

Incident Report Form

Clery Act and California Education Code 67380-67383 Compliance

This form is intended as a guide to assist a Campus Security Authority (CSA) in gathering information for reporting, in compliance with the Clery Act and California Education Code. **CALL 9-1-1 IMMEDIATELY** if you are concerned for the safety of any of the involved parties or other members of the community.

It is critical in incidents involving a violent crime, sexual assault, or hate crime (or attempts of these crimes) that the CSA ask the victim if they want to report the incident directly to the police for investigation. In all cases, Saint Mary's Public Safety will assist, even if the crime is outside the area. Call the Public Safety non-emergency line at 925-631-4282 to speak with an officer.

COMPLIANCE REPORTING *(incident/crime types at bottom of page)*

Please **DO NOT** identify by name the individuals involved. Names are not requested on this form.

Complete your CSA report by submitting the complete form via the appropriate method. Choose A or B:

- A. CSA's must report violent crimes, sexual assaults, and hate crimes (list below) immediately or as soon as practicably possible, per California Education Code 67380-67383. California Education code does not require CSAs to report names of victims or suspects. **Call 925-631-4282** and tell the officer that you would like to make a Clery crime report.
- B. For crimes listed below that do not require reporting by phone per (A) above, complete this form and send it via email to mpn6@stmarys-ca.edu; be sure to include "secure:" in the subject line. The Clery act requires reporting of crimes without unnecessary delay. The Clery Act does not require CSA's to report names of victims or suspects.

NOTE: THE CSA MUST ALSO CONTACT THE TITLE IX OFFICE IF THE INCIDENT BEING REPORTED IS A SEXUAL ASSAULT OR ANY INCIDENT THAT INVOLVES PROHIBITED SEXUAL CONDUCT, as defined in the Saint Mary's Student Handbook or call 925-631-4212 to reach the Title IX Office. (This number is not answered 24/7; after-hours messages will receive return calls the next business day.)

REPORTABLE CRIMES *click here for definitions*

CA Ed. Code Crimes (section A above) that are also **Clery Act Crimes**, including any attempts:

- Homicide
- Manslaughter
- Sexual Assault (Rape, oral copulation, penetration w/foreign object, sodomy)
- Statutory Rape
- Incest
- Fondling
- Robbery
- Aggravated Assault
- Hate Crimes
- Dating Violence/Domestic Violence

Clery Act Crimes (section B above), including any attempts:

- Stalking
- Burglary
- Motor Vehicle Theft
- Arson
- Alcohol Law Violations
- Drug Law Violations
- Weapon Law Violations

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As a CSA, your responsibility is to gather and report basic information. Please complete all fields of this form, to the best of your ability, with as much detail as possible. Do not identify the victim on this form. A CSA may not choose to be anonymous when making a report.

CSA INFORMATION

Today's Date

Name of CSA

CSA Position Title / Office

CSA Phone

CSA Email

Be sure to ask the victim the following questions and document the response.

Do you want to contact the police and have this matter investigated by law enforcement?

Yes

No

Do you want to be identified to law enforcement?

Yes

No

If the victim answers yes to either question, call the police and provide the victim's contact info.

INCIDENT/CRIME DETAILS

Date of Incident/Crime

Time of Incident/Crime

Date Reported to CSA

Time Reported to CSA

Incident/Crime Type (see list on page 1)

Victim Affiliation

Suspect Affiliation

Additional Party/Bystander (if needed)

As needed, provide affiliation of other involved parties (victims, suspects, bystanders) in the incident description

Description of Incident/Crime (as detailed as possible)

If the crime involved a sexual offense, select all applicable descriptors:

Rape: *unlawful vaginal penetration with a penis*

Sodomy: *unlawful anal penetration with a penis*

Foreign Object Penetration: *unlawful vaginal or anal penetration with a object, including fingers*

Oral Copulation: *unlawful contact between mouth and genitals or anus*

Fondling: *unlawful touching of the breasts, buttocks, or genitals*

Statutory Rape: *sex between a person over the age of 18 and a person under the age of 18*

Incest: *sex between persons related within the degrees wherein marriage is prohibited by law*

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If the crime involved a sexual offense, select the appropriate response:

Was the crime committed forcibly, against the victim's will?	Yes	No	
Was the victim incapable of giving consent because the victim is below legal age of consent?	Yes	No	Unknown
Was the victim incapable of giving consent due to mental or physical impairment, including under the influence of drugs or alcohol, and this was or should have been known to the assailant at the time?	Yes	No	Unknown
Is there evidence that the assault was facilitated by the intentional administration of drugs or alcohol by the assailant or by another with the assailant's knowledge? If Yes, describe below.	Yes	No	Unknown

LOCATION DETAILS

Location of Incident/Crime (Building name, address)

Location Details (select all that apply)

On-campus - Saint Mary's main campus (choose housing facility option below, as applicable)

Inside a student housing facility -OR-

Not inside a student housing facility

Off-campus - at any property owned, leased or controlled by Saint Mary's.

Off-campus Public Property - immediately adjacent to Saint Mary's main campus border, such as a sidewalk.

Off-campus and unaffiliated with Saint Mary's - not leased/controlled by Saint Mary's and not immediately adjacent to the main campus.

Unknown location - CSA, victim, or other reporting person cannot identify the location where the crime occurred

Victim declined to provide location information

Other location

HATE CRIME INFORMATION

Is there evidence that this incident was motivated by hate or bias? Yes No

If Yes, identify the potential protected class or classes targeted and describe evidence and statements made below.

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

OTHER REPORTING - Have you reported this incident to other departments or agencies? List names and dates.

TIMELY WARNING COMPLIANCE office use only

Signed

Date/Time

Decision: