

## 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 when a pattern of criminal behavior indicates a continuing risk 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 identifying information.

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

All CSAs are also Responsible Employees and must report *incidents of sexual violence* to the Title IX Office in addition to making a CSA report. For more information about reporting to Title IX click here [Title IX](#).

## HOW TO MAKE A CSA REPORT

To make a [CSA report](#), complete an electronic report form at [Cuesta College Police Department's Clery Act webpage](#).

Make a report as soon as possible. The Clery Coordinator and Police must make a timely assessment regarding the potential ongoing threat to campus and consider issuing a campus alert.

Include detailed information about the location, type of crime, criminal behavior, and date and time of incident.

Contact the Clery team if you have any questions: [ccpd@cuesta.edu](mailto:ccpd@cuesta.edu)

**For emergencies or crimes in progress, call 3-911 from a campus phone or 911 immediately.**

*If the impacted party would like the incident or crime investigated by Police, contact CCPD or another Police agency.*

### **Cuesta College Police Department (CCPD)**

CCPD Dispatch: (805) 546-3205  
Public Safety Bldg. #6600

Clery Act Compliance Coordinator

Contact Information:

(805) 546-3205

[ccpd@cuesta.edu](mailto:ccpd@cuesta.edu)

## Cuesta College Campus Security Authority Reporting Guide



### **Clery Act Compliant**

Cuesta College Police Department

(805) 546-3205

[ccpd@cuesta.edu](mailto:ccpd@cuesta.edu)

## 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 attempted or completed criminal incident that occurred in Clery geography.

### DIRECT REPORTS

A direct report is an intentional disclosure made specifically to you, not an overheard conversation.

### CLERY CRIMES

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

- ◆ Criminal homicide
- ◆ Aggravated assault
- ◆ Robbery
- ◆ Burglary
- ◆ Motor vehicle theft
- ◆ Arson
- ◆ Hate Crimes
- ◆ Rape
- ◆ Fondling
- ◆ Incest
- ◆ Statutory rape
- ◆ Dating violence
- ◆ Domestic violence
- ◆ Stalking

### CLERY GEOGRAPHY

"Clery Geography" refers to two types of campus-affiliated property:

1. Cuesta Property: anywhere on our campus, buildings/property owned or leased by Cuesta College, hotels used for school-sponsored trips, and any space contracted for use by Cuesta College.
2. Public Property: sidewalks and streets, public area, etc. immediately adjacent to and accessible from our campuses.

## RECEIVING A DISCLOSURE OF A CRIMINAL INCIDENT

**If the disclosure is about an emergency or crime in progress, call 3-911 from a campus phone or dial 911 immediately.**

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. **(See FAQ's for more information about CSA reports.)**

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 crime allegations, 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 Title IX Office (for cases of sexual violence, dating/domestic violence, and stalking). A report to CCPD 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.

CSAs are expected to be familiar with campus resources and to refer crime victims to support resources such as campus advocates. See the [Resources/Referrals](#) panel.

Please make a CSA report as soon as possible by filling out the electronic [CSA Report Form](#). See back for additional reporting instructions.

## RESOURCES/REFERRALS

[Student Success and Support](#)  
SLO Campus (805) 546-3150  
NCC Campus (805) 591-6245  
[ssc@cuesta.edu](mailto:ssc@cuesta.edu)

[Counseling](#)  
SLO Campus (805) 546-3138  
NCC Campus (805) 591-6241  
[counsel@cuesta.edu](mailto:counsel@cuesta.edu)

[Disabled Student Programs & Services](#)  
SLO Campus (805) 546-3148  
NCC Campus (805) 591-6215  
[dpsinfo@cuesta.edu](mailto:dpsinfo@cuesta.edu)

[Student Health Services](#)  
SLO Campus (805) 546-3171  
NCC Campus (805) 591-6201  
[studenthealthcenter@cuesta.edu](mailto:studenthealthcenter@cuesta.edu)

[Employee Assistance Program \(EAP\)](#)

[Title IX Office](#)  
(805) 546-3129  
[melissa\\_richerson@cuesta.edu](mailto:melissa_richerson@cuesta.edu)

[Sexual Violence Reduction Tips](#)

[Student Code of Conduct](#)  
(805) 546-3166  
[student\\_services@cuesta.edu](mailto:student_services@cuesta.edu)

[Cuesta College Police Department \(CCPD\)](#)  
SLO Campus (805) 546-3205  
NCC Campus (805) 591-6205  
[ccpd@cuesta.edu](mailto:ccpd@cuesta.edu)

**EMERGENCY: 3911**  
(from any on-campus phone)