

**Somerset County Board of Education
Administrative Procedure # 600-43**

Reporting Forms and Resources for Students, Parents, and Staff:

GANG-RELATED INCIDENT REPORTING FORM

Directions: This is a form to report alleged gang activity and similar destructive or illegal group behavior or to report reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior which occurred on school property, on school buses, or at school-sponsored events.

Gang: "Criminal Gang" means a group or association of three or more persons whose members:

- (1) individually or collectively engage in a pattern of criminal gang activity;
- (2) have as one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed adults; and
- (3) have in common an overt or covert organizational or command structure.

Gang Activity: "Pattern of criminal gang activity" means the commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes or acts by a juvenile that would be an underlying crime if committed by an adult.

(a) Activities on or near school vehicles or property. – A person may not threaten an individual, or a friend or family member of an individual with use of physical force or violence to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal gang: (1) in a school vehicle, as defined under §11-154 of the Transportation Article; or (2) in, or within 1,00 feet of real property owned or leased to an elementary school, secondary school, or county board of education and used for elementary or secondary education.

(b) Applicability. – Subsection (a) of this section applies whether or not : (1) school was in session at the time of the crime; or (2) the real property was being used for purposes other than school purposes at the time of the crime.

Today's date: _____ / _____ / _____
Month Day Year

School: _____

School System: _____

PERSON REPORTING INCIDENT Name: _____

Telephone: _____ E-mail: _____

Place an **X** in the appropriate box: Student Student (Witness/Bystander) School Staff

Other _____

1. Name of student victim: _____ Age: _____
(Please print)

2. Name(s) of alleged offender(s) (If known): (Please print)	Age	School	
Is he/she a student? (if known)			<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> Yes
<input type="checkbox"/> No			<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> Yes
<input type="checkbox"/> No			<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> Yes
<input type="checkbox"/> No			

3. On what date(s) did the incident happen?
 _____ / _____ / _____ _____ / _____ / _____ _____ / _____ / _____
Month Day Year Month Day Year Month Day Year

4. Please describe what occurred (use additional sheets if needed):

5. Where did the incident occur (choose all that apply)?

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school*

*Will be collected unless specifically excluded by local board policy

6. What did the alleged offender(s) say or do?

(Attach a separate sheet if necessary)

7. Why did the activity occur? _____

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an **X** next to one of the following:

- No
- Yes, but it did not require medical attention
- Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects? Yes No

10. Was the student victim absent from school as a result of the incident? Yes No
If yes, how many days was the student victim absent from school as a result of the incident? _____

11. Did a psychological injury result from this incident? Place an **X** next to one of the following:

- No
- Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

12. Is there any additional information you would like to provide (e.g. name of gang, clique, crew, or group, if known)?

(Attach a separate sheet if necessary)

Signature: _____ **Date:** _____



GANG-RELATED INCIDENT INVESTIGATION FORM

School Personnel Completing Form: _____ Position: _____

Today's date: _____ / _____ / _____ School: _____
Month Day Year

School System: _____

Person Reporting Incident (From reporting form) Name: _____

Telephone: _____ E-mail: _____

Place an **X** in the appropriate box: Student Student (Witness/Bystander) School Staff
 Other _____

1. Name of student victim: _____ Age: _____ Days absent due to incident: _____

(Please print)

2. Name(s) of alleged offender(s) (If known): Age School Is he/she a student? Days Absent?

_____ Yes No _____

_____ Yes No _____

_____ Yes No _____

(Please print)

Total number of alleged offenders: _____

INVESTIGATION

3. What actions were taken to investigate this incident? (choose all that apply)

- Interviewed student victim
- Interviewed alleged offender(s)
- Interviewed witnesses
- Witness statements collected in writing
- Interviewed school nurse
- Reviewed any medical information available
- Interviewed teachers and/or school staff
- Interviewed student victim's parent/guardian
- Interviewed alleged offender's parent/guardian
- Examined physical evidence
- Conducted student record review
- Obtained copy of police report
- Other (specify)

Criminal Law §9-801, Annotated Code – Underlying Crimes

1. crime of violence as defined under §14-101 Criminal Law
2. second degree assault
3. wearing, carrying, or transporting a handgun
4. inducing false testimony or avoidance of subpoena
5. retaliation for testimony
6. intimidating or corrupting juror
7. human trafficking
8. receiving earnings of prostitute or house of prostitution
9. felony violation of extortion
10. manufacture or possession of destructive device
11. distribution of CDS
12. manufacturing CDS or equipment
13. second degree arson
14. first degree burglary
15. second degree burglary
16. third degree burglary
17. theft
18. unauthorized use of a motor vehicle
19. felony violation of §5-133 of the Public Safety Article