

Reporting of Clery Act Crimes and/or Prohibited Sexual Conduct

Campus Security Authority (CSA)	Responsible Employee (RE)										
<p>Definition:</p> <ul style="list-style-type: none"> Mason has designated all University faculty, staff, contractors, and students with significant responsibility for student activities (e.g., Resident Assistants) as “Campus Security Authorities (CSAs).” See University Policy #1412 http://universitypolicy.gmu.edu/policies/reporting-of-clery-act-crimes-andor-prohibited-sexual-conduct/. CSAs are required to report to Mason Police allegations of <i>Clery Act</i> crimes they receive in their capacity as CSAs. CSAs are not responsible for reporting incidents that they learn about in an indirect manner (e.g., hallway conversations, in-class discussions, group presentations, etc.). At the request of the victim(s), identifying information may be excluded from a CSA report (e.g., names, initials, contact information, etc.). 	<p>Definition:</p> <ul style="list-style-type: none"> A “Responsible Employee” is any University Employee who is not a Confidential Employee. This also excludes any employee with day-to-day duties that are not controlled by George Mason University. See University Policy #1412 http://universitypolicy.gmu.edu/policies/reporting-of-clery-act-crimes-andor-prohibited-sexual-conduct/. Responsible Employees are required to report to Mason’s Title IX Coordinator all relevant details (obtained directly or indirectly) about an incident of prohibited conduct of a sexual nature involving any Student or Employee. Student-employees are considered Responsible Employees when disclosures are made to them in their capacities as employees. 										
<p>Exemptions:</p> <ol style="list-style-type: none"> Counseling and Psychological Services (CAPS) Pastoral counselors (if associated with and recognized by a religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor) 	<p>Exemptions:</p> <ol style="list-style-type: none"> Student Support and Advocacy Center (formally WAVES) Counseling and Psychological Services (CAPS) Student Health Services Mason Korea Health Center Office of the Ombudsman Contracted employees and vendors 										
<p>Procedures:</p> <ul style="list-style-type: none"> The first CSA who becomes aware of any crime, including a Clery Act crime, is responsible for notifying Mason Police. If Mason Police is already aware of the incident, CSAs are not required to report. However, when in doubt, report. Clery Act Crimes are those that occur on or near property that Mason owns or controls. A list of definitions is available at http://police.gmu.edu/clery-act-reporting/clery-crime-definitions/. CSAs are encouraged to report all Clery Act Crimes as soon as possible to Mason Police using at least one of the following options: <ol style="list-style-type: none"> Calling Mason Police directly at 703-993-2810 Completing the CSA Crime Statistics Reporting Form available at http://police.gmu.edu/clery-act-reporting/csa-form/ E-mailing Mason’s Clery Compliance Coordinator at cleryact@gmu.edu When interacting with a person reporting a crime, CSAs should gather enough information that would provide sufficient detail to properly classify the incident. CSAs are not responsible for determining authoritatively whether a crime took place, and they should not try to apprehend alleged suspects of crimes. 	<p>Procedures:</p> <ul style="list-style-type: none"> Responsible Employees must promptly report to Mason’s Title IX Coordinator all relevant details about an incident of sexual misconduct, sexual harassment, or gender discrimination that involves any Student or Employee by using at least one of the following options: <ol style="list-style-type: none"> Calling Compliance, Diversity and Ethics at 703-993-8730 Completing an intake form at https://diversity.gmu.edu/intake-form E-mailing Mason’s Title IX Compliance Coordinator at cde@gmu.edu Responsible Employees interacting with a person disclosing an incident of prohibited conduct of a sexual nature should explain their obligation to provide Mason’s Title IX Coordinator with all relevant details about the incident, offer available support resources, and provide assurance that only people who need to know will be told about the incident. <p>On-Campus Confidential Resources for Support:</p> <table border="0"> <tr> <td>Student Support and Advocacy Center.....</td> <td>703-993-3686</td> </tr> <tr> <td>Counseling and Psychological Services (CAPS).....</td> <td>703-993-2380</td> </tr> <tr> <td>Student Health Service.....</td> <td>703-993-2831</td> </tr> <tr> <td>Office of the Ombudsman.....</td> <td>703-993-3306</td> </tr> <tr> <td>Mason Korea Health Center.....</td> <td>+82-36-620-0553</td> </tr> </table>	Student Support and Advocacy Center.....	703-993-3686	Counseling and Psychological Services (CAPS).....	703-993-2380	Student Health Service.....	703-993-2831	Office of the Ombudsman.....	703-993-3306	Mason Korea Health Center.....	+82-36-620-0553
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In an emergency, immediately call 9-1-1 for assistance (for Mason Korea, call 1-1-9)

