

Campus Security Authority (CSA) Crime Reporting Form Clery Offenses Occurring during the Calendar Year

Instructions

- Campus Police should be contacted immediately when the CSA receives a report from a victim or third party of a Clery offense. This allows Campus Police to determine if a Timely Warning should be initiated in order to help keep our campus community safe. Personally identifying information (victim/survivor) will not be disclosed to the public; and his/her name may remain anonymous unless the offense is also a Title IX offense.
- Encourage/offer to help the victim or reporting party to report the offense directly to Campus Police; however, do not make that individual speak with law enforcement if she/he does not wish to do so.
- This CSA Crime Report Form **MUST** be completed/submitted in a timely manner (immediately is preferred but no later than 24 hours) with as much information as possible as the crime statistic will be included in the Annual Security Report.

Reporting Criteria

- Report all attempted or completed Clery offenses (mandatory report) in which you observed or were brought to your attention by the victim or third party and you believe were made in good faith (not hearsay or rumor).
- The federally mandated Title IX mandates that sexual assault, sexual harassment, relationship/domestic violence and stalking offenses must include the name of the victim so that the Title IX Coordinator may ensure proper investigation of these offenses.

Clery Geography	+	Clery Incident Type	=	Clery Offense (Mandated Report)
<ul style="list-style-type: none"> • Campus property (non-residential) • Residence halls • Non-campus property • Public property 		<ul style="list-style-type: none"> • Non-hate offenses • Hate offenses • Arrests or campus conduct referrals for <ul style="list-style-type: none"> ○ alcohol violations ○ drug violations ○ weapons violations 		<ul style="list-style-type: none"> • Contact Campus Police • Complete 2 forms/submit to: <ul style="list-style-type: none"> - Annual Security Report Coordinator <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - Campus Police

Determining Hate Offenses

A hate crime is a criminal offense which is motivated, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Offer Victim Assistance

Offer to contact the Office of Victim Services (OVS) for the victim. OVS is available to provide victim assistance, information regarding options, resources, academic/housing intervention, court accompaniment, etc., and may be reached at 843.724.3600 (emergency pager) or 843.953.2273 (office).

Report all offenses to Campus Police, then complete CSA Crime Reporting Form and submit it to Campus Police AND:

Robin LaRocque
Annual Security Report Coordinator
Office of Victim Services
67 George Street
843.953.2273
larocquer@cofc.edu

Campus Security Authority Crime Report Form
Clery Offenses Occurring during the Calendar Year

CSA Name: _____ CSA Reporting Date: _____ Offense Date: _____

If the incident is a Clery Offense only, the victim's name and phone number may remain anonymous if the victim chooses.
If the incident is a Clery Offense AND *Title IX Offense, the victim's name and phone number MUST be included if at all possible.

Victim's Name: _____ Phone Number: _____

Third Party's/Reporter's Name: _____ Phone Number: _____

If another campus official/campus office is in receipt of this information, indicate their name/office: _____

Please circle all that apply (see attachment for definitions):

The offense was: Attempted Completed Unsure Unknown

The offense was referred to a campus conduct representative for an/a: N/A Alcohol violation Drug violation Weapons violation

Non-hate and hate offense type:

- Manslaughter Robbery Arson
Aggravated Assault Motor Vehicle Theft Burglary
*Forcible Sex Offense (Title IX): A B C D *Non-forcible Sex Offense (Title IX): A B *Stalking (Title IX)
*Relationship/Domestic Violence (Title IX)

Hate offense only type:

- Vandalism/Property Damage Simple Assault Intimidation Larceny

Offense location (Address, building/property name, etc.): _____

Brief description of the incident: _____

Please circle the appropriate answer to the following questions:

- If the offense occurred outside, where did it occur? NA Sidewalk Street Parking Area Field
If the offense occurred inside, where did it occur? NA Campus Building (non-residential) Residence Hall
Did the crime occur on College owned/controlled property? Yes No
Did the crime occur at a C of C sponsored activity or event? Yes No
Is this offense a bias-related (hate) crime? Yes No
If bias-related (hate) crime, circle type of bias: Race Religion Ethnicity Disability
Gender/Gender Identity Sexual Orientation
If bias-related (hate) crime, indicate reasons why: _____

CSA Crime Definitions

Aggravated Assault: Assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Includes: strangulation, broken bones, loss of teeth, internal injury, loss of consciousness, etc., or use of a weapon (gun, knife, Tire iron, etc.); even if no injury occurred.

Arson: Intentional, malicious burning of a house, building, motor vehicle or aircraft, or personal property of another, regardless of reason.

Burglary: Unlawful entry of a structure to commit a crime.

Disability Bias: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges.

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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Ethnicity/National Origin Bias: 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).

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

Intimidation: 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.

Larceny: Unlawful taking away of property from another (stealing book bag, laptop, money, bicycle, etc.)

Liquor Law Violations: Violation of laws or ordinance prohibiting: 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.)

Motor Vehicle Theft: The theft or unlawful access of a motor vehicle. Includes: golf carts, mopeds, cars, ATVs, motorcycle, cars, trucks, etc. Vehicles that were stolen then found/abandoned fall under this category.

Murder/Non-Negligent Manslaughter: the willful 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.

Racial Bias: 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).

Relationship/Domestic Violence (Title IX): Violence committed by a person who is/has been in a relationship with the victim that is of sexual, romantic, intimate nature. Includes: victim and offender who have not dated but have/had sexual relationship together, dated each other (even briefly), were married to each other, are separated from each other, divorced from each other, or have a child together, etc.

Campus Security Authority Crime Definitions (Continued)

Religious Bias: A preformed negative opinion or attitude toward a group of person 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).

Robbery: Taking away anything from value from a person or persons by force or threat of force or violence and/or by putting the victim in fear (the offender might be unarmed or armed with a weapon). Includes, purse snatching and pick pocketing.

Sex Offenses-Forcible (Title IX): 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.

- A. Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- B. Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- C. Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- D. Forcible Fondling:** The touching of the private body parts (breasts, buttocks, vagina, penis, etc.) of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible (Title IX): Unlawful, non-forcible sexual intercourse

- A. Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law (incest).
- B. Statutory Rape:** Non-forcible sexual intercourse with a person who is under the age of consent (16 years old) as defined by South Carolina Code of Laws.

Sexual Orientation Bias: 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).

Simple Assault: Unlawful physical attack by one person upon another in which the offender does not use/display a weapon, and the victim does not sustain serious injury (small cut on lip).

Stalking (Title IX): A pattern of behavior that would cause a reasonable person to fear for his/her safety, the safety of others; or would cause the victim emotional distress. Usually results from a current or former sexual, romantic relationship. See definition above for relationship/domestic violence.

Vandalism: Willfully or maliciously destroy or harm (breaking, marking, painting, covering with filth, etc.) any property, without the consent of the owner(s).

Weapon Law Violations: Violation of law/ordinances dealing with weapon offenses, such as: manufacture, sale, or possession of deadly weapons; furnishing deadly weapons to minors.