



Campus Security Authorities (CSA) Crime & Incident Report Form

CONFIDENTIAL

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, Virginia State University 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 the Virginia State University Police Department (VSUPD), 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. VSUPD 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 Virginia State University 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.

For Clery purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 21 listed offenses occurs, documentation is required. In order for VSU 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 or at the end of the year advising no crimes were 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 VSUPD.

Procedures

If you are one of VSU's CSAs 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 VSUPD
2. If the incident indicates the possibility of an imminent community threat, inform VSUPD without delay to x-5411;
3. If the incident reported is a sexual assault or other violent crime:
 - a. Inform the victim(s) and/or witness(es) of the support services available which can be found in the [Trojan Bill of Rights](#).
 - b. 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: VSU Police Department, **ATTN: Records Manager**, P.O. Box 9405 Petersburg, VA 23806

If you have any questions concerning this form, please call (804) 524-5599.

| | | | |
|--------------------|---------------------|-------------------------|-------------------------|
| Name of CSA | Department | Date of Report | Time of Report |
| Position | Phone Number | Date of Incident | Time of Incident |

Name of Reporting Party: _____

victim
 witness
 suspect
 other
 Relationship to Victim: _____

*If Reporting Party wishes to remain anonymous, simply write ANONYMOUS in the "Reporting Party" field instead of a name.

Contact Information: Address: _____ Phone: _____

Was a Police Report Filed? Yes No Unknown Specify Local Agency: _____ Date: _____

Crime/Incident Information

No Crimes were reported to me for the _____ calendar year. *Sign Here* _____

Part I Offenses

- | | | |
|------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Murder/Non-negligent manslaughter | <input type="checkbox"/> Burglary | <input type="checkbox"/> Drug Law Violations |
| <input type="checkbox"/> Negligent Manslaughter | <input type="checkbox"/> Motor Vehicle Theft | <input type="checkbox"/> Liquor Law Violations |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Arson | <input type="checkbox"/> Weapons: Carrying, Possessing |
| <input type="checkbox"/> Aggravated Assault | | Describe weapon: _____ |

VSU Police Department

(804)524-5360

CONFIDENTIAL

Form PPS-144 (07-2014)

- Rape
- Incest
- Statutory Rape
- Fondling
- Stalking
- Dating Violence
- Domestic Violence

Location of Crime/Incident: _____

Sexual Assault and Violence Against Women

On March 7, 2013, President Obama signed a bill that reauthorized the Violence Against Women Act (VAWA). Strengthening Clery as part of the Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE) VAWA addendum, the bill included amendments that afforded additional rights to victims of sexual assault, domestic violence, dating violence, and stalking on university/college campus es.

Sexual assault and violence against women 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 the Assailant: | <input type="checkbox"/> Unknown offender | | <input type="checkbox"/> Known offender (friend, acquaintance, classmate, date, etc.) | | | | |
| | <input type="checkbox"/> VSU affiliated | | <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student | | | | |
| Description of the Assailant: | Race/Gender | Age | Height | Weight | Hair Color | Eye Color | Physical Features: |

The Trojan Bill of Rights is a detailed resource that includes a listing of your rights, medical services, confidential resources, 24-hour services, and legal services on-and off campus. As a CSA, have you provided the victim with a hard copy of the [Trojan Bill of Rights](#)? Yes No
 If not, at minimum, which services have you discussed with them at the time of their report (check all that apply)?

- The James House: 24-Hour Hotline (804-458-2704)
- LGBTQ Helpline: M-F 8 a.m. – 8p.m. support, information and referral (1-866-356-6998)
- VSU Sexual Assault Services: Support, Education, Advocacy (804-524-6942 or 804-524-5939), 24-Hour (804-481-5738)

Hate Crimes

VSU is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny-theft Simple Assault Intimidation Destruction/Damage/Vandalism of Property

| | | | | |
|---------------------------------------------|---------------------------------------------------------------|-----------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Was this crime/incident motivated by bias? | <input type="checkbox"/> Unknown <input type="checkbox"/> Yes | | <input type="checkbox"/> No | |
| If yes, identify the category of prejudice: | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Ethnicity/National Origin |
| | <input type="checkbox"/> Disability | <input type="checkbox"/> Gender | <input type="checkbox"/> Gender Identity | If gender identity, select which type: <input type="checkbox"/> Non-Conforming <input type="checkbox"/> Transgender |

Description of the Incident or Crime:

Crime and Incident Descriptions

Murder/Non-Negligent Manslaughter - The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter - The killing of another person through gross negligence

Robbery - The taking or attempting to take anything from value of 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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson - The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned

Drug Abuse Violations - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations - The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sexual Assault

Rape - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including situations where drugs and/or alcohol impair the person's ability to give full and free consent.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

Incest - Is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - Is sexual intercourse with a person who is under the statutory age of consent.

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.

Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault is 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 involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation is 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.

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Race A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Religion A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g. Arabs, Hispanics).

Disability A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Gender A preformed negative opinion or attitude toward a person or group of persons because those persons are male or female.

Gender identity A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g. non-conforming or transgender).

Non-conforming describes a person who does not conform to the gender-based expectations of society.

Transgender of or relating to a person who identifies as a different gender from their gender as assigned at birth.