CSUDH | RISK MANAGEMENT

DIVISION OF ADMINISTRATION & FINANCE
RISK MANAGEMENT
WH-B 470G

PHONE: (310) 243-3867
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Regular CSA Reporting

CSA is notified of a Clery Incident that took place in their home office.

→

Notify Clery Director of Clery reportable incident using the Clery Incident Reporting Form.

↓

Clery Compliance Team reviews reported incidences at each quarterly meeting and classifies incidents for the ASR.
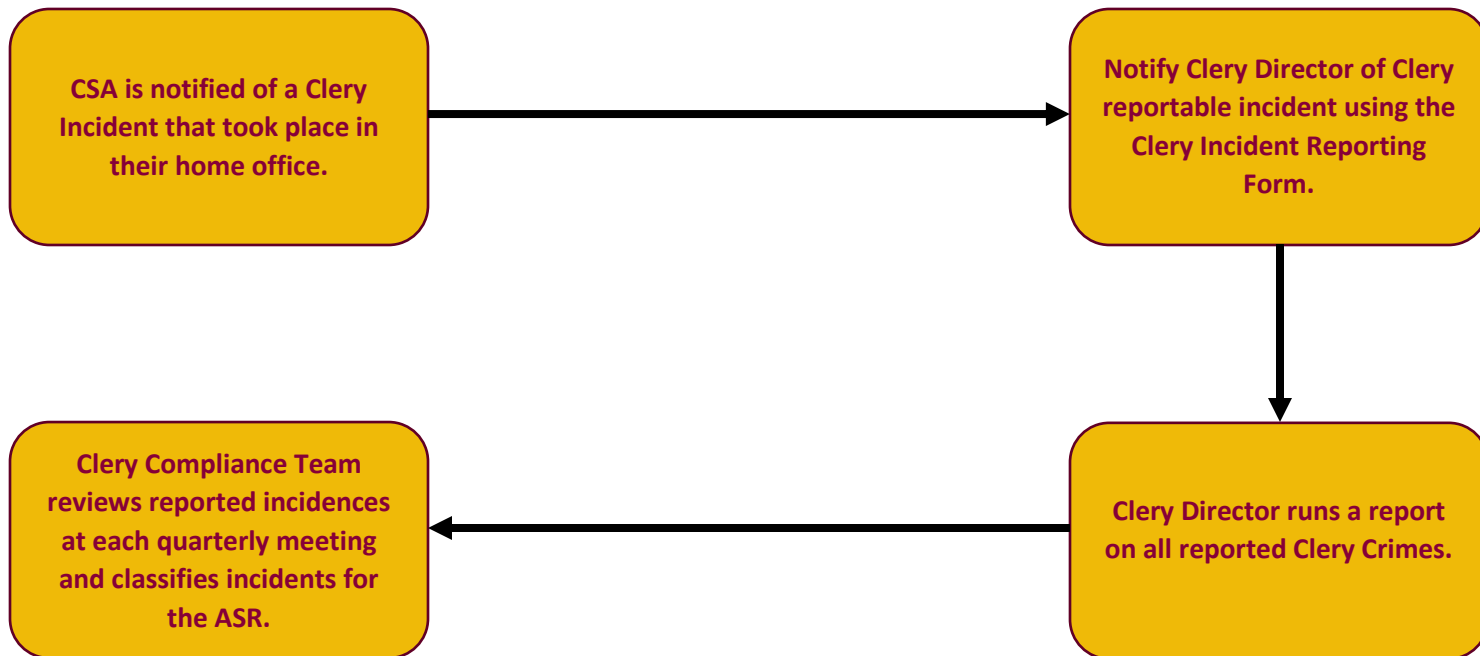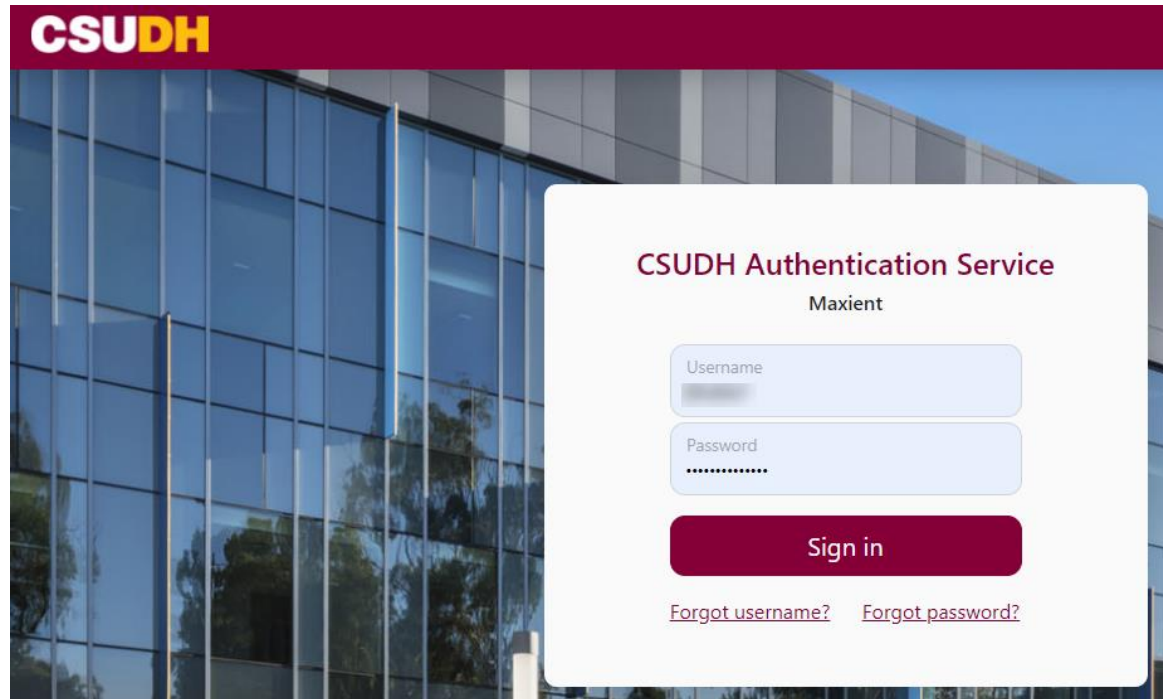
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Clery Director runs a report on all reported Clery Crimes.

