**REPORTING TITLE IX DISCLOSURES**

| **Who reports?** | Promoting a safe and secure campus environment is a campus-wide effort and concerns all members of the Dartmouth community. Responsible Employees including faculty, coaches, staff, including undergraduate deans, residential life staff, undergraduate advisors (UGAs) and those individuals not designated as Confidential. |
| **To whom?** | **Title IX Coordinator / Deputy Title IX Coordinator**  
603 646 0922  
TitleIX@Dartmouth.edu |
| **When?** | **As soon as possible:** No later than 24 hours after the disclosure |
| **How?** | - Phone call or email notification to Title IX Office  
- Individuals may also meet with Title IX Coordinator  
- In an emergency, Department of Safety and Security may contact the Title IX Coordinator after hours |
| **Content of Report** | **Who? What? When? Where?**  
Identifying Information for all persons involved, including reporting and responding parties  
- First and Last name(s)  
- Status (e.g., faculty, staff, student, visitor)  
- Type of Incident Reported  
- Description of or details about the incident  
- Date of Report  
- Date Incident Occurred  
- Specific Location of Incident |
| **Follow Up** | Follow-up by the Title IX Office, including a reminder of College resources and supportive measures and of the opportunity to pursue a criminal complaint and/or file a formal complaint with the Title IX Coordinator.  
As a Campus Security Authority under the Clery Act, the Title IX Coordinator submits a Clery Crime Report form documenting the incident. The reporting party does not need to respond to outreach from the Title IX Office |
| **Clergy Act** | The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires all colleges and universities that participate in federal financial aid programs to collect, retain, and disclose information about crime on or near their campuses or other college-owned property. The goal of the Clery Act is to ensure that current and prospective students, parents and employees have access to accurate information about campus security procedures and Clery-designated crimes committed on campus. The Act defines Campus Security Authority's as mandated crime reporters. As such, CSA’s are required to report any Act qualifying crimes that they are made aware of to the Dartmouth College Safety and Security. Timely reporting of crimes is encouraged and sometimes required.  
More information: [https://sexual-respect.dartmouth.edu/compliance/jeanne-clery-act](https://sexual-respect.dartmouth.edu/compliance/jeanne-clery-act) |
| **Who is a CSA?** | A Campus Security Authority (CSA) is a Clery-specific term that encompasses individuals and organizations associated with an institution.  
A CSA can also be defined as anyone who has significant responsibility for students and campus activities.  
If someone has significant responsibility for student and campus activities, then they are a CSA.  
At Dartmouth, examples of CSAs include, but are not limited to:  
- Safety & Security, Title IX Coordinators, Clery Act Compliance Officer, Office of Community Standards & Accountability  
- Undergraduate deans, student affairs professionals, residential life administrators and UGAs  
- Athletic administrators, including directors, assistant directors and coaches  
- All faculty, staff and coaches, including advisors to student organizations and faculty directors of FSPs and LSAs  
Crimes that must be reported and disclosed:  
- Criminal homicide: Murder and nonnegligent manslaughter; and Negligent manslaughter  
- Sex offenses: Rape; Fondling; Incest; and Statutory rape.  
- Robbery  
- Aggravated assault  
- Burglary  
- Motor vehicle theft  
- Arson |
| **Clergy Crime Report Form** | CSAs may access the Clery Crime Report Form here:  

*Updated 8.25.2020*