

# Campus Security Authorities (CSA) Crime Report Form

Dickinson State University

**CONFIDENTIAL**

**Dickinson State University encourages anyone who is the victim or witness to any crime to promptly report the incident to the police.**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (the “Clery Act”) requires certain individuals known as “Campus Security Authorities” or “CSAs” to document any Clery Act crimes reported to them in good faith occurring within campus Clery geography.

Persons, victims, and witnesses of a crime who do not want to pursue action within the University or the state judicial system may report crimes listed in the Clery Act anonymously to a Campus Security Authority (CSA). A CSA is an individual, who by virtue of their university responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the DSU Campus Safety Office. Reports must be filed with the Campus Safety Office for inclusion in the annual crime statistics and for the safety of the campus community if there is a serious or continued threat (timely warning or emergency notification).

Clery Act geography is defined as:

- 1) On-Campus means any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the universities educational purposes, including residence halls or property described herein that is owned by the University but controlled by another person and is frequently used by students, and supports the Universities purposes.
- 2) On-Campus Housing means any student housing facility that is owned or controlled by the University, or is located on the property that is owned or controlled by the University, and is within the reasonably contiguous geographic area that make up the campus.
- 3) Non-Campus means any building or property owned or controlled by a student organization that is officially recognized by the University; or any building or property owned or controlled by the University that is used in direct support of, or in relation to, the Universities educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University.
- 4) Public Property means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Employees designated as a Campus Security Authority must complete this form when the specified crimes listed below are reported to them. Once completed this form will be directed to the Emergency Management Coordinator, Campus Safety Office, Student Center 109. For questions regarding this form, please contact Emergency Management Coordinator at 701-483-2407, or via email at [dsu.publicsafety@dickinsonstate.edu](mailto:dsu.publicsafety@dickinsonstate.edu).**

## CSA Information

<b>Last Name, First Name:</b>		<b>Email:</b>	
<b>Department:</b>		<b>Phone #:</b>	

## Campus Security Authorities (CSA) Crime Report Form

**Reporting Party / If Reporting Party wishes to remain anonymous, simply write Anonymous in the Reporting Party field instead of name.**

<b>Last Name, First Name:</b>			
<input type="checkbox"/> <b>Victim</b>	<input type="checkbox"/> <b>Witness</b>		
<input type="checkbox"/> <b>Suspect</b>	<input type="checkbox"/> <b>Other</b>		

**If reporting party wishes to remain anonymous, skip contact information.**

<b>Relationship to Victim:</b>			
<b>Contact Information:</b> Address, Phone # :			

**Was the incident reported to the Dickinson Police Department or other law enforcement agency?**

<input type="checkbox"/> <b>Yes. If they request assistance with reporting contact DPD.</b>	<b>List Agency:</b>	<b>Report Number:</b>
<input type="checkbox"/> <b>No, the victim wishes to remain anonymous.</b>	<input type="checkbox"/> <b>Unknown</b>	

**Dates**

<b>Date of Incident:</b>	<b>Time of Incident:</b>	<b>Date this incident was reported to you:</b>
--------------------------	--------------------------	--

Describe the incident in detail. This information will be used to determine the proper crime classification under the Jeanne Clery Act and will aid in our identification of duplicate reporting.

**Incident Details**

**Suspect**

<b>Last Name, First Name:</b>			
<b>Was the Suspect:</b>	<input type="checkbox"/> <b>Unknown offender</b>	<input type="checkbox"/> <b>Known offender</b>	

## Campus Security Authorities (CSA) Crime Report Form

Description of Suspect:	Race/Gender	Age	Height	Weight	Hair Color	Eye Color	Physical Features

**Location of where the incident occurred.**

**Choose one of the following:**

<input type="checkbox"/> <b>On Campus</b>	<input type="checkbox"/> <b>On Campus Housing</b>
<input type="checkbox"/> <b>Non-Campus Building or Property</b>	<input type="checkbox"/> <b>Public Property</b>

