

**GANGS, GANG ACTIVITY, AND SIMILAR DESTRUCTIVE OR
ILLEGAL GROUP BEHAVIOR**

FILE: JLDBA-E1

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.

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)
Is he/she a student? (If known)

Age School

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?

(Attach a separate sheet if necessary)

Signature: _____ **Date:** _____

GANG-RELATED INCIDENT INVESTIGATION FORM

School Personnel Completing Form: _____ Position: _____

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

School: _____

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?

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

- ☐ 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:

Signature: _____ Date: _____