

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
CAMPUS SECURITY AUTHORITY CLERY ACT INCIDENT REPORT FORM**

SEX OFFENSE REPORTING

This form shall be used by Campus Security Authorities (CSA) to report suspected sex offenses to the Department of Public Safety as required by the Jeanne Clery Act. CSA's are required to document reportable sex offenses and hate motivated sex offenses which have been reported to them and which have occurred in certain locations. The details of this report will not be made public. Only the number of crimes occurring will be released. In the event the reported incident represents a serious or continuing threat to the college community, a timely warning may be required. Under those circumstances, this form must be completed and forwarded immediately to the Department of Public Safety/Campus Police. **In addition to Clery reporting requirements, all sex offenses shall be reported to the College's Title IX Coordinator immediately.**

REPORTING INFORMATION

Sex Offense Reported by (victim): _____

Person's Contact Information: _____

Date and time incident was reported: _____

Date and time incident occurred: _____

LOCATION OF INCIDENT (Use street address, building name, room number or other identifying information)

- On Campus:** _____
- Off Campus - Property Owned/Controlled by College & Frequently Used by Students:** _____
- Off Campus - Property Owned/Controlled by a Recognized Student Organization:** _____
- Public Property within or immediately adjacent to the campus -** _____

DESCRIPTION OF INCIDENT: _____

REPORTABLE SEX OFFENSES

- Sex offense**
 - 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 or where the victim is incapable of giving consent
 - Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent
- Dating Violence:** Violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
- Domestic Violence:** Occurrence of one or more of the following abusive acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress.
- Stalking:** willfully and maliciously engages in conduct directed at a specific person, which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and makes a threat with the intent to place the person in imminent fear of death or bodily injury.

REPORTABLE HATE CRIMES

Hate Crime associated with one of the reportable crimes. If yes, specify crime: _____

Hate Crime Category:

Race Gender Religion Sexual Orientation Ethnicity National Origin Gender Identity Disability

RESOLUTION OF INCIDENT/ACTION TAKEN

Sex Offense reported to Title IX Coordinator? Yes & Date: _____
No & Reason: _____

Crime reported to Campus Police? Yes & Date: _____
No & Reason: _____

Timely Warning issued (Date, Time & Manner): _____

Other Actions Taken: _____

SIGNATURE

CSA's Name and title: _____

Department/Office: _____ Phone: _____

Date Report Received: _____

Date Report Filed with Campus Police: _____

Signature: _____ Date: _____

To ensure timely reporting and notification, this form can be delivered electronically or in a sealed envelope marked "Confidential" to the Chief of Police/Director of Security at _____.