

## **The Jeanne Clery Campus Safety Act Resource Guide**

### **WHO IS A CSA?**

A Campus Security Authority (CSA) is an individual, who by virtue of their university responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the University so that they may be included and published in the university's Annual Security Report. CSAs have an obligation to share information with the University about alleged Clery crimes that are either reported to them and/or personally witnessed by them. At GSW some common examples of CSAs include, but are not limited to: Public Safety personnel, Resident Assistants and Residence Life personnel, Deans of Student Organizations, Athletic Coaches, and Title IX personnel.

### **WHY SHOULD I REPORT?**

The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

### **WHAT SHOULD I REPORT?**

#### **Criminal Offenses:**

- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses (rape, fondling, incest statutory rape)
- Arson
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Hazing

#### **Violence Against Women Act (VAWA) Offenses:**

- Domestic Violence
- Dating Violence
- Stalking

#### **Arrests and Referrals:**

- Liquor Law Violations
- Drug Abuse Violations
- Illegal Weapons Possession

#### **Hate Crimes:**

Any of the listed offenses, and incidents of Larceny-Theft, Simple Assault, Intimidations or Destruction/Damage/Vandalism of Property, which were motivated by the offender's bias.

#### **Bias Categories:**

- Disability
- Ethnicity
- Gender
- Gender Identity
- National Origin
- Race
- Religion
- Sexual Orientation

**If you are unsure if a crime falls under one of these categories, report anyway!**

Share exactly the information you receive from the reporting party. Detailed information will help the University classify and respond to the incident. This information can include, but is not limited to, the following:

- Name of all parties involved in the incident along with names of witnesses of the incident.
- Location the incident occurred, not where the incident was reported to you.
- Date and time the incident occurred, if available, if not just report this information as unknown.
- Description of the incident.

Remember, CSAs are not responsible for investigating a crime, but simply reporting the crime to the correct authorities.

*If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Clery Coordinator at [public.safety@gsw.edu](mailto:public.safety@gsw.edu) or 229-931-2245.*

## **HOW DO I REPORT?**

The [CSA Incident Report Form](#) can be found on the Clery website or by scanning the QR code at the bottom this document.

Report incidents as quickly as possible allowing the University the opportunity to review whether or not an emergency alert or timely warning should be issued.

## **HELPFUL REMINDERS**

When receiving a report, let the victim know you are required to report the incident to the University only for statistical purposes, and that the University will protect confidentiality to the highest degree possible.

- Inform the victim of the available resources, which include:
  - Seeking Medical Care
  - Contacting the Title IX Coordinator – 229-931-2339
  - Contacting the Office of Public Safety – 229-931-2245
  - Contacting Counseling Services – 229-931-2708

A full listing of on-campus and community resources can be found on the [GSW's Survivors Brochure](#).

Let the victim know he/she has the option to report directly to the police, or that a report can be made with no police involvement to GSW's Title IX Coordinator.

## **WHAT HAPPENS AFTER I REPORT?**

**Support & Resources** - When a student or employee reports they have been the victim of a sexual assault, dating violence, domestic violence, or stalking, GSW will provide victims with additional written information about all options including how to obtain supportive measures and pursue formal disciplinary and or criminal investigations. Supportive measures and access to disciplinary proceedings will be provided whether or not the victim decides to report to law enforcement. Supportive measures will be maintained as confidential to the extent possible and are independent of any law enforcement or disciplinary investigation.

GSW's Title IX Coordinator will assist in obtaining:

- Counseling
- Advocacy
- Housing Assistance
- Academic Support
- Disability Services
- Health/Mental Health
- Changes To: Academic, Living, Transportation, & Working Situations

**Timely Warning and Emergency Notifications** - GSW issues timely warnings to alert the campus community of crimes considered by the University to represent an ongoing threat to students and/or employees. Timely Warning are issued by the Department of University Relations, in collaboration with the Office of the President and Public Safety, via mass phone call, text, and email to registered users in the GSW Emergency Notification System (Blackboard Connect). Timely warnings provide the campus community with knowledge that may prevent them from becoming victims of future incidents of the reported crime. GSW Public Safety also issue emergency notifications for incidents that pose an immediate threat to the health or safety of campus communities. GSW Public Safety evaluates reports from CSAs to determine whether a warning must be disseminated.

## **MY CLERY RESOURCES**

GSW Public Safety (24/7) – 229-931-2245  
Student Health Services **confidential** – 229-931-2235  
Student Counseling **confidential** – 229-931-2708  
Student Engagement & Success – 229-928-1387  
Title IX Coordinator – 229-931-2339  
Clery Compliance Officer – 229-931-2699  
Uwill Teletherapy (24/7) – 833-646-1526

