

# 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, The Stanford Department of Public Safety (DPS) will assist, even if the crime is outside the area. Call the DPS non-emergency line at 650-329-2413 and ask for the on-duty DPS supervisor.

The data on this form is classified as Moderate Risk - store on your university device appropriately or delete after submitting.

### 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 650-329-2413** and tell the dispatcher that you would like to make a Clery crime report. A DPS deputy will contact you.
- B. For crimes listed below that do not require reporting by phone per (A) above, complete this form and send it via email to [Secure-CleryCSA@lists.stanford.edu](mailto:Secure-CleryCSA@lists.stanford.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 SHARE TITLE IX OFFICE IF THE INCIDENT BEING REPORTED IS A SEXUAL ASSAULT OR ANY INCIDENT THAT INVOLVES PROHIBITED SEXUAL CONDUCT, as defined in Stanford Administrative Guide 1.7.1. Call 650-497-4955 to reach the SHARE 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

Other reportable CA Ed. Code crimes that should be reported on this form include theft, battery/assault, and public intoxication.

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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.

*For use by Clery Compliance*

Case CSA \_\_\_\_ - \_\_\_\_\_

Deputy \_\_\_\_\_

Date/Time Rec'd \_\_\_\_\_

### 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 - Stanford 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 Stanford, including subsidized housing

Off-campus Public Property - immediately adjacent to the Stanford main campus border, such as either sidewalk on El Camino Real)

Off-campus and unaffiliated with Stanford - not leased/controlled by Stanford 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.

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TIMELY WARNING COMPLIANCE office use only

Signed

Date/Time

Decision:

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