Campus Security Authority Crime Report Form

This form is to be used by individuals identified as a “Campus Security Authority” (CSA) who are required under the Clery Act to report information they receive about crimes. The information collected from these forms will be used to compile statistics to be included in the Annual Security Report. For more information about Campus Security Authority responsibilities and the crime reporting process, please contact Kris L. Irwin, Director of Safety and Security, at (434) 947-8000 or kirwin@randolphcollege.edu.

Randolph College urges all crime victims and witnesses to report criminal acts to Campus Security, and to report policy violations to the appropriate office (e.g. Residence Life or the Dean of Students office). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law.

The Department of Safety and Security will use the information submitted to determine the appropriate category for the crime in the Annual Security Report. Please forward completed forms to the Director of Safety and Security, Kris L. Irwin, at kirwin@randolphcollege.edu or fax to (434) 947-8569.

CSA Name: __________________________________ Phone #: _______________________

Crime reported by:
_____ Victim
_____ Third party*

*Please identify relationship of reporting party to victim:
____________________________________________________________________________
____________________________________________________________________________

Date and Time the Incident Occurred:
____________________________________________________________________________

Description of facts: (Please describe any incident that could be classified as criminal homicide, sex offense (see below), robbery, aggravated assault, burglary, motor vehicle theft, or arson. Campus Security will make final crime classification decisions based upon the information provided):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Location of Incident:
Identify building name, street address, etc.; be as specific as possible:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
This incident occurred:

_____ On-campus, but not in student housing
_____ On-campus student housing
_____ Off-campus affiliated property
    (owned, controlled, or affiliated with campus; e.g., leased property, etc.)
_____ Off-campus public property immediately adjacent to campus
_____ Off-campus, NOT affiliated with and NOT adjacent to campus
_____ At an unknown location?

Sex Offense (Rape, sodomy, sexual assault with object, forcible fondling, incest, statutory rape).

As described, does the incident involve a sex offense?  Yes / No (circle one)

Was the crime committed forcibly and/or against the victim's will?  Yes / No (circle one)

Was the victim incapable of giving consent because of temporary or permanent mental or
physical incapacity (or because victim is under age of consent)?  Yes / No (circle one)

Is there evidence that the assault was facilitated by administration of drugs or alcohol?  
Yes / No  (If yes, please explain):_________________________________________________

Hate Crimes (Hate crime information must be reported for criminal homicide, sex offenses,
robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving
bodily injury).

Is there evidence that this was incident motivated by hate or bias?  Yes / No (circle one)

If yes, identify the potential category of prejudice (Check all that apply):

_____ Race _____ Ethnicity _____ National Origin
_____ Religion _____ Disability _____ Sexual Orientation

If yes, provide a brief summary of evidence supporting a hate motivation:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Alcohol, Drug and Weapons Law Violations (Check all that apply):

___ Alcohol ___ Drugs ___ Weapons

Describe:____________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Number of individuals arrested or referred for campus disciplinary action for each offense:

___ Alcohol ___ Drugs ___ Weapons  Describe:_____________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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