

TO: MSU Faculty, Academic Staff and Support Staff

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FROM:

for Academic Human Resources

SUBJECT: Reporting Suspected Criminal Activity and Misconduct

## **A MESSAGE TO FACULTY, ACADEMIC STAFF, AND SUPPORT STAFF ABOUT REPORTING SUSPECTED CRIMINAL ACTIVITY AND MISCONDUCT**

Michigan State University (MSU) is committed to ensuring a safe environment for students, faculty, academic staff, support staff, and visitors. We all play a role in keeping our community safe. MSU encourages, and in some instances requires, members of the campus community to report known or suspected criminal activity or misconduct. MSU will not tolerate such conduct and prohibits retaliation against those who report, or participate in investigations of, discrimination, harassment, or other forms of misconduct as governed by University policies. Please review the following information regarding reporting options and the University's non-retaliation prohibition.

### **HOW TO SUBMIT A REPORT**

#### Crime or Emergency:

- Emergencies: Call 911
- Non-emergencies or to report crimes and suspicious activity: Call the Michigan State University Police Department (MSUPD) at (517) 355-2221
- MSUPD anonymous texting: Text the word MSUPD along with a tip to CRIMES (274637)
- MSUPD toll-free tip line: Call 844-99-MSUPD (844-99-67873)

#### Relationship Violence or Sexual Misconduct:

All University employees, other than designated confidential resources and certain medical professionals providing patient care, are Responsible Employees who are required to promptly report relationship violence, stalking and sexual misconduct that they observe or learn about and that involves a member of the University community (faculty, staff, or student) or which occurred at a University-sponsored event or on University property. For more information regarding mandatory reporting

- To report sexual violence, sexual exploitation, relationship violence, and stalking:
  - Contact the Office of Institutional Equity (OIE)
    - File a Public Incident Report online at: <https://msu.publicincidentreporting.com/>
    - Call OIE, Monday-Friday, 8:00 a.m.-12:00 p.m. and 1:00 p.m.-5:00 p.m., at (517) 353-3922 or email [oie@msu.edu](mailto:oie@msu.edu)
    - Report in person at Olds Hall, Suite #4

AND

- Contact MSUPD
  - Emergencies: Call 911
  - Non-emergencies or to report crimes and suspicious activity: Call MSUPD at (517) 355-2221
  - MSUPD anonymous texting: Text the word MSUPD along with a tip to CRIMES (274637)
  - MSUPD toll-free tip line: Call 844-99-MSUPD (844-99-67873)
- To report sexual harassment:
  - Contact OIE
    - File a Public Incident Report online at: <https://msu.publicincidentreporting.com/>
    - Call OIE, Monday-Friday, 8:00 a.m.-12:00 p.m. or 1:00 p.m.-5:00 p.m., at (517) 353-3922 or email [ois@msu.edu](mailto:ois@msu.edu)
    - Report in person at Olds Hall, Suite #4

Discrimination or Harassment:

- Contact OIE
  - File a Public Incident Report online at: <https://msu.publicincidentreporting.com/>
  - Call OIE, Monday-Friday, 8:00 a.m.-12:00 p.m. or 1:00 p.m.-5:00 p.m., at (517) 353-3922 or email [ois@msu.edu](mailto:ois@msu.edu)

Child Abuse, Including Child Sexual Abuse:

- Emergencies: Call 911
- Mandated Reporters: Make an immediate verbal report to Child Protective Services (CPS) by calling (855) 444-3911. Mandated reporters are also required to file a written report with CPS within 72 hours. Information about reporting abuse and neglect can be found under the Abuse & Neglect section of the Department of Human Services website at [www.michigan.gov/dhs](http://www.michigan.gov/dhs). After contacting CPS, notify MSUPD of the report.
- Non-Mandated Reporters: Contact MSUPD immediately at (517) 355-2221
  - MSUPD will file a report with CPS regarding the suspected child abuse or neglect.
- Allegations of sexual assault, including child sexual assault, related to a member of the university community (faculty, staff or student) must also be reported to MSUPD and OIE.
- For more information, or to determine if you are a mandatory reporter, please review: [https://hr.msu.edu/policies-procedures/university-wide/reporting\\_protocols.html](https://hr.msu.edu/policies-procedures/university-wide/reporting_protocols.html)

