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.**

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.

You may send this completed form to the Clery Office by using the SECURE email address below (be sure to include "Secure:" in the subject line of your email):

SECURE-CleryCSA@lists.stanford.edu

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).

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**

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
<td>Sex Offenses: Rape, oral copulation penetration with a foreign object, sodomy</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
<td>Statutory Rape</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>Incest</td>
</tr>
<tr>
<td>Arson</td>
<td>Fondling</td>
</tr>
<tr>
<td>Robbery</td>
<td></td>
</tr>
</tbody>
</table>

**Clery – VAWA (Violence Against Women) Crimes**

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stalking</td>
<td>Domestic Violence &amp; Dating Violence</td>
</tr>
</tbody>
</table>

**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 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:
_____________________________________________________________________________________
_____________________________________________________________________________________