

Case # _____

**QUISIGAMOND COMMUNITY COLLEGE
CAMPUS SECURITY AUTHORITY CLERY ACT INCIDENT REPORT FORM**

This form shall be used by Campus Security Authorities (CSA) to report suspected crime and incident data to the Department of Public Safety as required by the Jeanne Clery Act. CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in certain locations. The details of this report will not be made public. Only the number of crimes occurring will be released. In the event the reported incident represents a serious or continuing threat to the college community, a timely warning may be required. Under those circumstances, this form must be completed and forwarded immediately to the Department of Public Safety.

REPORTING INFORMATION

If a reporting person requests anonymity, this request must be honored to the extent permitted by law. Under those circumstances, write "ANONYMOUS" in place of their name below. Further, no information should be included on this form that would personally identify the victim without his/her consent.

Reporting Person's Designation: Victim Witness Suspect Other _____

Name of Reporting Person: _____

Contact Information: (Address) _____ (Phone) _____

Relationship to Victim: _____

Date and time incident was reported: _____

Date and time incident occurred: _____

LOCATION OF INCIDENT (Use street address, building name, room number or other identifying information)

On Campus: _____

Off Campus - Property Owned/Controlled by College & Frequently Used by Students: _____

Off Campus - Property Owned/Controlled by a Recognized Student Organization: _____

Public Property within or immediately adjacent to the campus: _____

DESCRIPTION OF INCIDENT: _____

REPORTABLE CRIMES

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: the killing of another person through gross negligence.

Robbery: taking/attempting to take something by force, violence, threat, or by putting victim in fear.

Aggravated Assault: unlawful attack upon another with intent to inflict severe injury or great bodily harm.

Burglary: unlawful entry or breaking into a structure to commit a felony or theft.

Motor Vehicle Theft: theft of a vehicle, including "joyriding" (taking by person without lawful access)

Arson: willful or malicious burning/attempt to burn structure, vehicle, or personal property of another.

REPORTABLE HATE CRIMES

Hate Crime associated with one of the reportable crimes. If yes, specify crime: _____

Hate Crime associated with report of other crime:

- Larceny:** The unlawful taking of property from the possession of another.
- Vandalism:** To willfully or maliciously destroy or deface any public or private property.
- Intimidation:** To unlawfully place another person in reasonable fear of bodily harm.
- 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.

Hate Crime Category:

Race Gender Religion Sexual Orientation Ethnicity National Origin Gender Identity Disability

REPORTABLE ARRESTS OR DISCIPLINARY REFERRALS FOR VIOLATIONS OF LAW

Weapon Law Violations: possession or use of an illegal weapon

Arrest or Disciplinary Referral

Liquor Law Violations: Underage possession, transportation or consumption, distribution to minors

Arrest or Disciplinary Referral

Drug Law Violations: use, possession or distribution of controlled substances or possession of drug paraphernalia

Arrest or Disciplinary Referral

RESOLUTION OF INCIDENT/ACTION TAKEN

Crime reported to law enforcement official? (To whom & when?): _____

Crime reported to any other College official? (To whom & when?): _____

Timely Warning issued (Date, Time & Manner): _____

Other Actions Taken: _____

SIGNATURE

CSA's Name and title: _____

Department/Office: _____ Phone: _____

Date Report Received: _____

Date Report Filed with Campus Police: _____

Signature: _____ Date: _____

To ensure timely reporting and notification, this form can be delivered electronically or in a sealed envelope marked "Confidential" to the Chief of Police Box 149