CSA Frequently Asked Questions

Am I a Campus Security Authority?

What type of positions/offices should be assessed because they might meet the criteria to be a Campus Security Authority? (This is not an all-inclusive list)

- Dean of Students Office
- Athletic Directors and Assistant Directors
- Coaches and Assistant Coaches
- Student Organization Advisors
- Residential Directors
- Residential Assistants
- Student Group Advisors
- Program Advisors
- Student Affairs Office

- Those who monitor access to university property, such as:
  - Parking Lots
  - Dormitories
  - Athletic Facilities
  - Library
  - Auditoriums

- Student Center/Student Union Building

- Those involved in student judicial proceedings

- Greek Affairs

- Administrators at Branch/Satellite/Separate Campuses
• Instructors who teach at non-campus properties, where no security personnel or other administrators are on site.

What types of positions are normally **not** considered to be CSAs?

• Food service staff
• Physical plant, facilities services or other maintenance staff
• Instructors who do not have any responsibilities for student and campus activities outside of the classroom
• Most clerical staff

Is anyone exempt from being considered a CSA?

• Pastoral and professional counselors who are acting within the role of a pastoral or counselor; this exemption includes unlicensed trainees working under the supervision of these individuals.

**What locations are reportable under the Clery Act?**

Clery requires statistics for crimes that occur: (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that your institution owns or controls.

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the institution, that is owned by the institution but controlled by another person, is frequently used by students, and supports the institutional purpose (such as food or other retail vendors)

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
Non-campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution, or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

What do I do if an incident occurs that is required to be reported under the Clery Act?

If a crime is still in progress or continues to be a threat to the victim or others please contact the law enforcement authorities on your campus immediately.

If a report of a crime comes to your attention please follow the instructions on the CSA Crime Reporting page.

How soon does a CSA Crime Report form need to be submitted?

It is important that you contact the Public Safety office or law enforcement authority located on your campus and complete a Crime Report form immediately. Depending on the circumstances, and the possibility of a continued threat to the campus community, a Timely Warning notice may be required. Additionally, once a crime is reported to a CSA the campus has two days to include the crime in their daily crime log.

Contact Us

If you still have questions concerning the information provided on this website, whether a position qualifies as a CSA, or CSA training, please contact:

Public Safety and Security Department, (215)489-2315 or security@delval.edu