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Since 1961.

September 28, 2017

RE: FOIA/PA Request No. 17-0168

This is in response to your Freedom of Information Act (FOIA) request. Specifically you stated: *"I request a digital/electronic copy of the CIRS Manual (the manual for the Consolidated Incident Reporting System)."*

Attached, you will find the "Consolidated Incident Reporting Guide" (44 pages). No information has been withheld.

If you are not satisfied with this response, you may administratively appeal within 90 days of your receipt of this letter. The appeal should be addressed to William L. Stoppel, Acting Associate Director – Management, Peace Corps, 1111 20th Street NW, Washington, DC 20526. Your appeal must include the FOIA request number and a statement explaining what you are appealing. It is possible to submit the appeal by U.S. mail (see above) or fax or email. Note that our fax number is 202-692-1385 and email is [foia@peacecorps.gov](mailto:foia@peacecorps.gov). Also, however you submit the appeal, "Freedom of Information Act Appeal" should be clearly marked on the appeal letter and envelope, or the email subject line, or the fax cover sheet.

If you have any questions regarding this response, please contact Chanel Diggs, FOIA/Privacy Act Specialist, at 202-692-1181 or [foia@peacecorps.gov](mailto:foia@peacecorps.gov).

Sincerely,

Denora Miller  
FOIA/PA Officer

Attachment

# **CONSOLIDATED INCIDENT REPORTING GUIDE**



**Peace Corps**

**Office of Safety and Security**

**January 2017**

# CONSOLIDATED INCIDENT REPORTING GUIDE

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## INTRODUCTION

The Consolidated Incident Reporting Guide provides official Peace Corps definitions of crimes, security incidents, and vehicular accidents involving Peace Corps Volunteers and trainees (PCV/Ts), as well as staff on duty. It also outlines requirements for staff notifications for each incident type.

The Consolidated Incident Reporting System (CIRS)<sup>1</sup> is used for all formal reports of PCV/T deaths, crimes against PCV/Ts and staff on duty, other security incidents impacting PCV/Ts, and vehicular accidents involving PCV/Ts, which are documented according to Consolidated Incident Reporting Guide.

The Consolidated Incident Reporting Guide consists of five parts:

[PART 1: CRIME INCIDENT CLASSIFICATION](#) provides the official Peace Corps definitions of crimes against PCV/Ts and serves as an aid to properly classifying incidents.

[PART 2: STALKING](#) provides the official Peace Corps definition of stalking and how to report a stalking incident.

[PART 3: OTHER SECURITY INCIDENT](#) provides an explanation of other security incidents that should be documented using the CIRS.

[PART 4: VEHICULAR ACCIDENT INVOLVING A PCV/T](#) provides an explanation of vehicular accidents that should be documented using CIRS.

[PART 5: CRIME COMMITTED AGAINST PEACE CORPS STAFF ON DUTY OR AGAINST PEACE CORPS PROPERTY](#) provides the explanation of crime against Peace Corps staff on official duty or on Peace Corps property that should be documented using CIRS.

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<sup>1</sup> For specific information about using the CIRS application and technical guidance on completing the incident report form, refer to the [Consolidated Incident Reporting System User Guide](#).

## REPORTING AN INCIDENT

The following crimes against Peace Corps PCV/Ts require immediate notification of Peace Corps headquarters in Washington, D.C.

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### HEADQUARTERS MUST BE NOTIFIED **IMMEDIATELY** IN CASE OF THE FOLLOWING:

Death	Call +1.202.692.1470 (agency duty officer)
Life-threatening injuries	Call +1.202.692.1470 (agency duty officer)
Kidnapping	Call +1.202.692.1470 (agency duty officer)
Volunteer disappearance exceeding 48 hours	Call +1.202.692.1470 (agency duty officer)
Intimate partner violence or domestic violence	Call +1.202.437.5159 (designated security specialist)
Rape that happened in the last 5 days	Call +1.202.437.5159 (designated security specialist)
Aggravated sexual assault that happened in the last 5 days	Call +1.202.437.5159 (designated security specialist)
Any incident that may garner significant public attention or affect relations with the host country	Call +1.202.692.1470 (agency duty officer)

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**After headquarters is notified, ALL** crimes against Peace Corps PCV/Ts must be documented in CIRS within **three business days** in addition to the phone notification.

### How are incidents reported?

ALL PCV/T deaths, crimes, cases of stalking, other security incidents, and vehicular accidents that were reported to Peace Corps staff must be submitted using CIRS. For specific information about how to use the CIRS application and complete a CIRS report, see the [Consolidated Incident Reporting System User Guide](#).

### When should a CIRS report be filed?

A complete and accurate CIRS report must be filed not later than **three business days** after any post staff member first learns of the incident.

### If headquarters has been notified by phone, do I still need to submit a CIRS report?

Yes. The CIRS report is the official documentation of the incident; the telephone notification is required to mobilize the response and support systems.

### If a CIRS report is submitted, do I still need to notify headquarters?

If the incident requires a telephone notification, then the telephone notification should have been made **before** the CIRS report was filed. If the incident does not require telephone notification, then the CIRS report is the only documentation required.

## **What incidents should be reported to the Office of Inspector General?**

If the incident is a PCV-on-PCV or staff-on-PCV crime, post staff must notify the Office of Inspector General (OIG) using the reporting hotline (202.692.2915). Restricted reports of rape, aggravated sexual assault, or sexual assault incidents are the only exceptions and should not be shared with the OIG.

## **If a PCV/T commits a crime, should I submit a CIRS report?**

If the victim of the crime against a PCV/T is another PCV/T, you must submit a CIRS report and notify the Office of Inspector General, your regional director, and the Office of General Counsel immediately. Restricted reports of rape, aggravated sexual assault, or non-aggravated sexual assault incidents are the only exception and should not be shared with the Office of Inspector General, your regional director, or the Office of General Counsel. If the situation in which the PCV/T commits a crime meets the definition of other security incident (when the victim of the crime is not another PCV/T), you may submit a CIRS report.

## PART 1: CRIME INCIDENT CLASSIFICATION

This section will help you determine the proper classification for a crime involving a PCV/T. The same definitions should be used to classify crimes occurring against Peace Corps staff<sup>2</sup>.

For each type of incident, the information is divided into a series of sections that answer specific questions. These sections are as follows:

**SPECIAL INSTRUCTION** provides guidance on when immediate notification to Peace Corps Headquarters in Washington, D.C. is required. Some (not all) incidents have special instructions.

**OFFICIAL DEFINITION** presents the official Peace Corps definition for the incident. The local definition of crimes may differ from the Peace Corps definition.

**WHAT IS A...?** describes the specific conditions that must be met in order for an incident to meet the definition. This section also includes examples of situations that fit and do not fit the definition.

**HOW IS IT DIFFERENT FROM...?** helps you differentiate a particular incident from other types of incidents that may appear similar, such as distinguishing between burglary and theft.

**WHERE DOES IT RANK ON THE SEVERITY HIERARCHY?** is a chart showing where the incident ranks on the severity hierarchy. In multiple-offense situations, the hierarchy rule states that the incident should be reported using the classification that is closest to the top of the hierarchy. This does not affect the charges that an offender may incur according to local law.

**If a sexual offense happens in conjunction with a more severe crime** (e.g., non-aggravated sexual assault in a robbery or rape in a kidnapping), and the victim chooses not to share the details of the sexual offense, classify the incident according to the highest severity category but refrain from mentioning the sexual offense in the incident summary. Be sure, however, to follow procedures as outlined in [MS 243 Responding to Sexual Assault](#).

**RELATED POLICIES AND PROCEDURES** refers to the Peace Corps Manual sections related to the incident type.

If you are unsure about how to classify or report an incident, contact your Peace Corps safety and security officer (PCSSO) or the Crime Response and Analysis unit ([CIR@peacecorps.gov](mailto:CIR@peacecorps.gov)). Crime Response and Analysis unit makes the final determination on the incident classification.

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<sup>2</sup> The Peace Corps does not document deaths, vehicular accidents, stalking, and other security incidents involving Peace Corps staff on duty.



# VOLUNTEER DEATH

## **SPECIAL INSTRUCTION**

Anytime a PCV/T dies, regardless of the circumstances, immediately call the agency duty officer at **+1.202.692.1470**.

PCV/T or trainee deaths are divided into five separate categories:

- Homicide
- Suicide
- Accident
- Natural cause
- Indeterminate cause

## **OFFICIAL DEFINITIONS**

### **HOMICIDE**

- The willful (non-negligent) killing of a PCV/T by another person (e.g., by shooting, stabbing, or strangulation)
- If the PCV/T died during any other crime committed against the PCV/T (e.g., had a heart attack during robbery)

NOTE: *Homicide excludes deaths caused by negligence.*

### **SUICIDE**

- The act of a PCV/T killing him/herself intentionally

### **ACCIDENT**

- Death of a PCV/T due to unintentional injury (e.g., falling off a cliff, drowning, rock climbing, extreme sports)
- If the PCV/T died as a result of an accident or unintentional act by the PCV/T or other person (such as a car crash)

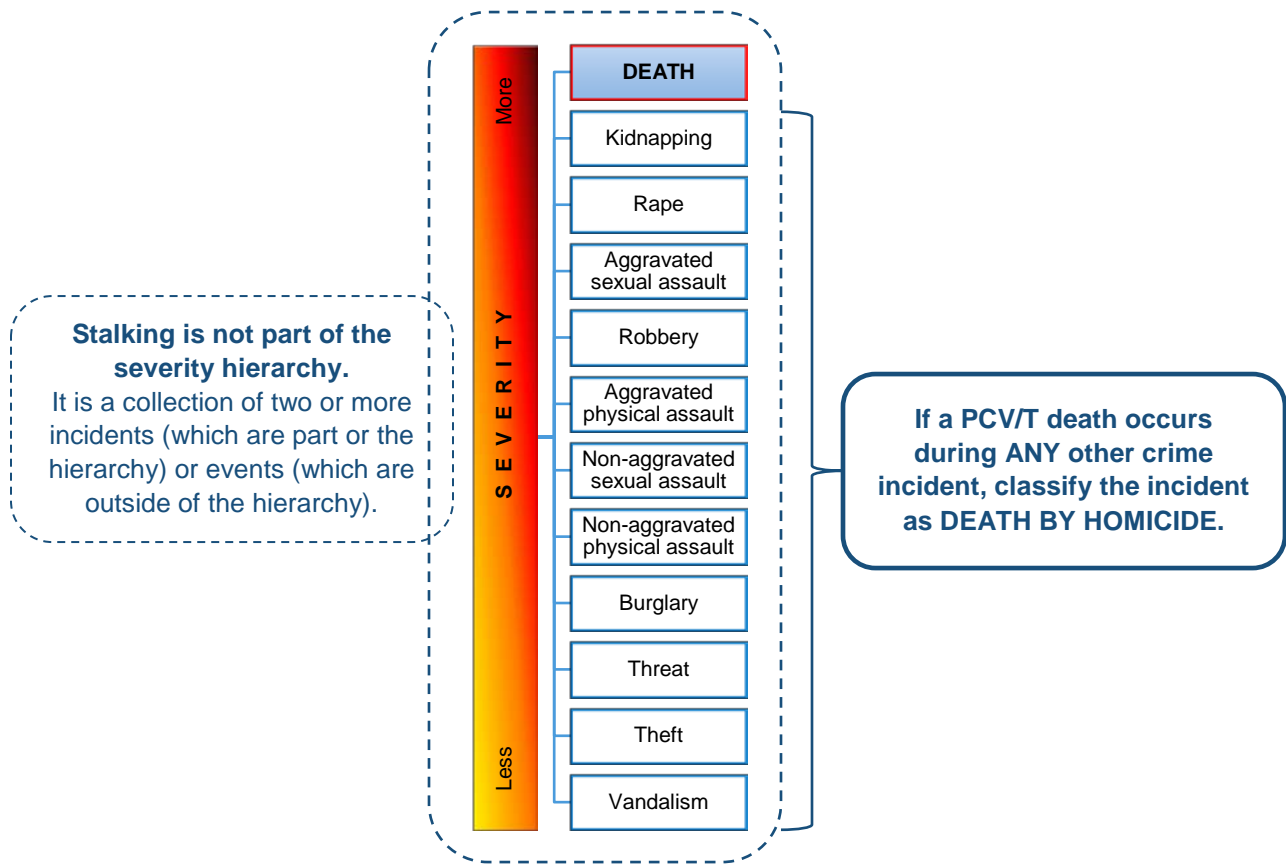
### **NATURAL CAUSE**

- Death of a PCV/T due to illness (e.g., malaria or cancer) or natural cause (e.g., old age)

### **INDETERMINATE CAUSE**

- Death of a PCV/T pending further investigation to establish cause of death. Death categorized as this type will be revisited after six months and re-categorized as death due to homicide, suicide, accident, or illness, if the information is available
- If the legal and medical investigative authorities cannot immediately determine the circumstances under which the PCV/T died

## WHERE DOES PCV/T DEATH RANK ON THE SEVERITY HIERARCHY?



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

## RELATED POLICIES AND PROCEDURES

[MS 265 Death of a Volunteer](#)

# KIDNAPPING

## SPECIAL INSTRUCTION

Anytime a kidnapping incident occurs, immediately call the agency duty officer at **+1.202.692.1470**.

