

## Who is a CSA?



✓ A member of the campus police or security department



✓ Responsible for campus security, but not a campus police officer



✓ Designated by the institution to receive a crime report



✓ Someone with significant responsibility for student and campus activities



## The Clery Act

In 1986, Jeanne Clery was raped and murdered in her dorm room by another student she did not know. In 1990, Congress approved the Crime Awareness and Campus Security Act, later renamed the Clery Act, which took effect in 1991.

**Campus Crime Data**  
Colleges and Universities inform their campus communities by sharing select crime statistics required under the Clery Act. This information is included in the **MSU Annual Security and Fire Safety Report** located at:  
[montana.edu/reports/security.pdf](http://montana.edu/reports/security.pdf)

## What am I Required to Report?

### CLERY ACT CRIMES

#### Primary Crimes

- Murder/Non-negligent Manslaughter
- Negligent Manslaughter
- Sexual Assault (Clery & Title IX)
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

#### Arrests & Referrals

- Drug Law Violations
- Liquor Law Violations
- Weapons Law Violations

#### 2013 Clery Additions

- (Clery & Title IX Reportable)
- Dating Violence
  - Domestic Violence
  - Stalking

**HATE CRIMES:** Any of the above offenses and incidents of Larceny-Theft, Simple Assault, intimidation or Destruction/Damage/Vandalism of Property which were motivated by bias (race, gender, religion, ethnicity, sexual orientation, gender identity, national origin, disability).



## Clery Act and Title IX Pocket Guide

### Campus Security Authority (CSA) - Clery Act Reporting

When interacting with a crime reporting party, CSAs need to gather incident information that would provide sufficient detail to properly classify the incident. This means CSAs need to document reporting party responses or lack thereof. CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place. When in doubt, a **CSA Crime Reporting Form** should be completed and submitted at: [montana.edu/clery](http://montana.edu/clery)

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**Emergency Contacts:**  
**University Police: 406.994.2121**  
 Medical/Fire/Emergency: 911  
 VOICE Center 24/7 Support Line: 406.994.7069  
 HAVEN Crisis Intervention: 406.586.4111  
 MSU Title IX Coordinator: 406.994.2042  
 MSU Clery Compliance Coordinator: 406.994.5724  
 Counseling & Psychological Services: 406.994.4531  
 Office of the Dean of Students: 406.994.2826  
 Bozeman Deaconess Hospital: 585-5000

[montana.edu/clery](http://montana.edu/clery) [montana.edu/equity](http://montana.edu/equity)

**Responsible Employee - Title IX Reporting**  
 Any campus employee informed of an allegation of sexual violence involving a student must promptly notify the Title IX Coordinator. A **Sexual Misconduct Reporting Form** should be completed and submitted at: [montana.edu/titleix](http://montana.edu/titleix)

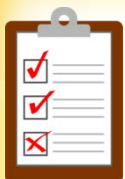
## What Information Must I Collect?

### Location in Clery geography



- ✓ On campus
- ✓ On campus student housing facility
- ✓ On campus public property adjacent to & accessible from campus
- ✓ Non campus property or building owned or controlled by the institution or a recognized student organization

### Don't forget to include...



- ✓ Date & time incident occurred
- ✓ When the person reported it to you
- ✓ **Detailed** location (inside building, outside building, cross streets, etc.)
- ✓ Detailed description (nature of the crime)
- ✓ Identities of any known suspects or witnesses

## Mandatory Crime Reporting Options

*If you are a student CSA, ask your Senior CSA how they want you to report. All other CSAs must report using the following forms or in person:*

1. Online Clery Crime Reporting Form located at [www.montana.edu/clery](http://www.montana.edu/clery) and if Title IX reportable you must ALSO submit a Sexual Misconduct Reporting Form at [www.montana.edu/titleix](http://www.montana.edu/titleix)
2. In person (MSU Police Department, 7<sup>th</sup> Ave. & Kagy Blvd.)

## Helpful Tips...

- If informed about a crime or incident, you must report
- Include reports from a witness, third party, victim or offender
- Share the information as related by the person
- CSAs are not responsible for determining whether a crime occurred; it is not your responsibility to find the perpetrator
- Detailed information will help correctly categorize the Clery crime
- Tell the person who disclosed the crime that you must share the information for reporting purposes
- Responsible Employees must report all Title IX offenses
- Help connect the person to available options and resources
- **When in doubt, REPORT!**

**Crime Statistics:** Clery Act Crimes that occurred within Clery geography are recorded in MSU's Annual Security and Fire Safety Report & online at [montana.edu/police](http://montana.edu/police). The MSU Police department must also maintain a public crime log with all reported crimes.

**Immediate Notification/Timely Warning:** MSU must notify the campus community of serious or continuing threats to our health or safety. The MSU Police Department evaluates reports from CSAs to determine whether a warning must be issued. For more information: [montana.edu/msualert](http://montana.edu/msualert)

## What if I'm Concerned about Someone?

- In order to promote student safety and wellness, the Campus Safety and Welfare Team addresses behaviors that are disruptive or concerning and may include mental health and/or safety issues.
- Please visit [www.montana.edu/deanofstudents](http://www.montana.edu/deanofstudents) Student Safety and Welfare for more information or to report a concern.

