



Confidential Reporting Procedures

If you are the victim of a crime and do not wish to pursue action within the College System or the Criminal Justice System, you may still want to consider making a confidential report. Campus Safety & Security will honor your request and file a report on the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep your identity and the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, faculty, staff and visitors; determine where there is a pattern of crime with regard to a particular location on campus, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. No confidential information is released.

Confidential reports can also be made with Campus Security Authorities (CSA). CSAs primary responsibility is "to report allegations made in good faith to the reporting structure established by the institution." Individuals may be designated as CSAs based on whether they perform the following functions:

- 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, and other troubling situations, and /or
- They have oversight for disciplinary procedures

Campus Security Authorities may obtain a CSA Incident Report Form from the Office of Safety & Security or on the CCC Safety & Security website at <http://ccc.edu/departments/Pages/Safety-Security.aspx>.

Once the form has been completed it will be returned to the Campus Safety & Security for inclusion in the annual crime report.

Examples of CSAs are below:

- Dean of Students
- Athletic Director

- Security Officer