## OFFICIAL DEFINITION

**KIDNAPPING:** The unlawful seizure or detention of a PCV/T against the PCV/T's will with the intention of affliction bodily harm; using the person as a means of escape, for ransom, involuntary servitude or to disrupt political or governmental activities; or forcing the PCV/T to engage in a course of conduct contrary to the PCV/T's will. This category includes hostage-taking.

## WHAT IS KIDNAPPING?

Kidnapping involves taking a PCV/T away or illegally holding the PCV/T against the PCV/T's will. There is NO requirement that demands of any kind be made as a condition of the PCV/T's release.

*NOTE: It is essential that the detention be illegal. If police or other authorities legally detain or hold a PCV/T, it is not kidnapping.*

An incident is kidnapping if

- Someone forces the PCV/T to go with him/her, against the PCV/T's will.
- Someone drugs the PCV/T and takes the PCV/T away.
- Someone prevents a PCV/T from leaving a location, either by locking him/her in or through force or threat of force.
- A rebel, terrorist, or insurgent group holds a PCV/T against the PCV/T's will and makes demands of a political nature.
- Anyone holding a PCV/T against the PCV/T's will and making any demands as a condition of release.

An incident is NOT kidnapping if

- PCV/T is detained for the purpose of robbery (see express kidnapping).
- PCV/T is physically restrained in an altercation.
- A driver of a vehicle refuses to stop and let the PCV/T out at a specific place, dropping off the PCV/T at a different place instead.

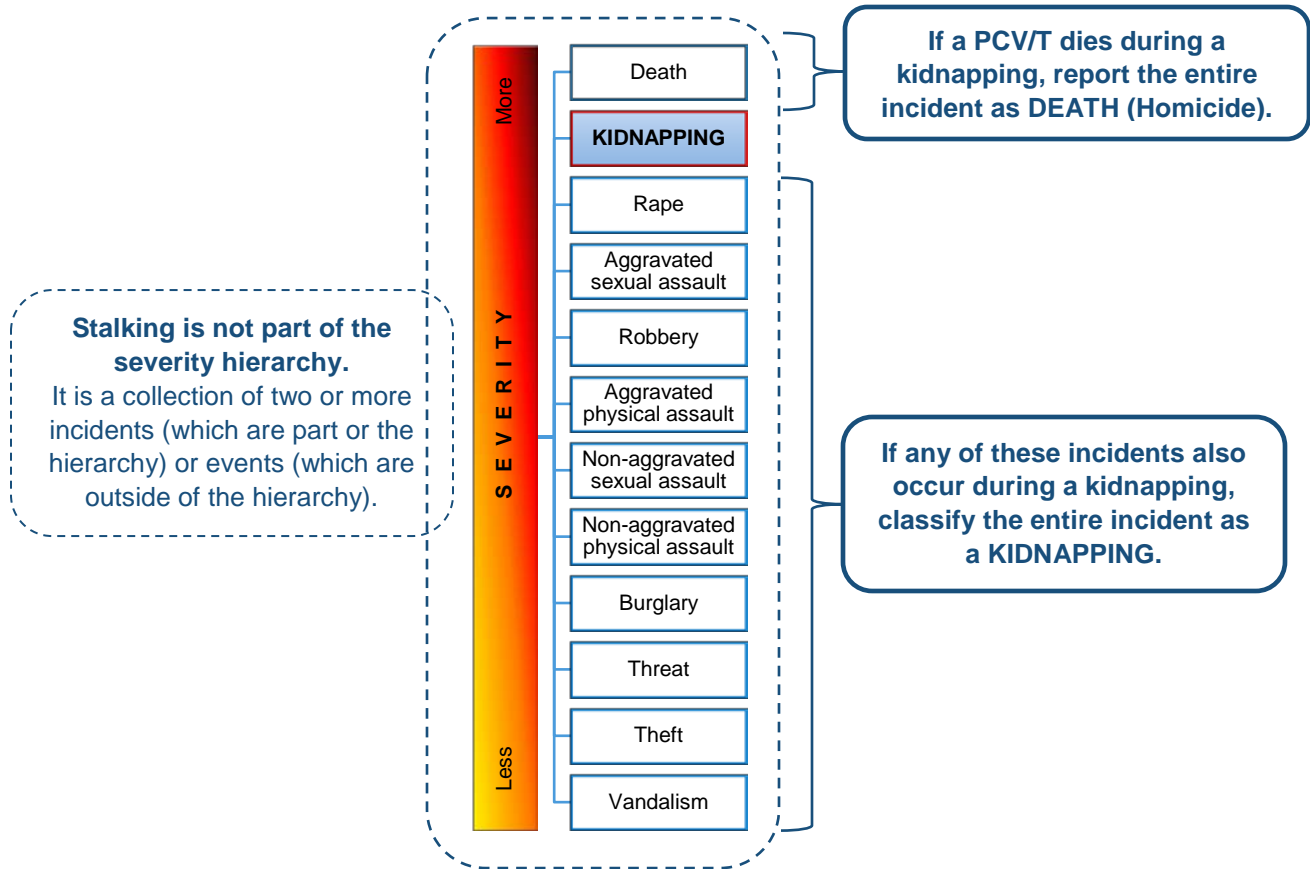
## SPECIAL RULE FOR "EXPRESS KIDNAPPINGS" INVOLVING VEHICLES

If the PCV/T is detained in a vehicle, deprived of his/her possessions and then released, the incident should be classified as a robbery.

## HOW IS IT DIFFERENT FROM...

**Robbery**—If the PCV/T is detained specifically to be deprived of money or possessions, this is a robbery. Kidnapping requires detaining the PCV/T for an extended period of time.

## WHERE DOES KIDNAPPING RANK ON THE SEVERITY HIERARCHY?



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of their placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

## RELATED POLICIES AND PROCEDURES

[MS 466 Kidnapping of Volunteer/Trainee](#)

# RAPE

## SPECIAL INSTRUCTION

If rape is reported to post within **five days** of the attack, or if there is a perceived serious or imminent threat against the PCV/T or others, immediately call the designated security specialist at **+1.202.437.5159**.

## OFFICIAL DEFINITION

**RAPE:** The 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 PCV/T.

## WHAT IS RAPE?

Rape can be committed by either male or female offenders, against either male or female PCV/Ts. Penetration must have occurred for this classification to apply. Force or violence is not required, nor is it a requirement that the PCV/T actively resist. The incident is rape *anytime* the PCV/T does not give consent to the act, including when the PCV/T is asleep or incapacitated due to drugs or alcohol. It is also rape if the PCV/T cannot remember giving consent. Rape can be committed by the PCV/T's spouse or boyfriend/girlfriend and it does not matter if the PCV/T has previously consented to sexual intercourse with the offender.

*Consent* means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon activity. Consent is absent if force has been used against the PCV/T, the PCV/T has been threatened or placed in fear, or the PCV/T is incapable of appraising the nature of the conduct or is physically incapable of declining participation in, or communicating unwillingness to engage in, that conduct.

An incident is rape if

- Someone uses violence or the threat of violence or coercion to force the PCV/T to have sexual intercourse or oral sex.
- The PCV/T says he/she does not want to have sexual intercourse, but the other person persists and penetrates the anus or vagina.
- Someone has sexual intercourse after getting the PCV/T drunk (or giving the PCV/T drugs) so that the PCV/T is not capable of saying "yes" or "no" or does not remember giving consent.
- Someone inserts a finger or other object into the vagina or anus of the PCV/T without his/her consent.
- Someone forces the PCV/T to perform oral sex against the PCV/T's will.
- Someone has sexual intercourse or performs oral sex on a PCV/T while the PCV/T is asleep, unconscious, or otherwise unable to give consent.

An incident is NOT rape if

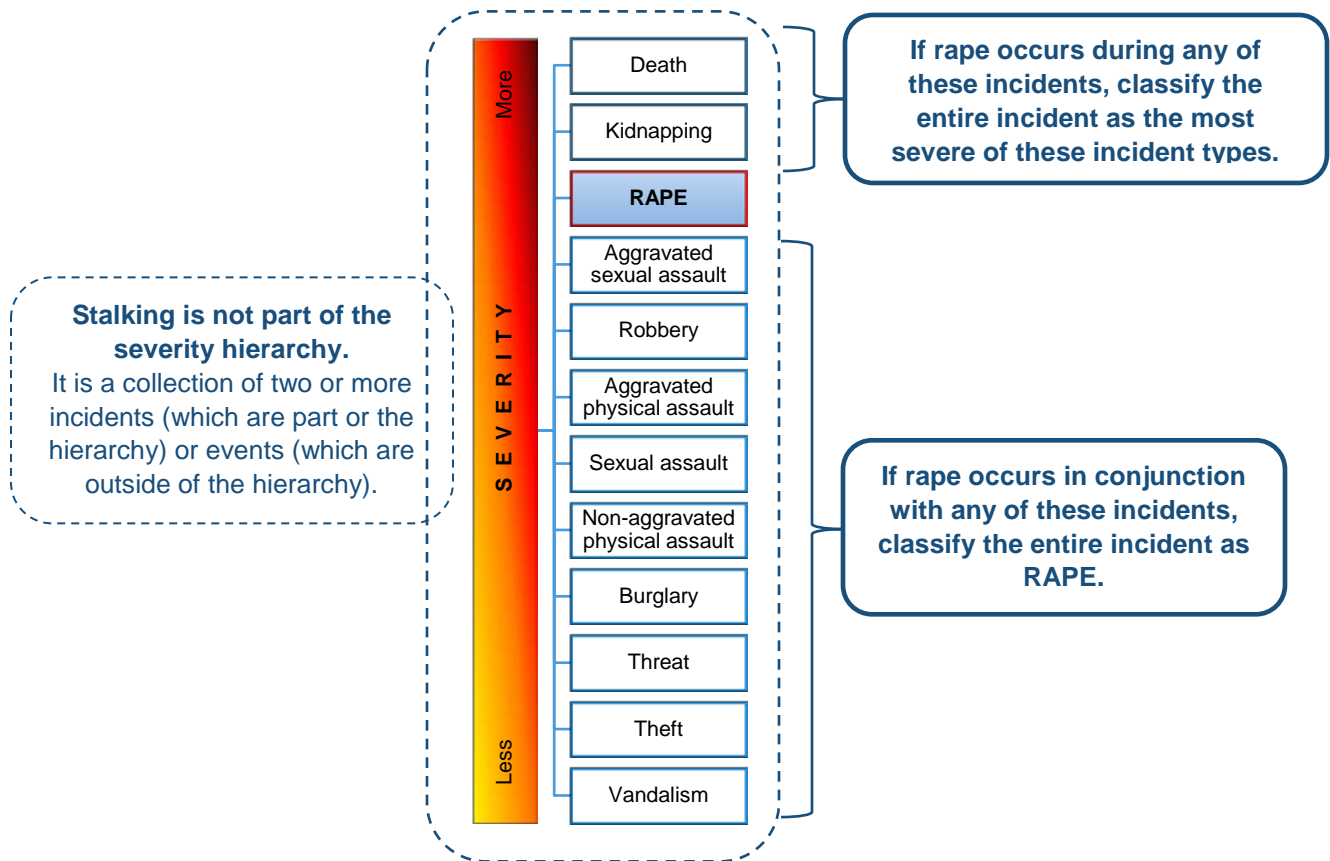
- PCV/T is engaged in consensual intercourse.
- Penetration did not take place.
- A condom breaks accidentally during consensual intercourse.

## HOW IS IT DIFFERENT FROM...

**Aggravated sexual assault**—Rape occurs when there is penetration of the anus or vagina or forced oral sex. If the offender does not penetrate the PCV/T's anus or vagina, or there is no forced oral sex, then the crime is aggravated sexual assault.

**Non-aggravated sexual assault**—Rape occurs when there is a penetration of the anus or vagina or forced oral sex. If the offender does not penetrate the PCV/T's anus or vagina AND there is no force involved, then the crime is non-aggravated sexual assault.

## WHERE DOES RAPE RANK ON THE SEVERITY HIERARCHY?



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

## RELATED POLICIES AND PROCEDURES

[MS 243 Responding to Sexual Assault](#)

# AGGRAVATED SEXUAL ASSAULT

## SPECIAL INSTRUCTION

If an aggravated sexual assault is reported to post within **five days** of the assault, or if there is a perceived serious or imminent threat against the PCV/T or others, immediately call the designated security specialist at **+1.202.437.5159**.

## OFFICIAL DEFINITION

**AGGRAVATED SEXUAL ASSAULT:** A situation when another person, without the consent of the PCV/T, intentionally or knowingly

- touches or contacts, either directly or through clothing, the PCV/T's genitalia, anus, groin, breast, thigh, or buttocks; OR
- kisses the PCV/T on the mouth, ear, or neck; OR
- disrobes the PCV/T; OR
- causes the PCV/T to touch or contact, either directly or through clothing, another person's genitalia, anus, groin, breast, thigh, or buttocks, OR
- attempts to carry out any of those acts

### AND

- the offender uses or threatens to use a weapon, OR
- the offender uses or threatens to use force or other intimidating actions, OR
- the PCV/T victim is incapacitated or otherwise incapable of giving consent.

