Welcome to the Community Advisor Resources Training.
Thank you for agreeing to serve as community advisor for a registered student organization at UC San Diego.

Serving as a community advisor is often an incredibly rewarding experience.

Your role and relationship with your organization will be established through conversations with its leaders. Community advisors often work directly with students on leadership development by sharing expertise on particular topics, troubleshooting, mentoring, personally assisting individual members, as well as by serving as the connection to a multitude of resources.

This brief training will familiarize you with campus resources that may assist you in your role.
We have created a student organization one stop website that you should become familiar with. It includes links to relevant tools and various resources including funding information and policies and procedures for registered student organizations.

In addition, each student organization category is assigned to a CSI advisor who assists its principal members with event planning, problem solving, and resources. The organization’s CSI Advisor is also a resource for you if you need assistance.

**STUDENT ORGANIZATIONS INFORMATION:**

- **Student Organizations One Stop website**
  - [http://onestop.ucsd.edu/](http://onestop.ucsd.edu/)

- **CSI Advisor Contact Information**
  - [https://students.ucsd.edu/student-life/involvement/about/contacts.html](https://students.ucsd.edu/student-life/involvement/about/contacts.html)
Another campus resource, the Office for the Prevention of Harassment & Discrimination, O-P-H-D, educates UC San Diego students, staff and faculty about all forms of discrimination and harassment based on protected categories. OPHD offers complaint resolution, advice and consultation, and a wide range of educational programs.

OPHD is also the campus Title IX office. Title IX is the federal law that prohibits sex discrimination in any educational institution that receives federal funds.
UC policy, along with state and federal law, protects students while participating in University-activities, from harassment and discrimination based on a student’s membership, or perceived membership, in any of these listed protected categories.
As a student organization community advisor, we encourage to become familiar with UC San Diego policies. Several UC policies specifically address harassment and discrimination.

As an advisor, you have a responsibility to report instances of harassment or discrimination. You may report any bias-related concerns to OPHD.

OPHD is also available for consultation if you are unsure of how to respond to a bias-related incident.
Advisors play vital roles with student organizations by keeping members mindful of the UCSD Principles of Community. Students don’t always anticipate how an organization’s planned event, flyer, internet posting, or other action, might be perceived by other campus members.

For example, be mindful of: membership restrictions, theme parties or parodies of a protected category, disparaging comments about other student organizations, or teasing based on a protected category.

Be mindful of:

- Membership restrictions
- Theme parties or parodies of a protected category
- Disparaging comments about other student organizations
- Teasing based on a protected category
- UCSD Principles of Community
  
  http://ucsd.edu/explore/about/principles.html
OPHD’s main goal is to promote an environment in which all UCSD campus members can work, learn, live and be free from all types of harassment and discrimination.

Office for the Prevention of Harassment and Discrimination (OPHD)
201 University Center (corner of Gilman and Myers)
858.534.8298
ophd@ucsd.edu
Reportbias.ucsd.edu

OPHD’s main goal is to promote an environment in which all UCSD campus members can work, learn, live and be free from all types of harassment and discrimination. Your partnership with OPHD helps everyone move toward this common goal.

For more information on how your student organization can help keep UCSD free from harassment and discrimination, feel free to contact the Office of the Prevention of Harassment and Discrimination.
The Clery Act

- It requires institutions of higher education that receive federal financial aid to disclose safety-related policies, procedures and certain crime/fire statistics in an Annual Security and Fire Safety Report.

The Clery Act is a federal law that requires institutions of higher education to disclose important safety information to all current and prospective students and employees.
Crime Reporting under the Clery Act

- The Annual Security and Fire Safety Report includes crime statistics for the prior 3 calendar years.
- Statistics are collected from the UC San Diego Police Department, local law enforcement agencies and other Campus Security Authorities.
- Some crime reports result in the issuance of a Timely Warning if the incident involves a serious or continuing threat to the health or safety of the community.

Campus Security Authorities provide crime reports for inclusion in the Annual Security and Fire Safety Report and for consideration of a timely warning by the UC San Diego Police Department if the incident involves a serious or continuing threat to the health or safety of the community.
Who is a Campus Security Authority?

