

McLennan Community College

CAMPUS SECURITY AUTHORITY CHECKLIST

Step 1: Has the incident been reported to the Campus Police office?

- **Yes** – No CSA report is required; refer student, faculty, or staff to appropriate services if necessary
- **No** – Continue to Step 2

Step 2: Does the incident fall under one of the required crime reporting areas of Clery?

- **Yes** – it falls under: homicide, manslaughter robbery, sex offense, arson, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, weapon violation, drug violation, or liquor law violation. Might the incident be a hate or biased based crime? Continue to Step 3
- **No** – No CSA report is required, refer student, faculty, or staff to appropriate services if necessary

Step 3: Where did the incident take place:

- **On-campus**, building or property – Continue to Step 4
- **On-campus**, residence hall – Continue to Step 4
- **Off-campus**, public property adjacent to campus – Continue to Step 4
- **Off-campus**, no affiliation w/ MCC property, not adjacent to campus – No CSA report is required, refer student, faculty or staff to appropriate services if necessary

Step 4: Document as much information as possible regarding the incident. If you are unsure if the incident meets Clery requirements, always report it

Step 5: Refer student, faculty or staff to appropriate services if necessary. Disclose to the student that you are a Campus Security Authority (see disclosure statement).

Sample CSA statement:

As part of my position on campus, I am a federally mandated campus security authority for the university. I am required to report non-personally identifiable details of this incident to university officials for data gathering. Your name, the names of other involved, and any details that could identify you or others will not be included in the report. My report will contain only the information you provide. Do you have any questions? Would you like to see a copy of the report and help me fill it out?