## WHAT IS AGGRAVATED SEXUAL ASSAULT?

Aggravated sexual assault can be committed by either male or female offenders, against either male or female PCV/Ts. It requires that the contact be intentional and without the consent of the PCV/T. Aggravated sexual assault can be committed by the PCV/T's spouse or boyfriend/girlfriend and it does not matter if the PCV/T has previously consented to sexual interactions with the offender.

*Consent* means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon activity. Consent is absent if force has been used against the PCV/T, the PCV/T has been threatened or placed in fear, or the PCV/T is incapable of appraising the nature of the conduct or is physically incapable of declining participation in, or communicating unwillingness to engage in, that conduct.

*NOTE: If during the course of a crime the offender accidentally (without intention) contacts the PCV/T's genitalia, anus, groin, breast, or thigh, it would not be considered an aggravated sexual assault. Instead, classify the incident based on the most appropriate definition.*

An incident is aggravated sexual assault if

- Someone uses violence or the threat of violence to try to force the PCV/T to have oral, vaginal, or anal intercourse, but does not penetrate the PCV/T's mouth, vagina, or anus.
- Someone tries to have oral, vaginal, or anal intercourse with the PCV/T while the PCV/T is asleep, but does not penetrate the PCV/T's mouth, vagina, or anus.
- Someone touches the PCV/T's genitalia, anus, groin, breast, thigh, or buttocks AND has a weapon.

- Someone corners or blocks the PCV/T preventing the PCV/T from exiting and kisses the PCV/T on the mouth, ear, or neck.
- Someone forces the PCV/T to touch his/her genitalia, anus, groin, breast, thigh, or buttocks.

An incident is NOT aggravated sexual assault if

- Someone sexually harasses PCV/T (verbally) but does not physically touch the PCV/T.
- During an altercation, the offender punches or kicks the PCV/T in the chest, groin, or buttocks.
- The offender pats down the PCV/T in search for money or other valuables and touches the chest, groin, or buttocks.

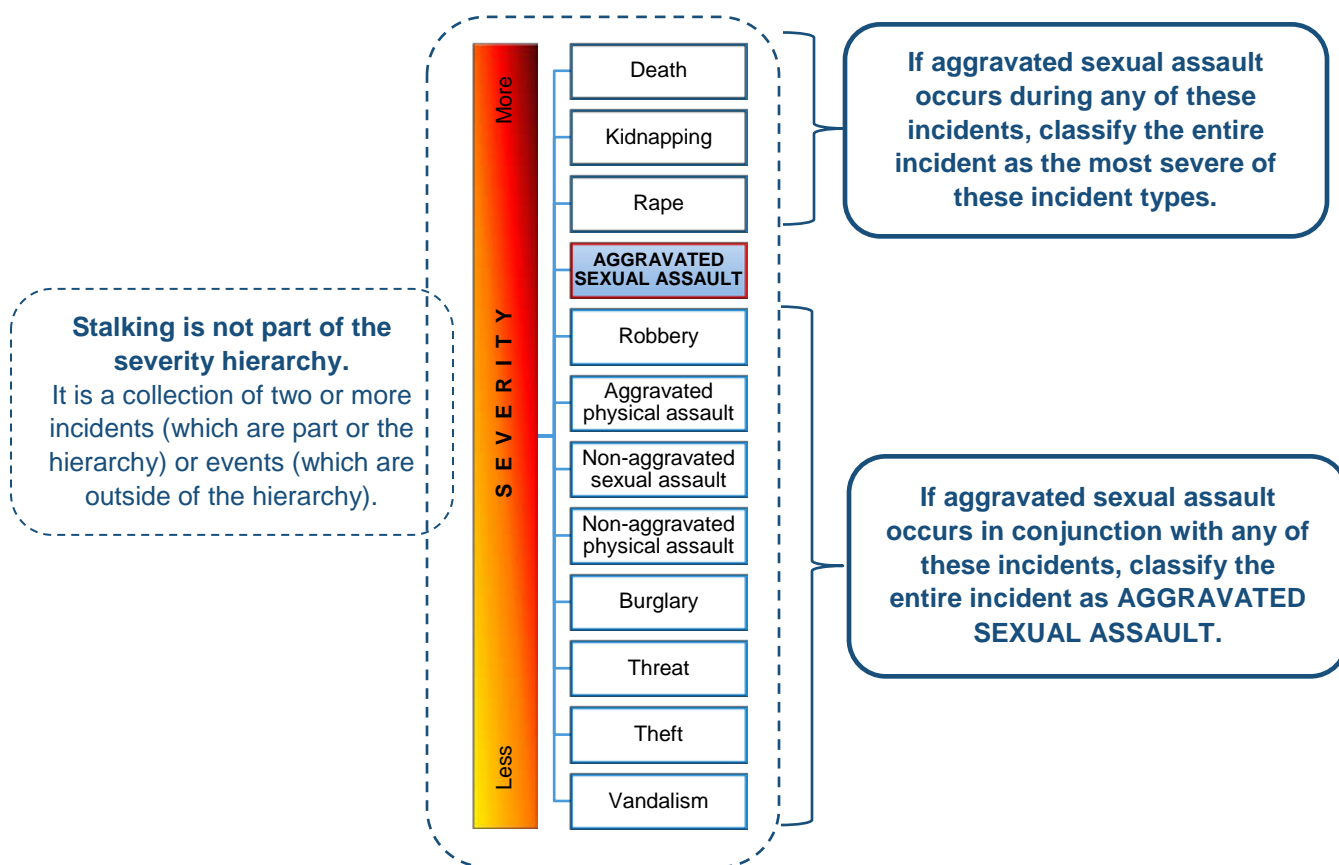
### HOW IS IT DIFFERENT FROM...

**Rape**—Rape occurs when there is penetration of the anus or vagina or forced oral sex. If no penetration or forced oral sex occurs, then the incident is aggravated sexual assault.

**Aggravated physical assault**—Aggravated physical assault does not involve sexually-motivated contact with the PCV/T’s genitalia, anus, groin, breast, thigh, or buttocks.

**Non-aggravated sexual assault**—Non-aggravated sexual assault would not involve a weapon, force, or intimidating actions by the offender.

### WHERE DOES AGGRAVATED SEXUAL ASSAULT RANK ON THE SEVERITY HIERARCHY?





The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

## **RELATED POLICIES AND PROCEDURES**

[MS 243 Responding to Sexual Assault](#)

# ROBBERY

## SPECIAL INSTRUCTION

If a robbery results in life-threatening injuries, immediately call the agency duty officer at **+1.202.692.1470**.

## OFFICIAL DEFINITION

**ROBBERY:** The taking or attempting to take anything of value under confrontational circumstances from the PCV/T by force or threat of force or violence and/or by putting the PCV/T in fear of immediate harm. Also includes when a robber threatens, displays, or uses a weapon or transports the PCV/T to obtain his/her money or possessions.

## WHAT IS A ROBBERY?

A robbery always involves taking or attempting to take property from a PCV/T through the use of force or the threat of force. A robbery can involve the use of a weapon or just the use of the suspect's hands or feet. If a suspect threatens to harm a PCV/T unless the PCV/T surrenders his or her property, that is also robbery. If a PCV/T is injured while someone is taking his/her property by force, the incident is still reported as a robbery.

An incident is a robbery if

- Someone threatens the PCV/T with a weapon (such as a gun, knife, or big stick) and takes the PCV/T's property.
- Someone pushes or hits a PCV/T and takes the PCV/T's property.
- Someone threatens to harm the PCV/T unless the PCV/T gives the person his/her property.
- Someone tries to steal the PCV/T's backpack off the PCV/T's shoulder and in the process knocks the PCV/T to the ground.
- Someone confronts the PCV/T with a weapon and demands the PCV/T give the person money, but then runs away when the PCV/T screams for help.
- Someone offers the PCV/T a ride, then drives the PCV/T to multiple ATMs and forces him/her to give the person money.
- Someone incapacitates the PCV/T (e.g., by adding a drug to the PCV/T's drink) and takes the PCV/T's property.

An incident is NOT a robbery if

- Someone snatches a cellphone/purse/backpack from the PCV/T's hand and runs away.
- An armed police, immigration, or military official asks the PCV/T for a bribe.
- Someone (potentially armed with a weapon) pickpockets the PCV/T without the PCV/T noticing.

## SPECIAL RULE FOR EXPRESS KIDNAPPINGS INVOLVING VEHICLES

If the PCV/T is detained in a vehicle, deprived of his/her possessions and then released, the incident should be classified as a robbery.

## HOW IS IT DIFFERENT FROM...

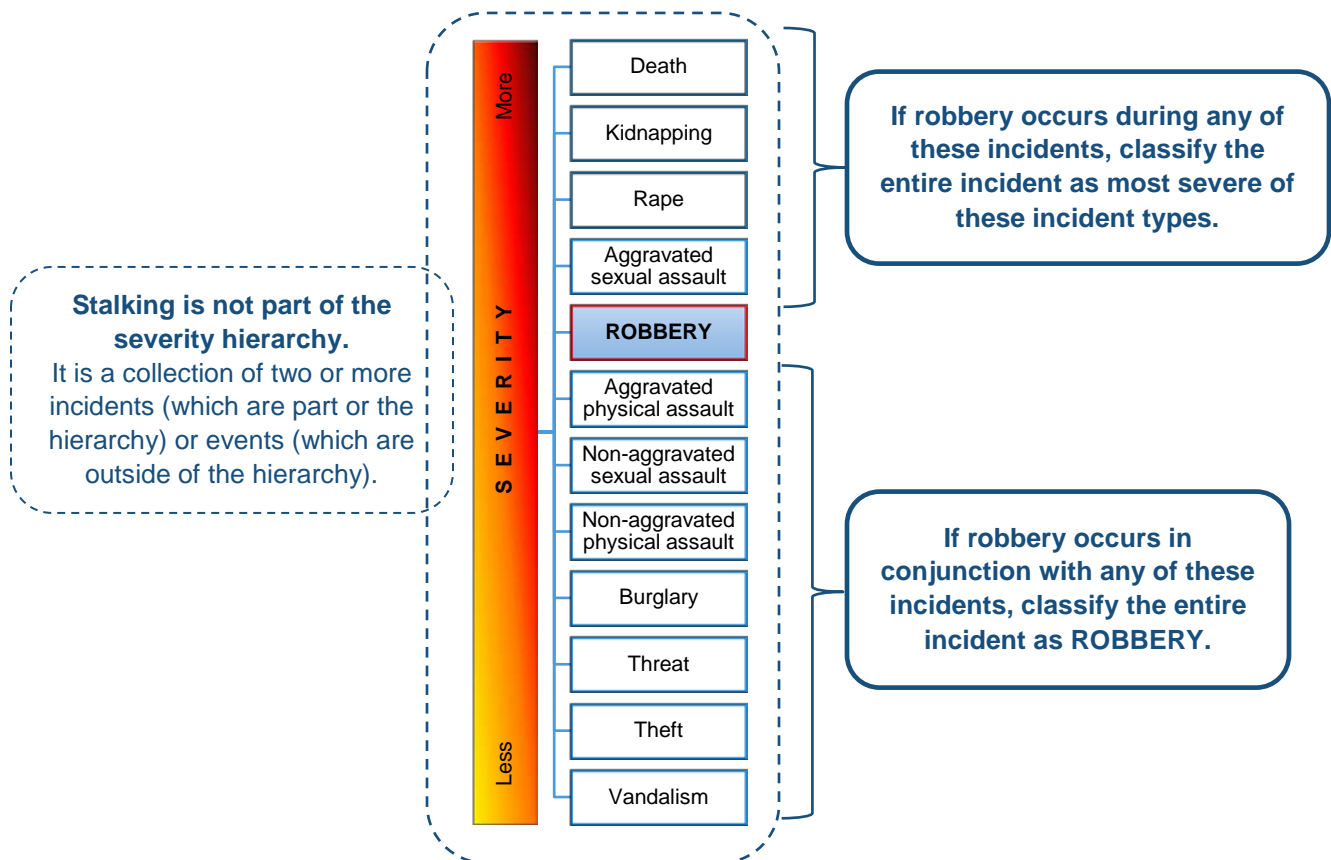
**Kidnapping**—Kidnapping requires detaining the PCV/T against his or her will.

**Aggravated physical assault**—Aggravated physical assault does not involve taking of property. Based on the ranking of incidents by level of severity, robbery is a more serious classification than aggravated physical assault. Anytime a PCV/T is assaulted AND property is taken, the incident is classified as a robbery, even if the PCV/T is injured.

**Burglary**—Burglaries involve PCV/T residence (houses and structures or hotel rooms); robberies involve people. A burglary does not involve a direct confrontation between the suspect and the PCV/T. However, if a suspect enters the PCV/T's house while the PCV/T is present AND the suspect takes property by threatening or striking the PCV/T, the incident type is robbery (because of the use or threat of force).

**Theft**—Theft does not involve direct confrontation between the suspect and the PCV/T and force is never used in theft. If property (such as a wallet, watch, or cellphone) is taken from a PCV/T without the PCV/T knowing it, that is theft. If a cellphone is snatched from a PCV/T's hand, it is theft. However, if the suspect strikes or injures the PCV/T, or if the PCV/T resists, then the incident type is a robbery (because of the use of force by the suspect).

