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

**Clery – VAWA (Violence Against Women) Crimes**
Stalking
Domestic Violence & Dating Violence
Any attempt to commit one of the VAWA crimes

**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

For use by the Clery Office:
Ref #: __________________________
Public Log Number: __________________________

**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).**
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:

_____________________________________________________________________________________
_____________________________________________________________________________________