

## St. Lawrence University – Crime Reporting Form Sexual Assault, Dating Violence, Domestic Violence and Stalking Report Form

Crime reported to: \_\_\_\_\_ Date: \_\_\_\_\_

			SURVIVOR INFORMATION				ASSAILANT INFORMATION			
General descriptions from the survivor/victim/reporter:	Date	Time (Day/Night)	Male/Female	Student Status (Fr., Sr., etc.)	Student/Non-Student	Res/Non-Res	Stranger or Acquaint	# of Assail. (s)	Student/Non-Student	Res/Non-Res

Was the crime reported as a hate crime:  Yes  No

If “Yes” identify the category of prejudice:

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Age                          | <input type="checkbox"/> Disability                | <input type="checkbox"/> Gender Identity or Expression | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Marital or Familial Status   | <input type="checkbox"/> National or Ethnic Origin | <input type="checkbox"/> Race                          |  |
| <input type="checkbox"/> Religion                     | <input type="checkbox"/> Sex                       | <input type="checkbox"/> Sexual Orientation            | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Other (Please specify below: |  |  |  |

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Location of Incident:	
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Did the incident occur on St. Lawrence University owned or controlled property?

- Yes  No  Unknown

Was the location:

- |                                      |                              |                             |
|--------------------------------------|------------------------------|-----------------------------|
| 1) on campus in residence halls?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) on campus property or grounds?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) non-campus buildings or property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) public property?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Did the incident occur at a University-sponsored activity/event?  Yes  No  Unknown

## Attachment A Instructions

1. This form is intended for use in cases of rape and/or sexual assault or attempted rape and/or sexual assault.
2. Do not complete this form in presence of the assault survivor.
3. Do not include the survivor's name or other identifying information (e.g. student identification number, address, phone no.) on this form.
4. Record as much requested data as possible based on information volunteered or discussed. Do not pry for information; just list the information obtained in the conversation.
5. Complete this form even if the survivor indicates that he or she has spoken with another person on campus and even if you will be referring the survivor to another department.
6. **Completed forms should be forwarded to:** Patrick W. Gagnon, AVP of Safety & Security

### Definitions for Classification Purposes:

Check the correct classification of the incident you are reporting in the box in the left margin.

**Sexual Assault** – An offense that meets the definitions of rape, fondling, incest or statutory rape as used in the FBI UCR program.

**Sex Offenses** - 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.

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 capacity.

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.

### Violence Against Women Act Offenses -

E. **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.

F. **Domestic Violence**

- 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; 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.

G. **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.

From:

Area of Responsibility:

Department/Division/Club/Organization

Date:

**Please forward this form to:** Patrick W. Gagnon  
AVP of Safety & Security  
St. Lawrence University

## St. Lawrence University Crime Report Form

Reporting Person: _____	Phone Number: _____
Classification (see definitions below): _____	Date Incident Occurred: _____
Location of Incident (building name or address): _____	
Brief Description of the Incident: _____	
<p>Check the appropriate answer to the following questions:</p> <p>Did the crime occur in a building or on the street? _____</p> <p>Did the crime occur on St. Lawrence University owned, controlled, or leased property? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Was the location:</p> <p style="padding-left: 40px;">1. on campus in residence halls? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="padding-left: 40px;">2. on campus property or grounds? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="padding-left: 40px;">3. non-campus building? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="padding-left: 40px;">4. public property? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Did the crime occur at a University sponsored activity or event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

### Crime Definitions for Classification Purposes:

**Aggravated Assault** - Aggravated Assault is 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.

**Arson** - Arson is any 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.

**Burglary** - Burglary is the unlawful entry of a structure to commit a felony or a theft.

**Dating Violence** – Is defined as 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.

**Domestic Violence** – Is defined as 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; 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.

**Criminal Homicide - Manslaughter by Negligence** - The killing of another person through gross negligence.

**Criminal Homicide - Murder and Nonnegligent Manslaughter** - The willful (nonnegligent) killing of one human being by another.

**Hate Crime** - A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**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, whites).

**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.

**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.

**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).

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

**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.

**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.

**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.

**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.

**Larceny/Theft-** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle or any self-propelled vehicle, 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 wheel chairs.

**Robbery** - The taking or attempting to take anything of value from 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.

**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.

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

**Vandalism of Property Destruction/Damage** - To 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.

**The definitions for campus, non-campus building or property and public property are excerpted from the Handbook for Campus Safety and Security Reporting 2017 Edition.**

**On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On Campus Student Housing Facility:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Non-campus building or property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Please forward this completed form to:** Patrick W. Gagnon  
AVP of Safety & Security

From:
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Area of Responsibility:
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Department/Division/Club/Organization

Date:
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**St. Lawrence University  
Disciplinary Actions  
For Drugs, Alcohol, Weapons**

Disciplined Person: _____	
Classification (Drugs, Alcohol, Weapons): _____ Date Incident Occurred: _____	
Location of Incident (building name or address): _____	
Brief Description of the Incident: _____	
Check the appropriate answer to the following questions:	
Did the crime occur in a building or on the street? _____	
Did the crime occur on St. Lawrence University owned, controlled, or leased property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, was the location:	1. on campus in residence halls? <input type="checkbox"/> Yes <input type="checkbox"/> No
	2. on campus property or grounds? <input type="checkbox"/> Yes <input type="checkbox"/> No
	3. non-campus building? <input type="checkbox"/> Yes <input type="checkbox"/> No
	4. public property? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did the crime occur at a University sponsored activity or event? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Definitions for Classification Purposes:**

**Weapon Law Violations** - Are defined as 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 weapons offenses that are regulatory in nature.

**Drug Abuse Violations** - Are defined as 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, 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.

**Liquor Law Violations** - Are defined as 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.

**Please forward this completed form to:** Patrick W. Gagnon, AVP of Safety & Security

From: \_\_\_\_\_

Area of Responsibility: \_\_\_\_\_

Department/Division/Club/Organization

Date: \_\_\_\_\_