



# Campus Security Authorities

## Campus Security Authority Responsibilities

The primary responsibility of a Campus Security Authority (CSA) is to report to the official or office designated by the institution to collect crime report information, the TCU Police Department, those allegations of Clery Act crimes.

*A CSA should not investigate crimes or attempt to determine whether in fact a crime has occurred. That is the function of law enforcement personnel. **A CSA's obligation is to simply report the information as soon as possible.***

If you are in doubt as to whether a crime is reportable, please err on the side of reporting the matter.

### CSA Incident Reporting Form

If a victim, witness or third-party wishes to report an incident to the TCU Police Department, the CSA will notify the TCU Police Department of the report and provide them with the contact information of the reporting individual.

## CSA Do's

Ensure the Safety of yourself and others: Dial 911 or 7777 (TCU PD) in an emergency or if anyone is in imminent danger.

Timeliness of reporting is essential: As soon as possible, report to TCU PD any allegations of Clery Act crimes made in good faith. As you collect information from the individual, do so without prying or judging.

Provide [resources](#) of help and support to the individual.

Inform the individual you must report the incident as a confidential statistic.

## CSA Don'ts

Insist the individual contact law enforcement if the individual chooses not to do so.

Attempt to apprehend the reported perpetrator of the crime.

Investigate or attempt to determine as to whether or not a crime took place.

Try to determine if a report was made in good faith.

## Employee Reporting Responsibilities

Employees have a mandatory duty to report to the Office of Institutional Equity any violations related to the prohibitions enumerated in the [Prohibited Discrimination, Harassment, Sexual Misconduct, and Retaliation](#) policy. Failure to do so may result in disciplinary action, up to and including termination, and/or civil and criminal charges in some circumstances. Under Texas law, TCU employees who witness or receive information regarding the occurrence of an incident of sexual harassment, sexual assault, dating violence, domestic violence, or stalking alleged to have been committed by or against a person who is/was a student enrolled at or an employee of TCU at the time of the incident shall promptly report the incident to the Title IX Coordinator (or Deputy Title IX coordinator), including the identities of the parties, whether an alleged complainant has expressed a desire for confidentiality or anonymity in the reporting incident, the date, time and location, and any other details. Failure to timely report the incident to TCU's Title IX Coordinator or to a Deputy Title IX Coordinator may require TCU to terminate the employee, and the employee may be subject to criminal prosecution\*.

\*[See Texas Senate Bill 212](#) for information on reporting requirements