## If you are a CSA and someone reports a Gery 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
- 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