

Residential Staff Notification Requirements for Crimes and 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 Resident Director
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 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 and Domestic Violence
- Stalking
- Hate Crimes

Notify Public Safety

via the web form 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 immediately or as soon as possible:

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

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.