## WHERE DOES ROBBERY RANK ON THE SEVERITY HIERARCHY?



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

## **RELATED POLICIES AND PROCEDURES**

[MS 461 Crimes against Volunteers and Trainees](#)

# AGGRAVATED PHYSICAL ASSAULT

## SPECIAL INSTRUCTION

If an aggravated physical assault results in life-threatening injuries, immediately call the agency duty officer at **+1.202.692.1470**.

## OFFICIAL DEFINITION

**AGGRAVATED PHYSICAL ASSAULT:** Attack or threat of attack with a weapon or an object in a manner capable of inflicting major or severe bodily injury or death; or attack without a weapon or an object that results in a major or severe bodily injury. Major or severe bodily injury includes any of the following:

- Diagnostic X-rays for broken bones
- Surgical intervention
- Broken bones
- Lost teeth
- Injuries to internal organs
- Severe laceration
- Loss of consciousness
- Any injury requiring hospitalization

Attempted aggravated physical assault that involves the display of—or threat to use—a gun, knife, or other weapon is included in this crime category because serious personal injury would likely result if the assault were completed.

NOTE: *Attempted murder should be reported as aggravated physical assault. If property is taken from the PCV/T during the assault, it is a robbery.*

## WHAT IS AN AGGRAVATED PHYSICAL ASSAULT?

Aggravated physical assault involves an attack or threat against a PCV/T that causes or could cause major or severe bodily injury. A major or severe bodily injury would be broken bones, lost teeth, internal injuries, severe laceration, loss of consciousness, or any injury requiring hospitalization or surgical intervention. The attack can involve a weapon, object, or the suspect's hands or feet. If a PCV/T is threatened with a weapon or an object in a manner that could lead to major or severe bodily injury or death, it is an aggravated physical assault even if the PCV/T is not injured. **When considering whether an incident should be classified as aggravated physical assault, consider whether a weapon or any object capable of inflicting injuries was used and the seriousness of the injury or potential injury.**

An incident is an aggravated physical assault if

- Someone threatens the PCV/T with a weapon (such as a gun, knife, or stick) but does not take or attempt to take the PCV/T's property. (*threat of attack with a weapon*)
- Someone attacks the PCV/T with a weapon but does not take or attempt to take the PCV/T's property. (*attack with a weapon*)

- Someone attacks the PCV/T with an object (such as a stick, rock, or tool) in such a manner that causes or could have caused major or severe injury but does not take or attempt to take the PCV/T's property. (*attack with a weapon*)
- Someone beats and kicks the PCV/T, causing major or severe injury (such as broken bones, lost teeth or hospitalization) but does not take or attempt to take the PCV/T's property. (*attack without a weapon when severe injury results*)
- Someone intentionally hits (or tries to hit) the PCV/T with an automobile or other motor vehicle. (*attack with a weapon*)
- Someone incapacitates the PCV/T (e.g., drugs the PCV/T's drink), but does not take the PCV/T's property.
- Someone tries to kill the PCV/T. (*attempted murder*)

An incident is NOT an aggravated physical assault if

- Someone throws small pebbles or plastic bottles at PCV/T.
- Someone pushes the PCV/T in the course of a sports game, in which the PCV/T participates (e.g., basketball, soccer, hockey, etc.).

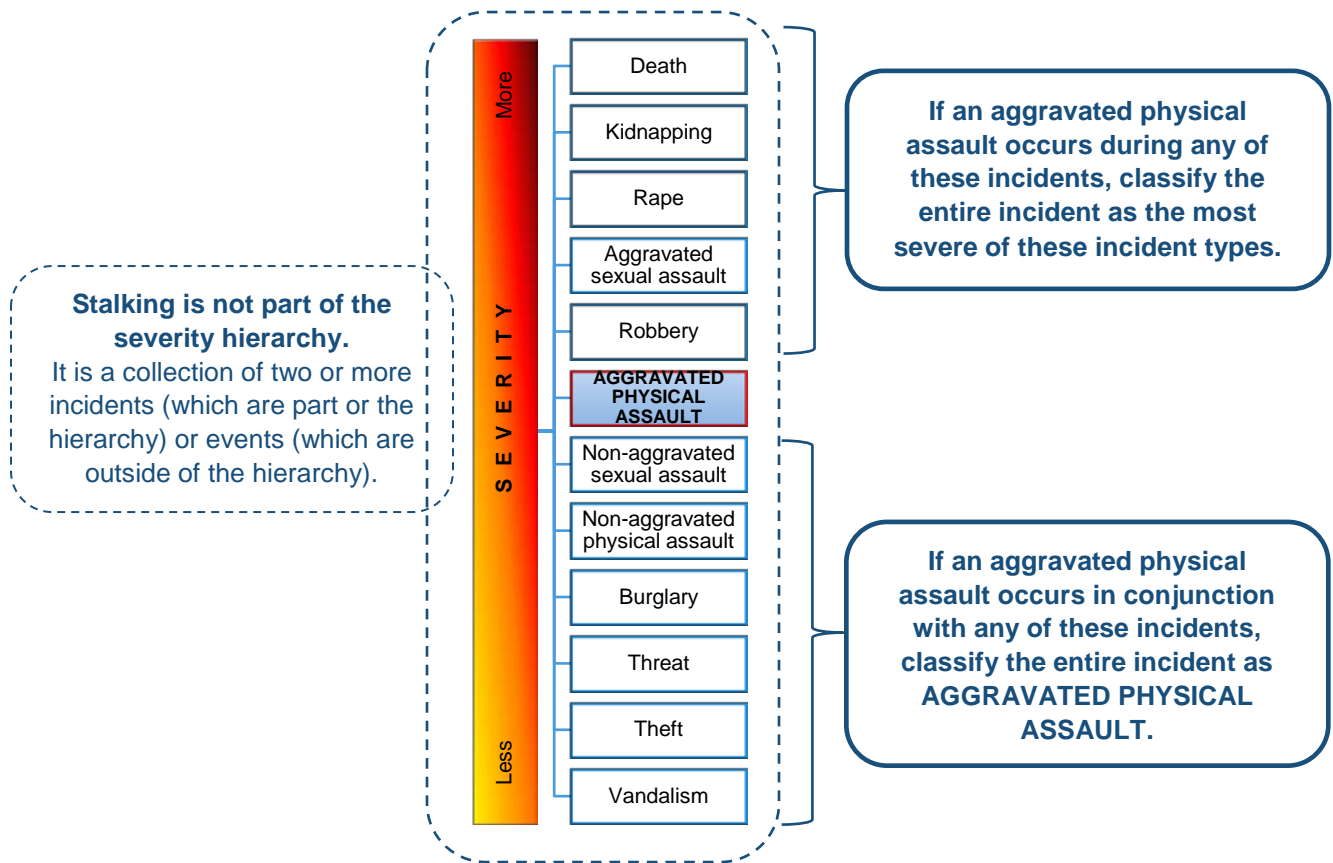
#### **HOW IS IT DIFFERENT FROM...**

**Robbery**—Robbery involves the taking of property through force or threat of force. Based on the ranking of incidents by level of severity, robbery is a more serious classification than aggravated physical assault. Anytime a PCV/T is assaulted AND property is taken, the incident should be classified as a robbery, whether the PCV/T was injured or not.

**Aggravated sexual assault**—If during the course of an aggravated physical assault there is an intentional sexually-motivated contact between the offender and the PCV/T involving the breasts, genitals, mouth, buttocks, or anus, then the incident is classified as an aggravated sexual assault.

**Non-aggravated physical assault**—Non-aggravated physical assault includes aggressive contact that results in no injury or minor injury and that does not require the PCV/T to use substantial force to disengage the offender. It also includes incidents where an object that is not capable of causing severe bodily injury is used against the PCV/T, such as small pebbles or empty plastic bottles.

## WHERE DOES AGGRAVATED PHYSICAL ASSAULT RANK ON THE SEVERITY HIERARCHY?



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

### RELATED POLICIES AND PROCEDURES

[MS 461 Crimes against Volunteers and Trainees](#)

# NON-AGGRAVATED SEXUAL ASSAULT

## OFFICIAL DEFINITION

**NON-AGGRAVATED SEXUAL ASSAULT:** A situation when another person, without the consent of the PCV/T, intentionally or knowingly

- touches or contacts, either directly or through clothing, the PCV/T's genitalia, anus, groin, breast, thigh, or buttocks; OR
- kisses the PCV/T on the mouth, ear, or neck; OR
- touches the PCV/T with the offender's genitalia, either directly or through clothing, or offender's semen or vaginal fluids (no matter which PCV/T's body part is touched); OR
- attempts to carry out any of those acts.

## WHAT IS NON-AGGRAVATED SEXUAL ASSAULT?

Non-aggravated sexual assault involves unwanted kisses on the mouth, ear, or neck, or touching or contact by the offender either directly or through clothing, of the PCV/T's genitalia, anus, groin, breast, thigh, or buttocks; or the offenders' genitalia is rubbed against the PCV/T without the use of a weapon, threat, or injury to the PCV/T. Non-aggravated sexual assault also includes any attempt to carry out these acts. Sexual assault can be committed by either male or female offenders, against either male or female PCV/Ts. Sexual assault can be committed by the PCV/T's spouse or boyfriend/girlfriend and it does not matter if the PCV/T has previously consented to sexual interactions with the offender.

An incident is non-aggravated sexual assault if

- Someone intentionally touches the PCV/T's breasts, buttocks, or genitals but the PCV/T is not injured.
- Someone kisses the PCV/T on the mouth, ear, or neck without the PCV/T's permission.
- Someone rubs their genitals against the PCV/T without the PCV/T's permission.

An incident is NOT non-aggravated sexual assault if

- Someone is holding PCV/T's hand without the PCV/T's permission.
- Someone is rubbing the PCV/T's shoulder while verbally expressing statements of sexual nature.
- Someone verbally communicates statements of sexual nature, no matter how graphic these statements may be, but no touching is involved.

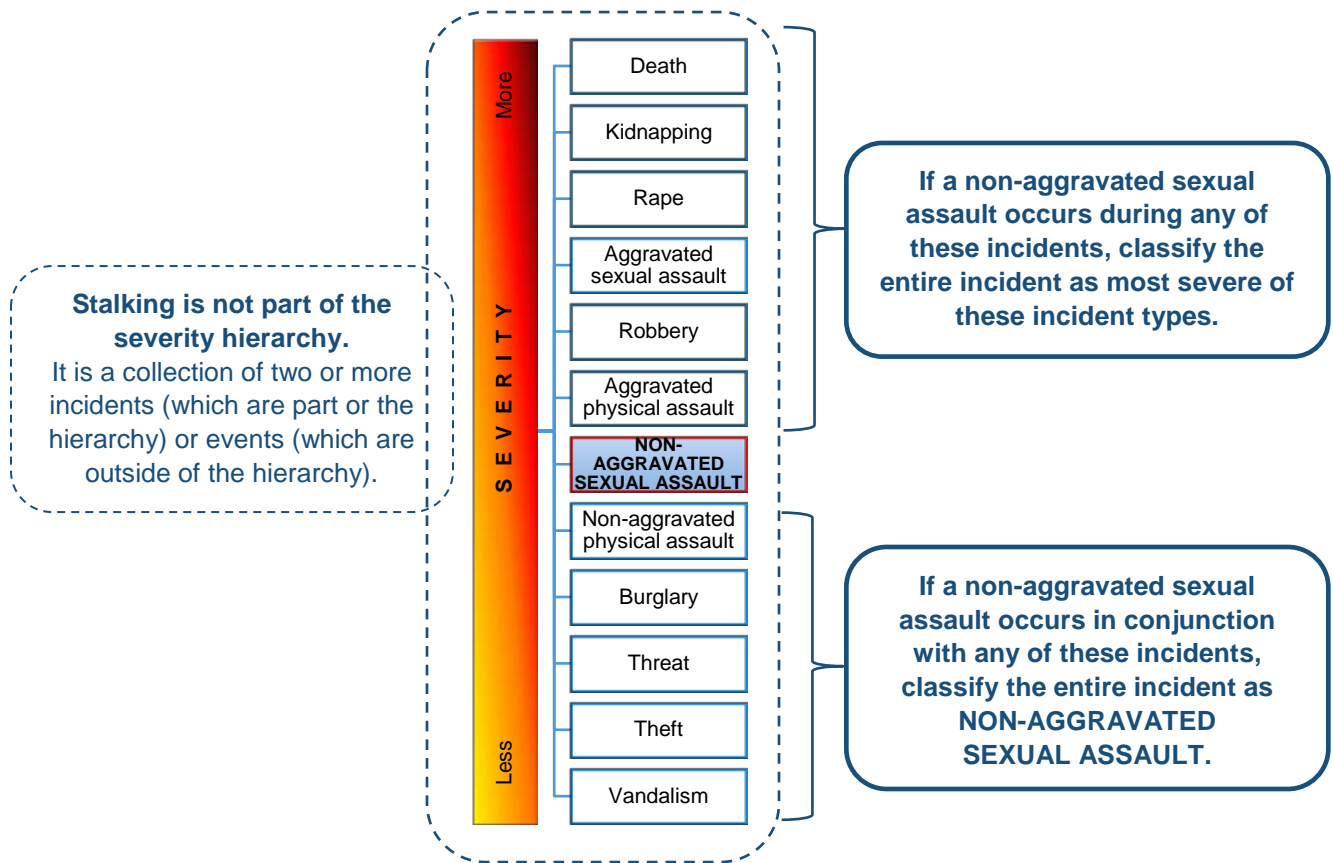
## HOW IS IT DIFFERENT FROM...

