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**CSA Crime Reporting Form**

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**Campus Security Authority Crime Reporting Form**

This form is for use by Campus Security Authorities to make reports directly to the Roane State Police Department and Public Safety. If you are aware of any crimes that have occurred, it is important that you fill out the form below as completely, promptly, and accurately as you can. If you had a crime(s) reported to you or that you are aware of, please fill out the form below for each crime. Please only use one form per crime report. If you need to report multiple crimes, use separate forms for each crime report.

When filling out the form, provide a brief description of the incident and exact location of where it occurred so that it can appropriately classified in accordance with the crime definitions published by the Federal Bureau of Investigations Uniform Crime Reporting Program.

In addition, if a serious crime that may cause an ongoing threat to the Roane State Community College is reported to anyone who is defined as a Campus Security Authority, that individual should not wait until the end of the year to report that incident to the Roane State Police Department. The institution has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and as such, Campus Security Authorities are obligated by law to report crimes immediately to the Roane State Police Department. If there is any question about whether an ongoing threat exists, immediately contact the Roane State Police Department by calling (865) 882-4500.

\*\*\*For Annual Clery Reporting Only: If you had no crimes reported to you in 2015, please provide your full name and contact information and click the check box indicating that you have **no** new crimes to report. If you do not have crimes to report for 2016, you do not need to take any further steps and can submit the form to the Roane State Police Department.

* Campus Security Authority Name \* Required

First Last

* Campus Security Authority Phone Number \* Required



* Campus Security Authority Email Address \* Required



* For Annual Clery Reporting Only\*
	+ I have no new crimes to report
* Date the incident was reported to you - must be mm/dd/yyyy format





* Date the incident occurred (approx.) - must be mm/dd/yyyy format



* Time the incident occurred

*:* HH

MM



* Please write a description of the crime



* Victim personal identifier



If victim wants to remain anonymous, please do not fill this section out. For tracking purposes and to avoid double counting incidents, please include a victim identifier such as their first, middle and last name, or their initials. This information will not be published in any campus safety alerts or crime statistics.

* Location of Crime



If known, provide specific occurrence location (building name, street address, etc.)

* What best describes the location of the crime?
	+ On-campus
	+ Off-campus, public property immediately adjacent to campus (sidewalks, streets, etc.)
	+ Off-campus in RSCC owned or controlled space
	+ Off-campus, not affiliated with Roane State Community College and not adjacent to campus
	+ Unknown location

If the crime occurred in multiple places, check all that apply

* If you are reporting a crime of violence or threat of violence, are the victim and the accused in a social relationship of a romantic or intimate nature or have they ever been (i.e. dating, seeing one another)?
	+ Yes
	+ No
* Victim/Suspect relationship
	+ Partner
	+ Ex-Partner
	+ Spouse
	+ Ex-Spouse
	+ Family Member
	+ Other
* Category that best fits the description of the crime.
	+ Murder/Non-Negligent Manslaughter
	+ Manslaughter by Negligence
	+ Rape
	+ Fondling
	+ Incest
	+ Statutory Rape
	+ Robbery
	+ Aggravated Assault
	+ Burglary
	+ Motor Vehicle Theft
	+ Arson
	+ Weapon Law Violation
	+ Drug Law Violation
	+ Liquor Law Violation
	+ Dating Violence
	+ Domestic Violence
	+ Stalking
	+ Other

* Hate Crimes Only
	+ Larceny
	+ Vandalism
	+ Intimidation
	+ Simple Assault

Roane State Community College is also required to report statistics for hate (bias) related crimes by the type of bias as defined above for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, dating violence, domestic violence, and stalking (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

* Is there evidence that this crime was motivated by bias?
	+ Yes
	+ No
* If you answered "Yes" to the above question, identify the potential category of prejudice (check all that apply):
	+ Race
	+ National Origin
	+ Religion
	+ Sexual Orientation
	+ Ethnicity
	+ Disability
	+ Gender
	+ Gender Identity

• Please describe the evidence that this crime was motivated by bias.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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