Campus Security Authorities (CSAs) include:

- University police
- Non-police security staff
- Persons/offices designated under policy as those to whom crimes should be reported
- Officials with significant responsibility for student and campus activities

CSAs include university police, contracted security, persons/offices designated under policy to receive crime reports, and officials with significant responsibility for student and campus activities.
Community Advisors are Campus Security Authorities under the Clery Act and have reporting responsibilities.

Who is a Campus Security Authority?

- CSAs are determined by their job function, not job title.
- CSAs may be students, faculty, or staff, and they do not have to be paid by the university to be a CSA.
- CSAs usually have relationships of trust, such that they are more likely to receive reports from crime victims/witnesses.
Campus Security Authorities must report Clery Reportable Crimes to the UC San Diego Police Department if they occur on Clery Geography.

**What are Clery Reportable Crimes?**

CSAs must report the following crimes to the UC San Diego Police Department if they witness or hear about them in the course of their duties, and they occur on Clery Geography:

- Murder
- Manslaughter by Negligence
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Sex Offenses (Rape, Fondling, Incest, Statutory Rape)
- Certain Hate Crimes
- Arrests and Referrals for Disciplinary Action for California and San Diego Liquor Law, Drug Law and Weapons Law Violations
- Violence Against Women Act Crimes (Domestic Violence, Dating Violence and Stalking)

[http://getresolved.ucsd.edu](http://getresolved.ucsd.edu)
Clery crimes are reported if they occur at one of these four locations: the main La Jolla campus, any on-campus student housing facility, on public property adjacent to and accessible from the main campus, and on certain non-campus properties that are owned/controlled by UC San Diego and frequented by students.
How to complete a Campus Security Authority Crime Report Form

- If you witness or hear about a Clery Reportable Crime occurring on Clery Geography, complete a CSA Crime Report Form.
- Include the following:
  - Your contact information
  - Date/time of incident and report
  - Description of the incident (just write what you see or hear)
- DO NOT
  - Include a victim’s personally identifiable information if they wish to remain anonymous.
  - Interview or probe the person telling you about the crime.
  - Try to prove a crime occurred or who was at fault.

Forward reports of Clery Reportable Crimes to the UC San Diego Police Department as soon as possible so a determination can be made as to whether a timely warning to the community is needed, and for inclusion in the annual report. Do not worry if you are not certain if the incident is a Clery Reportable Crime or if it occurred on Clery Geography. The Police Department will review and categorize the report.
Where do I find the Campus Security Form?

- Report forms are available at [http://clery.ucsd.edu](http://clery.ucsd.edu). Reports may be completed online or via a fillable pdf (save and email to csareport@ucsd.edu)

- Questions? Contact Erika Saracino, Clery Compliance Officer at esaracion@ucsd.edu

- In the case of an emergency, or if it is after business hour, contact UC San Diego Police Department by calling 9-1-1 or (858) 534-4357

It is important to complete a Campus Security Authority Crime Report Form as soon as possible after you witness or hear about a Clery Reportable Crime occurring on Clery Geography.
You may also find it appropriate to contact or refer students to other campus resources.

-The Office for Students with Disabilities, OSD, is a resource for the entire campus community and works closely with students with temporary or permanent disabilities.

-CARE at the Sexual Assault Resource Center provides free and confidential services for students impacted by violence, with a focus on survivors of sexual assault, relationship violence, and stalking. CARE is on-call 24 hours a day, year-round.

-Counseling and Psychological Services, CAPS, provides free and confidential counseling, outreach, and consultation services to registered undergraduate and graduate students.

-Student Legal Services, SLS, provides free and confidential counseling, educational, and referral services to registered undergraduate and graduate students, as well as to student organizations.

-Student organizations and advisors may encounter questions related to freedom of speech and expression. UC San Diego maintains a webpage that addresses common free speech and expression questions.
THANK YOU!

Please write the words “Community Advisor Training” on Your Community Advisor Signature Page

A copy of the signature page can be found at:
https://students.ucsd.edu/student-life/involvement/organizations/onestop/community-advisors.html

Thank you for taking the time to learn about resources available to community advisors.

To complete the community advisor paperwork and indicate that you have completed this training, please write the words “Community Advisor Training” in the space provided on your community advisor signature page. We have provided a link to the form on the slide.
The Center for Student Involvement staff are available to assist you in your role as a community advisor. Please feel free to contact us for more information.