **Isla Vista Foot Patrol/Santa Barbara County Sheriff's Department**
 - **Santa Barbara City Police Department**
 - **Other area city or county police or sheriff departments** (if the alleged crime occurred outside Santa Barbara city or county).

- The Campus Security Authority is to be knowledgeable of the resources available to people reporting situations which do not fall within the criteria of a crime or within the criteria for reportable crimes. A partial list of resources are as follows:
 - **Student grievances** - Office of the Vice Chancellor, Student Affairs
 - **Conduct issues** – UCSB Office of Judicial Affairs or Residential Life Judicial Affairs
 - **Sexual harassment** - Equal Opportunity & Sexual Harassment/Title IX Compliance Office or Sexual Harassment Advisor Contacts
 - **Hate incidents** - Hate Incident Response Coordinator, Office of Judicial Affairs
 - **Greek system issues** - Office of Student Life
 - **Housing and Residence Halls issues** - Residential Life, Judicial Affairs

- The Campus Security Authority is to be knowledgeable of campus resources for victim/survivors. These include, but are not limited to:
 - **Women's Center**
 - **CARE Advocacy**
 - **Counseling & Psychological Services**
 - **Student Health Service**
 - **Office of Student Life**
 - **Health & Wellness**
 - **Resource Center for Sexual and Gender Diversity**
 - **Disabled Students Program**
 - **Employee & Labor Relations-Human Resources**
 - **Equal Opportunity & Sexual Harassment/Title IX Compliance Office**
 - **Academic and Staff Assistance Program-Human Resources**