

# CSA 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 and Fire Safety Report.

For more information about CSA responsibilities and the crime reporting process, please contact Bill Breedlove, Director of Campus Safety, (434) 947-8000, [bbreedlove@randolphcollege.edu](mailto:bbreedlove@randolphcollege.edu).

Randolph College urges all crime victims and witnesses to report criminal acts to Campus Safety 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.**

## CSA REPORTER INFORMATION

Name: \_\_\_\_\_

Contact # \_\_\_\_\_

Date: \_\_\_\_\_

## SOURCE INFORMATION

Crime reported to me by: \_\_\_\_\_

(name or anonymous)

Victim  Third party\*

Date Received: \_\_\_\_\_

\*Please identify relationship of reporting party to victim:

## INCIDENT INFORMATION

**Date and Time 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 Safety will make final crime classification decisions based upon the information provided)*

Please deliver completed forms in person, via campus mail, or via email to Director of Campus Safety, Bill Breedlove, [bbreedlove@randolphcollege.edu](mailto:bbreedlove@randolphcollege.edu).

## 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, FONDLING, INCEST, STATUTORY RAPE)

Yes  No  As described, does the incident involve a sex offense?

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

Yes  No  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  Is there evidence that the assault was facilitated by administration of drugs or alcohol?  
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).*

Yes  No  Is there evidence that this was incident motivated by hate or bias?

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

Race  Ethnicity  National Origin  Gender  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 (*please describe*)

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

\_\_\_ Alcohol \_\_\_ Drugs \_\_\_ Weapons (*please describe*)