

How Do I Report a Crime?

If a crime is in progress, do not intervene. Call Public Safety immediately at tel. (202) 319-5111

- All members of the University community are **strongly encouraged** to report suspected or actual crimes that occur on or near campus immediately to Public Safety (tel. 202-319-5111) per the [Crime Reporting and Response Policy](#).

If in doubt about whether to report something that has occurred, report it!

- **Crime reports may be made as follows:**

Crimes that occur on campus: Reports should be made to a University Public Safety officer, to the Public Safety dispatcher in Leahy Hall, or by calling tel. (202) 319-5111. Any of the emergency telephones located throughout campus may be used as well.

Crimes that occur off campus: Reports should be made first to local police by calling 911. After calling local police, then report the matter to the Department of Public Safety at tel. (202) 319-5111.

Crimes that occur abroad: Reports should be made first to local police in the host country. After calling local police in the host country, then report the matter to the Department of Public Safety at tel. (202) 319-5111.

- **Who is required to report suspected or actual crimes?**

Under the federal [Clery Act](#), certain employees **must** report crimes that occur on or near campus so that the University can provide timely warnings and emergency notifications to the campus community. These employees are called “Campus Security Assistants” or “**CSA’s**.” The following are CSA’s that must report crimes:

Student Housing Staff

Resident Assistants, CDs

Coaches and Assistants

Student Advisors

Public Safety Staff

Student Activity Coordinators

Faculty Advisors to Student Organizations Deans

Student Judicial Officers

Anyone with significant responsibility for student and campus activities

Anyone responsible for monitoring entrance onto campus property,
including library monitors

- **What is my duty as a CSA?**

CSA's must report immediately to the Department of Public Safety the following crimes that occur on or near campus that they become aware of:

Homicide

Sexual assault, including rape, fondling, incest, and statutory rape

Dating violence, domestic violence, and stalking

Robbery, aggravated assault, burglary, motor vehicle theft, arson

Hate crimes – any crimes, motivated by bias against race, gender, gender identity, religion sexual orientation, ethnicity, national origin, or disability

What does “on campus” mean?

The main campus between Michigan Ave, Taylor St., and John McCormack Rd.; DuFour Center.

Public property immediately bordering campus, including sidewalks

Adjacent property (Barnes & Noble Bookstore and Theological College)

University owned or controlled buildings (e.g. the Rome Campus)

Any space repeatedly used/rented (e.g., the same hotel used annually for a study abroad trip)