



CRIME INCIDENT REPORT FORM

Who should use this form?

This form should be completed by individuals directly involved with campus security or administration who are likely to be the first point of contact for a victim, such as:

- University police
- Academic deans
- Dean of students
- Resident assistants

Students may also choose to use this form to report a crime on campus.

When should this form be used?

The federal Clery Act requires universities to report information they receive about certain crimes. The information collected will be used to prepare crime statistics for the university's Annual Security Report.

Several types of crimes that must be reported using this form to comply with the Clery Act include:

- Hate crimes
- Sexual assaults
- Weapons violations

Rights of Victims and Witnesses

It is the policy of St. Edwards University 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 as appropriate (e.g., student conduct violations to the dean of students). 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 or her consent.

Campus 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 Clery Act.

Person Receiving Report: _____ Phone Number: _____

Report made by:

- Victim
- Third Party

Please identify relationship to victim: _____

Date and time the incident occurred: _____

Description of the incident or crime: _____

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," were the victim and the assailant acquainted? Yes No

If "yes," was either the victim or the assailant under the influence of alcohol or drugs?

(Check all that apply)

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:

(Check all that apply)

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

If "yes," provide a brief explanation: _____

Alcohol, Drug and Weapons Law Violations

(Check all that apply)

Alcohol Drugs Weapons Describe: _____

Number of individuals arrested or referred for campus disciplinary action (if known): _____

Please forward this completed form to:

University Police Department
Chief of Police
Campus Mailbox 1053
St. Edward's University
3001 South Congress Avenue
Austin, TX 78704