

# Campus Security Authority (CSA) Report Form

<http://police.uci.edu/clery/archive/csareportform.pdf>

## Option 1 (No Incidents to Report):

If no Clery crimes were reported to you, please complete the section on Page 1 of this form titled "No Incidents to Report (Option 1)."

## Option 2 (Incident and Disciplinary Referral Form):

If you have an incident to report, please complete Pages 2-3, titled "Incident and Disciplinary Referral Form (Option 2)." DO NOT complete page 1 of this form.

## Option 3 (Reporting Fires)

Please report any and all incidents of fire to the UCI Campus Fire Marshal. A fire is defined as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

Fire Marshal: Dale Saunders

[dale.saunders@uci.edu](mailto:dale.saunders@uci.edu)

(949) 824-4077

## No Incidents to Report (Option 1)

This portion of the form is used to document that no Clery crimes were reported to you. If no Clery crimes were reported to you, please complete the information below.

Reporting Person (print name): \_\_\_\_\_ Department: \_\_\_\_\_

Reporting Year: \_\_\_\_\_

Reporting Month(s):

- January     February     March     April     May     June     July  
 August     September     October     November     December

By checking this box you are confirming that you have no Clery crimes/disciplinary referrals to report during the time period indicated above. Please see Pages 4-5 for a full list of applicable Clery crimes:

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPORTANT NOTE:

- **Timely reporting:** you are required by California law to immediately, or as soon as practically possible, report homicide, rape, robbery, aggravated assault, sexual assault and any type of hate crime
- **Victim confidentiality:** CSAs may not, according to California law, identify the victim to UCI Police Department unless the victim consents to being identified after being informed of his or her right to have his or her Personally Identifying Information (PII) withheld.

These requirements are outlined in the AB-1433 (Gatto) law. For more information on this law please refer to the "AB-1433 (Gatto) Requirement" portion of this document on Page 4.

## Incident and Disciplinary Referral Form (Option 2)

Please complete this form in its entirety and mark applicable boxes. This form must be completed for EACH Clery reportable crime/incident reported to you.

### CSA

Reporting CSA Name: \_\_\_\_\_ Department: \_\_\_\_\_

### OTHER REPORTS

Advocate Report Number (if applicable): \_\_\_\_\_

Police Report Number (if applicable): \_\_\_\_\_ Police Agency: \_\_\_\_\_

If the incident was reported to any other campus resources, please check the corresponding box:

- Office of Equal Opportunity and Diversity     Office of Academic Integrity and Student Conduct     UCI Housing  
 ACC Housing     Other: \_\_\_\_\_

### DATE

Date Reported: \_\_\_\_\_

Date Occurred: \_\_\_\_\_ Time Occurred: \_\_\_\_\_ AM PM (check one)

### LOCATION

- On-Campus     Student Housing Facility     Non Campus     Public Property

Specific Location/Address of Crime:

- Provide the building name, parking lot number, street name or cross streets, or nearby buildings
- Please be specific as to where the incident is reported to have occurred (i.e. inside an apartment on-campus, in a common area inside a building, outside a building, etc.).

### CRIME OFFENSE

If a Hate Crime occurred, please check "Hate Crime" as well as the crime that occurred

- Murder     Manslaughter     Rape (Sex Offense)     Fondling (Sex Offense)  
 Incest (Sex Offense)     Statutory Rape (Sex Offense)     Robbery     Aggravated Assault  
 Burglary     Motor Vehicle Theft     Arson     Domestic Violence  
 Dating Violence     Stalking     Hate Crime     Larceny-Theft (Hate Crime Only)  
 Destruction/Damage/Vandalism of Property (Hate Crime Only)     Simple Assault (Hate Crime Only)  
 Intimidation (Hate Crime Only)

**Hate Crime Bias** (Check only if you selected one of the Hate Crimes above. Check any that apply – requires one or more of the following biases):

- Race     Gender Identity     Religion     Sexual Orientation     Ethnicity     Disability  
 National Origin     Gender

For crime definitions, please refer to the "Federal Clery Act Crime Definitions" portion of this document on Pages 4-5.

### DISCIPLINARY REFERRALS

Drug Law Violation/Disciplinary Referral (briefly explain LAW violation the person is being referred for):

Weapon Law Violation/Disciplinary Referral (briefly explain LAW violation the person is being referred for):

Liquor Law Violation/Disciplinary Referral (briefly explain LAW violation the person is being referred for):

PLEASE CONTINUE TO NEXT PAGE

## Incident and Disciplinary Referral Form (Option 2) CONTINUED

Total Number Referred: \_\_\_\_\_

Names of Those Referred for Disciplinary Action:

### INCIDENT SUMMARY

Please provide a narrative/description of the incident and involved parties. Please be specific in the incident location as to whether the incident occurred within a structure or exterior to the structure.

### NAMES AND AFFILIATIONS

The victim has provided consent to include Personally Identifying Information (PII) in this CSA Report.

For more information on including this information on the report, please refer to the "AB-1433 (Gatto) Requirement" portion of this document on Page 4.

#### ONLY IF YOU HAVE CHECKED THE BOX ABOVE:

Please list the names of the individuals involved in the incident. Additionally, please indicate if the person is: Affiliated – Student, Affiliated – Staff, Affiliated – Faculty, Non-Affiliated.

### NARRATIVE/DESCRIPTION

Please include a thorough and detailed description of the crime, incident, or disciplinary referral in the space below. If more space is needed, please attach additional sheets to this report.

