



To: Faculty, Staff, and Students
From: Todd Dickey *Todd Dickey*
Date: November 21, 2011
Subject: An Important Reminder on Crime Reporting

The recent events on the east coast are dramatic reminders of the obligations we all owe to our fellow human beings. It has always been a USC principle to report wrongdoing promptly to the proper authorities for investigation. We want to reinforce the personal responsibilities of all faculty, staff, students, and other members of the Trojan Family who learn about wrongdoing, whether through first-hand observation, formal complaints, informal conversations, reading student work, or otherwise.

- If you witness a crime in progress on or near campus, or if a member of our community is in immediate danger, call the Department of Public Safety's DPS Emergency Line, (213) 740-4321. You can report suspicious or criminal activity in any of these anonymous ways: through the Trojans Care for Trojans program by text to 274637 (start the message with TC4T followed by a space) or the TC4T website <http://sait.usc.edu/ca/tc4t/>, or through the smart phone app *TipSubmit*, or online through USC's Silent Witness program <http://capsnet.usc.edu/dps/silentwitness.cfm>.
- If you see or learn about child abuse or neglect, call the Child Protection Hotline, (800) 540-4000; in addition, report it to DPS. There is a further legal duty if you are a teacher or TA, licensed professional, or any employee whose duties involve direct contact and supervision of children under age 18: you must follow up the Hotline call with a written report within 36 hours, as the Hotline will explain.
- If you experience or learn about sexual assault, stalking, sexual harassment, or other harassment, staff and faculty should call the Office of Equity and Diversity at (213) 740-5086, and students should call the Center for Women and Men at (213) 740-4900.
- If you are concerned that a student may be a danger to self or others, call the Student Counseling Service, (213) 740-7711, or use the Trojans Care for Trojans (TC4T) website <http://sait.usc.edu/ca/tc4t/>. If your concern is about a member of our staff or faculty, in an emergency call the DPS Emergency Line, (213) 740-4321, or the Center for Work and Family Life, (213) 821-0800, and otherwise contact the dean of the school or the vice president for the unit.

In all of these situations, your responsibility is to report it (the phone numbers are 24/7) rather than try to handle the matter yourself. Let the appropriate agencies or offices exercise judgment on the next steps. And remember that we prohibit retaliation for making a good faith report.

By refusing to turn a blind eye, we stay true to the requirements of the law, our ethical commitments, and the highest values of USC.