

## RECEIVING A DISCLOSURE OF A CRIMINAL INCIDENT

If the disclosure is about an emergency or crime in progress, call 568-6911 if on campus, off campus dial 911.

If you think someone may disclose a criminal incident to you, gently inform them of your reporting obligations. You can say something like: "It sounds like you're about to tell me something that I may need to report because of my role as a campus security authority". Explain that you are obligated to share reports of crimes with the office that collects crime statistics and evaluates the need for a campus alert. Clarify that the report is not a formal police report and does not need to include names. Do not investigate the crime. CSAs are not responsible for investigating or determining if a crime took place. Clery Act crime statistics are based on crime allegations, not confirmed criminal activity.

Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority by a victim, witness, other third party, or even the offender. Reports should be of intentional disclosures made specifically to you, not an overheard conversation. Ask the person disclosing a criminal incident if they would like your help making a report to police and/or the Title IX Office (for cases of sexual violence, dating/domestic violence, and stalking). A report to the JMU Police satisfies the CSA reporting requirement. If they do not want to file a police report, you must still submit a CSA report for statistical purposes.

CSAs are expected to be familiar with campus resources and to refer crime victims to support resources.

JMU Complainants Rights  
[www.jmu.edu/police/clerycompliance/complainants\\_rights.shtml](http://www.jmu.edu/police/clerycompliance/complainants_rights.shtml)

## HOW TO MAKE A CSA REPORT

To make a CSA report, complete an electronic report form at [https://www.jmu.edu/police/clerycompliance/how\\_to\\_report.shtml](https://www.jmu.edu/police/clerycompliance/how_to_report.shtml)

Make a report as soon as possible. A timely assessment regarding the potential ongoing threat to campus and possible issuance of a campus alert will be conducted. Include detailed information about the location, type of crime, criminal behavior, and date and time of incident.

Contact the Clery Compliance Officer if you have any questions: [caricklt@jmu.edu](mailto:caricklt@jmu.edu).

For emergencies or crimes in progress, call 568-6911 (on Campus) or 911 for jurisdiction of Harrisonburg and Rockingham County

If the impacted party would like the incident or crime investigated by police, contact the JMU Police Department for on campus locations or the police agency in the jurisdiction it occurred.

James Madison University Police Department  
540-568-6911  
Anthony Seeger Hall  
821 South Main Street MSC 6810  
Harrisonburg, VA 22807

Harrisonburg Police Department  
(540) 434-2545  
Public Safety Building 101 North Main Street  
Harrisonburg, VA 22802

Rockingham County Sheriff's Department  
(540) 564-3800  
25 South Liberty Street  
Harrisonburg, VA 22801

## James Madison University Campus Security Authority Reporting Guide



**Clery Compliance Officer  
Contact Information:  
Felicia Glick  
(540) 568-6769  
[clerycompliance@jmu.edu](mailto:clerycompliance@jmu.edu)**

## WHEN TO MAKE A CSA REPORT

As a Campus Security Authority (CSA), you are required by federal law to make a CSA report when anyone reports to you an attempted or completed alleged Clery act crime that has occurred in Clery geography.

### CLERY CRIMES

Reports of the following crimes are collected and published for Clery Act compliance.

#### Clery Crimes

**Criminal Offenses:**

- Homicide
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking

**Hate Crimes:**

- Motivated in whole or part by hate or bias (race, gender, gender identity, religion, ethnicity, disability, sexual orientation, national origin)
- All criminal offenses previously mentioned, plus:
  - Larceny/theft
  - Simple assault
  - Destruction/damage/vandalism
  - Intimidation
  - Any crime involving bodily injury

**Arrests and Referrals for Disciplinary Action**

- Carrying and possessing weapons
- Drug abuse
- Liquor law violations

### CLERY GEOGRAPHY

1. On Campus
2. On Campus, in residence halls
3. Public Property: public property immediately adjacent and accessible from campus
4. Non-Campus /Affiliated: any off-campus property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purpose. (This includes JMU sponsored/ registered event locations to include trip locations).

James Madison University - Clery Geography

[https://www.jmu.edu/police/clerycompliance/clery\\_geography.shtml](https://www.jmu.edu/police/clerycompliance/clery_geography.shtml)

## WHO ARE CAMPUS SECURITY AUTHORITIES?

The law defines four categories of Campus Security Authority:

- University Police/ Outside Police Agencies
- Non-police security staff responsible for monitoring university property, monitoring events, (to include contract security) and parking enforcement staff.
- People/offices designated under our policy as those to whom crimes should be reported – the JMU Police, Title IX, Human Resources and the Office of Accountability and Restorative Practice.
- "Officials with significant responsibility for students and campus activities".  
"Official" is defined as any person who has the authority and duty to take action and respond to particular issues on behalf of the institution.

These areas include significant student responsibility, including but not limited to, Residence Life (to include student resident advisors and hall directors, Office of Accountability and Restorative Practice, Ombudsperson, Dean of Students, University Program Board (to include student monitors of events), Multicultural Student Services, Office of University Recreation (to include team sports and recognized clubs), Athletics, Greek Life, University Unions, Trip Advisors, Student Leadership, Community Service Learning, Advisors to student organizations, Military Science "Cadre", Orientation, Victim Advocates, Director of Counseling and Health Center, Band Director, Disability Services and mentors to students.

For more information on Clery

<https://www.jmu.edu/police/clerycompliance/index.shtml>

## RESOURCES/REFERRALS

JMU Health Center  
(540) 568-6178  
Student Success Center  
724 S. Mason Street Harrisonburg, VA

JMU Counseling Center  
(540) 568-6552  
Student Success Center  
738 S. Mason Street Harrisonburg, VA

Office of Student Accountability and Restorative Practices  
(540) 568-6218  
Student Success Center  
738 S. Mason Street Harrisonburg, VA

Title IX Office  
(540) 568-5219  
Madison Hall 100 East Grace Street  
Harrisonburg, VA

First Step Domestic Violence  
(540) 434- 0295  
129 Franklin Street Harrisonburg, VA

Collins Center  
(540) 434-2272  
217 S. Liberty Street #205 Harrisonburg, VA

James Madison University Police Department  
540-568-6911  
821 South Main Street MSC 6810  
Harrisonburg, VA 22807

Harrisonburg Police Department  
(540) 434-2545  
Public Safety Building 101 North Main Street  
Harrisonburg, VA 22802

Rockingham County Sheriff's Department  
(540) 564-3800  
25 South Liberty Street  
Harrisonburg, VA 22801

