

# CLERY INCIDENT REPORT FORM

## FOR NON-POLICE CAMPUS SECURITY AUTHORITIES Mountwest Community & Technical College

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 the (What, When, Where) of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred within one of the two reporting locations and which have been reported to a Campus Security Authorities (CSA) other than the Mountwest Dept. of Public Safety. **Data collected on this form is to be used to increase public safety, not to identify the victim; therefore, no personal identifying information shall be included on this form.** All cooperating victims who do not wish to remain anonymous should be directed to the Mountwest Dept. of Public Safety or the law enforcement agency having jurisdiction where the crime occurred. It is the policy of Mountwest Dept. of Public Safety encourages victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority. (A complete list of Campus Security Authorities (CSA's) can be found in the Annual Clery Report which is available at For the purposes of CLERY, CSA's 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 College within the same reasonably contiguous geographic area and used by the College 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 College but controlled by another person and which is frequently used by students.

2) **On-campus residential life buildings**

3) **Non-campus property:** Offense statistics for non-campus property or building owned or controlled by the College 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 14 listed offenses occurs, documentation is required.**

**CLERY documentation is not satisfied by simply directing/referring the reporting party to the police department. In order for the College to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when certain any of the specified offenses listed below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to Mountwest Department of Public Safety.**

<input type="checkbox"/> Homicide <input type="checkbox"/> Aggravated Assault <input type="checkbox"/> Burglary <input type="checkbox"/> Alcohol violations <input type="checkbox"/> Drug/Narcotic violations <input type="checkbox"/> Manslaughter <input type="checkbox"/> Sex Offense (Forcible) <input type="checkbox"/> Motor Vehicle Theft <input type="checkbox"/> Weapons violations <input type="checkbox"/> Dating Violence <input type="checkbox"/> Robbery <input type="checkbox"/> Sex Offense (Non-forcible) <input type="checkbox"/> Arson <input type="checkbox"/> Stalking <input type="checkbox"/> Domestic Violence		
<input type="checkbox"/> Hate Crime (Please Select Sub-Type) <input type="checkbox"/> Bodily injury <input type="checkbox"/> Vandalism <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Message <input type="checkbox"/> Other <input type="checkbox"/> Hate Incident (any non-criminal incident)		Category of Prejudice <input type="checkbox"/> Ethnicity <input type="checkbox"/> Gender <input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion <input type="checkbox"/> National Origin
<input type="checkbox"/> On-campus (excluding residential life) <input type="checkbox"/> Public property <input type="checkbox"/> Unknown <input type="checkbox"/> Non-campus property	DATE OF INCIDENT:	
	TIME OF INCIDENT	
	CSA TRACKING #	
Name of CSA receiving report:	CSA's Department	Dept. Address
Reporting Party: <input type="checkbox"/> Victim <input type="checkbox"/> Witness <input type="checkbox"/> Suspect <input type="checkbox"/> Other: _____		Was a Police Report Filed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Specify Department: _____
Date of Police Report:	Case Number:	Officer Name:

