



Campus Security Authority: Crime & Incident Report Form

Any individual who suspects or has knowledge that a crime has been committed can report such crime at any time to the appropriate law enforcement agency.

INSTRUCTIONS: Employees designated as a Campus Security Authority (CSA) must complete this form and forward it to Colleen Gagnon, USF Tampa Police Department, via e-mail at cegagnon@usf.edu or mail point UPB002. For questions regarding this form and for Divisions that report a large number of alcohol related incidents, please contact Colleen Gagnon to discuss approaches for more efficient provision of this information by calling 813-974-1127.

Last Name, First Name:		Email:	
Department:		Phone #:	
Did you receive knowledge of this incident through another department? <input type="checkbox"/> No <input type="checkbox"/> Yes, please indicate which department:			

DATES

Date of Incident: _____

Time of Incident: _____

Date this incident was reported to you: _____

INCIDENT DETAIL

Describe the incident in detail. This will be used to aide in determining the proper classification under the Jeanne Clery Act and will aide in our identification of duplicate reporting.

Was this incident reported to the police?

No Unknown Yes, it was reported to the following agency: _____ Report Number: _____

For the following crimes where the police were not present or contacted, please indicate how many persons were referred for each category and whether or not the same person was referred for multiple crimes (check all that apply):

Alcohol Referral for Disciplinary Action How many? _____
(Do Not Include Drunk in Public incidents)

Drug Referral for Disciplinary Action How many? _____

Weapon Referral for Disciplinary Action How many? _____



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INCIDENT DETAIL *(continued)*

To the best of your knowledge, what crimes were attempted or committed during this incident

(Check all that apply):

- Murder/Non-negligent Manslaughter**—The willful (non-negligent) killing of a human being by another.
- Negligent Manslaughter**—The killing of another person through gross negligence
- Sex Offense** — Under the VAWA and Clery, sex offenses (rape, fondling, incest, or statutory rape) are defined and reported in accordance with the FBI’s Uniform Crime Reporting Program* as follows:

Rape — The 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.

*Note: Under State of Florida Statutes, **sexual battery** is defined as follows: Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for bona fide medical purpose. “Consent” - means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure of the alleged victim to offer physical resistance to the offender.*

Fondling —The touching of the private 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 of his/her temporary or permanent mental incapacity.

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

Statutory Rape — Sexual intercourse with a person who is under the statutory age of consent.

*The definition of **rape** is from the Summary Reporting System (SRS) User Manual; whereas, the definitions of **fondling**, **incest**, and **statutory rape** are from the National Incident-Based Reporting System (NIBRS) User Manual. Both of these manuals are from the FBI’s Uniform Crime Reporting Program.

- Aggravated assault**—Unlawful attack upon another with intent to inflict severe injury or great bodily harm
- Burglary**—Unlawful entry into a structure to commit a felony or theft
- Motor vehicle theft**—Theft of automobiles, trucks, etc., including "joyriding" (taking by person without lawful access)
- Arson**—Willful or malicious burning/attempt to burn structure, vehicle, or personal property of another
- Robbery**—Taking / attempting to take something by force, violence, threat, or by putting victim in fear
- Other crime** (indicate the crime type below):
- Dating Violence**— Violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:
 1. A dating relationship must have existed within the past 6 months;
 2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
 3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.



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- Domestic Violence**— Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- Stalking**— A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking.

Bias or Hate Crimes: *(only complete this section when the crime was motivated by hate or bias)*

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> Larceny-Theft—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another <input type="checkbox"/> Simple Assault—An unlawful physical attack by one person upon another where neither the offender displays a weapon | <ul style="list-style-type: none"> <input type="checkbox"/> Intimidation—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct <input type="checkbox"/> Destruction/Damage/Vandalism of Property— To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Note: The above the crime definitions are meant to be a quick-reference guide and are not meant to substitute for the official definitions provided in the Federal Bureau of Investigation (FBI) Uniform Crime Reporting handbooks or in statutes/ordinances governing local jurisdictions.

HATE CRIMES

Is there evidence that the victim was specifically targeted because of hate or bias?

No.

Yes. Please indicate all categories of bias that apply to this incident (choose at least one):

- | | |
|-----------------|--------------------|
| Race | Ethnicity |
| Gender | Disability |
| Gender Identity | Sexual Orientation |
| Religion | National Origin |

Describe the specific hate or bias action or speech:



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LOCATION OF CRIME

What best describes the location of the crime? _____

Be as specific as possible: An address, building or business name, office/room number, intersections, city, name of streets, etc.

Location Type: _____

Resident hall room, office, street, driveway, USF Shuttle, city bus, apartment, hallway, sidewalk

Choose one of the following:

<input type="checkbox"/>	On Campus All Campus Buildings, Parking Lots, Fields, Roadways	<input type="checkbox"/>	Non-Campus Building or Property Leased Building Space or Land (Raymond James Stadium, CAMLS, etc.)
<input type="checkbox"/>	On Campus Housing Resident Halls (Juniper/Poplar, Magnolia Apartments, Betty Castor Hall, Epsilon, Beta, etc.)	<input type="checkbox"/>	Public Property Immediately adjacent property to the campus (Fowler Ave., Fletcher Ave, 50 th St., Bruce B. Downs Blvd.)

IMPORTANT REMINDER: It is the policy of the University of South Florida to ensure that the 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 Dean of Students). 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. Based on information received, USFPD will determine the category of the crime or incident and the location under which the incident should be reported in the Annual Security Report. Clery and associated legislation requires that each department's records related to the Clery reportable crime statistics be retained for seven years.

FOR USF POLICE USE ONLY

Was this incident previously counted? By whom?

Police Report # _____ Agency: _____

Clery Crime: _____

Clery Location: _____

Number of Incidents Counted: _____

Notes: