

**Mandatory Reporting Under the Clery Act and OIEC:  
A Matrix of the Who, What, When, Where, Why, and How<sup>1</sup>**

<p><b>WHEN</b></p>	<p><b>Report should be made promptly</b></p> <ul style="list-style-type: none"> <li>• If a crime may pose a serious or continuing threat to the campus community, the incident should be reported promptly after learning about it</li> <li>• All other relevant crime must still be reported upon learning about it</li> </ul>	<p><b>Report must be made promptly</b></p> <ul style="list-style-type: none"> <li>• Reports must be made promptly in any instance in order to allow the university to respond appropriately, including informing those involved of available support measures and resources and undertaking additional action to ensure safety.</li> </ul>	<p><i>University policies require responsible employees to report promptly. CSAs must also report promptly, particularly if a crime poses an ongoing threat.</i></p> <p><i>Prompt reports of these incidents allow the university to take appropriate actions.</i></p>
<p><b>WHERE</b></p>	<p><b>On or around campus or off-campus locations owned or controlled by CU</b></p> <ul style="list-style-type: none"> <li>• On campus</li> <li>• Most public property within or immediately adjacent to campus</li> <li>• Noncampus buildings or property owned or used by the university under agreement (such as leases or shorter-term contracts)</li> </ul> <p><i>Because these can be nuanced determinations, CSAs should</i></p>	<p><b>All locations</b></p>	<p><i>The CSA reporting obligation focuses on the location geography, it must be reported and included in our Annual Security &amp; Fire Safety Report.</i></p> <p><i>The responsible employee reporting obligation is broader than the CSA reporting obligation. Once the information has been reported to OIEC, a preliminary inquiry can be conducted to determine the best course of action. If you are in doubt about whether reporting is required, contact OIEC for guidance.</i></p>