**Aggravated sexual assault**—Aggravated sexual assault requires intentional contact between the offender and the PCV/T, involving the genitalia, anus, groin, breast, thigh, or buttocks AND the use of a weapon, physical injury, or force, or if the victim is incapacitated or otherwise incapable of giving consent. If the incident does not involve intentional contact AND at least one of the other circumstances, the incident is classified as non-aggravated sexual assault.

**Non-aggravated physical assault**—Physical assault does not involve intentional contact with the genitalia, anus, groin, breast, thigh, or buttocks (although the PCV/T could be punched in the chest or kicked in the buttocks).



## WHERE DOES NON-AGGRAVATED SEXUAL ASSAULT RANK ON THE SEVERITY HIERARCHY?



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

### RELATED POLICIES AND PROCEDURES

[MS 243 Responding to Sexual Assault](#)

# NON-AGGRAVATED PHYSICAL ASSAULT

## OFFICIAL DEFINITION

**NON-AGGRAVATED PHYSICAL ASSAULT:** A situation when the offender makes a deliberate aggressive, repetitive, or unwanted physical contact that results in no injury or minor injury. Minor injury does not require hospitalization, X-ray, or surgical intervention (including stitches).

## WHAT IS NON-AGGRAVATED PHYSICAL ASSAULT?

Non-aggravated physical assault occurs when there is deliberate aggressive contact with a PCV/T that results in no injury or minor injury to the PCV/T (such as bruises, black eyes, scratches, swelling, or cuts that do not require stitches). This also includes instances when the PCV/T is hit with an object capable of causing only minor injury (such as small sticks, pebbles, or an empty plastic bottle). To be considered a physical assault, the PCV/T must *not* have been hospitalized, undergone X-rays, or had any kind of surgery, to include getting stitches.

An incident is non-aggravated physical assault if

- Someone punches, pushes, shoves, or kicks the PCV/T but does not take or attempt to take the PCV/T's property and causes only minor injuries that do not require X-rays or stitches.
- Someone grabs the PCV/T and refuses to let the PCV/T go.
- Someone cuts the PCV/T's hair without the PCV/T's consent.
- Someone throws and hits the PCV/T with small pebbles (which does not cause any injury to the PCV/T) and does not take or attempt to take the PCV/T's property.

An incident is NOT non-aggravated physical assault if

- Someone shakes the PCV/T's hand.
- Someone pushes the PCV/T in the course of a sports game, in which the PCV/T participates (e.g., basketball, soccer, hockey, etc.).
- Someone pats the PCV/T on the shoulder (e.g., in greeting).

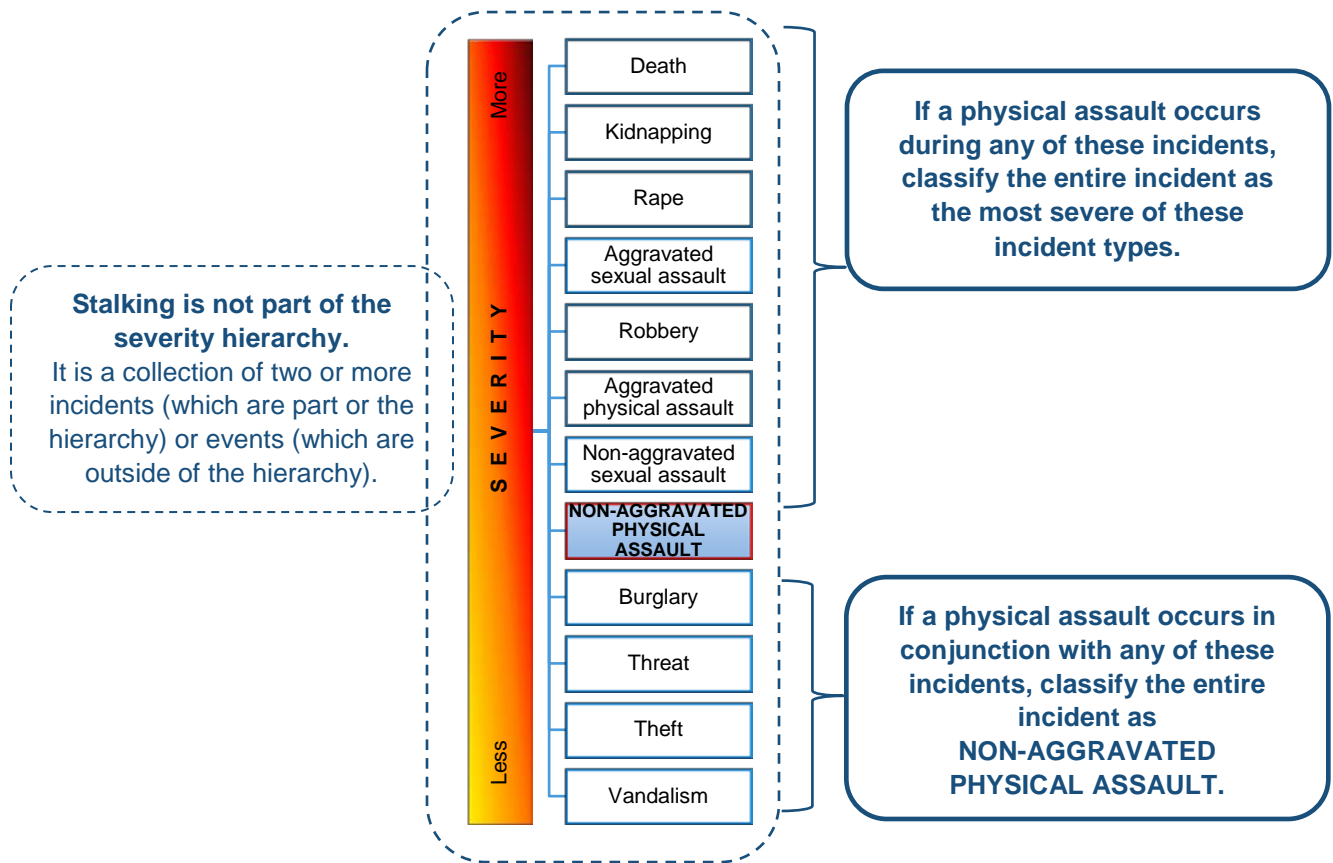
## HOW IS IT DIFFERENT FROM...

**Robbery**—Robbery involves the taking of property through force or threat of force. Based on the ranking of incidents by level of severity, robbery is a more serious classification than physical assault. Anytime a PCV/T is assaulted AND property is taken, the incident is classified as a robbery.

**Aggravated physical assault**—If an object is used against the PCV/T in a manner capable of causing severe bodily injury or death, but there is no attempt to take the PCV/T's property, the incident is classified as aggravated physical assault. If the PCV/T sustains broken bones, lost teeth, internal injuries, severe laceration, loss of consciousness, or was hospitalized, the incident is classified as aggravated physical assault.

**Non-aggravated sexual assault**—Non-aggravated sexual assault requires intentional contact with the genitalia, anus, groin, breast, thigh, or buttocks. If contact is made unintentionally with any of these areas during an attack, the incident is classified as a physical assault.

## WHERE DOES NON-AGGRAVATED PHYSICAL ASSAULT RANK ON THE SEVERITY HIERARCHY?



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### RELATED POLICIES AND PROCEDURES

[MS 461 Crimes against Volunteers and Trainees](#)

# BURGLARY

## OFFICIAL DEFINITION

**BURGLARY:** Unlawful or forcible entry of a PCV/T's residence. This incident type usually, but not always, involves theft. The illegal entry may be forcible (such as breaking a window or slashing a screen) or may be without force by entering through an unlocked door or an open window. As long as the person entering has no legal right to be present in the residence, a burglary has occurred. Burglary also includes an illegal entry of a hotel room where the PCV/T is staying (by someone other than the hotel staff).

**PCV/T residence** is a structure where the PCV/T lives. It also includes adjacent or nearby structures that extend the residence and are utilized by the PCV/T. The extended residence areas include porches (open or closed), verandas, standalone kitchens, standalone bathrooms, and toolsheds. The extended residence areas do not include yards or other non-structural space near the PCV/T's residence (e.g., a garden).

## WHAT IS A BURGLARY?

A burglary occurs anytime there is unlawful or unauthorized entry into the PCV/T's house or hotel room and the PCV/T is not assaulted. Unlawful entry does not have to involve force or someone breaking in. Unlawful entry occurs anytime someone who does not have permission enters the PCV/T's house or hotel room. Unlawful entry can occur through a window or door that is not locked or through a window or door that has been left open. Also note that "forcible entry" does not require the door or window to be damaged, only that some tool or key was used to gain unlawful entry through a closed or locked door or window. The key element of this classification is that someone enters the house or hotel room **WITHOUT** the PCV/T's permission. This includes attempts to enter the PCV/T's residence forcibly through doors, windows, walls, or roof.

*NOTE: If a PCV/T lives with a host family, host family members have the legal right to be in all rooms in the house, including the PCV/T's room. If the PCV/T's property is taken from the PCV/T's room and a suspected offender is family member living in the same house, the incident should be classified as theft.*

*If the PCV/T suspects that the property was taken from a PCV/T's hotel room by a hotel worker, the incident is classified as a theft because hotel workers are considered to have lawful permission to enter the room that the PCV/T is renting. However, if there is a sign of forcible entry in the PCV/T's hotel room, the incident is a burglary.*

An incident is burglary if

- Someone without the legal right to do so enters the PCV/T's house, hotel room (if it is not a hotel employee), or detached kitchen through an unlocked door without the PCV/T's permission for that person to enter. (*unlawful entry*)
- Someone breaks through a closed or locked door and enters the PCV/T's house, hotel room, or detached kitchen. (*forcible entry*)
- Someone cuts the screen on the window of the PCV/T's house or hotel room and reaches inside (either using the suspect's arm or a long stick or hook). (*forcible entry*)
- Someone reaches in through an open window of the PCV/T's house, hotel room, or detached kitchen and removes or damages the PCV/T's property. (*unlawful entry*)
- Someone without the legal right to do so uses a duplicate key to enter the PCV/T's house, hotel room, or a detached kitchen without the PCV/T's permission. (*forcible entry*)
- Someone attempts to break through a closed or locked door but does not actually enter the PCV/T's house or hotel room. (*attempted forcible entry*)

- Someone takes a bike from a porch attached to the PCV/T's residence. (*unlawful entry*)

An incident is NOT a burglary if

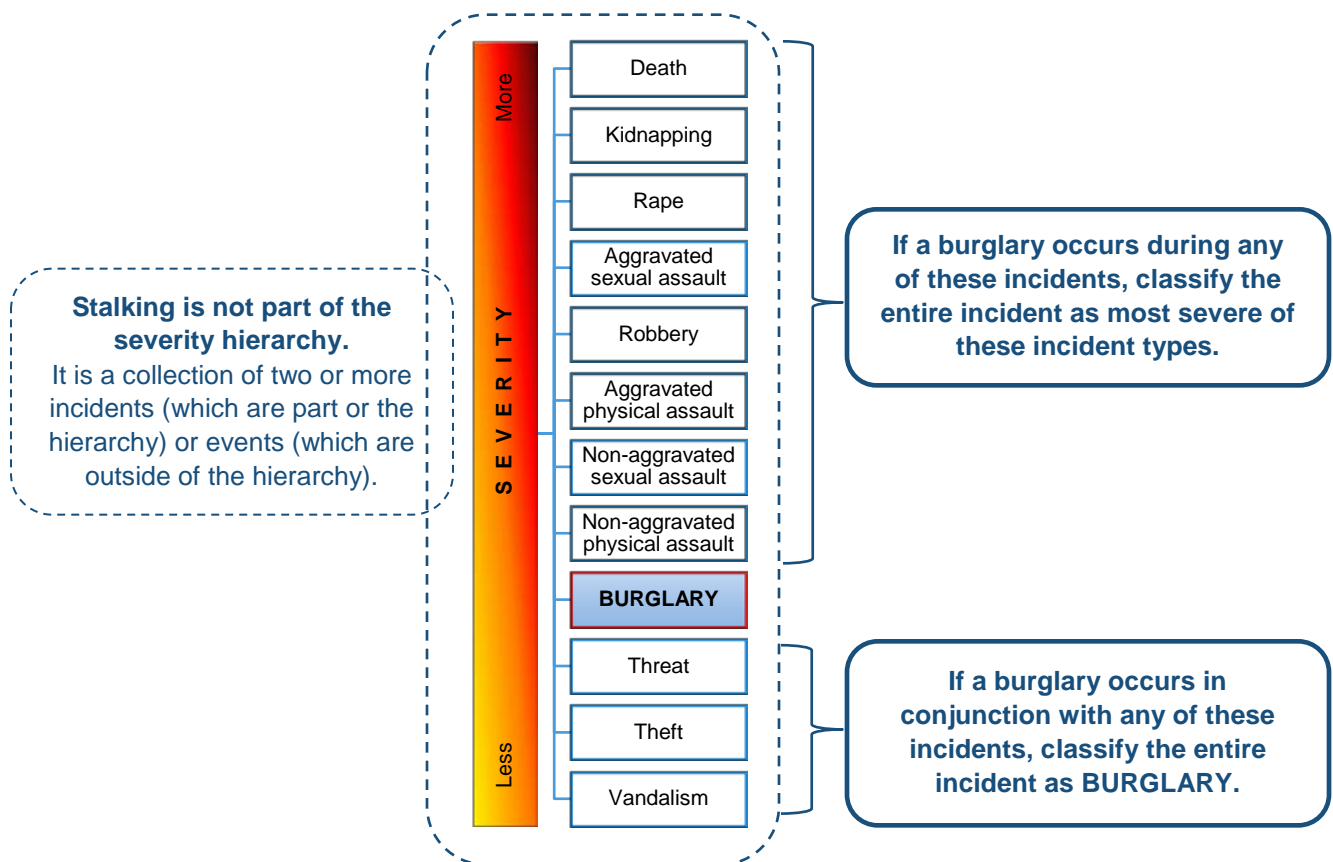
- Someone takes the PCV/T's property from the PCV/T's tent.
- Someone steals the PCV/T's bike locked in the bike rack next to the entrance of the apartment building.
- A host family member unlocks and enters the PCV/T's room in the host family house.

### HOW IS IT DIFFERENT FROM?

**Robbery**—Robbery involves the taking of property through force or threat of force. If someone breaks into the PCV/T's house or hotel room, confronts the PCV/T, and forces the PCV/T to surrender property, the incident is classified as robbery.

**Theft**—Burglary involves the unlawful entry into the PCV/T's residence or hotel room. If the PCV/T's property is stolen by someone who has permission to be in the PCV/T's house or hotel room, the incident is classified as theft.

### WHERE DOES BURGLARY RANK ON THE SEVERITY HIERARCHY?



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

## **RELATED POLICIES AND PROCEDURES**

[MS 461 Crimes against Volunteers and Trainees](#)

# THREAT

## OFFICIAL DEFINITION

**THREAT:** Words, actions, or behavior expressed or directed toward the PCV/T without physical contact or injury to the PCV/T that cause the PCV/T to reasonably fear for his or her safety or well-being.

## WHAT IS THREAT?

Threat occurs anytime someone says they are going to kill the PCV/T, threatens the PCV/T's physical well-being, or causes the PCV/T to reasonably fear for his or her safety, but the offender does not make a physical contact with the PCV/T. Threats can be made in person, in writing, by email, by phone, or through a third party.

*NOTE: If someone threatens the PCV/T with a weapon capable of causing severe bodily injury (e.g., pointing a knife or a gun toward the PCV), the incident is classified as an aggravated physical assault.*

An incident is a threat if

- Someone calls the PCV/T on the telephone and says that he or she is going to kill the PCV/T.
- Someone threatens to kill the PCV/T in person but does not actually point a weapon at them or physically strike them.
- Someone threatens to kill the PCV/T's pet.
- Someone leaves a note on the PCV/T's house saying that he or she is going to "kick the PCV/T's butt."

An incident is NOT a threat if

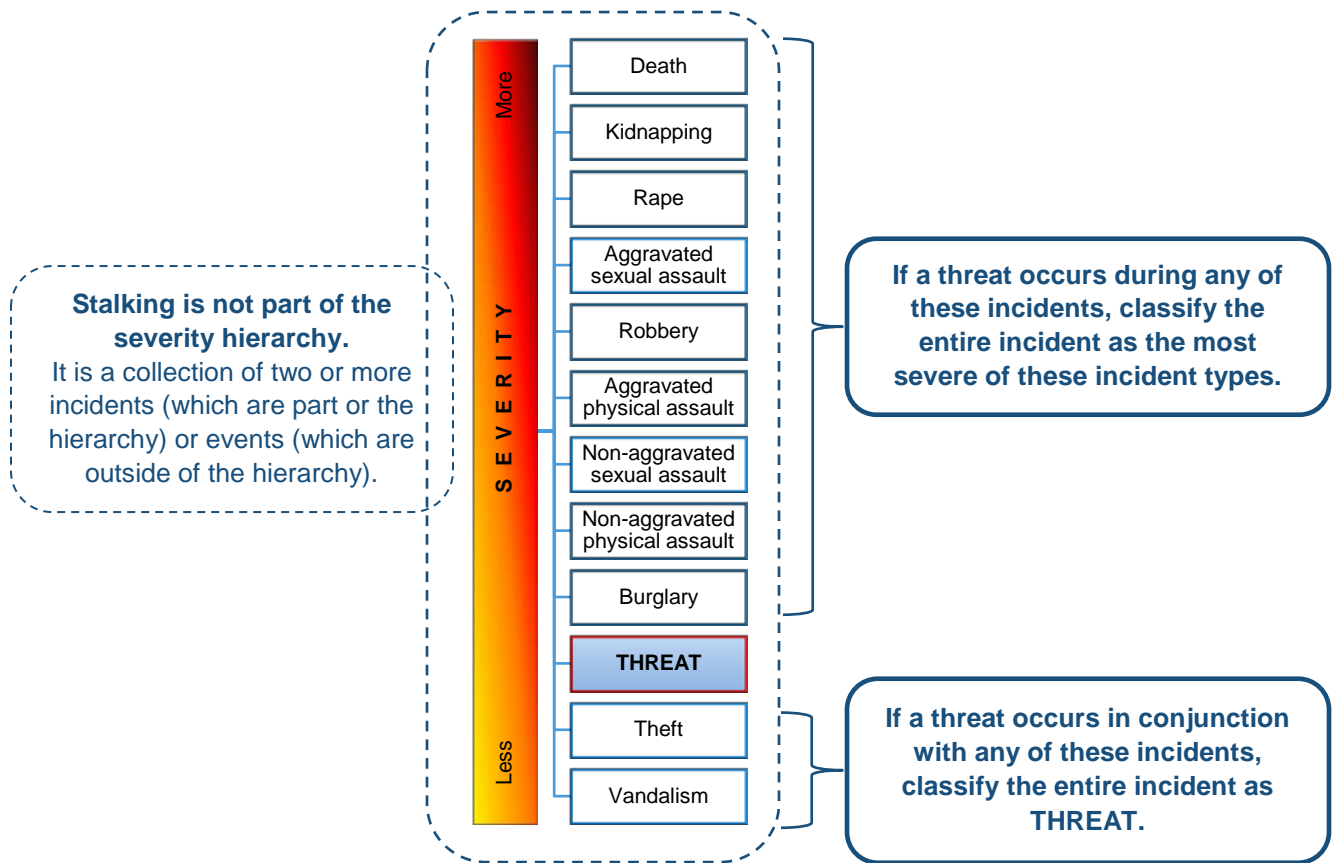
- A person, who appeared menacing to the PCV/T, had eye contact with the PCV/T.
- A colleague or supervisor reprimands the PCV/T for a poorly completed assignment.
- The PCV/T had a heated argument with someone, but no threat was expressed toward the PCV/T.

## HOW IS IT DIFFERENT FROM...

**Aggravated physical assault**—Threat does not involve a weapon or physical attack of the PCV/T. If the offender threatens the PCV/T and is holding a weapon, the incident is classified as an aggravated physical assault. Similarly, if the offender threatens to kill the PCV/T and then physically attacks the PCV/T, causing severe injury, the incident is classified as aggravated physical assault.

**Non-aggravated physical assault**—Threat does not involve physical contact between the offender and the PCV/T.

## WHERE DOES THREAT RANK ON THE SEVERITY HIERARCHY?



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.

### RELATED POLICIES AND PROCEDURES

[MS 461 Crimes against Volunteers and Trainees](#)



# THEFT

## OFFICIAL DEFINITION

**THEFT:** The taking away of or an attempt to take away property or cash from the PCV/T without involving force or illegal entry. This includes pickpocketing, stolen purses, and thefts from a residence that do not involve an illegal entry.

## WHAT IS A THEFT?

A theft occurs when the PCV/T's property is stolen without a direct confrontation between the PCV/T and the suspect and when there has not been illegal entry into the PCV/T's residence (including hotel room). For example, if the PCV/T gives someone permission to enter his house and that person steals the PCV/T's property, it is a theft. (This also applies if the PCV/T gives permission for someone to regularly enter the house when the PCV/T is not present, such as a housekeeper.) It is also a theft if the PCV/T's purse, cellphone, backpack, or similar property is "snatched" by a suspect but the PCV/T does not resist or is not assaulted in any other way.

*NOTE: If the suspect uses substantial force, or if the PCV/T resists or tries to recover the property, the incident is robbery.*

*If the property taken from the PCV/T belongs to someone other than the PCV/T but was in the PCV/T's custody at the time of theft, the victim of theft is the PCV/T in whose custody the stolen property was (not the owner of the property).*

*If the PCV/T suspects that the property was taken from a PCV/T's hotel room by a hotel worker, the incident is classified as a theft because hotel workers are considered to have lawful permission to enter the room that the PCV/T is renting. However, if there is a sign of forcible entry in the PCV/T's hotel room, the incident is burglary.*

An incident is a theft if

- Someone picks the PCV/T's pocket and steals his or her wallet without the PCV/T being aware. (*taking without force*)
- Someone snatches the PCV/T's cellphone/purse/backpack but does not use any other force or injure the PCV/T, and the PCV/T does not resist. (*taking without force*)
- PCV/T leaves his or her property in a public area (beach, library, internet café, etc.) and returns within a reasonable amount of time (approximately 30 minutes) to reclaim the item, but finds that someone has taken it. (*taking without force or illegal entry*)
- Someone who has been given permission by the PCV/T to enter the PCV/T's house or hotel room (such as a friend, housekeeper, or host-family member) steals the PCV/T's property. (*taking without force or illegal entry*)

An incident is NOT a theft if

- The PCV/T's wallet slipped out of the PCV/T's pocket while the PCV/T was riding in a taxi. (lost item)
- The PCV/T hid the allowance somewhere in the house, but forgot the hiding place.
- The PCV/T's shoes left outside of the residence were safeguarded by a neighbor while PCV/T was away, and then returned.

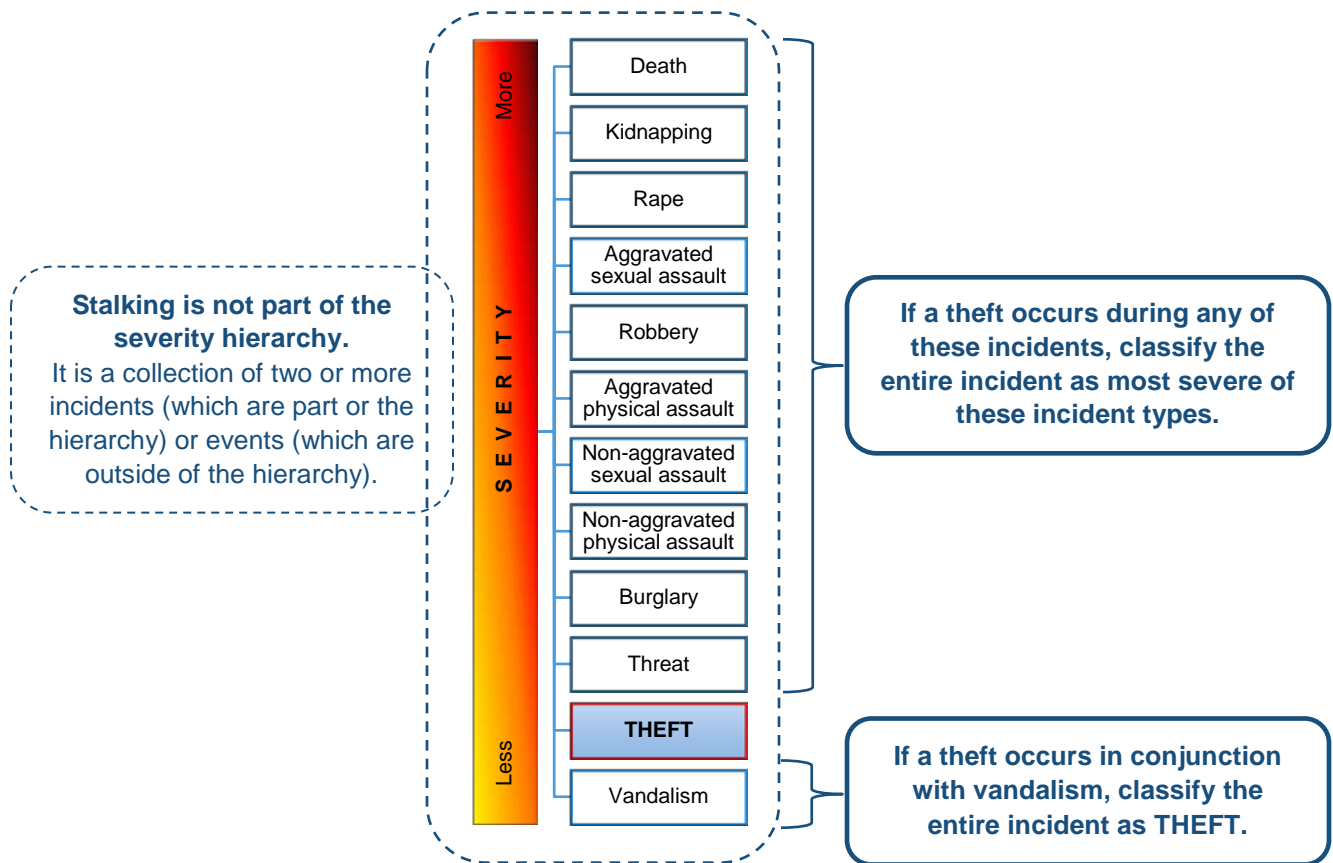
## HOW IS IT DIFFERENT FROM...