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Behavioral Threat:

To report students, employees, or other individuals on campus who have engaged in behavior indicating a possible threat of harm to self or other members of the campus community:

- Emergencies: Call 911
- Non-emergencies: Submit a report to MSU's Behavioral Threat Assessment Team via an online referral form, available at: <http://btat.msu.edu/referral-form/>

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Ethical, Policy, Compliance Violations or Other Misconduct:

Including but not limited to athletics misconduct, conflicts of interest, discrimination and harassment, employment misconduct, fiscal misconduct, medical and HIPAA violations, privacy violations, research misconduct, retaliation, safety, or other area of concern not specifically listed.

- Submit an anonymous report online at:  
<https://secure.ethicspoint.com/domain/media/en/gui/58826/index.html>
- Call the anonymous (24/7) hotline: (800) 763-0764
- Report suspected misconduct by contacting a specific university office
  - A list of offices and contact information is available at:  
<https://misconduct.msu.edu/local-reporting/index.html>
- Visit the Misconduct Hotline website at: <https://misconduct.msu.edu/> for more information.
- The Misconduct Hotline does not replace the University Reporting Protocols regarding child abuse, sexual assault, child pornography, relationship violence, sexual violence, stalking, and sexual exploitation. While such issues may be referred to the Misconduct Hotline, employees are also required to follow the reporting protocols. Reporting protocols are available at:  
[https://hr.msu.edu/policies-procedures/university-wide/reporting\\_protocols.html](https://hr.msu.edu/policies-procedures/university-wide/reporting_protocols.html).

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Student Misconduct:

MSU faculty, academic staff, support staff, and students may file a formal complaint concerning the conduct of students whose behavior reportedly violated community standards (i.e. University policy).

- Submit a complaint to the Dean of Students Office by completing a Conflict Resolution Services Request form, available at:  
<https://www.deanofstudents.msu.edu/student-conduct/request-for-services>
  - For an immediate consultation, contact the Student Conduct and Conflict Resolution (SCCR) Office and at (517) 884-0789 or visit the SCCR Office at 735 E. Shaw Lane in W129 Owen Hall

**ADDITIONAL RESOURCE**

Office of the University Ombudsperson

Whether one is a student, faculty, staff or administrator, the Office of the University Ombudsperson, offers a confidential place to discuss academic concerns, administrative issues, workplace issues, or any concern that may relate to MSU students. It also interprets and explains university policies and procedures. Here, one can speak freely because the Office of the University Ombudsperson offers an

environment where one can talk with a confidential, independent, impartial and informal resource about a complaint, conflict or concern. Members of the MSU community may contact the University Ombudsperson in person (Room 129 of North Kedzie Hall), by e-mail ([ombud@msu.edu](mailto:ombud@msu.edu)) or by phone (517-353-8830). Please visit: <https://ombud.msu.edu/> for more information.

### **NON-RETALIATION**

The University prohibits retaliation (including retaliatory harassment) against individuals who report or make good faith complaints of relationship violence, stalking, sexual misconduct, discrimination, harassment, and other forms of misconduct (as specifically governed by individual University policies), or who participate in the University's investigation and handling of such reports, even if the University finds that no violation of Policy occurred. In addition, the laws that prohibit discrimination and harassment contain anti-retaliation provisions (see, e.g., Title VII, Title IX and ELCRA).

MSU independently investigates allegations of retaliation and will take strong responsive actions if retaliation occurs. MSU may implement interim protective measures during a retaliation investigation. Those found responsible for retaliation are subject to disciplinary action up to and including termination for employees and dismissal for students.

For more information, please review the following policies and resources:

- [Notice of Nondiscrimination, Anti-Harassment and Non-Retaliation](#)
- [Relationship Violence and Sexual Misconduct Policy](#)
- [Anti-Discrimination Policy User's Manual](#)
- [Disability and Reasonable Accommodation Policy](#)
- [Faculty Handbook: Protecting Participants in Research Misconduct Proceedings](#)