YEAR: 2020

SUBJECT: Quick Reference Guide for Out of Town CSA Compliance

All LSC Faculty, Staff and Volunteers who chaperone Lone Star College sponsored out of town trips are under federal law considered Campus Security Authorities. Therefore, you are required to report compliance items to the LSC Clery Compliance Officer. The LSC Clery Compliance Officer is Senior AVC of Public Safety Paul Willingham.

Please follow these three steps to complete your compliance every time you go on an LSC sponsored trip.

If you have questions related to your responsibilities, please review www.lonestar.edu/CSAReporting or call SAVC Willingham at 281-655-3712.

- **Prior to trip**: Email your itinerary to LSC-Police@Lonestar.edu. The itinerary must include the location and address of all hotels the group will be staying and any cities the group will be visiting in which the hotel is not located.

- **During the trip**: If a student becomes a victim of a Clery crime, it is to be reported using the web form that same day if possible (http://www.lonestar.edu/CSAReporting).

- **Upon return from trip**: Email LSC-Police@Lonestar.edu advising of return and confirming all students and employees returned from the trip safely.