**Robbery**—Robbery involves the taking of property through force or threat of force. In theft, there is no threat or use of force.

**Burglary**—Burglary requires an unlawful or unauthorized entry, which means that someone who does not have permission enters the PCV/T's residence or hotel room.

**Vandalism**—Vandalism involves the destruction or damage of property, NOT taking property. If property is taken, the incident is theft.

## WHERE DOES THEFT RANK ON THE SEVERITY HIERARCHY?



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## RELATED POLICIES AND PROCEDURES

[MS 461 Crimes against Volunteers and Trainees](#)

# VANDALISM

## OFFICIAL DEFINITION

**VANDALISM:** Mischievous or malicious defacement, destruction, or damage of the PCV/T's property.

## WHAT IS A VANDALISM?

Vandalism is the destruction or damage of a PCV/T's property or the PCV/T's house (including the host family's house if the PCV lives with the host family) without signs of illegal entry or theft. The damage can be in the form of things being broken, cut, torn, or burned. Similarly, the damage can be from something that is painted, drawn, or marked on the PCV/T's house or property.

You must consider the purpose of the crime when making a distinction between vandalism and burglary. For example, if the PCV/T's window was broken by a student who threw a rock at the PCV/T's house, that is vandalism. However, if the window was broken in an attempt to enter the house without permission, that is burglary.

*NOTE: Anytime vandalism involves illegal or unlawful entry to the PCV/T's house or hotel room, the incident is classified as burglary.*

Vandalism can also be an element of other incidents, such as threat. If the outside of the PCV/T's house was vandalized and the offender painted a threat on the wall, the incident should be classified as threat.

An incident is vandalism if

- Someone cuts the tires on the PCV/T's bicycle. (*damage of property*)
- Someone destroys the garden the PCV/T planted. (*destruction of property*)
- Someone paints or writes slogans or pictures on the outside of the PCV/T's house. (*defacement of property*)
- Someone breaks the windows on the PCV/T's house (e.g., by throwing a rock) but does not try to enter the house. (*damage of property*)
- Someone wipes feces on the door to the PCV/T's house. (*defacement of property*)
- Someone breaks PCV/T's phone on purpose.
- Someone purposely kills or hurts PCV/T's pet.

An incident is NOT vandalism if

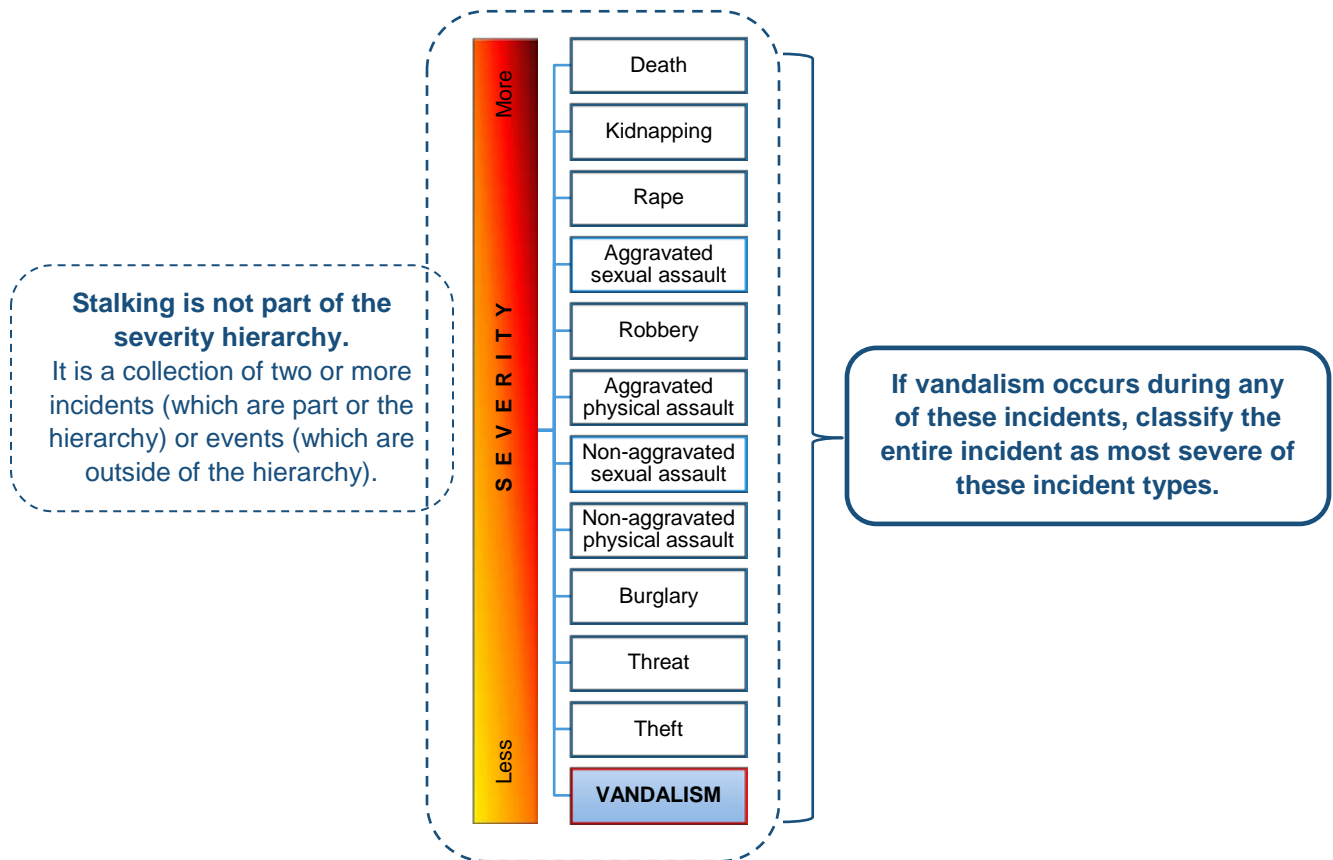
- There is unlawful or forcible entry or attempted entry into the PCV/T's residence.
- Someone borrowed the property from the PCV/T and unintentionally broke it while using it.
- PCV/T on a bicycle collided with another vehicle and damaged the tire.

## HOW IS IT DIFFERENT FROM...

**Burglary**—Burglary requires unlawful or unauthorized entry—that means someone who does not have permission enters the PCV/T's house or hotel room. If someone enters the PCV/T's house or hotel room and commits vandalism (destroying property), the entire incident is classified as burglary because that is the most serious offense.

**Theft**—Vandalism involves the destruction or damage of property NOT taking property. If property is taken, the incident is theft.

### WHERE DOES VANDALISM RANK ON THE SEVERITY HIERARCHY?



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### RELATED POLICIES AND PROCEDURES

[MS 461 Crimes against Volunteers and Trainees](#)

## PART 2: STALKING

### SPECIAL INSTRUCTION

If a positive contact with the PCV/T is not made within 24 hours, the PCV/T must be considered missing or endangered, and the country director must immediately call the designated security specialist at **+1.202.437.5159**.

In cases of stalking, the country director should consult with the post's safety and security officer once action to safeguard the PCV/T has been taken.

### OFFICIAL DEFINITION

**STALKING:** The same perpetrator(s) engaging in a course of conduct directed at a specific PCV/T that would cause a PCV/T victim, or a reasonable person, to either

- fear for his or her safety or the safety of others and/or
- suffer substantial emotional distress.

The "course of conduct" means threatening behavior composed of more than one act across a period of time, however short, demonstrating a continuity of purpose. This behavior includes repeatedly maintaining unwanted visual or physical proximity to a person; conveying oral or written threats, implicitly threatening conduct, or any combination of these directed at or toward a person; or directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about a person.

### WHAT IS STALKING?

Unlike other incident types explained in this guide, stalking is a collection of incidents and/or events rather than a single incident or event. These events and incidents may not be alarming or distressing when looked at individually, but when two or more occur to a single PCV/T by a single offender or group of offenders, they should be looked at together to see if the situation represents a threat to the PCV/T's ongoing safety or security.

A collection of incidents or events should be reported as a stalking if the PCV/T reports

- feeling threatened,
- concern for his/her ongoing safety or security, or
- suffering substantial emotional distress about the incidents or events.

A collection of incidents or events should also be reported if a PCV/T is *not* afraid or distressed, but Peace Corps staff members believe that a reasonable person would be afraid or distressed.

A stalking *event* is an intentional and unwanted situation where the PCV/T may feel harassment, intrusion, or fear, but it does NOT meet any of the definitions of a crime. Other security incidents, of which staff learned at the time of receiving information about stalking, may be reported as stalking events. Cyber-stalking is also included in this category.

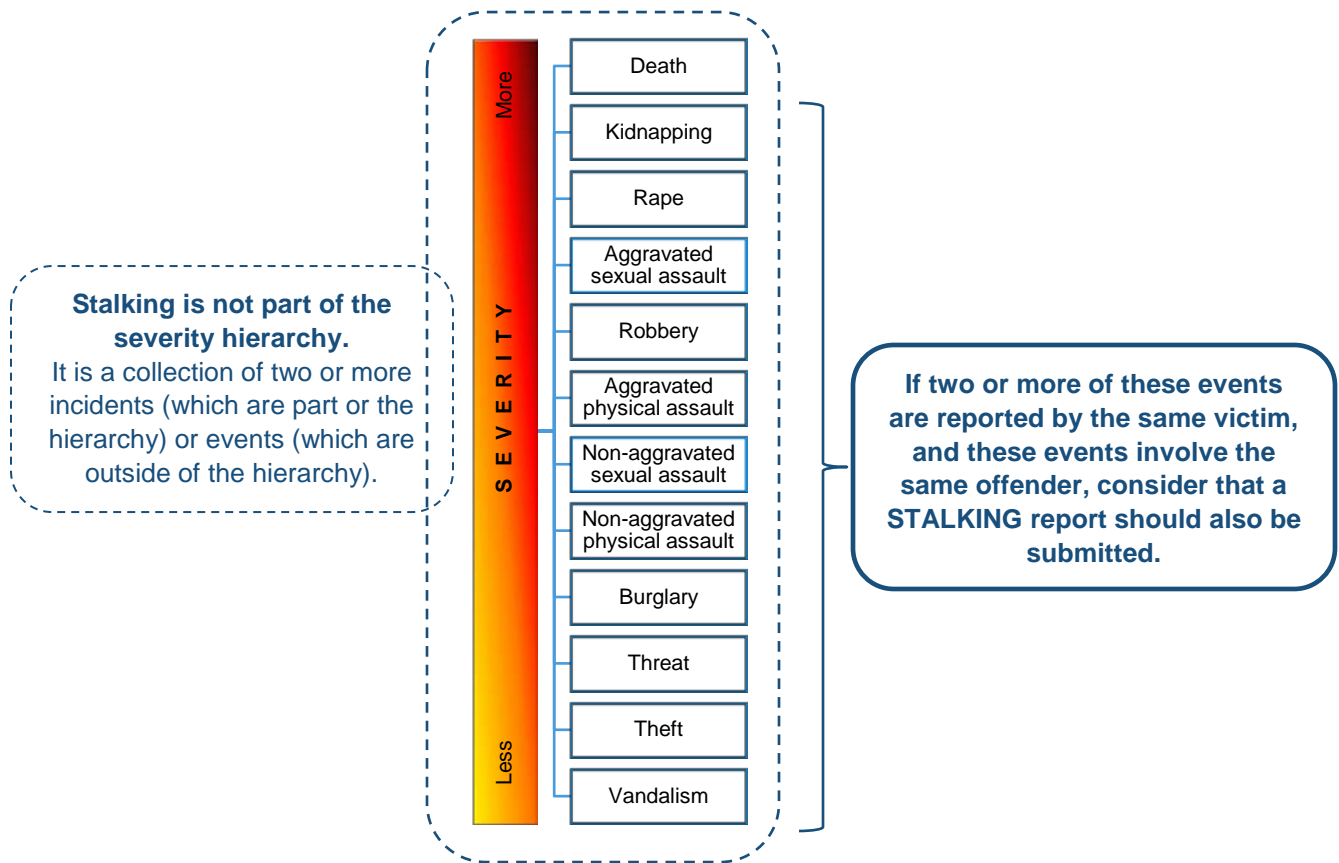
Incidents or events that may be stalking:

- Targeting a PCV/T for multiple criminal incidents, including property crimes, threats, and assaults
- Unwanted communication or contact including, but not limited to, face-to-face, phone calls, text messages, email, instant messages, postal mail, unwanted gifts or items, and messages through a third party or social media
- Verbal harassment, even through a third party
- Pursuing, following, or appearing within sight of the PCV/T either in person or through electronic surveillance
- Trespassing on the PCV/T's property or in the PCV/T's workplace without express permission (if needed)
- Direct or indirect verbal or physical threats to harm the PCV/T's host or biological/marital family, colleagues, friends, or pets
- Defamation of character or spreading malicious rumors about the PCV/T
- Gathering or obtaining personal information about the PCV/T by accessing public records, hiring a personal investigator, going through the PCV/T's garbage, or contacting the PCV/T's colleagues, community members, host family, friends, etc.
- Contacting witnesses or any other person involved in a crime incident to intimidate them or get them to change their testimony
- Posting pictures, videos, or information in chat rooms, forums, or on websites about the PCV/T without the PCV/T's consent or knowledge
- Sending unwanted or unsolicited email, text messages, instant messages, or social media messages

Incidents and events are NOT stalking if

- The PCV/T passes a beggar on the corner every day, and this beggar asks for money.
- The PCV/T experiences a single incident, i.e., found unwanted flowers on the porch.
- The PCV/T experienced similar incidents, but offenders are different (e.g., being harassed on the way home by different offenders).
- The time period within which the same events repeatedly happened is extremely short, e.g., the PCV/T received five calls or text messages within five minutes (this is considered one event).
- The PCV/T is harassed every time they enter their local market. (offender did not seek out PCV/T).
- The PCV/T receives multiple text messages with innocuous content from a community member and finds it annoying. (PCV/T does not feel threatened or distressed).

