

University of Louisiana at Monroe  
**UNIVERSITY OF LOUISIANA AT MONROE**  
Monroe





# Why Would Someone Report a Crime to Me

- ULM encourages all students and employees to report crimes and emergencies to ULM Police, however we know that doesn't always happen
- Often times when students are the victims of crime, they are likely to report it to someone other than the police
- Because of your function at ULM, someone may tell you about a crime
- As a CSA you have the responsibility to report the incident

# How are CSA's Designated?

- Their official job responsibilities involve significant interaction with students and/or campus activities
- They serve as informal or unofficial mentors to students
- They serve as a member in an office or of a committee to whom students are instructed and informed to report or discuss crimes, allegations of crimes, & other troubling situations, and/or
- They have oversight for disciplinary procedures

# Designated CSA Examples

# CSA Exemptions

## HRSCounselors

- A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

## PastoralCounselors

-

# CSA Responsibilities

- You have been identified as an individual in the ULM community with significant responsibility for student and campus activities and the potential is there that a student may approach you with a report of an incident rather than the ULM Police Department (UPD).

## What does this mean?

- You have a duty to formally report all criminal activity on behalf of the institution following timely reporting procedures.
- If a crime is reported to a CSA, but goes no further than that, the school will



# Additional CSA Responsibilities

- CSA's should advise individuals in need of assistance of the various options, support services, and resources available to them.
- In the midst of an emergency situation, such as a physical assault, however, a CSA should contact UPD (18-342-5350) for immediate assistance.
- Complete an online CSA Incident Form in a timely manner
- CSA Incident Forms available [um.edu/police](http://um.edu/police), click on "CSA Incident Form"

# What shouldn't a CSA Do?

-

# Information Gathering

- Some victims will choose not to report incidents to the police. They may only report the incident to a CSA and state they do not want any police investigation. In order for UPD to correctly classify the incident, specific

# Information Gathering

- CSA's should not force the victim or the accused to answer questions when it is clear they do not wish to speak any further
- CSA's

# CSA Incident Report

To successfully submit the CSA Incident Form, attempt

# CSA Incident Report

5. A statement indicating what services were offered (e.g. UPD investigation, Health and Counseling Services, Student Affairs investigation)
6. A statement indicating what actions the victim would wish to pursue (e.g. the

# University Reporting Structure

- CSA's should provide all information they have, including documentation to UPD as soon as possible. CSA Incident Reports should be submitted online. This secure, online form is available [ulm.edu/police](http://ulm.edu/police) and click on the "CSA Incident Form" link.
- Title IX reporting requirements shall always be followed and forwarded to the Title IX coordinator: Treina Landrum, Library Suite 612, 318-342-5215, [landrum@ulm.edu](mailto:landrum@ulm.edu)
- UPD can also be contacted for immediate assistance any time at 318-342-5350 or 1-911 for emergencies.
- CSA's should make certain the reporting party is safe and provided with appropriate support services and resources immediately

# Clery Act Reportable Crimes and Definitions

Arson: Any willful or malicious burning or attempt to burn.

Criminal Homicide Manslaughter by Negligence

Criminal Homicide Murder & Non-negligent Manslaughter

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force/threat or by putting the victim in fear

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.



# Clery Act Reportable Crimes and Definitions

**Dating Violence:** Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury (weapon)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

# Clery Act Reportable Crimes and Definitions

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

WeaponsLaw Violation:

# Clery Act Reportable Crimes and Definitions

Rape (Sexual Assault w/Object / Sodomy) Nonconsensual penetration (penis or object/instrument) into any orifice of another (however slightly) the genital, anus or mouth opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity

Fondling The touching of the private body parts (penis, vagina, breasts, buttocks) of another person for

# Reporting Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, or ethnicity / national origin

Bias categories include race, ethnicity, disability, gender, gender identity, religion, national origin, and sexual orientation

If there is evidence that a hate crime was motivated by bias, provide a brief summary of the evidence supporting a bias motivation in the CSA Incident Form

# Additional ULM Resources

CSA Training Video [www.ulm.edu/police](http://www.ulm.edu/police) click on “Training Video” link

CSA Incident Form [www.ulm.edu/police](http://www.ulm.edu/police) click on “CSA Incident Form” link

Annual Security Report [ulm.edu/police](http://ulm.edu/police) click on “Annual Safety and Fire Reports” link

Title IX Reporting [ulm.edu/titleix](http://ulm.edu/titleix)



# Questions?

CLERK COMPLIANCE OFFICER

UNIVERSITY OF LOUISIANA  
MONROE POLICE DEPARTMENT

3811 DESIARD STREET / FILHIOL HALL

DISPATCH 318-342-5350