

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 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 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 or have an officer respond to investigate and create a police report.

Consider your notification responsibilities, understanding that you may have to report to more than one office. Note that multiple types of crime or prohibited conduct can take place in a single event. All 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 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
- Incest
- Fondling
- Dating Violence & Domestic Violence
- Stalking
- Hate Crimes

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

- Burglary
- Motor Vehicle Theft

- Arson
- Alcohol Laws Violations
- Drug Laws Violations
- Weapons Violations
- Theft

NOTIFY TITLE IX

If you receive info about alleged violations of Title IX or Stanford's sexual harassment/assault policies, provide details to Stephen Chen, SHARE Title IX coordinator. The following Title IX violations must be reported via the web form at csaforms.stanford.edu immediately or as soon as possible:

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

Responsible Employees (Student staff, faculty, University employees) who are unable to access the web form must report to Stephen Chen, SHARE Title IX Coordinator, at titleix@stanford.edu, (650) 497-4955, or in person at Kingscote Gardens (2nd floor), 419 Lagunita Drive.