

# Loyola Law School

## CAMPUS SECURITY AUTHORITY (CSA) INCIDENT REPORT FORM

### Overview and Failure to Report:

Those individuals who meet the definition of a 'Campus Security Authority' (CSA) at Loyola Law School shall complete this form pursuant to the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, (Clery Act) codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965. Note: Failure to report as required may result in a violation of this said requirement subjecting the University to penalties (including a \$35,000 fine per violation).

### Complete the following form for the required reportable incidents:

**Confidentiality Notice:** Loyola Law School encourages students, faculty, staff, and visitors to report crime/incidents to The Department of Safety and Security or the appropriate office for institutional policy violations. Campus Security Authorities (CSA's); however, must honor any requests of confidentiality made by a reporting person pursuant to Federal law. As a result, no information should be included in this report which would disclose the identity of the reporting person without his/her consent.

<b>A</b>	<b>Campus Security Authority Contact Information</b>		
Name (Last, First, MI):		Telephone:	
E-Mail Address:		Department:	

<b>B</b>	<b>Date Information</b>		
Today's Date:		Date Reported to CSA:	
Date of Incident (From):		Date of Incident (To):	
Time of Incident (From):		Time of Incident (To):	

<b>C</b>	<b>Location of Incident Information</b>		
Campus Location:			
<b>Description of Incident Location:</b> Please include building/business name; office/room number; intersection/cross streets; street name(s); city/state; and any other specific details:			

<b>Location Classification (Check only ONE):</b>	
<input type="checkbox"/>	<b>On Campus</b> (All campus buildings, parking lot.)
<input type="checkbox"/>	<b>Non-Campus Buildings/Properties</b> (All leased building space or land)
<input type="checkbox"/>	<b>Public Property</b> (All property immediately accessible and adjacent to campus, public roadways, parks,
<input type="checkbox"/>	<b>Off Campus or Uncertain</b>

<b>D</b>	<b>Incident Classification</b>		
<b>Incident Classification (Check only ONE):</b>			
<input type="checkbox"/>	Murder		
<input type="checkbox"/>	Manslaughter		
<input type="checkbox"/>	Robbery		
<input type="checkbox"/>	Burglary		
<input type="checkbox"/>	Motor Vehicle Theft		
<input type="checkbox"/>	Aggravated Assault		
<input type="checkbox"/>	Sex Offense (Forcible)		
<input type="checkbox"/>	Sex Offense (Non-forcible)		
<input type="checkbox"/>	Arson		
<input type="checkbox"/>	Dating Violence		
<input type="checkbox"/>	Domestic Violence		
<input type="checkbox"/>	Stalking		

<b>E</b>	<b>Bias or Hate Crimes (NOTE: Complete ONLY if the incident targeted an individual or group as a result of a bias or hate crime)</b>		
Please indicate if this was a 'Bias or Hate Crime' Incident resulting in any violation from Section D or a violation of the following classification(s): Larceny Theft, Simple Assault, Intimidation, and/or Destruction/Criminal Damaging/Vandalism of Property.			
Classification Violation Please specify the Incident Classification Violation, i.e. Intimidation, destruction of property, etc.:			
<b>Bias or Hate Crime Classification (Check all that apply):</b>			
<input type="checkbox"/>	Race		Ethnicity
<input type="checkbox"/>	Gender		Disability
<input type="checkbox"/>	Gender Identity		Sexual Orientation
<input type="checkbox"/>	Religion		National Origin



# Loyola Law School

## CAMPUS SECURITY AUTHORITY (CSA) INCIDENT REPORT FORM

### Overview and Failure to Report:

*Those individuals who meet the definition of a 'Campus Security Authority' (CSA) at Loyola Law School shall complete this form pursuant to the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, (Clery Act) codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965. Note: Failure to report as required may result in a violation of this said requirement subjecting the University to penalties (including a \$35,000 fine per violation).*

<b>F</b>	<b>Incident Details</b>
Please provide a narrative description and as many details as possible as it relates to the reported Incident Classification:	

<b>G</b>	<b>Alcohol Referrals to Student Affairs or Human Resources</b>
Certain Law Violations reported to the above entities must be reported. These only include 'Law Violations' not 'Policy Violations.'	
Violation Classification (Check only ONE):	
	<input type="checkbox"/> <b>Liquor Law Violation</b> (Any violation of liquor laws - does NOT include Operating a Vehicle Under the Influence)
	<input type="checkbox"/> <b>Drug Law Violation</b> (Any violation of drug laws)
	<input type="checkbox"/> <b>Weapon Law Violation</b> (Any violation of weapons laws)

<b>H</b>	<b>Law Enforcement Agency Notification and Reporting</b>
Please list any law enforcement agency(s) the incident was reported to:	
Agency(s) (Check all that apply):	
	<input type="checkbox"/> <b>LLS Safety and Security</b>
	<input type="checkbox"/> <b>Los Angeles Police Department</b>
	<input type="checkbox"/> <b>Other Federal, State, and/or Local Law Enforcement Agency</b>
Please list any other information related to the report (Report number, officer, date of report, etc.)	

<b>I</b>	<b>Campus Security Authority (CSA) Incident Report Form - SUBMISSION Instructions</b>
Campus Security Authorities (CSA's) are encouraged to report incidents in a timely manner. Please submit forms by any of the following means:	
	<input type="checkbox"/> <b>Electronic Mail:</b> ron.dillaway@lls.edu
	<input type="checkbox"/> <b>Facsimile (213) 382-5815</b>
	<input type="checkbox"/> <b>Interoffice Mail:</b> Campus Planning Founders Hall FH203
	<input type="checkbox"/> <b>U.S. Mail:</b>
U.S. Mail: Loyola Law School Attn: Ron Dillaway 919 Albany St, Los Angeles, Ca 90015	

<b>J</b>	<b>Campus Security Authority (CSA) Incident Report Form - QUESTIONS:</b>
Please Direct Questions To: Ron Dillaway Telephone: (213) 252-7435 Email: <a href="mailto:ron.dillaway@lls.edu">ron.dillaway@lls.edu</a>	

