Sonoma State University
Campus Security Authority

CRIME REPORTING FORM

Please forward this completed form to:
SSU Police Services / Sgt. Judy Mefferd / mefferd@sonoma.edu / Fax: (707) 664-2248

As a campus security authority, you must report Clery reportable crimes to SSU Police by first calling the department when you initially receive the information and then completing the attached form and forwarding the information to SSU Police.

The institution has a responsibility to notify the campus community about any crimes which pose an ongoing or continuing threat to the community, and as such, Campus Security Authorities are obligated by the Jeanne Clery Act to report crimes immediately to the SSU Police. Failure to do so can subject Sonoma State University to large fines and penalties up to and including loss of financial aid funding. You should not wait until the end of the year to report these crimes to SSU Police.

Your Name: __________________________  Department: __________________________

Phone: __________________________  Date Submitted: __________________________

SECTION I: CLERY REPORTABLE CRIME REPORT
Complete this section if a Clery reportable crime was reported to you, if more than one Clery reportable crime was reported to you, fill out one of these forms for each crime reported.

Reporting Person: __________________________  Phone Number: __________________________  Victim: ☐ Yes ☐ No

Crime (see definitions below): __________________________  Date Crime Occurred: __________________________

Brief description of the incident: ____________________________________________________________
______________________________________________________________________________________

Location of Incident (building name or address): ______________________________________________

☐ Yes ☐ No
Did the crime occur on University owned, controlled, or leased property?

☐ Yes ☐ No
Did the crime occur outside on a street or sidewalk?

☐ Yes ☐ No
Did the crime occur at a University-sponsored activity or event?

☐ Yes ☐ No

HATE CRIMES:
Sonoma State University is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for Clery reportable crimes. A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on specified characteristics. Although there are many possible categories of bias, under Clery, only the seven categories below are reported.

If a hate (bias) related crime was reported to you, please fill out the crime report information above and then complete the following information about the type of bias involved in the crime.

☐ Race  A pre-formed negative attitude toward a group of persons who possess common physical characteristics (color of skin, eyes and/or hair, facial features) genetically transmitted by decent and heredity, which distinguish them as a distinct division of humankind (e.g., Asian, black, white)

☐ Gender  A pre-formed negative opinion or attitude toward a group of persons because those persons are male or female

☐ Gender Identity  A pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived gender related characteristics

☐ Religion  A pre-formed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, atheists)

☐ Sexual Orientation  A pre-formed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., lesbians, heterosexuals)

☐ National Origin/ Ethnicity  A pre-formed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics)

☐ Disability  A pre-formed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congential or acquired by heredity, accident, injury, advanced age or illness
If no crimes were reported to you during the reporting year (ending December 31), please check the box below, indicate the applicable year, print your name and initial.

<table>
<thead>
<tr>
<th>Reporting Year:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name:</td>
<td>Department:</td>
</tr>
</tbody>
</table>

☐ I affirm that no Clery Reportable Crimes, as described below, were reported to me during the requested calendar year.

Signature: ____________________________ Print Name: ____________________________

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**CRIME DEFINITIONS**

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Negligent Manslaughter:** the killing of another person through gross negligence.

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The taking of a motor vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle. (Includes attempts and joyrides)

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Dating Violence:** Violence committed by a person who is or has been in a romantic or intimate relationship with the victim; whether there was such a relationship will be gauged by its length, type and frequency of interaction

**Domestic Violence:** Includes misdemeanor or felony crimes of violence committed by the victim’s current or former spouse, current or former cohabitant, person with whom the victim shares a child in common, person similarly situated under domestic or family violence law or anyone else protected under domestic or family violence law in the State of California.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress

**Hate Crime Specific Definitions**

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, damage, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control of 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 laceration or loss of consciousness.

**Sex Offenses**

The following sex offense definitions are excerpted from the Summary Reporting Standards (SRS) Edition of the Uniform Crime Reporting Program. Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

**Rape:** 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 definition includes any gender of victim or perpetrator. Sexual penetration means 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, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Incest:** Non-forcible 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.