

## WHAT DO YOU NEED TO REPORT?

Criminal offenses that you are required to disclose information on are:

- ▶ Murder/Non-Negligent Manslaughter
- ▶ Negligent Manslaughter
- ▶ Sex Offense
- ▶ Robbery
- ▶ Aggravated Assault
- ▶ Burglary
- ▶ Motor Vehicle Theft
- ▶ Arson
- ▶ Domestic Violence
- ▶ Dating Violence
- ▶ Stalking
- ▶ Hate Crime
- ▶ Weapon Violation
- ▶ Liquor Law Violation
- ▶ Drug Law Violation

Only report criminal offenses that occurred on campus, public property within or immediately adjacent to campus, or in non-campus buildings or property that TWU owns or controls.

## WHAT TO DO IF YOU HAVE INFORMATION TO REPORT

If you are aware of any crimes that occurred in the aforementioned geographic areas, it is important that you forward the information to TWU DPS immediately. If it is available, provide the date, location, and a brief description of the incident. You do NOT need to list any names.

You may report information by calling the Clery Compliance Officer and Accreditation Manager directly at 940-898-2937, or you may go to the TWU DPS website (under the Reporting Crime and Incidents section) and fill out the Campus Security Authority report form and turn it in to TWU DPS. Note: If there is an ongoing emergency, dial 911 directly, 2911 from any campus phone or 940-898-2911 from any other phone.

## FOR MORE INFORMATION:

Department of Public Safety  
301 Administration Dr.  
Denton, TX 76204  
Tel: 940-898-2911  
Fax: 940-898-2999  
TWU DPS Dallas  
Tel: 214-689-6666  
TWU DPS Houston  
Tel: 713-794-2222  
[www.twu.edu/dps](http://www.twu.edu/dps)

**TWU**  
TEXAS WOMAN'S UNIVERSITY

EEO/AA/ADA [www.twu.edu/nondiscrimination-statement](http://www.twu.edu/nondiscrimination-statement)

## DEPARTMENT OF PUBLIC SAFETY

# Campus Security Authorities (CSA)

## WHAT ARE YOUR RESPONSIBILITIES?

TEXAS WOMAN'S UNIVERSITY



## **WHY ARE YOU RECEIVING THIS BROCHURE?**

You are being provided a copy of this brochure because in your position at Texas Woman's University, you are considered to be a Campus Security Authority.

## **WHO IS A CAMPUS SECURITY AUTHORITY?**

The law defines a Campus Security Authority as an official of an institution who has significant responsibility for student and campus activities.

Some examples of Campus Security Authorities are:

- ▶ Anyone who monitors entry or access to a campus facility such as an employee who checks in visitors to the dorms
- ▶ Director of Athletics and Coaches including Assistant Directors and Assistant Coaches
- ▶ Faculty Adviser to a student group
- ▶ Anyone who oversees student extracurricular activities
- ▶ Coordinator for Greek Affairs
- ▶ Resident Assistants and Resident Directors
- ▶ Student Center and Student Life staff

## **WHAT IS THE ROLE OF A CAMPUS SECURITY AUTHORITY?**

The role of a Campus Security Authority is to collect information on certain criminal offenses, if such offenses are reported to them (a list of offenses is in this brochure) and report that information to TWU DPS. Campus Security Authorities should only report allegations of criminal offenses that they believe were made in good faith.

It is important that Campus Security Authorities also refer the victim to seek other assistance if the victim so chooses, including offering to help them contact TWU DPS, the Counseling Center, Student Health Services or other outside victims assistance.

## **WHAT SHOULDN'T A CAMPUS SECURITY AUTHORITY DO?**

It is not your responsibility to determine whether a crime took place or try to apprehend the alleged perpetrator of the crime. It also is not your responsibility to try and convince a victim to contact law enforcement and make an official police report, if the victim does not want to do so.

## **WHY IS IT IMPORTANT FOR CAMPUS SECURITY AUTHORITIES TO REPORT CRIMINAL OFFENSES TO TWU DPS?**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires Campus Security Authorities to report known criminal incidents and requires the university to disclose and

report statistics on certain criminal offenses.

We understand that some individuals might be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus affiliated personnel. Reporting criminal offenses will help us gather more accurate statistics, be more aware of what prevention and safety awareness programs we need to implement, as well as allow us to issue timely warnings to the public for crimes that pose a continued threat to the campus community.

No names or personal identification information will be used in the statistics or warnings to the public.

## **WHO DO I CONTACT FOR QUESTIONS?**

If you have any questions about being a Campus Security Authority or would like to report a criminal offense contact:

Clery Compliance Officer &  
Accreditation Manager  
TWU Department of Public Safety  
Office: 940-898-2937

