



## Campus Security Authority Reporting Form

The CSA Report Form is to be used by Campus Security Authorities (CSAs) or individuals who believe they may be a Campus Security Authority, to report Clery Act Crimes. CSAs are responsible for reporting allegations of Clery Act Crimes that are reported to them in their capacity as a CSA. CSAs are not responsible for determining whether a crime took place. Whether or not you know you are a CSA please use this form.

In an emergency, call 911.

**In most cases it is possible for a CSA to fulfill his or her responsibility while still maintaining victim confidentiality.** You can effectively complete this form without disclosing personally identifiable information about the victim.

This CSA report **does not** automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue that course of action. If the victim would like to pursue disciplinary action direct them to the Dean of Student Affairs, Wade Gordon at 218-733-7656 or [wade.gordon@lsc.edu](mailto:wade.gordon@lsc.edu).

Fill out as much information and detail as possible when using this form. If you do not know the information leave it blank. It is not your duty to investigate the incident, but rather it is your duty to report the incident. Please use extra pages as needed to properly fill out the report.

To ensure proper Clery Act classification of the incident being reported, the contact information of the person filling out this form is being requested. Contact will be limited and only initiated if deemed necessary. If you need assistance in filling out this form please contact the Safety and Security Officer, Tammy Wilman at 218-733-6906 or [tammy.wilman@lsc.edu](mailto:tammy.wilman@lsc.edu).

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**INTRODUCTION**

Campus Security Authorities are federally mandated crime reporters. CSAs shall report, in a timely manner, any Clery Act crimes that they are made aware of to LSC Security by using this form. It is important for CSAs to document sufficient details of the incident to allow for proper classification of the crime(s).

\* Denotes the information is required.

CSA full name:	
CSA Position/Title:	
CSA phone number:	
CSA email address:	
Date incident was reported to CSA: (DD/MM/YYYY)	
*Date of incident: (DD/MM/YYYY)	
Time of incident: (00:00 AM/PM)	
*General location of incident: (building, area, etc.)	
Specific location:	

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**INVOLVED PARTIES**

**Anonymity**– If a crime reporting party requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Name	
Gender of person	
Persons role (select one)	<input type="checkbox"/> Victim <input type="checkbox"/> Reporting Party (this is not the person filling out the form) <input type="checkbox"/> Respondent (suspect)

	<input type="checkbox"/> Witness <input type="checkbox"/> Other (please explain)
Date of Birth	
Phone number	
Email address	
Student ID #, Driver license #, Passport #, other ID #	

Check the box if you added another involved party. You can add as many involved parties as needed.

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**REPORTED CRIME**

Are you aware if this incident was already reported to a Law Enforcement agency or LSC Security OR if the reporting party was planning to make a report with Law Enforcement or LSC Security? If so, please list the individual or agency the report was or is being made to. If not, leave blank.

**Crime Reporting** – It is the policy of Lake Superior College to ensure that the victims of crimes are aware of their right to report criminal acts to the Duluth Police Department at 218-730-5400. CSAs should ask the reporting party if they would like to report the crime to Duluth Police. If the reporting party would like law enforcement contacted the CSA should assist the victim in the request.

**Sexual Incidents**– CSAs reporting a student or employee reported incidence of sexual violence are encouraged to provide campus/community resources as by directing them to Roxanne Frederick, Health Services Coordinator at 218-733-1092 and/or make a report through CampusEye on the LSC Safety Security website.

Check the box that best indicates the crime you are reporting. As needed, review the Clery Act Crimes located on the LSC Safety and Security website for crime definitions. You can select multiple crimes.

This section is required to fill out.

<input type="checkbox"/> Criminal Homicide: Murder and Non-Negligent Manslaughter	<input type="checkbox"/> Burglary
<input type="checkbox"/> Manslaughter by Negligence	<input type="checkbox"/> Motor Vehicle Theft
<input type="checkbox"/> Sexual Assault	<input type="checkbox"/> Arson
<input type="checkbox"/> Rape	<input type="checkbox"/> Dating Violence
<input type="checkbox"/> Fondling	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Incest	<input type="checkbox"/> Stalking
<input type="checkbox"/> Statutory Rape	<input type="checkbox"/> Drug/Narcotic Violation
<input type="checkbox"/> Robbing	<input type="checkbox"/> Alcohol Violations
<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Weapon Violations
<input type="checkbox"/> Other (explain)	

**Hate Crimes-** The following crimes also need to be reported, for Clery Act purposes, if the victim(s) of the reported crime was/were targeted specifically because of bias/prejudice against the victim based on race, religion, gender, gender identity, ethnicity, national origin, or disability. As needed, review the Clery Act Crimes located on the LSC Safety and Security website for hate crime definitions. You can select multiple crimes.

This section is required to fill out.

<input type="checkbox"/> Larceny-Theft	<input type="checkbox"/> Intimidation
<input type="checkbox"/> Simple Assault	<input type="checkbox"/> Destruction/Damage/Vandalism of Property
<input type="checkbox"/> N/A	
Total number of Crime Victims:	

If a liquor, drug, or weapon law violation is reported, the corresponding number or persons referred must be entered. Please select the applicable violation below if it pertains to your report. As needed, review the Clery Act Crimes located on the LSC Safety and Security website for alcohol, drug and weapons violation definitions.

<input type="checkbox"/> Liquor Law Violation Total number of people referred for Liquor Violation:
<input type="checkbox"/> Drug Law Violation Total number of people referred for Drug Violation:
<input type="checkbox"/> Weapon Law Violation Total number of people referred for Weapon(s) Violation:

Please provide a description of the reported crime (explain what happened) to help with the Clery Act crime classification.

Check the box if you added information to back of this sheet or added extra sheets. You can add as many sheets of paper as necessary to properly capture the incident.

Check the box if you or the reporting party has supporting documentation of the incident. This may be photos, video, texts, email or other supporting documents.

**Send report to LSC's Safety and Security Officer Tammy Wilman by inter-campus mail or [tammy.wilman@lsc.edu](mailto:tammy.wilman@lsc.edu).**