



CSA CRIME INCIDENT REPORT FORM



This form should be completed by those individuals identified as “Campus Security Authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal *Clery Act*. The information collected from these forms will be used to prepare a compilation of statistical information that will be included in the campus Annual Security Report. It is the policy of the MCCC Department of Public Safety to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police. 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.

Campus police will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the *Clery Act*. Please forward this completed form to: Police Commander at the SCC Public Safety Office.

Campus Security Authority Completing Report:

Your Name: _____ Phone Number: _____

Report Made By:

_____ Victim
 _____ Victim’s name (with victim consent): _____

_____ Third Party (please identify relationship to victim): _____

Type of Incident being reported:

- | | | |
|----------------------------|-------------------------------|--------------------------------|
| _____ Murder | _____ Sexual Offense Forcible | _____ Sex Offense Non-Forcible |
| _____ Aggravated Assault | _____ Burglary | _____ Robbery |
| _____ Motor Vehicle Theft | _____ Arson | |
| _____ Liquor Law Violation | _____ Drug Law Violation | _____ Weapons Law Violation |
| _____ Liquor Law Referral | _____ Drug Law Referral | _____ Weapons Law Referral |

Date and Time Incident Occurred: _____

Description of the Incident/Crime: _____

CRIME INCIDENT REPORT FORM (continued, page 2 of 2)

Location of Incident (identify building name, room number, address, etc.; be as specific as possible): _____

The location where this incident occurred was:

- _____ On campus
- _____ Off campus affiliated property (owned, controlled, or affiliated with the campus)
- _____ Off campus public property immediately adjacent to campus
- _____ Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

If the crime was a sexual offense:

Were the victim and the assailant known to each other? _____ Yes _____ No

Were either the victim or the assailant under the influence of alcohol or drugs?

Victim: alcohol - Yes _____ No _____ drugs - Yes _____ No _____

Assailant: alcohol - Yes _____ No _____ drugs – Yes _____ No _____

Hate Crimes

Hate crime information is required to be reported for each of the following crimes: criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, or destruction, damage, or vandalism of property, and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? _____ Yes _____ No

If yes, identify the category of prejudice:

_____ Race _____ Ethnicity _____ National Origin _____ Gender
_____ Religion _____ Disability _____ Sexual Orientation _____ Gender Identity

If yes, provide a brief explanation of the determination:

To your knowledge, has this crime been reported to another police agency: _____ Yes _____ No

If Yes, do you know what agency: _____