Campus Security Authority FAQ

What is a CSA?

A Campus security authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Some examples of CSAs are:

- a director who oversees student housing, a student center, or student extracurricular activities
- an athletic director and an athletic team coach
- a resident assistant
- a faculty advisor to a student group or club

Who is not a CSA?

You are exempt from reporting when you are acting as a pastoral or professional counselor. For this purpose:

- A Pastoral Counselor is a person who (1) is associated with a religious order or denomination, (2) is recognized by that religious order or denomination as someone who provides confidential counseling, and (3) is functioning within the scope of that recognition as a pastoral counselor.

- A professional Counselor is a person (1) whose official responsibilities include providing mental health counseling to members of the institution’s community and (2) who is functioning within the scope of his or her license or certification.

Other persons who have significant responsibility for student and campus activities are not exempt from reporting if they counsel or advise students and employees, even if they do so in confidence.
What if I don’t want to be a CSA?

If your job function involves a significant responsibility for student and campus activities, you are a CSA per federal law and must follow the requirements for CSAs.

What are my responsibilities?

Your responsibility is to report criminal incidents that occur on campus or on Idaho State University affiliated property to ISU Campus Security. It is not necessary for the crime to have been investigated by ISU Campus Security or a campus security authority, nor must a finding of guilt or responsibility by made to disclose the statistic.

What crimes do I need to report?

Homicide, Aggravated Assault, Sexual Assault, Robbery, Burglary, Motor Vehicle Theft, Arson, Weapon Violations (e.g. Possession, Brandishing), Alcohol Violation (e.g. Underage Consumption), Drug Violations, and Hate Crimes.

The attempts to commit any of these crimes must also be reported. Definitions of each crime can be found at www.isu.edu/pubsafe/security/Clery_Crime_Classifications.pdf.

When do I report a crime?

You should report the crime as soon as it is reported to you. CSAs must notify ISU Campus Security of all reports of Clery Act crimes. CSAs who are unsure whether an incident is a Clery Act crime should report it. CSAs are not responsible for determining authoritatively whether a crime took place.

How do I get training on being a CSA?

To acquaint and assist you with your duties, Idaho State University has initiated a new online training program for all CSAs. Please contact ISU Campus Security at clery@isu.edu or 282-3618 for more information about CSA training.

How often will I need to go through training?

You will be required to go through training each year. However, once you complete the initial class, you will only have to complete a much shorter recertification each year. The system will be able to identify which class you are required to take.