

CLERY INCIDENT REPORT FORM

FOR NON-POLICE CAMPUS SECURITY AUTHORITIES TEXAS TECH UNIVERSITY SYSTEM

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 four reporting locations and which have been reported to a Campus Security Authorities (CSA) other than the Texas Tech Police Department. **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 Texas Tech Police Department or the law enforcement agency having jurisdiction where the crime occurred.

It is the policy of Texas Tech University and Texas Tech University Health Sciences Center to encourage 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 www.depts.ttu.edu/tttd/. 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 University within the same reasonably contiguous geographic area and used by the University 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 residential life buildings**
- 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, parks and beaches.

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 University 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 list below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to the Texas Tech Police Department.

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|---------------------------------------|---|--|---|
| <input type="checkbox"/> Homicide | <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Burglary | <input type="checkbox"/> Alcohol violations |
| <input type="checkbox"/> Manslaughter | <input type="checkbox"/> Sex Offense (Forcible) | <input type="checkbox"/> Motor Vehicle Theft | <input type="checkbox"/> Drug/Narcotic violations |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Sex Offense (Non-forcible) | <input type="checkbox"/> Arson | <input type="checkbox"/> Weapons violations |

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| <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) | <i>Category of Prejudice</i>
<input type="checkbox"/> Ethnicity
<input type="checkbox"/> Race
<input type="checkbox"/> Religion
<input type="checkbox"/> Gender
<input type="checkbox"/> Disability
<input type="checkbox"/> National Origin
<input type="checkbox"/> Sexual Orientation |
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<input type="checkbox"/> On-campus (excluding residential life) <input type="checkbox"/> Public property <input type="checkbox"/> On-campus (residential life bldgs) <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 or Mail Stop
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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: _____
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