

## Campus Security Authority Third Party: Crime & Incident Reporting Form

Any individual who suspects or has knowledge that a crime has been committed can report such crime at any time to the appropriate law enforcement agency.

**INSTRUCTIONS:** In order to meet any timely warning or emergency notification requirements employees designated as a Campus Security Authority (CSA) must complete this form and forward it to Clery Coordinator Scott Richardson at the University Police Department as soon as possible. Reports can be delivered to University Police in person, e-mailed to [richarsa@alfredstate.edu](mailto:richarsa@alfredstate.edu), or sent through inter-campus mail. For questions regarding this form call 607-587-3992.

<b>Reporter's Last Name, First Name:</b>		<b>Email:</b>	
<b>Department:</b>		<b>Phone #:</b>	
Did you receive knowledge of this incident through another department? <input type="checkbox"/> No <input type="checkbox"/> Yes, please indicate which department:			

### DATES

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

**Date this incident was reported to you:** \_\_\_\_\_

**Victim's Name (Optional):** \_\_\_\_\_

### INCIDENT DETAIL

Describe the incident in detail. This will be used to aide in determining the proper classification under the Jeanne Clery Act and will aide in our identification of duplicate reporting.

Does the victim want this incident investigated by police?      Criminal                  Judicial                  None

**Was this incident reported to the police?**

No    Unknown    Yes, it was reported to the following agency: \_\_\_\_\_ Report Number: \_\_\_\_\_

**For the following crimes where the police were not present or contacted, please indicate how many persons were referred for each category and whether or not the same person was referred for multiple crimes (check all that apply):**

**Alcohol Referral for Disciplinary Action**      How many? \_\_\_\_\_

(Do not Include DWI or Public Intoxication)

**Drug Referral for Disciplinary Action**      How many? \_\_\_\_\_

**Weapon Referral for Disciplinary Action**      How many? \_\_\_\_\_

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### INCIDENT DETAIL *(continued)*

**To the best of your knowledge, what crimes were attempted or committed during this incident**

(Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Murder/Non-negligent Manslaughter</b> —The willful (non-negligent) killing of a human being by another.   | <input type="checkbox"/> <b>Negligent Manslaughter</b> —The killing of another person through gross negligence |
| <input type="checkbox"/> <b>Sex Offense</b> — Under the VAWA and Clery, sex offenses (rape, fondling, incest, or statutory rape) are defined and reported in accordance with the FBI’s Uniform Crime Reporting Program* as follows: |  |

**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.

*Note: Under State of Florida Statutes, **sexual battery** is defined as follows: Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for bona fide medical purpose. “Consent” - means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure of the alleged victim to offer physical resistance to the offender.*

**Fondling** —The touching of the private 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.

\*The definition of **rape** is from the Summary Reporting System (SRS) User Manual; whereas, the definitions of **fondling**, **incest**, and **statutory rape** are from the National Incident-Based Reporting System (NIBRS) User Manual. Both of these manuals are from the FBI’s Uniform Crime Reporting Program.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Aggravated assault</b> —Unlawful attack upon another with intent to inflict severe injury or great bodily harm   | <input type="checkbox"/> <b>Burglary</b> —Unlawful entry into a structure to commit a felony or theft                                   |
| <input type="checkbox"/> <b>Motor vehicle theft</b> —Theft of automobiles, trucks, etc., including "joyriding" (taking by person without lawful access)  | <input type="checkbox"/> <b>Arson</b> —Willful or malicious burning/attempt to burn structure, vehicle, or personal property of another |
| <input type="checkbox"/> <b>Robbery</b> —Taking / attempting to take something by force, violence, threat, or by putting victim in fear  | <input type="checkbox"/> <b>Other crime</b> (indicate the crime type below):  |
| <input type="checkbox"/> <b>Dating Violence</b> — Violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors: <ol style="list-style-type: none"> <li>1. A dating relationship must have existed within the past 6 months;</li> <li>2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and</li> <li>3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.</li> </ol> |   |

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

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- Domestic Violence**— Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- Stalking**— A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking.

**Bias or Hate Crimes:** *(only complete this section when the crime was motivated by hate or bias)*

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Larceny-Theft</b>—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another</li><li><input type="checkbox"/> <b>Simple Assault</b>—An unlawful physical attack by one person upon another where neither the offender displays a weapon</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Intimidation</b>—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct</li><li><input type="checkbox"/> <b>Destruction/Damage/Vandalism of Property</b>— To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner</li></ul> |
|---|---|

*Note: The above the crime definitions are meant to be a quick-reference guide and are not meant to substitute for the official definitions provided in the Federal Bureau of Investigation (FBI) Uniform Crime Reporting handbooks or in statutes/ordinances governing local jurisdictions.*

## HATE CRIMES

**Is there evidence that the victim was specifically targeted because of hate or bias?**

**No.**

**Yes. Please indicate all categories of bias that apply to this incident (choose at least one):**

- |                 |                    |
|-----------------|--------------------|
| Race            | Ethnicity          |
| Gender          | Disability         |
| Gender Identity | Sexual Orientation |
| Religion        | National Origin    |

**Describe the specific hate or bias action or speech:**

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## LOCATION OF CRIME

**What best describes the location of the crime?** \_\_\_\_\_

Be as specific as possible: An address, building, office/room number, intersections, parking lot, street, etc.

**Location Type:** \_\_\_\_\_

Resident hall, academic building, office or other building, parking lot, street, sidewalk, driveway, ACES bus, or other location

**Choose one of the following:**

	<b>On Campus</b> All Campus Buildings, Parking Lots, Fields, Roadways	<input type="checkbox"/>	<b>Non-Campus Building or Property</b> Recognized Greek Houses, Leased Building Space or Land, Study Abroad Location, Sponsored Trip overnight Accommodations, ect.
<input type="checkbox"/>	<b>On Campus Housing</b> Residence Halls	<input type="checkbox"/>	<b>Public Property</b> Immediately Adjacent Property to the Campus

**IMPORTANT REMINDER:** It is the policy of Alfred State to ensure that the victims and witnesses to crime are aware of their right to report criminal acts to the police and to report college policy violations to the appropriate office such as student code of conduct violations shall be reported to the Associate Dean of Judicial Affairs. 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 his/her consent. Based on information received, the Clery Coordinator will determine the category of the crime or incident and the location under which the incident should be reported in the Annual Security Report. Clery and associated legislation requires that each department's records related to the Clery reportable crime statistics be retained for seven years.

**For Clery Coordinator USE ONLY**

Was this incident previously counted? By whom?

\_\_\_\_\_

Police Report # \_\_\_\_\_ Agency: \_\_\_\_\_

Clery Crime: \_\_\_\_\_

Clery Location: \_\_\_\_\_

Number of Incidents Counted: \_\_\_\_\_

Notes: