



# CAMPUS SECURITY AUTHORITY INCIDENT REPORT FORM

### Form Instructions:

- If the victim or reporting party is reporting any other type of crime besides a sexual harassment, sexual assault, intimate partner violence or stalking, the victim or reporting party may remain anonymous if s/he chooses to do so.
- Please report the incident in a timely manner. The information you provide is important for documentation of the crime as well as duplicate report comparison and may be evaluated for a campus crime alert.
- Please complete all information on the form based on the information you possess.

### Reporting criteria:

1. Report any crime that you observe, become aware of, or is reported to you by a victim, perpetrator, witness or third party.
2. Third party reports of crimes are Clery-reportable, if you believe the information is provided in good faith (not rumor or hearsay).
3. No KU affiliation of the victim or reporting party is necessary for the crime to be reported to you and counted as a Clery statistic.
4. If you are unsure how to classify a crime, or if a crime occurred, please be sure to provide specific incident details and the Kutztown University Police Department (KUPD) and/or Clery Compliance Coordinator will use these details to evaluate and appropriately classify the crime.
5. Attempted crimes are Clery-reportable.
6. Report all incidents motivated by bias, regardless of the type of crime that occurred.
7. The victim or reporting party is not required to contact law enforcement and no investigation of the crime is required.

### Important Information:

- The location of the crime and type of crime are the two factors which determine if the incident can be counted as a Clery statistic.
- Encourage the victim or reporting party to report the incident to the Kutztown University Police Department at 610-683-4001.
- Suggest that the victim or reporting party contact the KUPD for support service/resource information at 610-683-4001.

**Date Incident Reported to CSA:** \_\_\_\_\_ **CSA Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date of Occurrence (as close as possible):** \_\_\_\_\_ **Time of Occurrence:** \_\_\_\_\_

**Was the crime reported to you by the victim or a third party? (Leave blank if victim or reporting party is requesting anonymity).**

- Victim
- Third Party (If third party, list relationship):

**Reporting Party or Victim First and Last Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

### What best describes the location of the crime?

- On campus, residence hall
- On campus, not in a residence hall
- Off campus, public property immediately adjacent to campus (sidewalks, streets, etc.)
- Off-campus, University leased or controlled space
- Off campus University-sponsored event, activity or trip (list event, activity or trip): \_\_
- Off-campus, not affiliated with and not adjacent to campus
- Unknown location

**If known, provide the specific location (building name, street address, office number, etc.):** \_\_\_\_\_

### Please check any that apply to the victim:

- Spouse of the offender;
- Former spouse of the offender;
- Intimate partner of the offender;
- Has a child in common with the offender;
- A minor subject to the control of the offender;
- An incapacitated individual subject to the control of the offender;
- In a dating relationship with the offender

**Incident Description: provide specific information related to the reported incident:**

**To your knowledge, was the incident reported to:**

- KUPD     Student Conduct/Dean of Students     Title IX Coordinator     Other: \_\_\_\_\_

**Select the category that best fits the description of the crime you are reporting (If you are unable to determine the crime, describe the incident in detail (above)).**

- Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter:** the killing of another person through gross negligence.
- Sex Offenses, Forcible:** Sex Offenses—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.
- Sex Offenses, Non-Forcible:** unlawful, non-forcible sexual intercourse.
- 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.
- Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.
- Domestic Violence:** a felony or misdemeanor crime of violence committed by:
  - 1) a current or former spouse or intimate partner of the victim or
  - 2) a person with whom the victim shares a child in common or
  - 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner or
  - 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania or
  - 5) any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.
- Dating Violence:** violence committed by a person:
  - 1) who is or has been in a social relationship of a romantic or intimate nature with the victim and
  - 2) where the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - 1) fear for his or her safety or the safety of others or
  - 2) suffer substantial emotional distress.
- Arrests and Referrals for Disciplinary Action:** include the following:
  - Carrying/Possessing Weapons (unlawful use of weapon, carry concealed weapon, possess restricted weapon)
    - Arrest     Student Referral
  - Drug Law Violations (possession or distribution of a controlled substance)
    - Arrest     Student Referral
  - Liquor Law Violations (under age possession or consumption, furnishing liquor to minor)
    - Arrest     Student Referral

**If the crime was motivated by bias (see below), you may select one of these categories for reporting purposes.**

**Hate Crimes:** include any of the above mentioned criminal offenses and any incidents of larceny-theft, simple assault, intimidation, destruction/damage/ vandalism of property or of other crimes involving bodily injury to any person that are motivated by the offender's bias.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. 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:** The unlawful physical attack by one person upon another where neither the offender displays a weapon, not 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:** Unlawfully placing 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:** Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control over it.

**Bias** is defined as a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity ethnicity or national origin.

**Is there evidence that the crime was motivated by the perpetrator's bias?**

Yes  No

**Description of the crime motivated by bias. Provide evidence supporting bias motivation:**

**Please identify the bias.**

**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).

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

**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.

**Once completed, save the form to your desktop and e-mail to: [publicsafety@kutztown.edu](mailto:publicsafety@kutztown.edu) or print out and send to:**

Public Safety and Police Services/Kutztown University Police Department, 13 Old Main  
Kutztown University, Kutztown, PA 19530, 610-683-4001 (emergency), 610-683-4002 (non-emergency)