



Clery and Act Crime Reporting Form

Return completed form to ahc.pd@hancockcollege.edu

Clery Act Crime Statistics

The College District has a responsibility to notify the campus community about any crimes that pose an ongoing or continuing threat to the community, and as such, Campus Security Authorities (CSA's) are required by the Jeanne Clery Act to report crimes immediately to the Campus police. Failure to do so can subject the College District 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 the Campus police.

CSA's must report Clery reportable crimes to the Campus police by completing the attached form and forwarding the information to the coordinator. If the crime may require a timely warning, notify the Police at (805) 922-6966 ext. 3649. If notifying police, you may keep identifying information about the involved parties confidential.

Date of Report:		Time of Report:	
Name of Reporting CSA:			
Date of Incident:		Time of Incident:	Unknown ☐

Reporting Person Contact Information

Incident Reported to CSA by:	☐ Victim	☐ Offender/Suspect	☐ Witness	☐ Other 3 rd Party
Reporter Name:				Decline to state/confidential ☐
If 3 rd party reported the crime to the CSA, what is the relationship of the 3 rd party to the victim:				

Agency/Department Notification

To your knowledge, was the incident reported to a law enforcement agency?	☐ Yes	☐ No	☐ Unknown
If yes, name of agency:	☐ AHCPD Police	Other:	
To your knowledge, was the incident reported to the student conduct office?	☐ Yes	☐ No	☐ Unknown
To your knowledge, was the incident reported to Title IX?	☐ Yes	☐ No	☐ Unknown

Incident Information

Associated Report Number: Police Report #		Maxient Report #		Other #	
Incident Description (please provide specific, detailed information, attach additional document if necessary):					



Location Information:

Location of incident (building name, street address, office or room number (room number may be redacted for confidentiality), common name of outdoor common space:

Which best describes the location of the crime?

☐	On-campus	
☐	Public property immediately adjacent to campus	
☐	Non-campus at a District owned, leased, or controlled area	
☐	Other off-campus	
☐	During District related travel	
☐	The location was not reported to me or was unknown by the reporter	
☐	I don't know how to classify the location	

Crime Classifications (Check all that apply):

Clery Act Crime Classification:		Special Hate Crime Classification:	
☐ Homicide	☐ Burglary	☐ Larceny (Petty theft)	
☐ Manslaughter	☐ Motor Vehicle Theft	☐ Simple Assault	
☐ Rape	☐ Arson	☐ Intimidation	
☐ Fondling	☐ Dating Violence	☐ Vandalism/Destruction of Property	
☐ Incest	☐ Domestic Violence		
☐ Statutory Rape	☐ Stalking	☐ Drug Law Violation	
☐ Robbery	☐ Liquor Law Violation	☐ Liquor Law Referral for Discipline	
☐ Aggravated Assault	☐ Weapons Law Violation	☐ Weapons Law Referral for Discipline	
☐ I'm unsure how to classify this crime.		☐ Drug Law Referral for Discipline	

Hate Crimes:

Do you believe or is there any evidence that this crime was motivated by bias?

☐ Yes ☐ No

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

☐ Race	☐ Gender
☐ Ethnicity	☐ Gender Identity
☐ National Origin	☐ Sexual Orientation
☐ Religion	☐ Disability



If you answered "yes," please provide a brief summary of the reason for your belief and/or any evidence to support this claim:

Clery Crime Definitions

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.

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 affirmative consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the affirmative consent of the victim, including instances where the victim is incapable of giving consent because of their age or temporary or permanent mental incapacity

Incest: Sexual intercourse between person 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 (include the ages of all persons in the act)

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.

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.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle (includes theft without malice, including joyriding)

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, etc.

Weapon Law Violations: 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.

Drug Abuse Violations: Violations of state and local laws prohibiting the production, distribution, possession, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substances.

Liquor Law Violations: The violation of state or local laws or ordinance prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence or drunkenness. (note that drunkenness is reportable under Donahoe)

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

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim

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.

What is a CSA?

The term Campus Security Authority, or CSA, "is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution."

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.