



**Savannah Technical College
Campus Security Authority Reporting Form**

Date of report:

Name of campus security authority:

Date that incident occurred (mm/dd/yyyy):

If multiple incidents were reported or if the date the incident occurred is unknown, please note below:

Reporting Person Contact Information

Reported By: The Victim <input type="checkbox"/> A Third Party <input type="checkbox"/>	
First Name:	Last Name:
Phone Number:	E-mail Address:
If a third party reported the crime to you, please enter the relationship of the third party to the victim: _____	

Agency Notified

If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.

Agency:

Does the victim want the incident reported to law enforcement? Yes No

Incident Information

Location of incident (<i>building name, street address, office number</i>): _____
Time of incident (<i>if known</i>): _____
Incident description (<i>Please provide specific, detailed information; can attach additional document if necessary.</i>)

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Incident category:	<i>(Please see attached for definitions of offenses.)</i>						
Homicide	<input type="checkbox"/>	Aggravated Assault	<input type="checkbox"/>	Referral for Weapons Law Violation	<input type="checkbox"/>		
Sex Offense: Fondling	<input type="checkbox"/>	Burglary	<input type="checkbox"/>				
Sex Offense: Rape	<input type="checkbox"/>	Motor Vehicle Theft	<input type="checkbox"/>	Hate Crime <i>Please see below for additional information.</i>	<input type="checkbox"/>		
Sex Offense: Statutory Rape	<input type="checkbox"/>	Arson	<input type="checkbox"/>	I am not sure how to classify this incident.	<input type="checkbox"/>		
Sex Offense: Incest	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>				
Robbery	<input type="checkbox"/>	Dating Violence	<input type="checkbox"/>				
Arrest for Liquor Law Violation	<input type="checkbox"/>	Stalking	<input type="checkbox"/>				
Arrest for Drug Law Violation	<input type="checkbox"/>	Referral for Liquor Law Violation	<input type="checkbox"/>				
Arrest for Weapons Law Violation	<input type="checkbox"/>	Referral for Drug Law Violation	<input type="checkbox"/>				
Other Crime Category	<i>If the crime was not listed above, please enter the additional crime category: _____</i>						

Is there any evidence that this crime was motivated by bias? Yes No

If yes, please choose any/all categories of prejudice that apply.

Race Ethnicity Disability Gender Identity
 Gender Religion National Origin Sexual Orientation

If you answered “yes” to the Motivated by Bias question, please provide a brief summary of the evidence supporting a bias motivation:

Once completed, please send this form to:

Benjamin Robinson
brobinson@savannahtech.edu
 912-443-5097

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Location

What best describes the location of the crime? *(If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as to the geography.)*

- On campus, residence hall
- On campus, not in a residence hall
- Public property immediately adjacent to campus
- Non-campus in a University owned leased or controlled space (fraternity, sorority, off-campus classroom)
- Unknown location, other
- I do not know which category this location would fall under.

Please review the information within the form. When complete, submit the form to:

Police Department
Attn: Benjamin Robinson
brobinson@savannahtech.edu
912-443-5097

Once completed, please send this form to:

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Definitions of Clery Act Reportable Crimes

1. **Criminal Homicide:** These offenses are separated into two categories: Murder and Non-negligent manslaughter, and Manslaughter by Negligence.
 - a) **Murder/Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
 - b) **Manslaughter by Negligence:** The killing of another person through gross negligence.

2. **Sexual Assault:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - a) **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.
 - b) **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.
 - c) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

3. **Robbery:** Taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear. Essential elements of a robbery:
 - a) Committed in the presence of a victim.
 - b) Victim is directly confronted by the perpetrator.
 - c) Victim is threatened with force or put in fear that force will be used.
 - d) Involves a theft or Larceny

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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

4. by the use of a weapon or by means likely to produce death or great bodily harm. Include as Aggravated Assaults:
 - a) Assaults or attempts to kill or Murder.
 - b) Poisoning (including the use of date rape drugs).
 - c) Assault with a dangerous or deadly weapon.
 - d) Maiming.
 - e) Mayhem.
 - f) Assault with explosives.
 - g) Assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

5. **Burglary:** Unlawful entry of a structure to commit a felony or a theft. Classify as Burglary:
 - a) Offenses that are classified by local law enforcement agencies as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

 - b) **Forcible Entry:** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind or other devices that leave no outward mark but are used to force a lock. This includes Burglary by concealment inside a building followed by exiting the structure.

