



CAMPUS SECURITY AUTHORITY REPORTING GUIDE

A STEP-BY-STEP GUIDE FOR CSAs



HOW TO FILE A REPORT

Follow these steps to submit an incident report.

1

ACCESS THE ONLINE FORM

Using a web browser of your choice, visit [Liberty.edu/ReportToERT](https://liberty.edu/ReportToERT).

Click on the button called "File an Incident Report."

Report to the Office of Equal Rights & Title IX



Report An Incident

If you have experienced or witnessed any of the following types of prohibited conduct, please let us know by submitting a report.

- Sexual Harassment
- Quid Pro Quo
- Hostile Environment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Exploitation
- Retaliation and Interference with Process
- Complicity
- Attempt to Commit Prohibited Conduct
- Discrimination (based on an individual's legally protected class status)
- Discriminatory Harassment (based on an individual's legally protected class status)

File an Incident Report

File a Discrimination Report

1a

This is the online incident reporting form.

A screenshot of the Liberty University Office of Equal Rights and Title IX Incident Reporting form. The form is titled "LIBERTY UNIVERSITY Office of Equal Rights and Title IX Incident Reporting". It includes a disclaimer and instructions. The "Reporter Information" section contains fields for full name, position/title, phone number, email address, physical address, date of incident (required), time of incident, location of incident (required), and specific location. The "Persons Involved" section contains fields for full name (required), select role, LUID Number, date of birth (MM/DD/YYYY), phone number, and email address. The "File an Incident Report" button is highlighted with a yellow border.

WHY IT MATTERS

Timely and accurate reporting helps keep our campus community safe and ensures Liberty University remains compliant with the Clery Act.



YOUR ROLE

As a Campus Security Authority (CSA), you are an important part of our shared responsibility to report Clery crimes promptly.



THE EXPECTATION

Reports should be submitted without delay once you become aware of the information disclosed to you.

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REPORTER INFORMATION SECTION

Please complete all sections to the best of your knowledge. Several sections are required.

NOTE:

- For the “Location of incident” section, indicate the location where the incident took place, not where the disclosure was made.
- For the “Specific location” section, provide the specific room number or floor where the incident took place. You may also indicate whether the incident occurred inside or outside the location.

Reporter Information

Your full name:	
Your position/title:	
Your phone number:	
Your email address:	
Your physical address:	
Date of incident (Required):	mm/dd/yyyy
Time of incident:	
Location of incident (Required):	Please select a location ...
Specific location:	

2a

PERSONS INVOLVED SECTION

Please complete all sections to the best of your knowledge. Several sections are required.

NOTE:

- Use this section to list all individuals (victims, witnesses, and offenders) involved in the incident.
 - Select the “Add another party” button to add additional individuals.
 - Select the binoculars button to use the People Finder feature to search for individuals who are affiliated with Liberty University. If the individual is not affiliated with the university, provide as much information as you can about the individual.

Persons Involved

Full Name	Select Role	LUID Number	Date Of Birth (MM/DD/YYYY)
Phone number	Email address		

Add another party

Persons Involved

Full Name	Select Role	LUID Number	Date Of Birth (MM/DD/YYYY)
Phone number	Email address		

Add another party

People Finder

Items typed are automatically wildcarded. For example, entering a first name of Rob and housing of Jones Hall will return both Rob Wilson and Roberta Smith, both of whom live in Jones Hall.

First Name	Last Name	SID	Housing	Room #
Search				

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QUESTIONS SECTION

Please complete all sections to the best of your knowledge. Several sections are required.

NOTE:

- For the “Nature” section, select the applicable Clery crime that was disclosed to you.
 - For assistance with Clery crime definitions, visit: [Liberty.edu/Clery](https://liberty.edu/Clery). Under the “Clery Resources” section, select “Clery Act Definitions.”
- In the narrative section: Fill out the narrative section with as much detail as you can. Avoid using words like uncomfortable, scared, or fearful without further explaining what that means. For example, “The reporting party stated that she was afraid because the responding party had threatened to physically harm her.”

Questions

Please provide detailed information regarding the incident you are reporting.

Nature of this report (Required)

- | | | |
|--|---|---|
| ☐ Sexual Harassment | ☐ Attempt to Commit Sexual Misconduct | ☐ Arson |
| ☐ Sexual Assault | ☐ Hazing | ☐ Larceny-Theft |
| ☐ Stalking | ☐ Criminal Homicide: murder and non-negligent manslaughter | ☐ Simple Assault |
| ☐ Sexual Exploitation | ☐ Criminal Homicide: manslaughter by negligence | ☐ Intimidation - an act intended to intimidate a party engaged with a policy or process of the Office of Equal Rights and Title IX |
| ☐ Dating Violence | ☐ Robbery | ☐ Destruction/Damages/Vandalism of Property |
| ☐ Domestic Violence | ☐ Aggravated Assault | ☐ Liquor Violation |
| ☐ Retaliation/Interference - an act intended to retaliate against or interfere with a party engaged with a policy or process of the Office of Equal Rights and Title IX | ☐ Burglary | ☐ Drug Violation |
| ☐ Complicity - aiding, facilitating, promoting, or encouraging the commission of any act of Prohibited Conduct | ☐ Motor Vehicle Theft | ☐ Weapon Violation |

The Office of Equal Rights and Title IX will review all reports. Please provide as much information as you can about the situation: (Required)

Have you notified anyone else about this incident? (Required)

- ☐ Yes (please indicate below)
- ☐ No

If you selected “Yes” to having notified someone, please share who.



ALWAYS REMEMBER TO:

- Listen without interruption. Allow the person to explain what happened in their own words.
- Use open-ended questions, such as:
 - “Can you tell me what happened?”
 - “Where did this occur?”
 - “When did this happen?”
- Avoid asking leading questions or suggesting answers.
- Do not promise confidentiality. You should explain that you are a CSA and you will have to make a report based on what was shared with you.
- Remain neutral; your role is to support and document.



HELPFUL REMINDERS:

- If you are informed about a possible Clery crime, you have a responsibility to report it. If you are unsure whether the incident reported to you is a Clery crime, report it anyway. **When in doubt, report!**
- Victims can make reports anonymously.
- Share exactly the information you receive from the reporting party. Detailed information will help the university classify and respond to the incident.
- Even if a Clery crime was only attempted and not completed, it still needs to be reported.

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SUPPORTING DOCUMENTATION SECTION

Use this section to attach any supporting documentation, such as photos, screenshots, text messages, or videos.

Supporting Documentation

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

3

SUBMIT REPORT

Once you have finished completing the incident form, select the "Submit" button.

☐ Email me a copy of this report

Submit

NOTE:

- You have the option to have a copy of the report emailed to you.
- You will receive a confirmation number after submitting the incident report.



Well done!

Thank you for submitting an incident report to the Clery Team!

RESOURCES



NOTICE OF RIGHTS AND OPTIONS

Liberty University's NORO provides students and employees with information on reporting procedures, available supportive measures, resources, and formal resolution options. You can access the NORO by clicking [here](#).



LIBERTY UNIVERSITY POLICE DEPARTMENT

Emergency: (434) 592-3911
Emergency: 911
Non-Emergency: (434) 592-7641
Liberty University Emergency Communications is **available 24/7**.



CHAMPION SAFE

The Champion Safe app is located in the Apple App Store and the Google Play Store. This app provides campus alerts, direct access to security dispatch, and personalized safety tools for students, faculty, and campus guests. You can download the app by clicking [here](#).



OFFICE OF CLERY ACT OVERSIGHT

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