SIENA COLLEGE
Campus Security Authority Crime & Incident Report Form

Please use this form if you are an individual identified as a “Campus Security Authority” to report the required information about specified crimes (listed below) pursuant to the federal Clery Act. The information collected from these forms is used to prepare a compilation of statistical crime information for inclusion in the campus’ Annual Security Report. Please forward completed forms to the Associate Director of Public Safety.

CSA CONTACT INFO
Last Name, First Name: ____________________________________________
Department: _______________________________________________________________________
Email: ______________________________                   Phone # ______________________________

INCIDENT INFORMATION
To the best of your knowledge, what crime are you reporting:
** Please Refer to the Crime Definitions on page 3 for assistance**

☐ Criminal homicide.                               ☐ Aggravated Assault
☐ Robbery                                         ☐ Arson
☐ Sex Offenses                                     ☐ Motor Vehicle Theft (Stolen Vehicle)
☐ Weapon, Drug and Liquor Violation or Arrests     ☐ Burglary
☐ Stalking                                        ☐ Domestic Violence
☐ Dating Violence                                  ☐ Hate Crime
                                                      (Please complete Hate Crime Information on Page 2)
☐ Other / Unknown

Date & Time Reported to you: ____________________________
Date & Time of Incident: ________________________________

Incident Detail:
Describe the incident in detail. This will be used to aide in determining the proper Clery classification and to aide in identifying duplicate reporting.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Police Report Filed?  
□ Yes  □ No  □ Unknown

LOCATION INFORMATION

Location of Incident:
Specific building, address, or name of street

Location Type:
Resident hall room, hallway, stairwell, office, etc.

Check appropriate location

☐ On Campus Residential Building
   Resident Halls, Ryan, Hennepin, Plassmann, Hines, Padua, MacClosky, Cushing, New Hall

☐ On Campus, but not student housing
   All Campus Buildings, Fields, Parking Lots, Roadways

☐ Public Property
   Public property immediately adjacent to campus (includes sidewalks, Spring Street, Rt. 9, Middlefield Road)

☐ Non-Campus College Property
   Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

HATE CRIME INFORMATION
Hate Crime information must be reported for each of the following crimes: criminal homicide, sex offenses, robbery, aggravated assault ,simple assault, burglary, larceny theft, motor vehicle theft, vandalism, intimidation and arson and for any other crime involving bodily injury.

Check type of prejudice:

☐ Race
☐ Gender
☐ Gender Identity
☐ Religion
☐ Sexual Orientation
☐ Ethnicity
☐ National Origin
☐ Disability

Is there evidence that the victim was specifically targeted because of prejudice?  
□ Yes  □ No

Describe specific hate action or speech: _________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________
It is the policy of Siena College to ensure that the victims and witnesses to crime are aware of their right to report criminal acts to the police and to report policy violations to the appropriate office (e.g. Student Affairs, Public Safety, Residence Life, etc.).

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, Public Safety will determine the category of the crime or incident and the location under which the incident should be reported in the Annual Security and Fire Report.

**Crime Definitions**

**Criminal Homicide.** These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter. Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another. Negligent Manslaughter is defined as the killing of another person through gross negligence.

**Sex Offenses.** Sex offenses are separated into two categories: forcible and non-forcible. **Forcible** is defined as 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. **Non-forcible** is defined as unlawful, non-forcible sexual intercourse.

**Robbery:** Robbery is 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:** Aggravated assault is 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. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** Arson is 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.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**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, Benzedine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to minors or intemperate persons, using a vehicle for illegal transportation of liquor,
drinking on a train or public conveyance, and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Hate Crimes:** A **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, 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. Any of the above crimes or any other crime involving injury committed based on the category of prejudice. The following crimes must also be reported if the victim was intentionally selected because of the perpetrator’s bias; Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of property and any other crime involving bodily injury.

**Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

**Domestic Violence:** Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or by 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 jurisdiction.

**Dating Violence:** Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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**FOR PUBLIC SAFETY USE ONLY**

Was this incident previously counted? By whom?

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Police Report # ____________________________  Agency: ____________________________

Clery Crime: ________________________________________________________________

Clery Location: ______________________________________________________________

Number of Incidents Counted: _________  Siena Public Safety Incident # ____________________________

Notes: