



CAMPUS SECURITY AUTHORITY INCIDENT REPORT FORM

IMPORTANT NOTICE REGARDING SEXUAL HARASSMENT, SEXUAL ASSAULT, INTIMATE PARTNER VIOLENCE AND STALKING

Do NOT use this form to report sexual harassment, sexual assault, intimate partner violence or stalking.

If a sexual harassment, sexual assault, intimate partner violence or stalking is to be reported to you, you **must** report the incident to your supervisor or to the Office of Human Resources to file the situation . The University is **required** to investigate allegations of sexual misconduct to the best of its ability.

For more information regarding reporting obligations for sexual harassment, sexual assault, intimate partner violence and stalking, contact the [Title IX Coordinator](#), 914-323-7127 .

Form Instructions:

- If the victim or reporting party is reporting any other type of crime besides a sexual harassment, sexual assault, intimate partner violence or stalking, the victim or reporting party may remain anonymous if s/he chooses to do so.
- Please report the incident in a timely manner. The information you provide is important for documentation of the crime as well as duplicate report comparison and may be evaluated for a campus crime alert.
- Please complete all information on the form based on the information you possess. REQUIRED FIELDS ARE OUTLINED IN RED.

Reporting criteria:

1. Report any crime that you observe, become aware of, or is reported to you by a victim, perpetrator, witness or third party.
2. Third party reports of crimes are Clery-reportable, if you believe the information is provided in good faith (not rumor or hearsay).
3. No UO affiliation of the victim or reporting party is necessary for the crime to be reported to you and counted as a Clery statistic.
4. If you are unsure how to classify a crime, or if a crime occurred, please be sure to provide specific incident details and the Clery Coordinator will use these details to evaluate and appropriately classify the crime.
5. Attempted crimes are Clery-reportable.
6. Report all incidents motivated by bias, regardless of the type of crime that occurred.
7. The victim or reporting party is not required to contact law enforcement and no investigation of the crime is required.

Important Information:

- The location of the crime and type of crime are the two factors which determine if the incident can be counted as a Clery statistic.
- Encourage the victim or reporting party to report the incident to Manhattanville Campus Safety, **914 323 5244**.
- Suggest that the victim or reporting party contact the Office of the Dean of Students for resources, 914 323 3134

Date Incident Reported to CSA:

CSA Name:

Phone Number:

E-mail:

Date of Occurrence (as close as possible):

Time of Occurrence:

Was the crime reported to you by the victim or a third party? (Leave blank if victim or reporting party is requesting anonymity).

Victim

Third Party (If third party, list relationship):

Reporting Party or Victim First and Last Name:

Phone Number:

E-mail:

What best describes the location of the crime?

- On campus, residence hall
- On campus, not in a residence hall
- Off campus, public property immediately adjacent to campus
- Off campus, University leased or controlled space
- Off campus, fraternity or sorority
- Off campus University Sponsored event, activity or trip
- Off campus, not affiliated with and not adjacent to campus
- Unknown location

If known, provide the specific location (building name, street address, office number, etc.):

Incident description - Provide specific information related to the reported incident:

Select the category that best fits the description of the crime you are reporting (unable to determine the crime, describe the incident in detail (above)).

- Murder, non-negligent manslaughter, and negligent manslaughter (including vehicular manslaughter)
- Robbery: Taking or attempted taking of property from a person by force or threat of force, or by putting the victim in fear of harm, by words, actions, or by use or mention of a weapon
- Aggravated Assault: An assault that involves significant injuries, an object or weapon was used in the attack, attempt to seriously injure someone with an object or a weapon, threatening to physically harm someone with an object or a weapon while wielding that object or weapon, more than one attacker, a date rape drug was given to a person, attempting to kill someone
- Burglary: Break-in and theft or intent to commit a felony from a structure (dorm room, hotel room, locked office, locked classroom, or closed building)
- Vehicle Theft: Stolen car, motorcycle, pick up, etc.
- Arson: Any fire or attempted burning of something that is willfully or maliciously set
- Liquor Law Violation: Under age possession or consumption, furnishing liquor to minor
 - Arrest
 - Student Referral
- Drug Law Violation: Possession or distribution of a controlled substance
 - Arrest
 - Student Referral
- Weapon Law Violation: Unlawful use of weapon, carry concealed weapon, possess restricted weapon
 - Arrest
 - Student Referral

To your knowledge, was the incident reported to: MCS HPD Student Conduct, Title IX or Dean of Students Other:

Is there evidence that the crime was motivated by the perpetrator's bias? Yes No

Description of the crime motivated by bias:

Please identify the bias:

- Race (actual or perceived)
- Sexual Orientation
- Gender
- Gender Identity
- Religion
- National Origin
- Ethnicity
- Disability

Provide a brief summary of the evidence supporting bias motivation: