Campus Security Authority – Clery Crime Report Form

PURPOSE
According to the federal law known as the “Clery Act,” colleges are required to collect crime reports of certain criminal offenses. Although crimes are typically reported directly to Berklee Public Safety (BPS), some are reported to other college officials or employees. Clery designates these as a “Campus Security Authority” (CSA). This form is to be used by CSA’s to collect crime information reported to them.

POLICY
Berklee College of Music (BCM) urges all crime victims and witnesses to report criminal acts to BPS, and to report all policy violations to the appropriate office. If a serious crime causes an ongoing threat to the BCM community, CSA’s must immediately contact BPS. BPS has the responsibility to notify the community about such crimes so protective steps can be taken.

REPORTING CRITERIA
1. Report any crime or attempted crime that you observe, become aware of, or is reported to you by a victim, perpetrator, witness or third party if you believe the information is provided in good faith (not rumor or hearsay).
2. The victim or reporting parties do not need to be affiliated with BCM.
3. Report all incidents motivated by bias, regardless of the type of crime that occurred.
4. The victim or reporting party is not required to contact law enforcement and CSA’s are not required to investigate the crime.
5. If a reporting person requests anonymity, this request must be honored to the extent permitted by law.

PROCEDURE
When receiving a report of a crime, the CSA shall follow these procedures:

1. Arrange for a private setting with the reporter (if possible).
2. Encourage the reporter to make the report directly to BPS so that the crime can be more effectively investigated.
   a. If the reporter decides to make a direct report, the CSA should assist by contacting BPS by calling (617) 747-2682 or traveling to the basement of 155 Massachusetts Avenue, Boston, MA 02215.
   b. Should the reporter still prefer not to contact BPS, the CSA shall complete the below fields or the online version found on www.berklee.edu/public-safety/csa

Date Reported: __________________ CSA Name: ____________________________ CSA Phone: ____________________________

Date of Incident(s): ____________________________ Time of Occurrence (as close as possible): ____________________________

*Leave blank if reporting party is requesting anonymity*

Reporting Party Name: ____________________________ Phone Number: ____________________________

E-mail: ____________________________ Reported By: ☐ Victim ☐ Witness ☐ Perpetrator ☐ Other: ____________

Location (street address, office number, floor, area etc.): ____________________________

☐ On campus, residence hall
☐ On campus, not in a residence hall
☐ Public property immediately adjacent to campus (sidewalks, streets, alleys)
☐ Off campus, BCM leased or controlled space
☐ Off campus BCM sponsored event, activity or trip: ____________________________
☐ Off campus, not affiliated with and not adjacent to campus
☐ Unknown location
☐ Other: ____________________________
Select the category that best fits the description of the crime(s) being reported (check all that apply*):

- **Murder/Non-negligent Manslaughter**: The willful killing of one person by another.
- **Negligent Manslaughter**: The killing of a person through gross negligence (including vehicular manslaughter).
- **Sex Offenses**: Any sexual act directed against another person; forcible against the person’s will or not forcibly where the person is incapable of giving consent because of temporary or permanent mental or physical incapacity (or underage).
- **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 results in significant injuries, an object or weapon was used in the attack, attempt to seriously injure someone, threatening with an object or weapon, more than one attacker, a date rape drug was used to a person, attempting to kill.
- **Burglary**: Break-in and theft or intent to commit a felony from a structure (dorm room, locked office/classroom, or closed building)
- **Vehicle Theft**: Stolen car, motorcycle, motorized vehicle, etc.
- **Arson**: Any fire or attempted burning of something that is willfully or maliciously set.
- **Domestic Violence**: 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.
- **Dating Violence**: Threat or use of violence by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the relationship shall be determined based on: (i) length; (ii) type; (iii) frequency of interaction.
- **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.
- **Liquor Law Violation**: Under age possession or consumption, furnishing liquor to minor.
  - Did this result in: ☐ Arrest ☐ Judicial Referral ☐ Neither
- **Drug Law Violation**: Possession or distribution of a controlled substance.
  - Did this result in: ☐ Arrest ☐ Judicial Referral ☐ Neither
- **Weapon Law Violation**: Unlawful use of weapon, carry concealed weapon, possess restricted weapon.
  - Did this result in: ☐ Arrest ☐ Judicial Referral ☐ Neither

Is there evidence that the crime was motivated by the perpetrator’s bias? ☐ No ☐ Yes (explain evidence supporting bias below):

Please identify the bias:
- ☐ Race ☐ Sexual Orientation ☐ Gender ☐ Gender Identity ☐ Religion
- ☐ National Origin ☐ Ethnicity ☐ Disability

*Once completed, immediately deliver or send to Steven Taddonio: staddonio@berklee.edu; (617) 747-8532 (fax); 155 Massachusetts Ave. MS-155-PS Boston, MA 02215.

For more information, please visit www.berklee.edu/public-safety/csa or contact Steven Taddonio, at (617) 747-2601