Unlawful Entry–No Force: The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or

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unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access, or others whom the tenant allows to have free and regular access to the structure. If an item was taken from an unlocked dorm room and you can establish that neither the tenant nor those friends

a) with free and regular access to the room have taken the item, then unlawful access has occurred. In this context, it is important to note that a “breaking” occurs when a perpetrator crosses the threshold of a boundary that results in a trespass. As such it is possible for a burglar to “break” an open doorway or window. There is no requirement that entry be forced in any way or that damage to a door, window or frame be evident.

b) **Attempted Forcible Entry:** A situation where a forcible entry into a locked structure is attempted but not completed. An attempt to commit the crime of Burglary must be evaluated in context based on all available information. Such incidents must not be classified merely as “suspicious activity” or “vandalism” where the totality of facts indicates that a Burglary was in fact attempted. Possible indicators of an attempted Burglary may include, but are not limited to, damage to a door or window, the presence of Burglary tools, a recurring or similar modus operandi or “signature” that ties an incident to other similar offenses (sometimes referred to as “common plan and scheme”), and/or proximity in time and place to a pattern of other similar crimes.

6. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
Classify as Motor Vehicle Theft:

a) Theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs.

b) All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding in this category. If a vehicle is stolen in conjunction with another offense, classify the crime using the procedures for classifying multiple offenses.

7. **Arson:** Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Classify as arson:

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- a) Only fires determined to have been willfully or maliciously set.
 - b) Attempts to burn.
 - c) Any fire that investigation determines to meet the UCR definition of Arson regardless of the value of any property damage.
 - d) Incidents where an individual willfully or maliciously burns his or her own property.
- 8. Arrest:** Persons processed by arrest, citation, or summons.
- 9. Referred for disciplinary action:** the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction. The disciplinary process at your institution might be called “disciplinary action,” “mediation,” “judicial process” or some other term. The referral may, but doesn’t have to, originate with the police. Regardless of what you call it, if the process involves the following three criteria, it’s a disciplinary action under the *Clergy Act*:
- The official receiving the referral must initiate a disciplinary action,
 - A record of the action must be established, and
 - The action may, but does not have to, result in a sanction.
- Note that a disciplinary action can be initiated in an informal as well as a formal manner. It can include an interview or an initial review of names submitted to an official. So too, sanctions can be formal or informal, punitive or educational. For example, requiring completion of a “Dangers of Alcohol” education seminar in lieu of an arrest for underage alcohol possession must be included as one referral for disciplinary action for a Liquor Law Violation. Documentation of the referral must be maintained for purposes of *Clergy Act* compliance for three years from the latest publication of the annual security report to which they apply.
- 10. Weapons- Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapon offenses that are regulatory in nature.
- 11. Drug Law Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation,

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manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those 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-manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

12. Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages,

not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

13. Hate Crimes: The Clery Act requires institutions to separately report all hate crime statistics on any of the previously mentioned offenses or any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Categories of Prejudice:

- a) **Race-** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- b) **Religion.** *A preformed 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, Protestants, atheists.*
- c) **Sexual Orientation.** *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or*

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emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

- d) Gender.** *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.*
- e) Gender Identity.** *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.*
- f) Ethnicity.** *A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.*
- g) National Origin.** *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.*
- h) Disability.** *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*

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

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- 15. 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.
- 16. Intimidation:** Unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or another conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- 17. Destruction/Damage/Vandalism of property:** willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- 18. Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
- a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b) Dating violence does not include acts covered under the definition of domestic violence.
- 19. Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; 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; or 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.
- 20. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

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- a) **Course of Conduct** – two or more acts, including, but not limited to , acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- b) **Reasonable Person** – a reasonable person under similar circumstances and with similar identities to the victim.
- c) **Substantial Emotional Distress** – significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment and counseling.

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