



Campus Security Authorities' Frequently Asked Questions

CSA Question

Answer

What makes me a CSA?

- You are an individual employed by USF who has a responsibility for campus security;
- You are an individual employed by USF who is specified by the university as someone to which students should report criminal offenses; or
- You are an official of USF who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings.

What do I have to do?

CSAs must report certain crimes to the appropriate Clery Coordinator. This information will be disseminated to the appropriate campus for inclusion in their crime statistics, which are published in the Annual Security Report and submitted to the Department of Education each year in the Campus Safety & Security Survey.

What types of crimes do I need to report?

CSAs must report any of the following crimes which occur at one of the following locations: On-campus, including On-campus Student Housing Facilities; Noncampus; or Public Property immediately adjacent to a USF campus:

- Murder & Non-negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crime
- Dating Violence
- Domestic Violence
- Stalking
- Weapons Law Violations
- Drug Law Violations
- Liquor Law Violations
- Hazing

Summary definitions of these crimes can be found in the **CSA Crime & Incident Report Form**. Consult [The Handbook for Campus Safety and Security Reporting](#), [The Clery Act Appendix for FSA Handbook](#), or [Part 668, Title 34 of the Code of Federal Regulations](#) for more detailed definitions and general examples.

How do I report incidents to the police department?

You can report criminal incidents individually as they are reported to you or all at once by contacting the appropriate Clery Coordinator or by using the **CSA Crime & Incident Report Form**. If the incident is an emergency, call 911 **immediately**.

Remember: Any individual who suspects or has knowledge that a crime has been committed can report such crime at any time to the appropriate law enforcement agency.

Why is this necessary?

- Keeping accurate crime statistics will help USF know where to provide crime prevention and safety awareness programs to help keep our institution safe.
- The intent of including non-law enforcement personnel as CSAs is to acknowledge that many individuals, students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus affiliated individuals.
- If USF is found to be non-compliant with the Jeanne Clery Campus Safety Act (the “Clery Act”), the law driving this data collection, reporting, and dissemination, the university can be fined and risk losing its Title IV federal funding.

What happens after the USF Clery Coordinator receives an incident report from a CSA?

The USF Clery Coordinator collects and reviews all criminal incident reports received from CSAs. The Clery Coordinator verifies that each incident is reportable under the Clery Act (“Clery-reportable incidents”) and confirms that the report itself is not duplicative reporting of an incident already reported to USF Police Department or another department. The Clery-reportable incidents are then classified into their Clery-defined crime and geographical categories, de-identified, and added to the Clery crime statistics of the Annual Security & Fire Safety Report (the “ASFSR”). Each USF campus publishes and distributes their own ASFSR before October 1 each year.

What if I am unsure if an incident is a crime? Or if it should be reported under Clery?

Since CSAs are not law enforcement professionals, they are not expected to be experts in Clery crime classification. We strongly encourage all CSAs to report the incident with as much detail as possible to the USF Clery Coordinator or USF Police Department. The Clery Coordinator will determine if it is a reportable crime under the Jeanne Clery Campus Safety Act.

If the USF Police Department isn't going to investigate these crimes, what is the purpose of reporting them to the police department?

Many crimes do not get reported to the police. By collecting data from other sources, we are getting a more accurate number of crimes on campus. This is a resource for the campus community to use to make informed decisions about their safety.

Are certain individuals exempt from reporting?

Yes, certain individuals who have significant responsibility for student and campus activities are exempt from disclosing information:

- **Pastoral Counselor:** a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- **Professional Counselor:** a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

However, we strongly encourage everyone to report since the data is only reported in a de-identified, aggregated fashion.

What happens if I do not report these incidents to the USF Clery Coordinator or USF Police Department?

The United States Department of Education is charged with enforcing the Jeanne Clery Campus Safety Act and may level civil penalties against institutions of higher education up to **\$71,545** per violation or may suspend them from participating in federal student financial aid programs (e.g., Title IV funding).

Where can I go to ask questions, voice concerns, or get more information regarding CSAs and the Clery Act?

You can contact the USF Clery Coordinator by phone at **(813) 396-0998**, or by email at kaitlynshoemaker@usf.edu.

You can also visit the [Campus Security Resources](#) page of the USFPD website.

SOURCES: U.S Department of Education, Office of Postsecondary Education, *Clery Act Appendix for FSA Handbook*, Washington, D.C., 2020. This publication can be accessed on the Department's website at: <https://www.ed.gov/teaching-and-administration/safe-learning-environments/school-safety-and-security/campus-security>. Accessed on November 13, 2025.

U.S Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington, D.C., 2020. This publication can be accessed on the Department's website at: <https://www.ed.gov/teaching-and-administration/safe-learning-environments/school-safety-and-security/campus-security>. Accessed on November 13, 2025.