Minnesota State University, Mankato
Report of possible criminal behavior/actions

Date of Report: ___________ Time: ___________
Date of Incident: ___________ Time: ___________
Location: ______________________________________
Reported by: ___________ Phone: ___________

I. Complainant/Victim Identification: (Requires consent of victim, unless imminent danger exists)
Name of Complainant: __________________________
Address: ______________________________________
Phone: ___________

II. Accused: (if known)
Name of Accused: ______________________________
Address: ______________________________________
Phone: ___________

III. Witnesses: (if any)
Name: _________________________________________
Address: ______________________________________
Phone: ___________
Name: _________________________________________
Address: ______________________________________
Phone: ___________

Brief description of incident with supporting details:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Please phone Security (389-2111 V/TTY) to file report when form is completed.

A Member of the Minnesota State Colleges and Universities System
Minnesota State Mankato is an Affirmative Action/Equal Opportunity University
This document is available in alternative format to individuals with disabilities by calling Security at 507-389-2111 (V/TTY)

Clery Act Reporting Obligations
The Clery Act is an amendment to the Student Right to Know and Campus Safety Act. In 1986, Jeanne Clery was raped and murdered in her residence hall room at Lehigh University. Jeanne’s parents later discovered that incidents of personal violence had been disclosed to campus administrators but were never reported to law enforcement. The law enacted in her memory is intended to ensure that individuals are properly informed about campus crimes.

Clery Act Requirements
> The Clery Act requires that universities report accurate statistics to current and prospective students and employees.
> Violations result in civil penalties up to $25,000 and the Department of Education must report to Congress schools determined to be out of compliance.

But what does it have to do with YOU?
> The Clery Act requires that we gather and publish crime data to ensure that students and others know about dangers on campus.
> Data must be collected from “Campus Security Authorities” — that’s where you come in.

What makes you a Security Authority?
The law defines four categories of Campus Security Authorities:
> University Police
> Non-police security staff responsible for monitoring University property
> People/offices designated under our policy as those to whom/which crimes should be reported
> “Officials with significant responsibility for student and campus activities” — that’s you. Other examples include positions such as coaches, residential life staff, student activities coordinators, judicial officers, and faculty advisors to student organizations.

Who ISN’T a Campus Security Authority?
The Clery Act does not consider the positions noted below to be Campus Security Authorities. However, University policy indicates that these employees should make reports in accordance with the Minnesota State Mankato Crime Reporting Requirements policy.
> Administrative staff not responsible for student activities (e.g., payroll, facilities)
> Clerical staff
> Individual faculty who do NOT serve as an advisor to a recognized student organization
> Medical staff in the Student Health Center, or counselors in the Counseling Center, who only provide care to individual students, and do not advise student groups.
Location, Location, Location

A crime must be reported if it occurred

> On campus or on University property
> In on-campus student residences
> On public property adjacent to the University campus
> On certain off-campus property.*

* Some off-campus locations are deemed so closely related to the University that crimes occurring there are included in campus crime statistics. Examples: Crimes occurring at student organization properties and at University owned or controlled facilities "frequently used by students," such as the Kato Ballroom when rented by a student group.

Don’t include crimes not connected to University

For example:
> A student tells you about a crime that occurred at a different college before transferring to Minnesota State Mankato; or a student reports an assault that happened while away from campus and not involved in a campus activity.

But DO tell the student about reporting options, and refer for help

For example:
> A student tells you that she was raped by another Minnesota State Mankato student in her apartment off-campus. Although the crime did not occur at a location covered by Clery reporting, the accused student is subject to criminal prosecution and University disciplinary action. The victim is also eligible for campus assistance and resources.

Disclosure Warning

BEFORE collecting information about a possible campus crime, you must advise individuals of the following:
> "I am required to report campus crime to Security to promote accurate disclosure of campus crime statistics. While disclosure to me is voluntary, not sharing information will hinder timely warnings to the campus community which aid in crime prevention and the University’s ability to respond to campus crime.

Security will then forward the information to the student conduct system and local law enforcement."

> Do not attempt to investigate before reporting the incident to Security.

If the person will NOT agree to talk with Security, explain that you MUST report the incident as an anonymous statistic. Identifying information about the person making the report can generally be withheld, if requested. However, it is critical that you do not promise complete confidentiality when discussing an anonymous report.

Legal Repercussions for CSAs

> The Clery Act is a federal mandate and you are required to do your part.
> The Office of the Attorney General will not defend and indemnify an employee against a civil claim for damages if the employee acted in neglect of duty or intentionally disregarded University expectations.
> Failure to fulfill duties as a CSA places you at risk for University disciplinary action.

Intervention and Assistance

It is very important to ensure individuals making reports that Minnesota State Mankato cares about them and that we have many support services available on campus and in the University area. Security will make arrangements for advocacy services or if the student prefers, you may walk with the student over to the Women’s Center or to the Counseling Center.

Access to the Daily Security Log

> Under the Clery Act, Campus Security must make the crime log for the most recent 60-day period open to the public during normal business hours. The log lists the types of reported crime, location, date and disposition.
> The log can be accessed at Campus Security, 222 Wiecking Center during regular business hours.
> YOU must be prepared to tell people where the log can be found. Any questions can be directed to Security at 2111.