

**UNIVERSITY OF CALIFORNIA, SAN FRANCISCO**

**CAMPUS SECURITY AUTHORITY (CSA) REPORT FORM**

This form should be completed by those individuals identified as "Campus Security Authorities" (CSAs) who are required to report information they receive about specific crimes (described below) pursuant to the federal *Clery Act*. The information collected from the form will be used for statistical crime information included in the University's **Annual Security Report**.

**Please note that CSAs are obligated to immediately report Clery crimes so it can be determined if a *Timely Warning* ("Crime Alert") notice should be distributed to the UCSF community.**

The University is required to report on three general categories of crime statistics:

- **Criminal Offenses** – Homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, and stalking.
- **Arrests and Referrals for Disciplinary Action** for weapons; carry, possessing, etc., drug abuse violations, and liquor law violations.
- **Hate Crimes** – Any of the above mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.

CSAs are not required to determine the category of crime being reported. Instead CSAs are asked to report as much information regarding reported crimes and disciplinary actions as possible to the UCSF Police Department. UCSF PD will use the information submitted to determine the appropriate category for the crime according to the requirements of the Clery Act.

UCSF urges all victims and witnesses of crime to report criminal acts to the police immediately, and to report university policy violations or student conduct violations to the appropriate individuals or departments. **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 more information on Clery crime definitions and CSA training please see the following link to the UCSF Clery Act Annual Security Report webpage: <http://police.ucsf.edu/crime-prevention-statistics/clery-crime-report>.



**Please complete and email or DocuSign this form to Jason Heil, Crime Analyst & Crime Prevention Specialist at UCSF Police Department, [UCSFClery@ucsf.edu](mailto:UCSFClery@ucsf.edu).**

Campus Security Authority Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of Campus Security Authority: \_\_\_\_\_



## LOCATION OF INCIDENT

Identify building name, address, etc. (be as specific as possible): \_\_\_\_\_

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The location where this incident occurred was:

- \_\_\_\_\_ On campus, but not in student housing  
\_\_\_\_\_ On campus student housing  
\_\_\_\_\_ Non-campus (UCSF owned or leased property not located on one of the major campuses)  
\_\_\_\_\_ Off campus affiliated property (owned, controlled, or affiliated with the campus; e.g., leased property, fraternity, student co-op)  
\_\_\_\_\_ Off-campus public property immediately adjacent to campus  
\_\_\_\_\_ Off-campus, NOT affiliated with or not adjacent to campus  
\_\_\_\_\_ Unknown

## SEX OFFENSES

*Examples of sex offenses are rape, fondling, incest, and statutory rape; and may also be classified as dating or domestic violence.*

Was this crime a sexual 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 his/her youth or because of his/her temporary or permanent mental or physical incapacity?

If yes, was either the victim or the assailant under the influence of alcohol or drugs?

Victim: \_\_\_\_\_ No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_  
Assailant: \_\_\_\_\_ No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_

Were the individuals in a romantic, dating or intimate relationship? \_\_\_\_\_ Yes \_\_\_\_\_ No

Were the individuals spouses, former spouses, cohabitants or former cohabitants? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do the individuals have a child together? \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe: \_\_\_\_\_

## HATE CRIMES

*Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, larceny-theft, simple assault, vandalism, intimidation) and for any other crime involving bodily injury.*

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

If yes, identify the category of prejudice (check all that apply):

Race                       Ethnicity                       National Origin  
 Religion                       Disability                       Sexual Orientation

If yes, provide a brief explanation of the determination: \_\_\_\_\_

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**ALCOHOL, DRUG AND WEAPONS LAW ARRESTS**

*Check all that apply and list the specific offense(s) and number of individuals arrested:*

Alcohol                       Drugs                       Weapons                      Describe: \_\_\_\_\_

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**ALCOHOL, DRUG AND WEAPONS LAW DISCIPLINARY REFERRALS**

*Check all that apply and describe the referral/outcome for campus disciplinary action to a UCSF institution/school:*

Alcohol                       Drugs                       Weapons                      Describe: \_\_\_\_\_

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**VICTIM AND OFFENDER INFORMATION**

If the victim consents to being identified, list name and other identifying information here: \_\_\_\_\_

Does the victim want the incident investigated by police?  Yes  No  Unknown

Do you have information about the offender(s)? If so, please list any information here: \_\_\_\_\_