## WHERE DOES STALKING RANK ON THE SEVERITY HIERARCHY?



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### RELATED POLICIES AND PROCEDURES

[MS 242 Stalking of a PCV/T](#)

## PART 3: OTHER SECURITY INCIDENT

### OFFICIAL DEFINITION

**OTHER SECURITY INCIDENT:** Any situation that either directly or indirectly impacts the security<sup>3</sup> or the perception of security of a PCV/T but that does not meet any of the definitions of a crime.

### WHAT IS OTHER SECURITY INCIDENT?

Other security incident is any situation where a PCV/T's continued security is in question, but in which the PCV/T has not been the victim of a crime or a direct threat. This includes any serious incidents occurring in or near the PCV/T's site that causes the PCV/T to have concerns for his/her own security, even if the PCV/T was not directly involved. Sexual and non-sexual harassment should be reported under this category.

Other Security Incidents do not include situations affecting the PCV/T's *safety*,<sup>4</sup> such as transportation crashes, natural disasters, or other weather-related incidents. Security incidents that affect large groups of PCV/Ts and result in emergency action plan activation do not need to be reported in CIRS.

Each other security incident report requires Yes/No answers to the following statements, indicating if the PCV/T:

- Lost a wallet, passport, or other item that could put the PCV at risk for identity theft or another crime
- Witnessed a crime
- Heard about a crime occurring in the community
- Experienced sexual harassment
- Was harassed based on his/her race/ethnicity, American heritage, or sexual orientation
- Reported a peeping tom, night crawling, or creeping incident
- Reported theft, robbery, or vandalism of items that belong to a project (but that were not under the care or supervision of the PCV/T)
- Reported a burglary of workplace or a project-related site

An incident is considered an other security incident if

#### Witnessing a crime

- PCV/T reports a dead body was found in the community.
- PCV/T reports that a host family member was raped.

#### Harassment (sexual and non-sexual)

**Harassment** (sexual and non-sexual) is unwanted, unwelcomed, or uninvited deliberate behavior that annoys, intimidates, offends, or alarms the PCV/T, but does not cause fear or emotional distress to the PCV/T. Harassment excludes any physical contact with the PCV/T. Harassing behavior may include, but is not limited to, derogatory comments, slurs, vulgar propositions, visual insults, mocking, unwanted calls or text messages, and following.

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<sup>3</sup> SECURITY: Measures to protect against intentional threats or violence (crime, terrorism, political unrest).

<sup>4</sup> SAFETY: Guarding against natural or accidental threats (transportation crashes, natural disasters, or other weather-related incidents)



- Someone exposes his/her genitalia to the PCV/T in public
- PCV/T reports a man pulled down his pants and started masturbating in front of the PCV/T.
- PCV/T reports receiving several text messages from a community member stating the community member wants to date and marry the PCV/T.
- PCV/T reports finding offensive words written in English on their classroom blackboard.
- Someone makes harassing non-threatening comments toward the PCV/T.

NOTE: *Two or more instances of harassment of a single PCV/T by a single offender or the same group of offenders may be stalking. A stand-alone incident of harassment in combination with other security incidents or crimes may be stalking.*

### **Peeping Tom, night crawling, or creeping incidents**

A **peeping Tom** is a person who gets pleasure, especially sexual pleasure, from secretly watching others. If someone openly stares at the PCV/T, it does not fit the peeping tom definition.

- PCV/T finds someone watching through the windows of his/her house when the PCV/T is changing clothes, but the person does not attempt to enter the house.

**Night crawling** and **creeping** refer to courtship rituals common in the Pacific islands. Night crawling and creeping are typically committed by young men and are used to passively gauge a woman's interest while avoiding direct (possibly confrontational) communication with the woman or her family. In most cases when a young woman is asleep, the night crawler will call the woman's name outside of her bedroom window, hoping to persuade the woman to come outside or allow him inside. In most cases, the night crawler leaves when the woman or family tells him to do so.

NOTE: *If the night crawler threatens the PCV/T, enters or attempts to enter the PCV/T's bedroom or house, or touches the PCV/T, the incident should be classified as a crime against the PCV/T.*

- PCV/T was sleeping when she heard a voice outside of her bedroom window saying "Hey, hey, hey!" PCV/T saw an intoxicated young man from her community standing in front of the window. The PCV/T shouted, and the man ran away.

### **Workplace incidents**

- Reported theft, robbery, or vandalism of items that belong to a project
- Reported burglary of workplace or a project-related site

### **Other incidents**

- Someone follows the PCV/T, but the PCV/T does not feel physically threatened or that he/she is being stalked.
- Someone displays or uses a weapon in the presence of a PCV/T, but the action is not directed toward the PCV/T.
- PCV/T is detained by law enforcement and there is suspicion that the detention is harassment and not due to a statutory violation.
- PCV/T reports an anti-American incident occurred at his/her site, but the PCV/T was not targeted.
- PCV/T heard rumors or has seen evidence of social or political unrest within the community.
- PCV/T witnessed or heard about an unnatural death or death under suspicious circumstances.

An incident is NOT an other security incident if

- A lost item has been found (if an other security incident report was initially submitted, it should be deactivated)
- The incident does not impact the security of the PCV/T
  - A stray community dog disappears
  - A large event is in town
  - PCV/T witnessed a vehicular accident

#### **HOW IS IT DIFFERENT FROM?**

**Non-aggravated sexual assault**—Non-aggravated sexual assault requires intentional contact of the PCV/T's or the offender's genitalia, anus, groin, breast, inner thigh, or buttocks. If the offender exposes himself/herself or makes sexually explicit comments but does not physically touch the PCV/T, the incident is classified as other security incident.

**Burglary**—Burglary requires illegal or attempted illegal trespass into a PCV/T's house or hotel room. If the offender peeks through the PCV/T's window or doors but makes no attempt to enter the house, the incident is classified as other security incident.

**Threat**—Threat causes the PCV/T to reasonably fear for his or her safety or well-being. If the PCV/T is annoyed but does not fear for his or her safety or well-being, it is classified as other security incident.

## PART 4: VEHICULAR ACCIDENT INVOLVING A PCV/T

Any vehicular accident involving a PCV/T must be documented via CIRS. Vehicular accidents involving a PCV/T are divided into five separate categories:

- Pedestrian PCV/T hit by a vehicle
- PCV/T in a vehicle colliding with another vehicle
- PCV/T in a vehicle colliding with an object
- Overturned vehicle holding a PCV/T
- Other vehicular accident

For the purposes of reporting, vehicles include the following:

- Motor vehicles (cars, pickup trucks, vans, heavy transport vehicles, buses, minibuses, and SUVs)
- Boats or water vehicles
- Railway trains, airplanes, helicopters
- Motorcycles (classic style, sidecars, mopeds, motorized bicycles, and motor-powered scooters)
- Bicycles (unicycles, bicycles, tricycles, and mountain bikes)
- Other vehicles (streetcars, animal-drawn vehicles, snowmobiles, go-carts, boats)

*NOTE: If an accident is caused in order to hurt the PCV/T intentionally, or is the result of driving under the influence of drugs or alcohol, it should be classified as a crime, not as a vehicular accident.*

*Post are required to report vehicular accidents via CIRS. Accidents that result in injury to the PCV/T must also be reported via the PCMEDICS by the Peace Corps medical officer.*

### PEDESTRIAN PCV/T HIT BY A VEHICLE

A PCV/T is involved in a collision, where at the time of the collision, the PCV/T is not riding in a vehicle but is hit by a vehicle.

An accident falls into this category if

- PCV/T was running or walking along the side of the road and was hit by the bumper or mirror of a passing car or motorcycle.
- A cyclist ran into the PCV/T who was walking with his/her bike.

### PCV/T IN VEHICLE COLLIDING WITH ANOTHER VEHICLE

The vehicle in which the PCV/T is a driver or a passenger hits another vehicle or is hit by another, whether the other vehicle is moving or stopped.

An accident falls into this category if

- A PCV/T who was riding a bike got hit by a car or motorcycle or hits a car or motorcycle.
- The PCV/T was riding in or on a car, bus, taxi, truck, or motorcycle when it ran into another vehicle or is hit by another vehicle.

## **PCV/T IN VEHICLE COLLIDING WITH AN OBJECT (NOT ANOTHER VEHICLE OR PERSON)**

The vehicle in which the PCV/T is riding strikes another object, such as a tree, building, rock, or animal (but not another person).

An accident falls into this category if

- A minibus where the PCV/T was riding swerved and hit the roadside wall.
- A PCV/T was riding in a car when the driver lost control of the car, went off road, and hit a tree.

## **OVERTURNED VEHICLE HOLDING A PCV/T (NO COLLISION)**

The vehicle in which the PCV/T is riding does not hit a vehicle or object, but does end in a position in which the wheels of the vehicle are not in contact with the ground. This could mean the vehicle is turned over onto its side or top.

An accident falls into this category if

- A PCV/T was riding in a minibus when the driver suddenly stopped to avoid a collision with another vehicle, and the minibus overturned.
- PCV/T took a ride on the back of his host brother's bicycle, which fell on its side on a steep turn.

## **OTHER VEHICULAR ACCIDENT INVOLVING A PCV/T**

When the above definitions do not match the accident, use other vehicular accident involving a PCV/T to report the incident.

An accident falls into this category if

- The PCV/T is riding in a vehicle that strikes other pedestrians.
- The PCV/T is in a vehicle that slides or skids on the road, but does not overturn.

Currently, accidents involving staff and Peace Corps official vehicles are only reported if a PCV/T was also involved in the accident. The report in CIRS does not account for any official report of Peace Corps property damaged in an accident. In the future, reporting of all vehicular incidents that happened to Peace Corps staff while on official duty will be required.

## PART 5: CRIME COMMITTED AGAINST PEACE CORPS STAFF ON DUTY OR AGAINST PEACE CORPS PROPERTY

Crimes committed against Peace Corps staff on duty or Peace Corps property must be documented via CIRS. The definitions of crime and severity hierarchy are the same as those for crimes committed against PCV/Ts. Please refer to definitions in [Part 1: Crime Incident Classification](#):

[Kidnapping](#)

[Rape](#)

[Aggravated Sexual Assault](#)

[Robbery](#)

[Aggravated physical assault](#)

[Non-aggravated Sexual Assault](#)

[Non-aggravated physical Assault](#)

[Burglary](#)

[Threat](#)

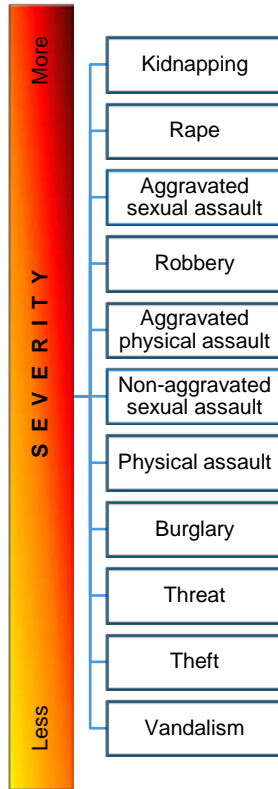
[Theft](#)

[Vandalism](#)

If a crime is only committed against Peace Corps property, for example burglary of a Peace Corps facility, the country director should be entered into the CIRS as a victim of crime. If a vehicle or other equipment was “checked out” to a staff member, that staff member should be entered as the victim. If Peace Corps property such as computers or vehicles is damaged or lost in an incident, the CIRS report does not replace any official report needed to document the loss.

Peace Corps does not document the death of a staff member. Rather, the U.S. embassy or the host country government documents staff deaths. At this time, there is no requirement to report other security incidents, stalking incidents, or vehicular accidents in which on-duty staff are involved .

## SEVERITY HIERARCHY FOR CRIMES COMMITTED AGAINST PEACE CORPS STAFF ON DUTY



The Peace Corps recognizes that all crimes can be traumatic for victims, regardless of the crime's placement in the severity hierarchy. The severity hierarchy is used only for the purposes of documenting incidents. It does not have any impact on assessing emotional, physical, or financial hardships of the victims, or on the services victims of crime receive.