



Campus Security Authorities Crime/Incident Report Form

CONFIDENTIAL

Cal State LA - University Police

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 (Clery Act)*, and the California Education Code, §67380-67386, known as the *Kristin Smart Campus Safety Plan of 1998 (Campus Safety Plan)*, California State University, Los Angeles (Cal State LA) 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" (CSAs).

CSAs are defined as, a) a police department or security department of a University; b) any individual who has responsibility for campus security but who is not a member of the University Police department or the campus security department (e.g. parking enforcement staff, special event venue security, community services officers); c) any individual or organization specified in the University's statement of campus security policy as an individual or organization to which students and employee should report criminal offenses; and, d) 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 and the Campus Safety Plan. 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 Cal State LA 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 Life). **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.**

In order for Cal State LA to satisfy the statistical reporting requirements of the *Clery Act*, all CSAs are required to complete this form when specified crimes are reported to them. In addition, a person reporting a crime of this nature to a CSA also shall be encouraged to report the crime to the Cal State LA University Police Department.

Procedures: If you have been identified as a Cal State LA CSA 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 crime indicates the possibility of an imminent community threat, inform University Police without delay;
3. If the crime 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 \(http://www.calstatela.edu/police/clery-disclosure-report\)](http://www.calstatela.edu/police/clery-disclosure-report)
 - ◆ Actively support the victim(s) and/or witness(es) in accessing these services.
4. Complete the CSA Crime/Incident Report Form and handle as a "confidential" document.

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

CSA Information:

Name:	Department:	Title:
Phone Number/Extension:	Date of Report:	Time of Report:

Reporting Party Information (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.)

The Reporting Party is a:	Victim	Witness	Third Party/Other
Name:	Phone Number:		
Student ID (CIN):	Date of Crime:	Time of Crime:	

Victim Information (optional):

Name:	Address:	Phone Number:
Email Address:		



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Location of Crime (For off-campus events please provide additional information requested):

- On campus, but NOT in Student Housing
- On campus, in Student Housing
- On campus, NOT affiliated with or adjacent to the campus
- Off campus, affiliated property (owned, controlled, or affiliated with the campus. (e.g. leased property, fraternity, sorority)
- On campus public property immediately adjacent to campus

Type of Event: _____ **Location:** _____ **Address** (if off campus): _____

Was local law enforcement contacted? **Yes** **No** **Unknown**

Agency Name: _____ **Date:** _____

Was any alcohol drugs weapon(s) involved? No Unknown Yes: describe in comments section next page.

Was a police report filed? No Unknown Yes (If yes, provide information below)

Agency Reported To: _____ Date Report Filed: _____

Rape, Fondling, Incest, Statutory Rape, Dating Violence, Domestic Violence and Stalking

These offenses are of special concern to the campus community because they have been historically under reported. Victims typically desire confidentiality and anonymity. As a result, they will often seek a reporting source other than law enforcement such as a designated CSA. Because the 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 a sexual offense?	Yes	No		Known offender
IF YES, was it:	Rape	Incest	If YES, was the assailant:	Cal State LA affiliated; if yes:
	Fondling	Statutory Rape		Student Staff Faculty
				Unknown offender (stranger)

Information is required to be reported for each of the following hate crimes. Also, all occurrences of acts of noncriminal hate violence reported to, and for which a written report is prepared by, designated campus authorities. (Education Code §67380-67386)

Hate 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, which are motivated by the offender's bias.

Hate Violence: Any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.

Do you believe this crime/incident was motivated by hate or bias? Unknown No Yes

If yes, identify the category of prejudice:	Race	Ethnicity	Religion	Disability	Sexual Orientation
	Gender	Gender Identity		Political or Religious Beliefs	

Description of Assailant/Offender: Name: _____ Date of Birth: _____

Student ID (CIN): _____ Phone Number: _____ Email Address: _____

Drivers License: _____ Race/Gender: _____ Address: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Physical Characteristics: _____



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Description of Crime/Incident/Additional Notes:

**Criminal Offenses:

**Other Offenses:

**Hate Crimes:

CSAs - Do not write below this line.

Clery Team Comments:

**Definitions are available for reference at http://www.calstatela.edu/sites/default/files/groups/Department%20of%20Public%20Safety/clery_crime_definitions_0.pdf