



## Campus Security Authority Crime/ Incident Report Form

Once completed, save/scan and email form to: [d.colonno@mcla.edu](mailto:d.colonno@mcla.edu)

To assist MCLA in complying with the federal Clery Act, this form should be utilized by Campus Security Authorities (CSA) to report crimes to MCLAPD as soon as possible after a crime has been reported to the CSA. Under the Clery Act, a crime is reported to a CSA when a student, employee, or third party brings information about an alleged crime to the attention of the CSA and the CSA believes the report was made in good faith. MCLAPD will use the information provided in this form to classify the crime for purposes of inclusion in the College's annual crime statistics.

**Date Incident is reported to CSA:** \_\_\_\_\_MM/DD/YYYY

### CSA Contact Information (\*entry of contact information is mandatory)

First and Last Name\*: \_\_\_\_\_

Department: \_\_\_\_\_

Phone\*: \_\_\_\_\_XXX-XXX-XXXX

E-mail: \_\_\_\_\_

### Date(s) of Incident Occurrence (select one)

Specific Date: \_\_\_\_\_MM/DD/YYYY

Date Range: \_\_\_\_\_ to \_\_\_\_\_ Date(s) or Unknown:

**Incident Classification (see crime definitions below)** \_\_\_\_\_

### Incident Description (provide specific information related to the reported incident)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Incident Location

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

Address: \_\_\_\_\_

Description (sidewalk, roadway, interior, etc.): \_\_\_\_\_

### Classification (Circle one)

- On-campus, residence hall, fraternity or sorority
- On-campus, not in a residence hall

- On-campus, public property immediately adjacent to campus (sidewalks, streets, etc.)
- Off-campus in University leased or controlled space
- Off-campus, not affiliated with and not adjacent to campus
- Unknown locations

*When in doubt if an incident occurred on a Clery defined property, CSA's should still submit this completed form. A determination will be made by the MCLA Police Department if the location is on Clery defined property.*

To your knowledge, was this incident motivated by bias such as? **(Circle one or more)**

Race, Gender, Ethnicity, National Origin, Disability, Religion, Gender identity,  
Sexual Orientation, Non-bias Incident

Please describe evidence supporting the conclusion that the incident was motivated by bias: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To your knowledge, was this incident reported to an agency? \_\_\_\_\_

If so, which agency? \_\_\_\_\_

**Crime Definitions from the Uniform Crime Reporting Handbook**

***Murder/Non-Negligent Manslaughter:*** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths and justifiable homicides are excluded.

***Negligent Manslaughter:*** the killing of another person through gross negligence.

***Robbery:*** the taking or attempting to take anything from value of 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:*** 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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

***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. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding)

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Sex Offenses – Forcible:** 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.

**Sex Offenses – Non-forcible:** Unlawful, non-forcible sexual intercourse.

**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, Benzedrine).

**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 minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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## HATE CRIMES

We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the crimes listed in the definitions section above and for the additional crimes as follows:

**Larceny:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation:** 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.

**Simple Assault:** 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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

If a bias-related (hate) crime was reported to you, please fill out the top section of Page 1 and then complete the following information about the type of bias involved in the crime.