

# Ohio Dominican University

## CAMPUS SECURITY AUTHORITY CHECKLIST

**Step 1:** Has the incident been reported to the University Public Safety office or Dean of Students Office?

- **Yes** – No CSA report is required; refer student, faculty, or staff to appropriate services if necessary
- **No** – Continue to Step 2

**Step 2:** Does the incident fall under one of the required crime reporting areas of Clery?

- **Yes** – it falls under: homicide, manslaughter robbery, sex offense, arson, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, weapon violation, drug violation, or liquor law violation. Was it a hate or biased based crime? Continue to Step 3
- **No** – No CSA report is required, refer student, faculty, or staff to appropriate services if necessary

**Step 3:** Where did the incident take place:

- **On-campus**, building or property – Continue to Step 4
- **On-campus**, residence hall – Continue to Step 4
- **Off-campus**, public property adjacent to campus – Continue to Step 4
- **Off-campus**, no affiliation w/ ESU property, not adjacent to campus – No CSA report is required, refer student, faculty or staff to appropriate services if necessary

**Step 4:** Document as much information as possible regarding the incident. If you are unsure if the incident meets Clery requirements, always report it

**Step 5:** Refer student, faculty or staff to appropriate services if necessary. Disclose to the student that you are a Campus Security Authority (see disclosure statement).

Sample CSA statement:

*As part of my position on campus, I am a federally mandated campus security authority for the university. I am required to report non-personally identifiable details of this incident to university officials for data gathering. Your name, the names of other involved, and any details that could identify you or others **will not be included in the report.** My report will contain only the information you provide. Do you have any questions? Would you like to see a copy of the report and help me fill it out?*