CLERY INCIDENT REPORT FORM

FOR

NON-POLICE CAMPUS SECURITY AUTHORITIES
UNIVERSITY OF HOUSTON SYSTEM

UNIVERSITY OF HOUSTON

University of Houston Clear Lake

UHD University of Houston DOWNTOWN

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 three reporting locations and which have been reported to a Campus Security Authority (CSA) other than the University Police Department. **Data collected on this form should include personally identifying information, if available, for law enforcement purposes and to avoid double counting crimes.** If a victim does not want to identify themselves, you should explain that you are required to submit the report for statistical purposes, but it can be submitted without identifying the victim.

It is the policy of the University of Houston System to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority—someone who has significant responsibility for student and campus activities. For the purposes of CLERY, CSAs are required to document certain crimes that have been reported to them and that have occurred in the following locations:

1) **On-campus property:** Any building or property owned or controlled by the University which is 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 purposes, including those buildings or property 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:** The interior area of any building located on campus owned or controlled by the University that houses students of the University.

3) **Non-campus property:** (a) Non-campus property or building owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University, or (b) any building/property owned or controlled by a student organization that is officially recognized by the University, such as academic, religious or fraternal student organizations.

4) **Public property:** Public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands, parks and bayous.

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 below 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 CSAs are required to complete this form when 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 applicable University police department.

CHECK ALL THAT MAY APPLY (Part 1):	☐ Rape	☐ Statutory Rape	☐ Burglary
☐ Murder / Non-Negligent Manslaughter	☐ Fondling	☐ Robbery	☐ Motor Vehicle Theft
☐ Manslaughter by Negligence	☐ Incest	☐ Aggravated Assault	☐ Arson
CHECK ALL THAT MAY APPLY (VAWA):	☐ Domestic Violence	☐ Dating Violence	☐ Stalking
CHECK ALL THAT MAY APPLY:	☐ Weapon Law Violation	☐ Drug Law Violation	☐ Liquor Law Violation
CHECK ALL THAT MAY APPLY:	☐ Hazing		

☐ **Hate Crime** - Check if Part 1 crime or any of the below included clear evidence of prejudice/bias intent.

☐ Theft ☐ Assault ☐ Intimidation

☐ Destruction / Vandalism / Damage to Property

Category of Prejudice – *Select all that apply:*

☐ Race	☐ Religious Beliefs	☐ Gender Identity
☐ Ethnicity	☐ Disability	☐ Sexual Orientation
☐ National Origin	☐ Gender	

Date of Incident:

Time of Incident:

Location of Incident (Building name or address. Further clarify in the check boxes below left. DO NOT include exact dorm room numbers for privacy reasons)

☐ On-campus (excluding Residential Life)
☐ On-campus (Residential Life buildings)
☐ Non-campus – University Affiliated
☐ Non-campus – Non-University Affiliated
☐ Public Property (street/sidewalk/bus stop)
☐ Unknown

Name and Direct Telephone Number of CSA receiving the information and completing this report:

CSA's Department

CSA's Preferred E-Mail Address

Name of Victim (unless confidentiality has been requested):		Name(s) of Accused:
Reporting Party: ☐ Victim ☐ Witness ☐ Suspect ☐ Other:	Was a Police Report Filed? ☐ Yes ☐ No ☐ Unknown Department:	Does the Victim Want Police to Investigate? ☐ Yes **(Contact your University Police Department as shown below)** ☐ No, the victim desires anonymity

Date of Police Report:	Case Number:	Officer Name:

Sex Offenses: Sex offenses are of special concern to the campus community because they have been historically underreported. 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.

Suspect Information

☐ Known Offender (friend, classmate, acquaintance, date, etc.)

☐ University Affiliated (☐ Student ☐ Staff ☐ Faculty)

☐ Unknown Offender (Stranger)

☐ Victim was not injured (exclude emotional/psychological trauma)

☐ Victim was injured - Describe Injuries:

Additional Factors Involved

☐ Alcohol:	☐ Offender	☐ Victim
☐ Prescription Drugs:	☐ Offender	☐ Victim
☐ Illegal Drugs:	☐ Offender	☐ Victim
☐ Weapon(s):	☐ Yes	☐ No

Describe Involved Factors & Weapons:

Description of Incident:

RETURN COMPLETED FORM TO AFFILIATED UNIVERSITY POLICE DEPARTMENT

University of Houston Police Department - Attn: Clery Compliance Officer – (713) 743-3333, 4051 Wheeler Ave., Houston, TX 77204 or via email to csa@uh.edu.

University of Houston-Clear Lake Police Department – Attn: Clery Compliance Officer – (281) 283-2222, 2700 Bay Area Blvd., Box 323, Houston TX 77058, in-person at the UHCL Police Building, 700 E. Bayou Road, Houston, TX 77058, or via email to uhclpdcsa@uhcl.edu.

University of Houston-Downtown Police Department – Attn: Clery Compliance Officer – (713) 221-8065, One Main Street, Suite N-118, Houston, TX 77002 or via email to csa@uhd.edu.