



**CHOWAN**  
**UNIVERSITY**

## Campus Security Authorities (CSA) Crime & Incident Report Form

According to the Higher Education Act, or 20 U.S.C. 1092, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Chowan University is required to collect and annually publish statistics concerning the occurrence of selected crimes on campus property (including residential facilities), non-campus property, and public property, reported or known to the Chowan University Public Safety, local police or any individuals identified by the University as "Campus Security Authorities" (CSA). Campus Security Authorities are defined as, "An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures." The information collected from these forms is used to prepare a compilation of statistical crime information for inclusion in the campus' Annual Security Report. Chowan University Public Safety will use this form to determine the category of the crime or incident and the location under which the incident should be reported according to the requirements of the Clery Act. Data collected on this form is to be used to promote crime awareness and enhance campus safety.

It is the policy of Chowan University to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report University policy violations to the appropriate office (e.g., student conduct violations to the Vice President of Student Affairs). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

For Clery purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 21 listed offenses occurs, documentation is required. In order for Chowan University to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when specified crimes/incidents (listed below) are reported to them or at the end of the year advising no crimes were reported to them. In addition, a person reporting an incident of this nature to a CSA should immediately contact Chowan University Public Safety to make them aware of the incident and forward the appropriate documentation.

**Procedure:** If you are one of Chowan University's CSAs and you receive a report, or otherwise become aware of the occurrence of one of the selected crimes listed below, please do the following:

1. Encourage the crime victim(s) and/or witness(es) to report the incident to Chowan University Public Safety.
2. If the incident indicates the possibility of an imminent community threat, inform Chowan University Public Safety without delay at 252-398-1234 or 911;
3. Complete the Crime & Incident Report form and handle as a "confidential" document.
4. Submit the form to Chowan University Public Safety via email, campus mail or delivery of document to 401 Union St.
5. If any of the reported crimes fall under Title IX, you must also report that information to Alan Scott at (252)398-6437 or [titleix@chowan.edu](mailto:titleix@chowan.edu)
6. Provide victims of Title IX Violations (Rape, Sexual Violence, Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence, Stalking, Sexual Exploitation, Sexual Coercion) the Title IX Policy.
7. Actively support the victim(s) and/or witness(es) in accessing services notated in the brochure.

If you have any questions concerning this form, please contact Chief Burke at (252) 398-1234.

## Crime/Incident Information

(Definitions Below)

Name of CSA:	Department:	Date of Report:	Time of Report:
Position:	Phone Number:	Date of Incident:	Time of Incident:

Location of Incident (please be specific) \_\_\_\_\_

*Name of Reporting Party:	Victim: <input type="checkbox"/>	Witness: <input type="checkbox"/>	Suspect: <input type="checkbox"/>	Other: <input type="checkbox"/>	Relationship to Victim:
---------------------------	-------------------------------------	--------------------------------------	--------------------------------------	------------------------------------	-------------------------

\*If reporting party wishes to remain anonymous, simply write ANONYMOUS.

Contact Information: Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Was a police report filed? \_\_ Yes \_\_ No \_\_ Unknown      Specify Local Agency: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Criminal Homicide <ul style="list-style-type: none"> <li><input type="checkbox"/> Murder/Non-negligent Manslaughter</li> <li><input type="checkbox"/> Manslaughter by Negligence</li> </ul> <input type="checkbox"/> Sexual Offenses <ul style="list-style-type: none"> <li><input type="checkbox"/> Rape</li> <li><input type="checkbox"/> Fondling</li> <li><input type="checkbox"/> Incest</li> <li><input type="checkbox"/> Statutory Rape</li> </ul> <input type="checkbox"/> Robbery <input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Burglary <input type="checkbox"/> Motor Vehicle Theft <input type="checkbox"/> Arson <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Dating Violence <input type="checkbox"/> Stalking <input type="checkbox"/> Drug Law Violation <input type="checkbox"/> Liquor Law Violation (above 21 only) <input type="checkbox"/> Weapons: Carrying, Possessing <input type="checkbox"/> Describe Weapon _____
--	--

### Sexual Assault and Violence Against Women (or Men)

On March 7, 2013, President Obama signed a bill that reauthorized the Violence Against Women Act (VAWA). Strengthening Clery as part of the Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE) VAWA addendum, the bill included amendments that afforded additional rights to victims of sexual assault, domestic violence, dating violence, and stalking on university/college campuses.

Sexual assault and violence against women are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity, as a result he/she will often seek a reporting source other than law enforcement such as a designated CSA. Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.

<b>Was the Assailant:</b>	___ Unknown Offender		___ Known Offender (friend, acquaintance, classmate, date, etc.)				
	___ Chowan Affiliated		___ Faculty ___ Staff ___ Student				
<b>Description of the Assailant:</b>	Race/Gender:	Age:	Height:	Weight:	Hair Color:	Eye Color:	Physical Features:

Be sure to provide victims of Title IX Violations (Rape, Sexual Violence, Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence, Stalking, Sexual Exploitation, Sexual Coercion) the Title IX Policy. Actively support the victim(s) and/or witness(es) in accessing services notated in the Title IX Policy.

## Hate Crimes

Chowan University is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions below) and larceny, vandalism, intimidation, and simple assault (see definitions below).

\_\_\_ Larceny-Theft    \_\_\_ Simple Assault    \_\_\_ Intimidation    \_\_\_ Destruction/Damage/Vandalism of Property

Was this crime/incident motivated by bias?	___ Unknown	___ Yes	___ No			
If yes, identify the category of prejudice:	___ Race	___ Religion	___ Sexual Orientation	___ Ethnicity/National Origin		
	___ Disability	___ Gender	___ Gender Identity	If gender identity, select which type:	___ Non-Conforming	___ Transgender

### Description of the Incident/Crime

## Definitions

**Murder and 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.

**Sex Offenses, Forcible:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** 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.

**Fondling:** 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 or physical incapacity.

**Date Rape Drug:** Under Clery, the administration of a date rape drug in an unsuccessful attempt to incapacitate and sexually assault the victim, and investigation determines that the perpetrator's attempt was to commit a sex offense, is a sexual assault. Administration of a date rape drug in which intent cannot be proven is an Aggravated Assault.

**Sex Offenses, Nonforcible:** Unlawful, nonforcible sexual intercourse.

**Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent. North Carolina age is under the age of 16.

**Robbery:** 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:** 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. Aggravated assault includes poisoning (date rape drug, etc.)

**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.

**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.)

**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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**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.

(Crime definitions are from the [Uniform Crime Reporting Handbook](#). Sex offense definitions are from the [National Incident-Based Reporting System](#) edition of the Uniform Crime Reporting Program).

### Clery Act Hate/Bias Crimes

A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime. For more information on the definition and classification of hate/bias crimes, see: <http://www.fbi.gov/about-us/cjis/ucr/data-collection-manual>

**Bias:** Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias, under Clery, only the following eight categories are reported:

**Race:** A preformed 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, whites).

**Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are 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.

**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 person or group of persons based on their actual or perceived sexual orientation.

**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 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 persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Chowan University is required to report statistics for hate/bias crimes by the type of bias for the prior listed offenses (see definitions above) as well as the crimes of larceny, simple assault, intimidation and vandalism (see definitions below). The below listed crimes are not Clery reportable crimes unless the crime was motivated by bias.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

**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.

**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.

**Destruction/Damage/Vandalism of Property (Except "Arson"):** 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.

If a hate crime occurs during an incident involving larceny, simple assault, intimidation or vandalism, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes.

A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, ethnicity, national origin, gender, gender identity, sexual orientation, or disability, the crime is classified as a hate crime.