**CSA Responsibilities:**

1. **Report to the VTPD crimes that are directly reported to you in your capacity as a CSA as soon as possible.**
2. Provide as much detail as possible to assist law enforcement in addressing and categorizing the crime. Your report should include personal identifying information if available to avoid double counting crimes. If the victim does not want the report to go any further than the CSA, the CSA should explain that he or she is required to submit the report but it can be submitted without identifying the victim.
3. Let the victim know about resources available to them regardless of whether they want the incident investigated or not. However, in an emergency situation the CSA should contact the VTPD or 911 as appropriate.
4. CSA’s are not responsible for investigating or reporting incidents that they overhear or learn about in an indirect manner.

**Crime Definitions specified by the Clery Act:**

**Murder & Non-negligent Manslaughter** - The willful killing of one human being by another.

**Manslaughter by Negligence** – the killing of another person through gross negligence.

**Rape** – 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, including instances where the victim is incapable of giving consent because of his / her age or temporary or permanent mental or physical incapacity. This definition includes any gender of victim or perpetrator.

**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 his / her age or temporary or permanent mental or physical incapacity.

**Incest** –sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery** – The taking or attempting to take anything of value from 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.

**Burglary** – The unlawful entry of a structure to commit a felony or a 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.

**Liquor Law Violations** – The violation of state laws or local laws/ordinances prohibiting the manufacture, sale, purchase, transportation, possession and use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Law Violations** – Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, use, possession, transportation or importation of any controlled drug or narcotic substance.

**Weapons Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Access this form @ http://police.vt.edu/crime.html**

**Crime Report Form**

Please note that this form of report only applies to: larceny, vandalism, annoying/harassing phone calls, computer harassment, drugs, or assaults. All other crimes should be reported directly to the Virginia Tech Police Department at 540-231-6411, or by dialing 911. Reports may also be filed in person at the station. If the incident occurred off campus, please contact the appropriate local law enforcement agency. This is a formal report. You are required to enter your name and contact information. Please provide as much detail as possible.

Top of Form





**Contact Information**

Address/Title: 

\* Last Name: 

\* First Name: 

\* University Affiliation: 

Hokie Passport #: 

\* Email: 

\* Local Address: 

\* Permanent or Office Address: 

\* Local Phone: 

Permanent or Office Phone: 

Mobile Phone: 

**Report Data**

\* Type of Crime: 

\* Time of Incident: 

\* Date of Incident: 

\* Incident Location: 

\* Description of Incident: 

Description of items stolen/vandalized or personal injuries: 

**Suspect Information (as known)**

Last Name: 

First Name: 

Height: 

Weight: 

Hair Color: 

Eye Color: 

Additional Suspect Information *(examples include: vehicle, clothing, scars, tattoos, etc.)*: 

**\* Denotes required field.**

**Would you like to discuss the report with a police officer?** If so, an officer will meet with you as soon as the report is processed. If you do not wish to meet with an officer, the report will be considered "information only" and you will only be contacted should further information develop.