**CLERY INCIDENT REPORT FORM**

**FOR**

**CAMPUS SECURITY AUTHORITIES**

**Clayton State University**

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| The purpose of **CLERY** is to encourage reporting and the accurate collection of campus crime statistics to promote crime awareness and to enhance campus safety through reliable statistical records. The purpose of this report form is to provide a uniform procedure for documenting certain reportable crimes which have been observed by or reported to a Campus Security Authorities (CSA) other than the Clayton State University Dept. of Public Safety. It is the policy of Clayton State Dept. of Public Safety to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority. Campus Security Authorities (CSAs) are defined as: campus police and security personnel; individuals responsible for safety but who are not campus police or security, student escorts, student security, or parking monitors; officials of institutions who have “significant responsibility for student campus activities”; and individuals designated under school policy as individuals to whom to report crimes. For the purposes of CLERY, CSAs are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:  1) **On-campus property:** Offense statistics for any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used in direct support of, or in a manner related to, the University's educational purpose, including buildings or property the location described herein  that is owned by the University but controlled by another person and which is frequently used by students.  2) **On-campus student housing**  3) **Non-campus property:** Offense statistics for non-campus property or building owned or controlled by the University that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.  4) **Public property:** Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands, and parks.  **For CLERY purposes, the student status (yes/no) of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the listed offenses occurs, documentation is required.**  **In order for the University to satisfy the statistical reporting requirements of the Clery Act, all CSAs should complete this form when any of the specified offenses listed below are reported to them. Additionally, a person reporting a crime shall also be encouraged to report the crime to Clayton State Department of Public Safety.** | | | | | | | |
| □ Homicide □ Aggravated Assault □ Burglary □ Alcohol violations □ Drug/Narcotic violations  □ Manslaughter □ Sex Offense (Forcible) □ Motor Vehicle Theft □ Weapons violations □ Dating Violence  □ Robbery □ Sex Offense (Non-forcible) □ Arson □ Stalking □ Domestic Violence | | | | | | |  |
| □ Hate Crime (Please Select Sub-Type)  □ Bodily injury □ Vandalism □ Email  □ Telephone □ Message □ Other  □ Hate Incident (any non-criminal incident) | | | | Category of Prejudice  □ Ethnicity □ Gender  □ Race Disability □ Sexual Orientation  □ Religion □ National Origin | | |
| □ On-campus (excluding residential life)  □ Public property  □ Unknown  □ Non-campus property | | DATE OF INCIDENT: | | | | |
| TIME OF INCIDENT | | | | |
| Name of CSA | | | | |
| : | | CSA’s Department | | | | Dept. Address |
| Reporting Party:  □ Victim □ Witness □ Suspect  □ Other: | | | Was a Police Report Filed?  □ Yes □ No □ Unknown  Specify Department: | | | |
| Date of Police Report (if any): | Case Number: | | | | Officer Name: | |

**Sex Offenses:** Sex offenses are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity; as a result he/she will often seek a reporting source other than law enforcement such as a designated Campus Security Authority. Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.

□ Known offender (friend, classmate, acquaintance, date, etc.) □ Alcohol involved: □ Offender □ Victim

□ University affiliated (□ Student □ Staff □ Faculty) □ Drugs involved: □ Offender □ Victim

□ Unknown offender (stranger) □ Narcotics involved: □ Offender □ Victim

□Victim was injured - Describe injuries: □ Weapon involved: □ Yes □ No

□ Victim was not injured

Describe weapon:

**Brief Description of Crime or Incident:**

**Please return completed forms to:**

**Clayton State University Department of Public Safety Attn: Director of Public Safety**