



CAMPUS SECURITY AUTHORITY INCIDENT REPORT FORM

Once completed, save form and email to kleary10@fitchburgstate.edu

To assist the Fitchburg State University in complying with the federal Clery Act, this form should be utilized by Campus Security Authorities (CSA) to report crimes to FSUPD as soon as possible after a crime has been reported to the CSA. Under the Clery Act, a crime is reported to a CSA when a student, employee, or third party brings information about an alleged crime to the attention of the CSA and the CSA believes the report was made in good faith. FSUPD will use the information provided in this form to classify the crime for purposes of inclusion in the University’s annual crime statistics.

Date Incident is reported to CSA: _____ MM/DD/YYYY

CSA Contact Information (*entry of contact information is mandatory)

First and Last Name*: _____

Department: _____

Phone*: _____ XXX-XXX-XXXX

E-mail: _____

Date(s) of Incident Occurrence (*select one*)

Specific Date: _____ MM/DD/YYYY

Date Range: _____ to _____ Date(s) Unknown:

Incident Classification (*see crime definitions below*) _____

Incident Description (*provide specific information related to the reported incident*)

Incident Location

Location Name: _____

Address: _____

Description (sidewalk, roadway, interior, etc.): _____

Classification (*Select one*)

On-campus, residence hall, fraternity or sorority

- On-campus, not in a residence hall
- On-campus, public property immediately adjacent to campus (sidewalks, streets, etc.)
- Off-campus in University leased or controlled space
- Off-campus, not affiliated with and not adjacent to campus
- Unknown locations

When in doubt if an incident occurred on a Clery defined property, CSA's should still submit this completed form. A determination will be made by the FSU Police Department if the location is on Clery defined property.

To your knowledge, was this incident motivated by bias such as?

- Race Gender Ethnicity National Origin
- Disability Religion Gender identity Sexual Orientation
- Non-bias Incident

Please describe evidence supporting the conclusion that the incident was motivated by bias:

To your knowledge, was this incident reported to an agency? _____
If so, which agency? _____

Hate Crime Definitions

Larceny: The unlawful taking, caring, leading, or riding away of property from the possession or constructive possession of another.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Incident Classification

The Clery Act is provided to assist in the classification of crimes. Clery definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR) as required by the Clery Act regulations.

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. This includes death or injuries received in a fight, argument, quarrel, assault or commission of a crime.

Negligent Manslaughter

The killing of another person through gross negligence

Forcible Sex Offense

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-Forcible Sex Offenses

Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary

The unlawful entry of a structure to commit a felony or a theft. This includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; and safecracking.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

Any willful or malicious burnings or attempts to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Larceny-theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Hate Crimes

Offenses and crimes involving bodily injury due to prejudice of race, gender, religion, sexual orientation, ethnicity/national origin, disability.

Domestic Violence

Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence

Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Stalking

Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress

Arrest

Persons processed by arrest, citation or summons. An arrest has occurred when a law enforcement officer detains an adult with the intention or seeking charges against the individual for the specific offense(s) and a record is made of the detention. A juvenile should be counted as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.

Referred for Disciplinary Action

The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Illegal Weapons Possession

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosive, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. This also includes the manufacture, sale, or possession of deadly weapons; carry deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Law Violations

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium, or cocaine, and the derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturate, Benzedrine).

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. This includes: The manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; under age possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.