

Frequently Asked Questions

WHAT IS THE CLERY ACT?

The Clery Act is a federal consumer protection law designed to educate and inform current and prospective students and employees about the prevalence of crime on campus and campus-affiliated property. The Clery Act requires that universities gather and publish crime data from multiple sources, including Campus Security Authorities (CSAs).

WHAT IS A CAMPUS SECURITY AUTHORITY?

Since not all crimes are reported directly to police, certain individuals on campus (CSAs) are responsible for reporting crimes that are disclosed to them so that crime statistics reporting is as accurate as possible.

WHAT HAPPENS TO THE REPORT?

CSA reports are used only for statistical purposes and consideration of a potential campus alert. Unless a victim requests an investigation, CSA reports are not investigated by police (except in cases where the criminal behavior poses an imminent danger to the community).

CAN THE REPORT BE ANONYMOUS?

A victim's name does not need to be included in a CSA report, however, names are helpful to prevent double counting crimes. Even when names are provided, statistics and alerts do not include any of the victim's identifying information.

DO I NEED TO MAKE A REPORT TO THE TITLE IX OFFICE TOO?

All CSAs who are employees must report alleged or suspected *incidents of sexual discrimination or harassment (including but not limited to rape, fondling, incest, statutory rape, dating/domestic violence, and stalking)* to the TAMU Dept. of Civil Rights and Equity Investigations (CREI) in addition to making a CSA report. For more information about reporting to CREI, visit <https://titleix.tamu.edu/make-a-report/>.

HOW TO MAKE A CSA REPORT

For emergencies or crimes in progress, call 911 immediately.

To make a CSA report, complete an electronic report form at: <https://clery.tamu.edu/>

Make a report as soon as possible. UPD administration must make a timely assessment regarding the potential ongoing threat to campus and consider issuing a campus alert.

Include detailed information about the location (building name or address), type of crime, description of criminal behavior, and date and time of incident. Enter "unknown" in the form for any information not known by the CSA.

Contact the Clery team with questions about CSA report submissions: vpfa-upd-cleryops@tamu.edu.

If the impacted party would like the incident or crime investigated by police, contact UPD or other local police agency at:

University Police Department Dispatch
(979) 845-2345, upd@tamu.edu
1111 Research Pkwy in TAMU Research Park

College Station Police Department
(979) 764-3600

Bryan Police Department
(979) 361-3888

Brazos County Sheriff
(979) 361-4900

Texas A&M University College Station Campus

Campus Security Authority Reporting Guide

Clery Act Compliance

Michelle Jackson
Office of Risk, Ethics, and Compliance
(979) 862-1624, michelle.jackson@tamu.edu

Michael Scamardo
Office of Risk, Ethics, and Compliance
(979) 845-0977, m.scamardo@tamu.edu
<https://orec.tamu.edu/clery/>

Sgt. Rodger Paxton
University Police Department
(979) 845-8895, rpaxton@tamu.edu
<https://upd.tamu.edu/Pages/Clery.aspx>

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WHEN TO MAKE A CSA REPORT

As a Campus Security Authority (CSA), you are required to make a CSA report when anyone directly reports to you an allegation of an attempted or completed criminal incident that occurred in Clery geography. A direct report is an intentional disclosure made specifically to a CSA, not an overheard conversation. Clery geography maps are found at: <https://orec.tamu.edu/clery/statistics/>.

CLERY CRIMES

Reports of the following crimes are collected and published for Clery Act compliance.

- ◆ Murder and Non-negligent manslaughter
- ◆ Manslaughter by negligence
- ◆ Rape
- ◆ Statutory rape
- ◆ Robbery
- ◆ Burglary
- ◆ Motor vehicle theft
- ◆ Arson
- ◆ Alcohol, drug, or weapons law violations where there is a referral from a university official or an arrest
- ◆ Fondling
- ◆ Incest
- ◆ Aggravated Assault
- ◆ Dating/Domestic violence
- ◆ Stalking
- ◆ Hate Crimes

CLERY GEOGRAPHY

“Clery Geography” refers to three types of campus-affiliated property:

1. TAMU Property: anywhere on campus and buildings/property owned or leased by TAMU. This includes U Centre at Northgate, Park West, Brookshire Brothers, all of Century Square, hotels used for student school-sponsored trips, and housing or other space contracted for use by TAMU.
2. Student Organization Property: building owned or leased by registered Student Orgs, such as fraternity and sorority houses.
3. Public Property: sidewalks and streets within or immediately adjacent to and accessible from campus.
4. If an incident is alleged to have occurred at a TAMU remote campus, contact Michelle Jackson at (979) 862-1624 for CSA reporting instructions.

RECEIVING A DISCLOSURE OF A CRIMINAL INCIDENT

If the disclosure is about an emergency or crime in progress, call 911.

If you think someone may disclose a criminal incident to you, gently inform them of your reporting obligations. You can say something like: “It sounds like you’re about to tell me something that I may need to report because of my role on campus.” Explain that you are obligated to share reports of crimes with the office that collects crime statistics and evaluates the need for a campus alert. Clarify that the report is not a formal police report and does not need to include names.*

Do not investigate the crime. CSAs are not responsible for investigating or determining if a crime took place. Clery Act crime statistics are based on allegations of crimes, not confirmed criminal activity.

Ask the person disclosing a criminal incident if they would like your help making a report to police and/or the CREI (for cases of sexual harassment, rape, fondling, statutory rape, incest, dating/domestic violence, and stalking). A report to UPD satisfies the CSA reporting requirement. If they do not want to file a police report, you must still submit a CSA report for statistical purposes and campus alert evaluation.

CSAs are expected to be familiar with campus resources and to refer crime victims to support resources such as campus advocates or healthcare providers (Counseling & Psychological Services, Student Health Services). See the [Resources/Referrals](#) panel.

Make a CSA report as soon as possible by completing the electronic CSA Report Form at <https://clery.tamu.edu/>. See *back for additional reporting instructions*.

**However, names are helpful to prevent double counting of crimes.*

RESOURCES/REFERRALS

Student Assistance Services (SAS)
(979) 845-3113
<https://studentlife.tamu.edu/sas/>

Counseling & Psychological Services (CAPS)
(979) 845-4427
(979) 845-2700 (*after hours*)
<https://caps.tamu.edu/>
My SSP (*24/7 virtual counseling*)
See <https://caps.tamu.edu/myssp/> for app instructions or call 1-866-408-2828

Student Health Services (SHS)
(979) 458-8310 (*appointments*)
(979) 458-8379 (*Dial-A-Nurse*)
<https://shs.tamu.edu/>

Student Conduct Office
(979) 847-7272
<https://studentlife.tamu.edu/sco/>

Human Resources Employee Relations
(979) 862-4027
<https://employees.tamu.edu/employee-relations/>

The Work/Life Solutions Program by GuidanceResources (866) 301-9623
<https://employees.tamu.edu/eap/>

Civil Rights and Equity Investigations (CREI)
(979) 458-8407
<https://titleix.tamu.edu/>

Brazos Valley Sexual Assault Resource Center
(979) 731-1000 (*24 hour hotline*)
<https://www.sarcbv.org/>

University Police Department (UPD)
(979) 845-2345 (*24-hour*)
<https://upd.tamu.edu/Pages/Home.aspx>

UPD Victim Advocate
(979) 458-9767
<https://upd.tamu.edu/Pages/VictimsAdvocate.aspx>