Residential Staff Notification Requirements for Crimes & Incidents  
Clery Act, CalEd, and Title IX

If anyone is in danger or in need of emergency assistance

CALL 9-1-1
(or 9-9-1-1 from a campus phone)

Otherwise, manage immediate and ongoing care by engaging intervention, education, and support resources quickly:

For Undergraduate Matters
Contact the Dean On-Call
650-504-8022

For Graduate Matters
Page the GLO Dean
650-723-8222 (Pager ID 25085) or
Text a GLO Dean with your name and issue
at 25805@pageme.stanford.edu

Note: An emergency call to campus police via 911 will fulfill Clery compliance requirements but not Title IX obligations.

With as much care and consideration as possible, find out when and where the incident occurred, and obtain enough detail to understand what took place and who was involved. If a crime has been alleged, be sure to ask the victim if they would like to call the police to consult, have an officer respond to investigate and create a police report, or advise on gathering evidence.

Consider your notification responsibilities, understanding that you may have to report to more than one office. Additional notifications for specific incident types are indicated with the following typefaces: Clery/CalEd, Title IX, Title IX + Clery/CalEd. Note that multiple types of crime or prohibited conduct can take place in a single event. All listed crimes and violations should be reported.

If no emergency assistance is needed

Be sure to complete all of the following compliance notifications that are applicable:

NOTIFY PUBLIC SAFETY

If you receive information about a violent crime, sexual assault, or a hate crime, you must call 9-1-1 (or 650-329-2413 from off-campus) immediately upon gathering the required info. Be sure to ask the dispatcher to make a Clery report for occurrences or attempts of the following:

- Homicide / Manslaughter
- Robbery
- Aggravated Assault, including drugging
- Sexual Assault (rape, oral copulation, penetration w/foreign object, sodomy)
- Sexual Battery
- Statutory Rape
- Fondling
- Dating Violence & Domestic Violence
- Stalking
- Hate Crimes
- Incest

Notify Public Safety via the web form at csaforms.stanford.edu for occurrences or attempts of the following:

- Arson
- Theft
- Burglary
- Motor Vehicle Theft

NOTIFY TITLE IX

If you receive information about alleged Title IX violations, provide details to the Title IX office. The following violations must be reported via the web form at csaforms.stanford.edu immediately or as soon as possible:

- Sexual Misconduct or Sexual Assault
- Relationship Violence (Dating Violence & Domestic Violence)
- Stalking
- Retaliation
- Violation of a University or Court Order

- Sexual Harassment
- Violation of a University or Court Order

Responsible Employees (Student staff, faculty, University employees) who are unable to access the web form must report to Jill Thomas, Title IX Coordinator, at titleix@stanford.edu, (650) 497-4955, or in person at Kingscote Gardens (2nd floor), 419 Lagunita Drive.
<table>
<thead>
<tr>
<th>Action Flowchart</th>
<th>Conversation Guide and Questions to Ask</th>
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<tbody>
<tr>
<td><strong>Assess safety and medical needs</strong></td>
<td>Is anyone in immediate danger or in need of immediate medical help? If so, dial 9-1-1 (9-9-1-1 from a campus phone). If not, review the process on the other side of this sheet before continuing the conversation.</td>
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<tr>
<td><strong>Offer your support</strong></td>
<td>“My goal is to be a resource to you and to support you to the best of my ability. I respect your privacy and will treat what you tell me with discretion. However, I am not a confidential resource. Depending on what occurred, I may be required to provide certain information to the police, Title IX, or the Clery Compliance office. ”</td>
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<td>“If you are over 18 years of age and not in immediate danger, I will not give your name to the police without your consent. I am required to share your identity with the Title IX Office.”</td>
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<tr>
<td><strong>Offer confidential resources and confidential reporting online</strong></td>
<td>“A confidential resource will not disclose your identity or any information about what happened without your permission. If you would like to discuss this matter and your options with a confidential resource, I will help you get in touch with one.”</td>
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<td>“Would you prefer that I help you connect with a confidential resource, or are you comfortable talking to me? You also have the option of reporting a Title IX violation via CALLISTO.”</td>
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<td><strong>Gather Basic Information</strong></td>
<td>What happened? When did it happen? Where did it happen? Who was involved? What affiliation do the involved individuals have with the university? [Ask for details wherever possible. For instance, it is important to discern if the incident occurred on campus, in university housing, in other housing subsidized by the university, or in connection with a university event.]</td>
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<td><strong>Explain next steps</strong></td>
<td>“Based on what you have shared with me, I will need to notify the police about the incident. I will provide the police with the basic information about what happened, when it happened and where it happened. I will not provide your name to the police unless you give me permission to do so, provided that there is imminent danger or a juvenile is involved.”</td>
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<td>“Knowing that I am required to notify the police, would you like me to call while we are together?”</td>
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<td>“Do I have your permission to share your name with the police, or do you prefer to remain anonymous?”</td>
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<td><strong>Complete notifications as required</strong></td>
<td>“You also need to know that this report will be evaluated by the police for a possible AlertSU notification. The police will not send out any information that identifies you.”</td>
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<td></td>
<td>[Note that by law, you must immediately notify the police about the specified crimes. See other side for list and process details.]</td>
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<td></td>
<td>“Based on what you have told me, I will need to share information with the Title IX Office. I will provide them the information you have provided me, and Title IX will reach out to you with resources and request to meet.”</td>
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