**To the best of your knowledge, what crimes were attempted or committed during this incident (check all that apply):**

<input type="checkbox"/> <b>Murder/Non-negligent Manslaughter</b>	<input type="checkbox"/> <b>Negligent Manslaughter</b>
<input type="checkbox"/> <b>Rape</b>	<input type="checkbox"/> <b>Fondling</b>
<input type="checkbox"/> <b>Incest</b>	<input type="checkbox"/> <b>Statutory Rape</b>
<input type="checkbox"/> <b>Robbery</b>	<input type="checkbox"/> <b>Aggravated Assault</b>
<input type="checkbox"/> <b>Burglary</b>	<input type="checkbox"/> <b>Motor Vehicle Theft</b>
<input type="checkbox"/> <b>Arson</b>	<input type="checkbox"/> <b>Dating Violence</b>
<input type="checkbox"/> <b>Domestic Violence</b>	<input type="checkbox"/> <b>Stalking</b>

**Arrests and Disciplinary Referrals:** Weapons, Drugs, and Liquor law violations are included in your Clery Act statistics only if there is a violation of law that results in arrests or persons being referred for disciplinary action. **Only complete this section if there is a violation of law.**

<input type="checkbox"/> <b>Drug Law Violation Arrest</b> <input type="checkbox"/> <b>Drug Law Violation Student Referral</b>	<input type="checkbox"/> <b>Liquor Law Violation Arrest</b> <input type="checkbox"/> <b>Liquor Law Violation Student Referral</b>
<input type="checkbox"/> <b>Weapons: Carrying, Possessing Arrest</b> <input type="checkbox"/> <b>Weapons: Carrying, Possessing Student Referral</b>	<b>Describe weapon:</b>  

**Hazing:** Any intentional, knowing, or reckless act committed by a person against another person or persons regardless of the willingness of such other person or persons to participate, that is 1) committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and 2) causes or creates a risk, above the reasonable risk encountered in the course of

## Campus Security Authorities (CSA) Crime Report Form

participation in the institution of higher education or the organization (such as physical preparation necessary for participation in an athletic team) of physical or psychological injury.

<input type="checkbox"/> <b>Hazing</b>
--

**Bias or Hate Crimes:** Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your Clery Act statistics only if they are Hate Crimes. **Only complete this section when the crime was motivated by hate or bias.**

<input type="checkbox"/> <b>Larceny-Theft</b>	<input type="checkbox"/> <b>Simple Assault</b>
<input type="checkbox"/> <b>Intimidation</b>	<input type="checkbox"/> <b>Destruction/Damage/Vandalism of Property</b>

DSU is required to report statistics for hate related crimes by the type of bias as identified below for the following classifications: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property.

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

- Yes Please indicate all categories of bias that apply to this incident (choose at least one):**
- No**
- Unknown**

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

### Crime Definitions Under Clery

**Campus Security Authorities must use the below summarized definitions of criminal offenses when classifying and reporting such crimes pursuant to the Jeanne Clery Act to the Emergency Management Coordinator.**

**Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime. NOTE: Deaths caused by negligence, assaults with intent to murder and attempts to murder, suicides, accidental deaths, and justifiable homicides are excluded.

**Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

### Sexual Assault

- a. **Rape** is 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. This offense includes the rape of both males and females.

## Campus Security Authorities (CSA) Crime Report Form

- b. **Fondling** is the touching of the private body 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.
- c. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**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** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle. Theft of any self-propelled vehicle including motor scooters, mopeds, snowmobiles, golf carts, motorized wheelchairs.

**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.

**Weapons: Carrying, Possessing, Etc.**, is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Hazing** is defined as, "Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate that:

Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and

Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including-

## Campus Security Authorities (CSA) Crime Report Form

Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;

Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;

Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;

Causing, coercing, or otherwise inducing another person to perform sexual acts;

Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;

Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

**A student organization** is defined as, "An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution."

**Hate Crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **Race.** A performed 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 or African Americans, whites.
- **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 actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally

## Campus Security Authorities (CSA) Crime Report Form

male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) **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** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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. Include all assaults that do not involve the use of a firearm, knife, cutting instrument or other dangerous weapon, and in which the victim did not sustain serious or aggravated injuries.

**Intimidation** is to 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.

**Destruction/Damage/Vandalism or Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Examples of malicious behavior directed at property: cutting of tires, drawing obscene pictures on restroom walls, smashing windows, destroying school records, and defacing library books. Incidents of burning that willfully or maliciously destroy, damage or deface property classify as Arson.