



Campus Security Authority (CSA) Reporting Form

For Emergencies, contact Campus Police at (304) 696-HELP (4357).

The Campus Security Authority Reporting Form is designed to provide CSAs with a method for reporting Clery Act crimes to the Marshall University Police Department (MUPD), which will be included in the University's Annual Campus Safety and Security Report. The collection of this information is required by the Higher Education Act and the Clery Act, and incidents are documented in the aggregate.

The CSA Reporting Form is **NOT** a method for notifying Campus Police of an emergency, dangerous situation, or other hazard. Submitting the CSA Reporting Form will not prompt a police investigation or generate an official police report or case number. If you need police to respond to take a routine report, please get in touch with MUPD at (304) 696- HELP (4357).

Campus Police evaluates each CSA Reporting Form to determine if the incident requires the publication of a Timely Warning Notice or Emergency Notification to the campus community. The intent of a Timely Warning Notice or Emergency Notification is to enable members of the campus community to protect themselves and aid in the prevention of similar crimes. Pertinent information must be provided as soon as it is available.

Completing the Form

Please provide as much information as possible on the CSA Reporting Form. Although the inclusion of personally identifiable information (such as the victim's name and offender's name) is not required, including this information, if known, may assist the University in providing services and preventing the possibility of double-counting incidents.

CSA Contact Information Person completing this Form:	
First Name:	
Last Name:	
Phone Number:	
Email:	
University Department:	

Date & Time Incident Occurred Please provide the date the crime occurred. If the exact date is unknown, please specify the timeframe.	
Date known?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If multiple incidents were reported or if the date of the incident is unknown, please note below (example: August 2024, Spring 2024, etc)	

Incident Information Brief Description of the Incident		
Has this incident been reported to another University Office?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not know	
If it has been reported to another campus office or law enforcement agency, please provide details below:		

Incident Location	
Clery statistics group incidents based on the location where the event occurred. Locations are categorized as follows: <ul style="list-style-type: none"> • On-Campus • On-Campus (Student Housing) • On Public Property (roads and sidewalks running through campus) • Non-Campus Property (property that is owned or controlled by the University, but not part of the main campus). 	
Please Select :	On-Campus On-Campus (Student Housing) On Public Property Non-Campus Property
Please select the option that best describes the location where the incident occurred:	On-Campus in a Building (Not a Residence Hall) On-Campus in a Residence Hall Building On-Campus – On the Street (in the actual roadway) On-Campus – On the Sidewalk Off-Campus at a Non-University Location I don't know Other
Location Description: If you are unsure how to classify the location using the options below, please include your best description below:	
Did the crime occur at a University-sponsored activity or event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know

Clery Crime Classification	
Please select the best classification based on your knowledge of the incident.	
Murder/Non-Negligent Manslaughter	The willful (non-negligent) killing of one human being by another.
Manslaughter by Negligence	The killing of another person through gross negligence.
Robbery	The taking or attempting to take anything of value for 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 is usually 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 theft.
Motor Vehicle Theft	The theft or attempted theft of a motor vehicle.
Arson	Any 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.

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	The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment and 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	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. This does not include driving under the influence or drunkenness.
Hazing	<p>Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that:</p> <p>is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and</p> <p>causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including: whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;</p> <p>causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;</p> <p>causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;</p> <p>causing, coercing, or otherwise inducing another person to perform sexual acts;</p> <p>any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;</p> <p>any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and</p> <p>any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.</p> <p>For purposes of Clery Act statistics only, the term "student organization" in the definition of hazing is defined as: an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.</p>

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.	
<input type="checkbox"/> 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.
<input type="checkbox"/> 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 their age or because of their temporary or permanent mental incapacity.
<input type="checkbox"/> Incest	The sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
<input type="checkbox"/> Statutory Rape	Sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes A hate crime is any of the crimes listed below that include evidence that the offender was motivated by bias or hate toward a particular class of people. Although there are many categories of bias, under the Clery Act, only the following eight categories are reported: <i>race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.</i>	
Please select class of person(s):	Race Ethnicity <input type="checkbox"/> Religion Gender <input type="checkbox"/> Sexual Orientation Gender Identity <input type="checkbox"/> National Origin Disability <input type="checkbox"/>
<input type="checkbox"/> Larceny – Theft <i>This does not include motor vehicle theft.</i>	The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
<input type="checkbox"/> Destruction/Damages Vandalism of Property	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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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, several lacerations, or loss of consciousness.

Violence Against Women Act Crime Categories The third category of crime statistics that the University must disclose under Clery are those included in the Violence Against Women Act.	
<input type="checkbox"/> 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. The existence of such a relationship shall be determined based upon 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. For purposes of this definition, <ul style="list-style-type: none"> Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse Dating violence does not include acts covered under the definition of domestic violence.
<input type="checkbox"/> Domestic Violence	Defined as a felony or misdemeanor crime of violence committed: <ul style="list-style-type: none"> 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 or 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.
<input type="checkbox"/> Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: <ul style="list-style-type: none"> Fear for the person's safety or the safety of others; or Suffer substantial emotional distress.

Additional Information	
Was the victim or a third party told that they can report this incident to Campus Police?	Yes No Campus Police are already involved
Does the victim or third party wish to have Campus Police involvement?	Yes, they want Campus Police involved No, they do not want Campus Police involved Campus Police are already involved I don't know
Does the victim or third party understand they may contact Marshall Campus Police at any time if they change their mind?	Yes No The police are already working with the victim I don't know
Are there any other details about this event that you would like to share? If so, please include the information below:	