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: ___________ / _________ / ___________  School: ___________________________________
Month Day Year

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)
   ________________________________  ______  ________________________________  ❑ Yes  ❑ No
   ____________________________________________  ______  ________________________________  ❑ Yes  ❑ No
   ____________________________________________  ______  ________________________________  ❑ Yes  ❑ No
   ____________________________________________  ______  ________________________________  ❑ Yes  ❑ No

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

4. Please describe what occurred:
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
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)
4. Why did the incident occur?

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

a. Is the victim in danger of retaliation? __Yes __No
b. Is the incident of a severe nature? __Yes __No

5. What corrective actions were taken in this case (choose all that apply)?

- Offender arrested
- Offender detained
- Offender referred to Alternative Program
- Restitution made
- Community Service
- Multi-party dispute resolution
- Notified law enforcement

- None were required, this was a false allegation
- None, the incident did not warrant any corrective action
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension/expulsion
- Other (specify) ______________________________

6. Additional pertinent information gained during the interview:

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

7. Investigator notes, if any:

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Signature: ____________________________ Date: ____________________________