



Campus Security Authority Incident Report Form



To assist Wilkes University in complying with the federal Clery Act, this form should be utilized by Campus Security Authorities (CSA) to report crimes to Public Safety 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". Public Safety will use the information provided in this form to classify the crime for purposes of inclusion in the University's annual crime statistics. Please complete front and back of this form.

I. **Date Incident Occurred:** _____ **Date Incident Reported:** _____

II. **CSA Contact Information (*entry of contact information is mandatory)**

First and Last Name*: _____ Department: _____

Phone*: _____ E-mail: _____

III. **Date(s) of Incident Occurrence (select one)**

Specific Date: _____ Date Range: _____ to _____ Date(s) Unknown

IV. **Incident Location**

Location Name: _____

Address: _____

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

Location Classification (Select one)

- On-campus, residence hall
- On-campus, not in a residence hall
- Off-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 location

V. **Incident Description** (provide specific information related to the reported incident.)

VI. Incident Classification (see crime definitions on the following pages)

Clery Reportable Crimes

- | | |
|--|---|
| <input type="checkbox"/> Murder/Non-Negligent Manslaughter | <input type="checkbox"/> Motor Vehicle Theft |
| <input type="checkbox"/> Negligent Manslaughter | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Weapon Law Violation |
| <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Drug Abuse Violation |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Liquor Law Violation |

Sex Offenses/Intimate Partner Violence/VAWA Crimes:

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Rape | <input type="checkbox"/> Statutory Rape | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Fondling | <input type="checkbox"/> Domestic Violence | |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Dating Violence | |

- 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 Wilkes University Public Safety if the location is on Clery defined property.

VII. Hate Crimes

Wilkes University must report statistics for hate crimes for the crimes listed above, as well as for hate crimes involving larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property, and for any other crime involving bodily injury to a person. A hate crime is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense that 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/bias crime.

If a hate (bias) related crime was reported to you, please complete the following information.

To your knowledge, was this incident motivated by bias, such as:

- | | |
|--|---|
| <input type="checkbox"/> Non-bias Incident | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Race | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Gender/Gender Identity | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Ethnicity/National Origin | <input type="checkbox"/> Other: _____ |

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

Please forward this completed form to:

Wilkes University Department of Public Safety, 148 S Main St, Wilkes-Barre, PA 18766

Clery Act Reportable Crimes Definitions & Incident Classifications

CLERY REPORTABLE CRIMES

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.

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, methadone); 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.)

VAWA CRIMES

Dating Violence: The term “dating violence” means 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 (iii) The frequency of interaction between the persons involved in the relationship.

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

SEX OFFENSES

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 incapacity.

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

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.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

HATE CRIMES

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

Destruction/Damage/Vandalism of Property: 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.