

How a CSA Reports a Crime

If you are a CSA and someone reports a Clery crime to you, report it immediately to the Maryville University Department of Public Safety by taking these steps:

1. Ensure the safety of yourself and the reporter/victim. In an emergency or imminent danger, call 911 immediately.
2. Inform the victim that you are required to report the incident to campus Public Safety to be included in crime statistics, even if the victim chooses not to press charges or file a report with law enforcement. If the victim prefers, you can report without disclosing the victim's identity.
3. Listen to the person. Collect the information needed for reporting. The more complete the description, the better. Be sure to include the following information in the report:
 - Type of crime
 - Location of crime
 - Date and time that the crime occurred
 - Date and time that the person reported the crime to you
 - Name of victim (if confidential report is not requested)
 - Identities of known suspects or witnesses
 - Description of the incident or crime
4. Fill out the crime report form, which can be accessed at www.maryville.edu/public_safety/clery-act as soon as possible and follow the directions on the form to submit it.
5. Inform the victim of his/her option to also self-report the crime to campus Public Safety or local police for investigation. Victims can also report confidentially through Rave Guardian app.
6. Inform the victim of how to seek medical help and refer the victim to additional support services if needed. Please refer to the "resources" section for contact information and support services for campus.

HELPFUL TIPS:

- If you are in doubt as to whether or not the incident needs to be reported, report it.
- Information should be documented and reported as a crime regardless of whether the victim chooses to file a report with law enforcement or press charges.
- You should report attempted crimes, even if the crime was not completed.
- You should NOT investigate the incident or try to solve the crime.