

Campus Security Authority (CSA) Crime & Incident Reporting Form

According to the Higher Education Act, or 20 U.S.C. 1092, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, FSU is required to collect and annually publish statistics concerning the occurrence of selected crimes on campus property (including residential facilities), non-campus property, and public property, reported or known to the Department of Police and Public Safety (FSU PD), local police or any individuals identified by the University as "Campus Security Authorities" (CSA). Campus Security Authorities are defined as, "An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures." The information collected from these forms is used to prepare a compilation of statistical crime information for inclusion in the campus' Annual Security Report. FSU PD will use this form to determine the category of the crime or incident and the location under which the incident should be reported according to the requirements of the Clery Act. Data collected on this form is to be used to promote crime awareness and enhance campus safety.

It is the policy of FSU to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report University policy violations to the appropriate office (e.g., student conduct violations to the Director of Student Conduct). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without their consent.

For Clery purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the listed offenses occurs, documentation is required. In order for FSU to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form periodically when specified crimes/incidents (listed below) are reported to them or at the end of the year advising no crimes were reported to them. In addition, a person reporting an incident of this nature to a CSA shall also be encouraged to report the crime to FSU PD.

Procedures If you are one of FSU's CSAs and you receive a report, or otherwise become aware of the occurrence of one of the selected crimes listed below, please do the following:

1. **If the incident indicates the possibility of an imminent community threat, inform FSU PD without delay from a campus phone dial 1911 or from any other phone dial 910.672.1911;**
2. Encourage the crime victim(s) and/or witness(es) to report the incident to FSU PD;
3. Complete this Crime & Incident Report form and handle as a "confidential" document.
4. Submit the form in a confidential envelope and deliver it to: FSU Police Department, ATTN: Tim Lloyd: Clery Compliance Officer/Accreditation Manager, Mitchell Building, 1200 Murchison Rd, Fayetteville, NC 28301 or email to tlloyd8@uncfsu.edu **as soon as possible after the incident was reported to you.**

If you have any questions concerning this form, please call Tim Lloyd at 910.624.2462.

Name of CSA	Department	Date of Report	Time of Report
Position	Phone Number	Date of Incident	Time of Incident

<input type="checkbox"/> No Crimes were reported to me for the _____ calendar year. <small>(if you check this box, sign and the form is now completed)</small>	Signature _____ Date _____
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CONFIDENTIAL

*Name of Reporting Party	<input type="checkbox"/> victim	<input type="checkbox"/> witness	<input type="checkbox"/> suspect	<input type="checkbox"/> other	Relationship to Victim
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If Reporting Party wishes to remain anonymous, simply write ANONYMOUS in the 'Reporting Party' field instead of a name.

Contact Information: Address: _____ Phone: _____

Was a police Report Filed: Yes No Unknown Specify Local Agency: _____ Date _____

Crime/Incident Information

Offenses

<input type="checkbox"/> Murder/Non-negligent manslaughter	<input type="checkbox"/> Burglary	<input type="checkbox"/> Drug Law Violations
<input type="checkbox"/> Manslaughter by Negligence	<input type="checkbox"/> Motor Vehicle Theft	<input type="checkbox"/> Liquor Law Violations
<input type="checkbox"/> Robbery	<input type="checkbox"/> Arson	<input type="checkbox"/> Weapons: Carrying, Possessing Describe Weapon: _____
<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Rape	<input type="checkbox"/> Fondling
	<input type="checkbox"/> Incest	<input type="checkbox"/> Statutory Rape

Location of Crime/Incident: _____

Sexual Assault and Violence Against Women Act

On March 7, 2013, the Violence Against Women Act (VAWA) was reauthorized. Strengthening Clery as part of the Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE) VAWA addendum, the bill included amendments that afforded additional rights to victims of sexual assault, domestic violence, dating violence and stalking on university/college campuses.

Sexual assault and violence against women are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity, as a result he/she will often seek a reporting source other than law enforcement such as a designated CSA. Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.

Was the Assailant:	<input type="checkbox"/> Unknown Offender		<input type="checkbox"/> Known Offender (friend, acquaintance, classmate, date, etc.)				
	<input type="checkbox"/> FSU affiliated		<input type="checkbox"/> Faculty		<input type="checkbox"/> Staff		<input type="checkbox"/> Student
Description of the Assailant:	Race/Gender	Age	Height	Weight	Hair Color	Eye Color	Physical Features:

Hate Crimes

FSU is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: Murder/non-negligent manslaughter, manslaughter by negligence, robbery, aggravated assault, burglary, motor vehicle theft, arson and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny-theft Simple Assault Intimidation Destruction/Damage/Vandalism of Property

Was this crime/incident motivated by bias?	<input type="checkbox"/> Unknown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, identify the category of prejudice:	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Ethnicity/National Origin
	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Gender Identity	If gender identity, select which type: <input type="checkbox"/> Non-Conforming <input type="checkbox"/> Transgender

Description of Incident or Crime:

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Crime and Incident Descriptions

Murder / Manslaughter – defined as the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence – defined as the killing of another person through gross negligence.

Sex Assault (Sex Offenses) – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his /her temporary or permanent mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

Robbery – defined as taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.

Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime Bias:

- **Race** – A performed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion** – A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation** – A performed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender** – A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity** – A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming

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individuals.

- **Ethnicity** – A performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin** – A performed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** – A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim, based on one of the categories of bias listed above, plus the following crimes listed below:

- **Larceny / theft** – the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another (includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny).
- **Simple Assault** – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation** – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** – to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

Arrests and Referrals for Disciplinary Action

- Weapons: Carrying, Possessing, etc.
- Drug Abuse Violations
- Liquor Law Violations