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