

San Mateo County Community College District
Public Safety Department



CAMPUS SECURITY AUTHORITY CRIME & INCIDENT REPORT FORM

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

The District 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 Public Safety Department. Failure to do so can subject the District to large fines and penalties up to and including loss of financial aid funding for the District.

Please forward completed forms to Mike Celeste via Email: celestem@smccd.edu; via Fax: (650) 574-6506; or via Campus Mail: College of San Mateo, Building 1, Room 101.

A. CONTACT INFORMATION

Please identify yourself (CSA) and the person reporting to you:

CSA Information:

Last Name:	First Name:
College:	Department:
Email:	Phone #:

Person Reporting Crime *(Leave blank if the person requests confidentiality)*

Last Name:	First Name:
Email:	Phone #:

Was this person a victim of the crime being reported?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
------------	--------------------------	-----------	--------------------------

- Continued on the next page -

**San Mateo County Community College District
Public Safety Department
CAMPUS SECURITY AUTHORITY CRIME & INCIDENT REPORT FORM**

B. INCIDENT DETAILS

Date & Time: _____

Description of Incident: *(attach additional sheets if necessary)*

Location: (Please check all that apply)

On Campus		Public Property immediately adjacent to campus	
Off Campus in District Owned or Controlled Property		Unknown/Other	

Address: _____

C. TYPE OF CRIME

To the best of your knowledge, which crime are you reporting?

Homicide		Sex Offense	
Robbery		Aggravated Assault	
Burglary		Manslaughter	
Motor Vehicle Theft		Arson	
Domestic Violence		Dating Violence	
Stalking		Hate Crime	
Other/Unknown			

**San Mateo County Community College District
Public Safety Department
CAMPUS SECURITY AUTHORITY CRIME & INCIDENT REPORT FORM**

For the following crimes, please indicate how many persons arrested/referred for each category. Please indicate if the same person was arrested/referred for multiple crimes.

Alcohol Arrest/Referred for Disciplinary Action How many? _____

(Do Not Include Drunk in Public incidents)

Drug Arrest/Referred for Disciplinary Action How many? _____

Weapon Arrest /Referred for Disciplinary Action How many? _____

Hate Crimes

Hate Crime information must be reported for each of the following crimes: criminal homicide, sex offenses, robbery, aggravated assault ,simple assault, burglary, larceny theft, motor vehicle theft, vandalism, intimidation and arson and for any other crime involving bodily injury. A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias.

Is there evidence that this crime was motivated by bias or prejudice against the victim?

Yes		No	
-----	--	----	--

If you answered “yes”, select the category(ies) of prejudice which you believe apply:

Race		Religion	
National Origin		Ethnicity	
Disability		Sexual Orientation	
Gender		Gender Identity	

Please describe the specific hate action or speech:

If law enforcement was notified, which agency? _____

Please forward completed forms to Mike Celeste
via Email: celestem@smccd.edu,
via Fax: (650) 574-6506, or
via Campus Mail: College of San Mateo, Building 1, Room 101.