



# Campus Security Authorities Crime & Incident Report Form



<b>CONFIDENTIAL</b>	
FILENAME:	CSA Form_Rev Apr 2015.vsd
<b>University Police, CSULA</b>	

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*, California State University, Los Angeles 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 University Police, 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. University Police 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 the California State University, Los Angeles (Cal State L.A.) 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 Vice President of Student 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.

In order for Cal State L.A. to satisfy the statistical reporting requirements of the *Clery Act*, all CSA's are required to complete this form when specified crimes/incidents (listed below) are 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 the Cal State L.A. University Police Department.

**Procedures** If you are one of Cal State L.A.'s CSA's 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. Encourage the crime victim(s) and/or witness(es) to report the incident to University Police;
2. If the incident indicates the possibility of an imminent community threat, inform University Police without delay;
3. If the incident reported is a sexual assault or other violent crime:
  - ◆ Inform the victim(s) and/or witness(es) of the support services available which can be found in our Annual Security Report (<http://www.calstatela.edu/univ/police/clery.htm>)
  - ◆ Actively support the victim(s) and/or witness(es) in accessing these services.
4. Complete the Crime & Incident Report form and handle as a "confidential" document.
5. Submit the form in a confidential envelope and deliver it to:  
University Police, Attn: Chief of Police,  
5151 State University Drive, Los Angeles, CA 90032

If you have any questions concerning this form, please call (323) 343-3700.

Name (of CSA receiving report):	Department/Title:	Date of Report:	Time of Report:
Victim Name:	Phone Number:	Date of Incident:	Time of Incident:
Email Address:	Address:	Student ID (CIN):	

**Reporting Party:**  Victim  Witness  Third Party/Other: Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Crime/Incident Information

<b>Type of Incident</b>	<input type="checkbox"/> Homicide <input type="checkbox"/> Robbery <input type="checkbox"/> Arson <input type="checkbox"/> Aggravated Assault <input type="checkbox"/> Alcohol <input checked="" type="checkbox"/> Sex Offense <input type="checkbox"/> Burglary <input type="checkbox"/> Motor Vehicle Theft <input type="checkbox"/> Narcotics/Drugs <input type="checkbox"/> Weapon(s) <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Dating Violence <input type="checkbox"/> Stalking
<b>Location of Crime/ Incident</b>	<input type="checkbox"/> On campus, but not in Student Housing <input type="checkbox"/> Off campus, affiliated property [owned, controlled, or affiliated with the campus, e.g., leased property, fraternity, sorority] <input type="checkbox"/> On campus, NOT affiliated with or adjacent to the campus <input type="checkbox"/> On campus, in Student Housing <input type="checkbox"/> Off-campus public property immediately adjacent to campus <input type="checkbox"/> Unknown

**Describe any weapons involved:**  Unknown  No  Yes – describe: \_\_\_\_\_

**Police Report Filed:**  Unknown  No  Yes, agency reported to: \_\_\_\_\_ Date Police Report Filed: \_\_\_\_\_

### Sex Offenses: rape; sodomy; sexual assault; fondling; statutory rape

Sex offenses 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 this crime/ incident a sexual offense? <input type="checkbox"/> No <input type="checkbox"/> Yes	Was it a rape or attempted rape? <input type="checkbox"/> No <input type="checkbox"/> Yes	Was the Assailant: <input type="checkbox"/> Known offender (friend, classmate, acquaintance, date, etc.) <input type="checkbox"/> Cal State L.A. affiliated; if yes: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Unknown offender (stranger)
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**Was either the victim or the assailant under the influence of alcohol or drugs/narcotics?**

- Alcohol involved     Offender     Victim    Provide any related information known:  
 Drugs involved     Offender     Victim  
 Narcotics involved     Offender     Victim

**Hate Crimes: hate crime information is required to be reported for each of the following crimes:**

**criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, vandalism, and for any other crime involving bodily injury.**

- Was this incident motivated by hate or bias?    If yes, identify the category of prejudice:    If yes, provide a brief explanation of the determination:  
 Unknown     No     Yes    
  Race     Religion     National Origin  
 Ethnicity     Disability     Sexual Orientation  
 Gender

<b>Description of Assailant/Offender</b>	Name:		DOB:	Age:	Race/Gender:	Drivers License:	Student ID (CIN):
	Height:	Weight:	Hair Color:	Eye Color:	Physical Characteristics		
	Phone Number:		Address:			Email Address:	

**Description of the incident or crime continued:**

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