



INFORMATION FORM FOR

CAMPUS SECURITY AUTHORITIES & RESPONSIBLE EMPLOYEES

I am a campus security authority I am a responsible employee

Campus Security Authority	Responsible Employee
<ul style="list-style-type: none"> * Campus police/security * Individuals responsible for security * Individuals identified as someone to whom crimes should be reported * Officials with significant responsibility for student/campus activities 	<ul style="list-style-type: none"> * Any employee who has the authority to take action to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence, or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility
<p style="text-align: center;">What incidents are reported?</p> <ul style="list-style-type: none"> * Homicide * Sex offenses (rape, fondling, incest, statutory rape) * Robbery * Aggravated assault * Burglary * Motor Vehicle Theft * Arson * Arrests & Disciplinary Referrals: Drug Law Violations, Liquor Law * Violations, Weapons Offenses * Dating Violence * Domestic Violence * Stalking * Hate crimes (the above crimes and incidents of larceny- theft, simple assault, intimidation, or destruction/damage/ vandalism of property) 	<p style="text-align: center;">What incidents are reported?</p> <ul style="list-style-type: none"> * Sexual harassment * Sexual violence
<p style="text-align: center;">Where?</p> <ul style="list-style-type: none"> * On-campus * Non-campus building or property (own or controlled by a recognized student organization or by the institution and used for educational purposes but not within area contiguous to campus) * Public property within or adjacent to the campus 	<p style="text-align: center;">Where?</p> <ul style="list-style-type: none"> * In the context of an institution's education programs and activities (academic, educational, extracurricular, athletic, etc.) * Off-campus if creating hostile environment on-campus or off-campus education program or activity
<p style="text-align: center;">What information must be shared?</p> <ul style="list-style-type: none"> * Nature * Date * Time * General location * Current disposition * May share more information based on preference of person reporting or intersecting requirements 	<p style="text-align: center;">What information must be shared?</p> <ul style="list-style-type: none"> * All relevant details about the sexual violence that the student or another person has shared * Relevant details include the name(s) of the alleged perpetrator(s) (if known), other students involved, the student who experienced the sexual violence, the date, time, and location
<p style="text-align: center;">With whom does a CSA have to share the information?</p> <ul style="list-style-type: none"> * The Office of Public Safety or the Director of Public Safety, Larry Graham 	<p style="text-align: center;">With whom does a CSA have to share the information?</p> <ul style="list-style-type: none"> * The Title IX coordinator
<p style="text-align: center;">What if I'm a CSA and a responsible employee?</p> <p>The Title IX coordinator is also a campus security authority, so for incidents that fall under both laws, any information shared with the Title IX coordinator will also be shared for the purposes of Clery. My institution's process for sharing this information is: The Title IX coordinator will ensure the incident reported to them is captured under this form and submit it to the Director of Public Safety.</p>	

REMINDER: You are not expected to determine whether or not the information you are reporting is definitively a hate crime, sexual violence, robbery, etc. or whether or not the incident occurred within "Clery geography" – you are simply required to share information that's provided to you that seems like it may be a reportable incident. It is the job of those to whom you are reporting to make final determinations for the purposes of categorization and next steps.