

Stanford University
Clery and CA Ed Code 67380-67383 Incident Report Form

Introduction:

This form is intended to help a CSA gather information for reporting in compliance with the Clery Act and the California Education Code Sections 67380-83. **Call 9-1-1 immediately if you are concerned for the immediate safety of the any of the involved parties or other members of the community.** This form may be used to assist in gathering information to report to law enforcement in compliance with 67380 Cal Ed Code, where applicable. Sending this form to the Clery Office does not constitute notification to law enforcement. Notification needs to be done by phone directly to law enforcement.

You may send this completed form to the Clery Office by using the SECURE email address below:

SECURE-CleryCSA@lists.stanford.edu

Guidance about Identifying Individuals:

CSAs, please do not identify a victim or suspect by name on this form.

- Clery - Reporting does not require the name of either the victim or the suspect.
- California Ed. Code 67380-67383 - Reporting to the Clery Office does not require the name of the victim or the suspect.
- California Ed. Code 67380-67383 – CSAs must report violent crimes, sexual assaults, and hate crimes to law enforcement immediately or as soon as practicably possible. A victim must be advised of the opportunity to remain anonymous prior to notifying to law enforcement. If a victim chooses to remain anonymous, do NOT share the name of the victim OR the suspect with law enforcement. (Consult with the Office of the General Counsel before notifying law enforcement in countries outside the U.S.)

It is important for a CSA to ask a victim of a violent crime, sexual assault or a hate crime (or an attempt to commit one of these crimes) if the person wants to report the incident to law enforcement for purposes of having the incident investigated. If a victim (or witness) does want to report to law enforcement, offer to assist in notifying the law enforcement agency where the crime occurred. The Stanford Department of Public Safety (DPS) can assist with the notification process. Stanford DPS can be reached at the non-emergency number: 650-329-2413. Ask for a supervisor to contact you.

NOTE: If the incident being reported to a CSA is a sexual assault or any conduct that qualifies as prohibited conduct as defined in Stanford Administrative Guide 1.7.3, the CSA SHALL ALSO CONTACT THE TITLE IX OFFICE. The TITLE IX OFFICE'S number is **650-497-4955**. This is **not** a 24/7 hotline. After hours, the CSA will need to leave a message. The message will be answered the next business day.

FOR DPS Personnel - If a **Timely Warning** or **Immediate Notification** is needed, contact the on-duty AlertSU officer and relay the information.

****When completing this form,** please complete the noted areas to the best of your ability with as much detail as possible without identifying the victim (unless the victim consented to being identified).

For use by the Clery Office:

Ref #: _____

Public Log Number: _____

Today's Date: _____

Name of CSA: _____

CSA Title / Office: _____

CSA's Contact Info: *Phone:* _____ *Email:* _____

Date of Incident/Crime: _____ Time of Incident/Crime: _____

Date Reported to CSA: _____ Time Reported to CSA: _____

Type of Incident / Crime: _____

Crime definitions can be found in the Annual Safety Report: <https://police.stanford.edu/security-report.html>

Clery Crimes

Homicide	Sex Offenses: Rape, oral copulation	Alcohol law violation
Aggravated Assault	penetration with a foreign object,	Drug law violation
Burglary	sodomy	Weapons violation
Motor Vehicle Theft	Statutory Rape	Hate crimes
Arson	Incest	Any attempt to commit one of the
Robbery	Fondling	Clery crimes

Clery – VAWA (Violence Against Women) Crimes

Stalking	Domestic Violence & Dating Violence	Any attempt to commit one of the VAWA crimes
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CA Ed Code Crimes & Incidents

All Clery crimes
Any crime involving violence that results in significant injury
Non-criminal act of hate violence (act of intolerance)
Theft

Ask and document the response to the following:

Does the victim want to be identified to law enforcement? Yes No

Does the victim want the matter to be investigated by law enforcement? Yes No

IF **YES** to either question: **CONTACT LAW ENFORCEMENT** and provide the relevant information, including the name of the victim.

Description of Incident (What happened? Use back of page if more space is needed):

Location of Incident

Identify building name/street address, and be as specific as possible, including the room or outdoor area:

The crime/incident occurred: (Check one)

- On-campus - not inside student housing
- On-campus - inside student housing
- Off-campus - in university affiliated property (property that is owned, controlled, or affiliated with campus; e.g., leased property, subsidized student housing, off campus athletic facility, etc.)
- Off-campus - public property immediately adjacent to campus (sidewalk, street, opposite sidewalk)
- Off-campus, **NOT** affiliated with Stanford University and **NOT** adjacent to campus
- At an unknown location (CSA or victim or reporting party does not know where the crime occurred)
- Victim* declined to give information about location

Other Location: _____

Sex Offenses

Type of crime/incident occurred: (Check all that apply)

- Rape (unlawful vaginal penetration with a penis)
- Sodomy (unlawful anal penetration with a penis)
- Foreign object penetration (unlawful penetration of the vagina or anus with an object, including fingers)
- Oral copulation (unlawful contact between mouth and genitals or anus)
- Fondling (unlawful touching of breasts, buttocks or genitals)
- Statutory Rape (sex between someone under the age of 18 and someone over the age of 18)
- Incest (sexual activity between degrees of consanguinity within which marriages are declared by law to be incestuous and void)

Was the crime committed forcibly and / or against the victim's will? **Yes / No** (circle one)

Was the victim incapable of giving consent because of temporary or permanent mental or physical incapacity (such as being under the influence of drugs and/or alcohol and this was known or should have been known to the assailant)?

Yes / No / Unknown (circle one)

Was the victim incapable of giving consent because the victim is below the age of consent?

Yes / No / Unknown (circle one)

Is there evidence that the assault was facilitated by the intentional administration of drugs or alcohol by the assailant or another person and this was known to the assailant?

Yes / No / Unknown (circle one)

If **YES**, please explain.

Hate Crimes

Is there is evidence that this incident was motivated by hate or bias? **Yes / No** (circle one)

If **YES**, identify the potential category of prejudice [check all that apply]:

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

If **YES**, provide a brief summary of evidence supporting a hate motivation: (Statements made or written regarding real or perceived status in a protected class. Use other side, if needed)

Circle appropriate one:

Victim Affiliation to Stanford: Student Faculty Staff Visitor Other _____

Suspect Affiliation to Stanford: Student Faculty Staff Visitor Other _____

Has this incident been reported to any other office or person? If so, to whom and when:

For Clery Office Only

Timely Warning / Immediate Notification Sent (circle one): YES NO By Whom: _____

If NO, explanation:

Public Log Entry (circle one): YES NO By Whom: _____

If NO, explanation:
