



### 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](mailto: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](mailto: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:

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

- Alcohol  Drugs  Weapons

Describe: \_\_\_\_\_

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

- Alcohol  Drugs  Weapons Describe: \_\_\_\_\_

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