



Campus-Wide Incident Report Form

The college has an expectation that students and employees will share information they receive about campus crime. This form is intended to convey information needed to track the college's response to campus incidents being reported, as well as to assess the danger the incident represents to the community at large. Annual statistical information will be based on this report, as will the need to make timely warnings to the community, for the protection of those who may be at risk.

Instructions

Fill in all fields that apply. **Report only one incident per form.** Take more space than is given on this form, as necessary, to complete the descriptions. You are to return this form to your supervisor or campus safety within 24 hours of becoming aware of any report.

Your Name _____ Position/Dept. _____

Phone _____ Email _____

Reported to you by (check one) Victim Witness Third-party Anonymous

Date of Report _____ Date of Incident _____ Time of Incident _____

Where did the incident occur? _____

If you wish to avoid specifics, check one of the following

- On-campus Public Property Off-campus Other

Please describe the incident in as much detail as possible

Do you have reason to believe this incident represents a present threat of harm or danger to the victim or other member(s) of the community? Yes No

If yes, why? _____

Was a weapon involved? Yes No Number of assailants/perpetrators _____

If a single assailant/perp, describe

Gender _____ Race _____ Age _____ Height _____ Weight _____

Role of assailant on campus Student Faculty Staff No campus role Unknown

Name of Alleged Assailant(s) _____

Was there any evidence that this incident was motivated by the victim's... (check all that apply)

- Race Ethnicity Age Gender Sexual Orientation Religion

Did the incident involve sexual assault or sexual harassment? Yes No

Other departments or individuals to whom the victim/reporter has reported this incident

Name of reporting victim _____

Names and contact information for relevant witnesses