When in doubt about any CSA crime or disciplinary referral incident report, please include additional information or contact the Clery Act Compliance Program Manager at [clery@uci.edu](mailto:clery@uci.edu).

## Supplemental Information

### AB-1433 (GATTO) REQUIREMENT

On September 29, 2014, Governor Brown signed into law AB-1433 regarding campus safety and UCI's collaboration between the UCI Police Department and local law enforcement agencies in UCI's jurisdiction:

- California law (AB-1433) requires Campus Security Authorities ("CSAs") to **immediately, or as soon as practically possible**, report any of the following crimes if the crime occurred on campus (including on the UC Irvine Health campus) or in any non-campus buildings or property, made by the victim for purposes of notifying the institution or law enforcement:
  - Any Part 1 violent crime (homicide, rape, robbery, or aggravated assault);
  - Any type of sexual assault; and
  - Any type of hate crime.
- Under AB-1433, **CSAs may not identify the victim to UCI Police Department unless the victim consents to being identified after being informed of his or her right to have his or her personally identifying information withheld.** What this means is if a victim reports to a CSA any of the above crimes, each CSA must inform the victim of his or her right to have their personal identifying information withheld from the CSA report, unless the victim consents to providing their information.
- Once a CSA report is received, the UCI Police Department must *immediately, or as soon as practically possible*, disclose to the applicable local law enforcement agency the reports described above. UCI Police Department has implemented written procedures to ensure these reporting requirements are met.

#### A Note on the Clery Act:

The Clery Act does not require crimes to be reported anonymously. Rather, it prohibits personally identifiable information (PII) from being included in the UC Irvine annual security report and web-based data collection. Crime reports made to CSA's may include personally identifiable information to aid in law enforcement crime investigation in order to determine if there is a serious or continuing threat to the safety of the campus community which would require an Emergency Notification (known as a "zotALERT" at UCI), Timely Warning (known as a "Crime Alert" at UCI) and/or a Community Advisory.

### FEDERAL CLERY ACT CRIME DEFINITIONS

#### PART 1 CRIMES:

- **Murder/Non-Negligent Manslaughter:** The willful killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Sex Offenses:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This definition includes male and female victims.
  - Rape: 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, including when the victim is incapable of giving consent because of temporary or permanent mental/physical incapacity. This definition includes any gender of victim or perpetrator. This definition of Rape now includes "Sodomy" and "Sexual Assault with an Object" definitions.
  - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.
  - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **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 (includes attempts).
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury (includes attempts and whether or not an injury has occurred).
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft (excludes burglary from vehicles). An incident must meet three conditions to be classified as a burglary: (1) there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry - no force are counted; (2) the unlawful entry must occur within a structure (four walls, a roof and a door); and (3) the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is "Larceny" (which is not a Clery reportable crime).
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. This applies to automobiles, trucks/buses, motorcycles, motorized carts, and other vehicles (include all joy-riding incidents and attempts).
- **Arson:** Any 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 (includes attempts). Only fires that have been determined through an official arson investigation to have been willfully or maliciously set are counted as arson.
- **Hate Crime:** A hate crime is a criminal offense committed against a person or property (any Part 1 Crime and additional crime below) which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, disability based upon the perception that the person or group has one or more of those characteristics. Hate Crimes must be collected and reported according to the category of bias for all Clery Part 1 Crimes as well as Additional Crimes noted below. Hate crimes are not reported for Arrests/Disciplinary Referrals for Liquor, Drug, and Weapon law violations nor Dating Violence, Domestic Violence and Stalking:

A. **Clery Part 1 Crimes:** Murder, Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and

Arson

B. **Additional Crimes** that only apply to Clery statistics IF there is a finding of a hate crime bias:

- a. Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples include pocket picking, purse snatching, shoplifting, theft from building, and theft from motor vehicles.
- b. 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.
- c. 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.
- d. 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.

**OTHER CLERY REPORTABLE CRIMES – VAWA CRIMES**

- **Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by (a) a current or former spouse or intimate partner of the victim, (b) by a person with whom the victim shares a child in common, (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (e) 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 in which the crime of violence occurred.
- **Dating violence:** The term “dating violence” means violence committed by a person (acts that are considered "Domestic Violence" are excluded here):
  - 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 and on the reporting party’s statement:
    - The length of the relationship.
    - The type of relationship.
    - The frequency of interaction between the persons involved in the relationship.
- **Stalking:** The term “stalking” means engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to:
  - A. Fear for the person's safety or the safety of others; or
  - B. suffer substantial emotional distress.

**ARRESTS AND DISCIPLINARY REFERRALS**

- **Drug/Narcotic Violations:** The unlawful possession, sale, use, transportation, growing, cultivation, manufacturing, making, distribution, purchase, importation of any controlled drug or narcotic substance. Also, violations of laws prohibiting use of the equipment or devices utilized in their preparation and/or use.
- **Alcohol Violations:** The unlawful possession, sale, transportation, manufacturing, purchase, use of alcoholic beverages as well as furnishing alcohol to a minor (under 21 years), maintaining unlawful drinking places, bootlegging and operating a still, using a vehicle for illegal transportation of liquor, and attempts to commit any of the above.
- **Weapon Violations:** The unlawful possession or control of any firearm, deadly weapon, (including nunchakus or billy club) illegal knife or explosive device while on the property of the University of California, Irvine except as required in the lawful course of business or as authorized by the UCI Chief of Police. Additionally, the unlawful manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.