CAMPUS SECURITY AUTHORITY (CSA) CRIME & INCIDENT REPORTING DECISION TREE & ACTION STEPS

START

CRIME / INCIDENT REPORTED TO A CSA

Is anyone in immediate danger or in need of life saving medical aid?

- YES
  - Call 9-1-1

- NO
  - Did one of the following crimes or an attempt to commit one of these crimes occur?
    - Homicide*
    - Manslaughter*
    - Sexual Assault*
    - Aggravated Assault*
    - Robbery*
    - Hate Crime*
    - Domestic Violence**
    - Dating Violence**
    - Stalking
    - Fondling
    - Burglary
    - Vehicle Theft
    - Vandalism
    - Weapons violation
    - Alcohol / drug violation
    - Theft
    - Non-Criminal Hate Violence ("Act of Intolerance")

  - YES
    - Did the crime or attempted crime occur on or immediately adjacent to the main campus?
      - OR
        - At a location controlled by Stanford University (e.g. RWC, overseas campuses, subsidized student housing)?
          - OR
            - At a location sponsored by a Recognized Stanford Organization?
              - YES
                - Gather basic information (You are not expected to investigate):
                  - What happened?
                  - When did it happen?
                  - Where did it happen?
                  - When was it reported to you, as the CSA?

                - NO
                  - Send an email containing the basic information about the crime to: SECURE-CleryCSA@list.stanford.edu

              - NO
                - Notifying the law enforcement agency where the crime occurred.*
                  - SEE IMPORTANT FOOTNOTE below.

          - NO
            - Reporting is not required, per CA state or federal law*

  - NO
    - Did one of the crimes marked with "**" or "***" occur?
      - YES
        - Notify the law enforcement agency where the crime occurred.*
          - SEE IMPORTANT FOOTNOTE below.

      - NO
        - Send an email containing the basic information*** about the crime to: SECURE-CleryCSA@list.stanford.edu

FOOTNOTES and RESOURCES

1. Although reporting to the University or law enforcement is not required by CA state or federal law, the Stanford Department of Public Safety encourages victims and witnesses to report crimes and suspicious activity to local law enforcement in a timely manner.
2. Advise a victim if you are (or are not) a confidential resource. A victim may not want to disclose information to a non-confidential resource.
3. If you are certain the incidentcrime has been reported to the Stanford Department of Public Safety, a CSA does not need to notify the Clery Office. (Only applies if the report was made specifically to SU DPS.)
4. Per CA Ed Code 67380, a victim may chose to remain anonymous after being advised of this option. If a victim elects to be anonymous, DO NOT provide the name of the victim OR the suspect to law enforcement. Do NOT provide the name of a victim or suspect when making a report to the Clery Office for any of the listed crimes.

* Per California Law (CA Ed Code 67380), a CSA must notify local law enforcement immediately or as soon as possible, if one of these crimes occurred on campus or on property owned or controlled by the university. (If the incident occurred outside the U.S., consult with OGC before notifying law enforcement in another country.)
** If one of these crimes resulted in serious injury, notify local law enforcement per CA Ed Code 67380 and the guidance above.
***A CSA Incident Report form with the questions that need to be answered for purposes of reporting can be located under the CSA Resources tab on the website: police.stanford.edu
You may email the completed form as an attachment to the university’s Clery Office at SECURE-CleryCSA@list.stanford.edu.