



## Crime Reporting Responsibilities of Domestic and International Trip Coordinators

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Keeping records and disclosing crime on campus not only involves police, but also collecting crime reports from individuals associated with the institution. These individuals are called Campus Security authorities or CSAs.

Any individual who has significant responsibility for student and campus activities is a CSA. The Department of Education considers any trip that includes more than one overnight qualifies as a reportable activity. When an institution arranges for the hotel room for more than one night at the same location for students, crimes that occur during that trip at that location are reportable. The location (e.g., a portion of a hotel or campground) is considered "frequently used" and "controlled" by the institution and any crimes that occur in that location must be reported.

Your responsibility as a CSA is as follows:

- Identify the dates, destinations and lodging arrangements for your trip prior to departure.
- If you learn about a crime or possible crime, encourage the victim to report it to local police authorities. A CSA must provide help to a victim or witness when reporting a crime to the police.
- Document the incident when working with the victim.
- Upon return, report the crime(s) to SMSU's Public Safety Director. The victim's identification may be withheld if they choose.
- Reports of this nature are filed with the university public safety department for information purposes, there is no formal investigation of the incident.

Annually, the College is required to:

- Follow-up with local authorities to the extent possible about crimes that occurred at the location and on the date(s) you visited.
- Include the crime in the Annual Safety Report.



**CLERY REPORTING FORM**  
**Overnight Travel with Students**

FACULTY/STAFF: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

DATES OF TRAVEL: \_\_\_\_\_

COUNTRY (IES) OF TRAVEL: \_\_\_\_\_

Please fill out appropriate information for each place of lodging in which you stayed more than one night.

PLACE OF LODGING: \_\_\_\_\_

CITY AND COUNTRY: \_\_\_\_\_

DATES OF STAY: \_\_\_\_\_

To the best of my knowledge no crime was committed in this place of lodging during the dates of our stay.

During the time period of our stay, the following crime was reported to have occurred at this hotel. (please include as much detail as possible regarding this crime, to include date and time of crime, type of crime, whether or not victim is student or non-student with SMSU).

PLACE OF LODGING: \_\_\_\_\_

CITY AND COUNTRY: \_\_\_\_\_

DATES OF STAY: \_\_\_\_\_

To the best of my knowledge no crime was committed in this place of lodging during the dates of our stay.

During the time period of our stay, the following crime was reported to have occurred at this hotel. (please include as much detail as possible regarding this crime, to include date and time of crime, type of crime, whether or not victim is student or non-student with SMSU).

Note: Please attach names of staff, students as well as the name of the sponsoring organization to this form. If you have further questions, please contact Public Safety Director Mike Munford at 507-537-7858.