

## 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?

CSAs may also be Responsible Employees and need to report incidents of sexual violence to the Office of Equal Opportunity and Diversity (OEOD) in addition to making a CSA report. For more information about reporting to OEOD, <http://www.oed.uci.edu/>.

## HOW TO MAKE A CSA REPORT

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

Make a report as soon as possible. The Clery Act Program Manager and UCIPD must make a timely assessment regarding the potential ongoing threat to campus and consider issuing a campus notification.

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

If the impacted party would like the incident or crime investigated by UCIPD or another police agency:

UCI Police Department (UCIPD)  
UCIPD Non-Emergency: (949) 824-5223  
100 Public Services Building  
Irvine, CA 92697  
<https://www.police.uci.edu>

Irvine Police Department  
(949) 724-6000  
1 Civic Center Plaza  
Irvine, CA 92606-5207

For emergencies or crimes in progress, call 911 immediately.

Clery Act Compliance Program Manager  
Contact Information:  
(949) 824-1277  
[clery@uci.edu](mailto:clery@uci.edu) or [www.police.uci.edu](http://www.police.uci.edu)



# Clery Act

## Campus Security Authority

### Reporting Guide

**UCI** Police Department

## 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 three types of campus-affiliated property:

1. **UCI Property:** anywhere on campus, buildings/property owned or controlled by UCI/UC Regents (i.e., Aldrich Hall, UCI Student Housing, Student Center), hotels used for school-sponsored trips, and any space contracted for use by UCI.
2. **Student Organization Property:** property owned or controlled by registered student organizations, such as fraternity and sorority chapter houses.
3. **Public Property:** sidewalks and streets, public parks, etc. immediately adjacent to and accessible from campus.

## 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 crime allegations, not confirmed criminal activity.

Ask the person disclosing a criminal incident if they would like your help making a report to OEOD, the Title IX Office, Office of Academic Integrity & Student Conduct, or UCIPD. A report to UCIPD 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 (CARE) or healthcare providers. See the Resources/Referrals panel.

Please make a CSA report as soon as possible by filling out the electronic CSA Report Form at

[police.uci.edu/how-do-i/\\_img/csareportform.pdf](https://police.uci.edu/how-do-i/_img/csareportform.pdf)

## RESOURCES/REFERRALS

CARE (Campus Assault, Resources & Education)  
(949) 824-7273  
<https://care.uci.edu>

Counseling Center  
(949) 824-6457  
<https://counseling.uci.edu>

Office of the Ombudsman  
(949) 824-7256  
<https://ombuds.uci.edu/>

Student Health Center  
(949) 824-5301  
<https://shc.uci.edu>

OEOD/Title IX  
(949) 824-5594  
<http://www.oeod.uci.edu>

Sex Offense Information  
<http://soinfo.uci.edu>

Office of Academic Integrity  
& Student Conduct (OAISC)  
(949) 824-1479  
<https://aisc.uci.edu>

UCI Police Department (UCIPD)  
(949) 824-5223 (24-hour)  
<https://www.police.uci.edu>

~ Green denotes a confidential office ~