

**JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS ACT**

Instructions and Incident Report Form

General Instructions

1. Pages 5 and 6 of this form (CSA Disclosure Form) are to be immediately completed, signed, scanned and emailed to clerycompliance@american.edu for any Clery reportable incident reported to your office (see definitions below). One form should be used per incident. You may also send the form to the Assistant Vice President of University Police and Emergency Management at the American University Police Department located at 3501 Nebraska Avenue NW, Don Myers Building Suite T-18 Washington DC 20016.
2. Do not complete this form if the incident has previously been reported to the American University Police Department (AUPD).
3. Questions may be directed to 202-885-6820 or 202-885-6814.

Additional Special Instructions to the Student Conduct & Conflict Resolution Services Office and Human Resources (HR):

Please fill out Section 9 of the CSA Disclosure Form (whether or not previously reported to AUPD) for any of the following types of incidents that result in a referral for disciplinary action and or arrest:

- (1) Liquor Law Violations**
- (2) Drug Abuse Violations**
- (3) Illegal Weapons Violations**

Location Classifications

The following location classifications should be used when completing Section 5 (Additional Information)

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area previously identified earlier in this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)

Dormitory or Residential Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on campus student housing facility.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

Non Campus Property: Property owned or controlled by American University or a student organization registered with American University off campus. **This includes:**

1. Property (to include individual rooms and hotel rooms, *etc*) leased or rented by the University and is frequented by students;
2. Property controlled by the University during short-stay "away" trips involving students and in support of the University's educational purposes (including research trips, study programs, and/or athletic events where the arrangements are made by the University and the space is controlled by the University).

Incident Classifications & Definitions

The following incident classifications should be used when completing Section 1 (Type of Incident)

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence

Sex Offenses: Included in these definition are attempted Sexual Assaults.

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. This offense includes the rape of both males and females. Include the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent.

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.

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

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 that could cause serious personal injury is used. Also count attacks using poison (including date rape drugs), assault with disease (offender is aware he/she is infected with a deadly disease and deliberately attempts to inflict it by biting, spitting, etc.), assaults with personal weapons such as hands, arms, feet, fists and teeth that result in serious or aggravated injury.

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.

Burglary: The unlawful entry of a structure to commit any other crime including but not limited to a theft. The **unlawful entry must occur within a structure**, which is defined as having four walls, a roof, and a door. This includes offices, dormitories, buildings, closets. This does not include motor vehicles, lockers, or phone booths.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle (does not include bicycles).

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, personal property of another, etc.

Dating Violence: The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship, the type of relationship and 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 or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is co-habituating with or has co-habitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, 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. **This includes roommates in residential halls or apartments within the District of Columbia.**

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) Fear for the person's safety or the safety of others; or (2) Suffer substantial emotional distress.

Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

The following incident classifications should be used when completing Section 1 (Type of Incident)

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Larceny-Theft (Counted for Hate Crimes Only): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Includes: Thefts of bicycles or automobile accessories, shoplifting, pocket-picking, stealing of any property without force or fraud, attempted thefts)

Simple Assault (Counted for Hate Crimes Only): The 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 (Counted for Hate Crimes Only): 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. This includes cyber intimidation.

Destruction/Damage/Vandalism of Property (Counted for Hate Crimes Only): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. This includes cutting into tires, drawing obscene pictures, smashing windows, destroying school records, defacing library books, etc.)

Eight Countable Categories of Bias Reportable Under Clery

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 or African Americans, whites.

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 group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., 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. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

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 a 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 people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

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

From the Department of Education Handbook for Campus Safety and Security Reporting (2016) –*Before an incident can be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender’s actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:*

- 1. The offender and the victim were of a different race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity. For example, the victim was African American and the offender was white.**
- 2. Bias-related oral comments, written statements or gestures were made by the offender, that indicate the offender’s bias. For example, the offender shouted a racial epithet at the victim.**
- 3. Bias-related drawings, markings, symbols or graffiti were left at the crime scene. For example, a swastika was painted on the door of a synagogue, anti-Islamic statements on the wall of a mosque, or anti-gay graffiti on the door of an LGBTQ center.**
- 4. Certain objects, items or things which indicate bias were used. For example, the offenders taped a photo of a burning cross to the door of an African American student’s dorm room.**
- 5. The victim is a member of a racial, religious, disability, sexual orientation, ethnicity, national origin, gender or gender identity group that is overwhelmingly outnumbered by other residents in the student housing facility where the victim lives and the incident took place. This factor loses significance with the passage of time (i.e., it is most significant when the victim first moved into the facility, and becomes less and less significant as time passes without incident).**
- 6. Several incidents occurred in the same location at or about the same time, and the victims were all of the same race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity.**
- 7. A substantial portion of the campus community where the crime occurred perceived that the incident was motivated by bias.**
- 8. The victim was engaged in activities related to his or her race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity. For example, the victim was a member of the National Association for the Advancement of Colored People (NAACP) or participated in an LGBTQ Pride celebration.**
- 9. The incident coincided with a holiday or a date of particular significance relating to a race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity, e.g., Martin Luther King Day, Rosh Hashanah or the Transgender Day of Remembrance**
- 10. The offender was previously involved in a similar Hate Crime or is a hate group member.**
- 11. There were indications that a hate group was involved. For example, a hate group claimed responsibility for the crime or was active on the campus.**
- 12. A historically established animosity existed between the victim’s and the offender’s groups**
- 13. The victim, although not a member of the targeted racial, religious, disability, sexual-orientation, ethnic, national origin, gender or gender identity group, was a member of an advocacy group supporting the precepts of the victim group.**

