

Campus Police Case # _____

MOUNT WACHUSETT COMMUNITY COLLEGE
CAMPUS SECURITY AUTHORITY
CLERY ACT INCIDENT REPORT FORM

This form may be used by Campus Security Authorities (CSA) to report suspected crime and incident data to the Department of Campus Police and Public Safety as required by the Jeanne Clery Act. CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in certain locations. The details of this report will not be made public. Only the number of crimes occurring will be released. **In the event the reported incident represents a serious or continuing threat to the college community, a timely warning may be required. Under those circumstances, contact the campus police officer on duty immediately. The officer on duty will contact the Chief of Police and Public Safety and/or the Executive Vice President or his/her designees. This form should be completed after notifying the Campus Police Department and forwarded immediately to the officer on duty.**

REPORTING INFORMATION

If a reporting person requests anonymity, this request must be honored to the extent permitted by law. Under those circumstances, write "ANONYMOUS" in place of their name below. Further, no information should be included on this form that would personally identify the victim without his/her consent.

Reporting Person's Designation (check): Victim Witness Suspect Other _____

Name of Reporting Person: (print): _____

Contact Information: (Address) _____ (Phone) _____

Relationship to Victim: _____

Date and time incident was reported: _____

Date and time incident occurred: _____

LOCATION OF INCIDENT (Use Street address, building name, room number or other identifying information) (check box)

On Campus: _____

Off Campus - Property Owned/Controlled by College & Frequently Used by Students:

Off Campus - Property Owned/Controlled by a Recognized Student Organization:

Public Property within or immediately adjacent to the campus: _____

DESCRIPTION OF INCIDENT:

REPORTABLE CRIMES (check box(es))

- Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter: The killing of another person through gross negligence.
- Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes attempted sexual assaults.
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual Intercourse with a person who is under the statutory age of consent. The age of consent in Massachusetts is 16 years old.
- Robbery: Taking/attempting to take something from the care, custody or control of a person or persons by force, violence, threat, or by putting victim in fear.
- Aggravated Assault: Unlawful attack upon another for the purpose of inflicting severe or aggravated bodily injury.
- Burglary: Unlawful entry into a structure to commit a felony or theft.
- Motor Vehicle Theft: Theft or attempted theft of a motor vehicle, including "joyriding" (taking by person without lawful access)
- Arson: Willful or malicious burning/attempt to burn with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc. Excludes accidental fires, such as cooking fires. Determination of "accidental" must be made by a designated official (Campus Police Chief or designee).

REPORTABLE HATE CRIMES (check box(es))

- Hate Crime associated with one of the reportable crimes above. If yes, specify crime:

- Hate Crime associated with report of other crime (check box(es) below):
- Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
 - Destruction/Damage/Vandalism of Property: To destroy willfully or maliciously, damage, deface or otherwise injure real or personal property without the consent of the owner or person having custody or control over it.
 - Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words, and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
 - Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.

REPORTABLE VIOLENCE AGAINST WOMEN ACT (VAWA) CRIMES (check box(es)):

- Dating Violence:** Violence committed by a person; (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
- Domestic Violence:** Felony or misdemeanor crime of violence committed (a) By a current or former spouse or intimate partner of the victim; (b) By a person with whom the victim shares a child in common; (c) By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner; (d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; (e) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to; (a) Fear for the person's safety or the safety of others; or (b) Suffer substantial emotional distress.

REPORTABLE ARRESTS OR DISCIPLINARY REFERRALS FOR VIOLATIONS OF LAW (check boxes):

- Weapon Law Violations: possession or use of an **illegal** weapon
- Arrest or Disciplinary Referral
- Liquor Law Violations: Underage possession, transportation or consumption, distribution to minors
- Arrest or Disciplinary Referral

- Drug Law Violations: use, possession or distribution of controlled substances or possession of drug paraphernalia
- Arrest or Disciplinary Referral

RESOLUTION OF INCIDENT/ACTION TAKEN

- Crime reported to law enforcement official? (To whom & when?):

- Crime reported to any other College official? (To whom & when?):

- Timely Warning issued (Date, Time & Manner):

- Other Actions Taken:

SIGNATURE

CSA's Name and title:

Department/Office: _____ Phone: _____

Date Report Received: _____

Date Report Filed with Campus Police: _____

Signature: _____ Date: _____

This form can be delivered electronically or in a sealed envelope to the Campus Police Officer on duty, or to the Chief of Campus Police and Public Safety, Gardner Campus, Haley Building, Room H132. Please, however, contact a duty officer immediately to advise them of the availability of the form. The Officer on duty can contact the Chief or his/her designee 24/7. Contact Campus Police at (978) **630-9111** or **extension 1111 from an inside line.**

