



# 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 the Clery Coordinator, USF St. Petersburg Police Department, via e-mail at [stp-police@usf.edu](mailto:stp-police@usf.edu) or mail point FPF 105.

<b>Last Name, First Name:</b>		<b>Email:</b>
<b>Department:</b>		<b>Phone #:</b>
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?**    Yes    No    Unknown

If yes, what agency was the incident reported to: \_\_\_\_\_ 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 (indicate 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? \_\_\_\_\_

# Campus Security Authority: Crime & Incident Report Form

## 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, forcible**—Rape, sodomy, sexual fondling, or sexual assault with an object  
**Were the victim and offender acquainted?**  
Yes No Unknown
- Sex offense, non-forcible**—Statutory rape (victim under the legal age of consent) or consensual incest
- Robbery**—Taking / attempting to take something by force, violence, threat, or by putting victim in fear
- 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.
- 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.
- 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
- Other crime** (indicate the crime type below):

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

- Larceny-Theft**—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another
- Simple Assault**—An unlawful physical attack by one person upon another where neither the offender displays a weapon
- Intimidation**—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct
- 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.*



# Campus Security Authority: Crime & Incident Report Form

## 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):**

- |  |   |
|--|---|
| <input type="checkbox"/> Race            | <input type="checkbox"/> Ethnicity          |
| <input type="checkbox"/> Gender          | <input type="checkbox"/> Disability         |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Religion        | <input type="checkbox"/> National Origin    |

**Describe the specific hate or bias action or speech:**

## 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, USFSP boat, city bus, apartment, hallway, sidewalk

**Choose one of the following:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>On Campus</b><br>All Campus Buildings, Parking Lots, Fields, Roadways | <input type="checkbox"/> <b>Non-Campus Building or Property</b><br>Leased Building Space or Land   |
| <input type="checkbox"/> <b>On Campus Housing</b><br>Resident Halls (RHO and USC)                 | <input type="checkbox"/> <b>Public Property</b><br>Immediately adjacent property to the campus (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> or 4 <sup>th</sup> Streets from 5 <sup>th</sup> Ave to 11 <sup>th</sup> Ave) |

### FOR USF POLICE USE ONLY

Was this incident previously counted?  No  Yes, Counted By \_\_\_\_\_

Police Report # \_\_\_\_\_ Agency: \_\_\_\_\_

Clery Crime: \_\_\_\_\_

Clery Location: \_\_\_\_\_

Number of Incidents Counted: \_\_\_\_\_ Notes: \_\_\_\_\_

**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, USFSPD 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.