There should always be an intended victim to whom an offender displays bias. A victim can be an organization, person, physical location (i.e. Kay Spiritual Center).

Campus Security Authority (CSA) Disclosure Form

1.	Type of Incident (Check all that Apply) – See Definitions section on attached sheet)				
<input type="checkbox"/>	Unknown/Other	<input type="checkbox"/>	Robbery	Hate/Bias Crimes (Check appropriate Clery crime (to left) Or Hate/Crime specific offense (below) and complete Section 7	
<input type="checkbox"/>	Murder & Non-Negligent	<input type="checkbox"/>	Aggravated Assault		
<input type="checkbox"/>	Manslaughter	<input type="checkbox"/>	Burglary		
<input type="checkbox"/>	Manslaughter by Negligence	<input type="checkbox"/>	Motor Vehicle Theft		
Sex Offense – Forcible			Arson	<input type="checkbox"/>	Larceny-Theft (Hate Crime Only)
<input type="checkbox"/>	Rape	<input type="checkbox"/>	Fondling	<input type="checkbox"/>	Simple Assault (Hate Crime Only)
<input type="checkbox"/>	Not Specified		Dating Violence	<input type="checkbox"/>	Intimidation (Hate Crime Only)
Sex Offense – Non-Forcible			Domestic Violence	<input type="checkbox"/>	Destruction/Damage/Vandalism of Property (Hate Crime Only)
<input type="checkbox"/>	Statutory Rape	<input type="checkbox"/>	Incest	<input type="checkbox"/>	

2.	This Incident				
When Was it Reported?					
Month:	Day:	Year:	Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
				<input type="checkbox"/>	Unknown
When Did It Occur?					
Month:	Day:	Year:	Time	<input type="checkbox"/> AM	<input type="checkbox"/> PM
				<input type="checkbox"/>	Unknown

3.	Relationship to the University				
a.	Did the incident occur in a building or on property owned, controlled or leased by the University?	<input type="checkbox"/>	Yes (specify)	<input type="checkbox"/>	No
		<input type="checkbox"/>		<input type="checkbox"/>	Unknown
b.	Did the incident occur in a building or on property owned, controlled or leased by a recognized student organization	<input type="checkbox"/>	Yes (specify)	<input type="checkbox"/>	No
		<input type="checkbox"/>		<input type="checkbox"/>	Unknown
c.	Did the incident occur at a University sponsored event?	<input type="checkbox"/>	Yes (specify)	<input type="checkbox"/>	No
		<input type="checkbox"/>		<input type="checkbox"/>	Unknown

4.	Incident Location (Please Print the Name and Address or Location Where Incident Occurred)				

5.	Additional Information (Check all that apply and identify to the extent possible – see location definitions on attached sheet)			
<input type="checkbox"/> On Campus Property	<input type="checkbox"/> Dormitory or Residential Facility	<input type="checkbox"/> Indoors	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Street
<input type="checkbox"/> Non Campus Property	<input type="checkbox"/> Non-Residential Facility/Building	<input type="checkbox"/> Outdoors	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Field
<input type="checkbox"/> Public Property	<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown	<input type="checkbox"/> Other (Specify Below)	
<input type="checkbox"/> Unknown				

6.	Brief Narrative Description of the Incident

7.	Hate Crime Information (for above incident – with or without injury)
<p>1. If the victim was intentionally selected because of their actual or perceived Race, Gender, Religion, Sexual Orientation, Ethnicity, National Origin, Gender Identity or Disability of the victim, please indicate the category of prejudice (check all boxes that apply).</p> <p>2. Check the 'Not a Hate Crime' box if the victim was not selected based on any of these categories.</p>	
<input type="checkbox"/> Not a Hate Crime	<input type="checkbox"/> Racial <input type="checkbox"/> Religious <input type="checkbox"/> Ethnicity <input type="checkbox"/> Gender Identity <input type="checkbox"/> Gender <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Disability <input type="checkbox"/> National Origin <input type="checkbox"/> Involved Bodily Injury

8.	Completed and Submitted By:		
Printed Name:	Signature:	Date:	
Department:	Telephone:	Email:	

9. Incidents Involving Referrals for Disciplinary Action and or Arrests:		
Arrest	Referral for Disciplinary Action	
Liquor Law Violation	Drug Law Violation	Illegal Weapon Violation