Clery Incidents need to be reported immediately so the Clery Director can determine the next steps, such as a timely warning.

To access the form, use the following link Clery Incident Reporting Form.

1. To report a Clery crime using the Clery incident reporting form, use your campus network log in.

2. Fill out the Background Information section. Contains the reporter's name, contact information, incident classification, date of the incident, and the location of the incident. Do your best to classify the type of Clery Crime under the Incident Classification.

Background Information

You are currently authenticated as Janki Bhakta.   Not you? 🗗

Your Name:
[   ]
ⓘ Learn more

Your Phone Number:
[   ]
ⓘ Learn more

Your Email Address:
[   ]
ⓘ Learn more

Incident Classification (Required):
[Please Choose...   ▼]
ⓘ Learn more

Date of Incident (Required):
[mm/dd/yyyy   📅]
ⓘ Learn more

Location of Incident (Required):
[Please select a location ...   ▼]
ⓘ Learn more

If other please specify:
[   ]

3. Fill out the Involved Parties section. Contains providing information on individuals involved in the crime. Be sure to include the alleged respondent, or person committing the alleged crime. Include witnesses or victims/survivors' information. Lastly, do not include your information in the involved party's section. To add more than one party, please click 'Add Another Party'.

Involved Parties

In this section, please provide information about the witness(es), victim(s), and perpetrator(s).

You may include additional information at the end of this form (i.e., a description or any identifying information that you have).

If you are submitting this information as a reporting party, please do not include yourself in the section below.

Name	Organization/Affiliation	Select Role	Student/Employee ID
[ ]	[▼]	[▼]	[ ]
Phone number	**Email address**	**Physical Address**	
[ ]	[ ]	[ ]	

[**Add another party**]

4. Provide a detailed description of the incident that took place. Be as detailed as possible.

Description of Incident

Please describe the incident in as much detail as possible. (Required)

5. Include any supporting documents you may have on the incident.

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.
Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload	Choose Files

6. Submit Clery incident report once completed. You may also email yourself a copy of the report.

☐ Email me a copy of this report

Submit report