

# Crime Incident Reporting Form

Please forward this completed form to: **John Warren, Chief of Police, Building 19.**

This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal **Cleary Act**. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus’ Annual Security Report.

It is the policy of the University of West Florida to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report University policy violations to the appropriate office (e.g., student conduct violations to the Office of Student Judicial Affairs). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

University Police will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the *Cleary Act*. Please forward this completed form to: **John Warren, Chief of Police, Building 19.**

Person completing this Report: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Person information reported to: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Report Made by:

\_\_\_\_\_ Victim

\_\_\_\_\_ Third Party Identify relationship to the victim \_\_\_\_\_

Date and Time Incident occurred: \_\_\_\_\_

Description of the incident or crime: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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*Complete Reverse side*

**Location of Incident**

Identify building name, address, etc.: be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

The location where this incident occurred was :

- \_\_\_\_\_ On campus, but not in student housing
- \_\_\_\_\_ On campus student housing
- \_\_\_\_\_ Off Campus affiliated property (owned, controlled, or affiliated with the campus; e.g. leased property, fraternity, student co-op)
- \_\_\_\_\_ Off-campus public property immediately adjacent to campus
- \_\_\_\_\_ Off-campus, NOT affiliated with or not adjacent to campus
- \_\_\_\_\_ Unknown

**Sex Offenses**

*Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.*

Was this crime a sexual offense? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, was the victim and assailant acquainted? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, was the victim or the assailant under the influence of alcohol or drugs?  
 Victim: \_\_\_\_\_ No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_  
 Assailant: \_\_\_\_\_ No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_

**Hate Crimes**

*Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.*

Was this incident motivated by hate or bias? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, identify the category of prejudice:

- \_\_\_\_\_ Race \_\_\_\_\_ Ethnicity \_\_\_\_\_ National Origin
- \_\_\_\_\_ Religion \_\_\_\_\_ Disability \_\_\_\_\_ Sexual Orientation

If yes, provide a brief explanation of the determination: \_\_\_\_\_

\_\_\_\_\_

**Alcohol, Drug or Weapons Law Violations**

*Check all that apply*

\_\_\_\_\_ Alcohol \_\_\_\_\_ Drugs \_\_\_\_\_ Weapons Describe: \_\_\_\_\_

Number of individuals arrested or referred for campus disciplinary action: \_\_\_\_\_