

# CLERY INCIDENT REPORT FORM

FOR  
NON-POLICE CAMPUS SECURITY AUTHORITIES  
UNIVERSITY OF HOUSTON 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 Authority (CSA) other than the University 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 their respective University Police Department or the law enforcement agency having jurisdiction where the crime occurred.

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, 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:** 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 purpose, 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 owned, leased, and/or controlled by the university, that houses students of the university.
- 3) **Non-campus property:** 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:** 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 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 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 University of Houston Police.**

CHECK ALL THAT MAY APPLY (Part 1):			
<input type="checkbox"/> Rape	<input type="checkbox"/> Statutory Rape	<input type="checkbox"/> Burglary	
<input type="checkbox"/> Murder / Non-Negligent Manslaughter	<input type="checkbox"/> Fondling	<input type="checkbox"/> Robbery	<input type="checkbox"/> Motor Vehicle Theft
<input type="checkbox"/> Manslaughter by Negligence	<input type="checkbox"/> Incest	<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Arson

CHECK ALL THAT MAY APPLY (VAWA):			
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Dating Violence	<input type="checkbox"/> Stalking	

CHECK ALL THAT MAY APPLY:			
<input type="checkbox"/> Weapon Law Violation	<input type="checkbox"/> Drug Law Violation	<input type="checkbox"/> Liquor Law Violation	

<input type="checkbox"/> <b>Hate Crime</b> - Check if Part 1 or VAWA, or any of the below, included clear evidence of prejudice/bias intent. <input type="checkbox"/> Theft <input type="checkbox"/> Assault <input type="checkbox"/> Intimidation <input type="checkbox"/> Destruction / Vandalism / Damage to Property	<b>Category of Prejudice</b> – Select all that apply: <input type="checkbox"/> Race <input type="checkbox"/> Religious Beliefs <input type="checkbox"/> Gender Identity <input type="checkbox"/> Ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> National Origin <input type="checkbox"/> Gender
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Date of Incident:	Time of Incident:
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Location of Incident (Further clarify in the check boxes below left. DO NOT include exact dorm room numbers for privacy reasons)

<input type="checkbox"/> On-campus (excluding Residential Life) <input type="checkbox"/> On-campus (Residential Life buildings) <input type="checkbox"/> Non-Campus Property <input type="checkbox"/> Public Property <input type="checkbox"/> Unknown	Name and Direct Telephone Number of CSA receiving the information and completing this report:	
	CSA's Department	CSA's Preferred E-Mail 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:	Does the Victim Want Police to Investigate? <input type="checkbox"/> Yes <b>(Call affiliated University Police Department at contact information below)</b> <input type="checkbox"/> No, the victim desires anonymity
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Date of Police Report:	Case Number:	Officer Name:
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**Sex Offenses:** Sex offenses are of special concern to the campus community because they have been historically under reported. 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.

<b>Suspect Information</b>		<b>Additional Factors Involved</b>	
<input type="checkbox"/> Known Offender (friend, classmate, acquaintance, date, etc.)	<input type="checkbox"/> Alcohol :	<input type="checkbox"/> Offender	<input type="checkbox"/> Victim
<input type="checkbox"/> University Affiliated ( <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty)	<input type="checkbox"/> Prescription Drugs :	<input type="checkbox"/> Offender	<input type="checkbox"/> Victim
<input type="checkbox"/> Unknown Offender (Stranger)	<input type="checkbox"/> Illegal Drugs :	<input type="checkbox"/> Offender	<input type="checkbox"/> Victim
<input type="checkbox"/> Victim was not injured (exclude emotional/psychological trauma)	<input type="checkbox"/> Weapon(s) :	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Victim was injured - Describe Injuries:	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 [uhdpcsa@central.uh.edu](mailto:uhdpcsa@central.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 Bayou Building 1636, or via email to [uhclpcsa@uhcl.edu](mailto:uhclpcsa@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](mailto:csa@uhd.edu).**

**University of Houston-Victoria Police Department – Attn: Clery Compliance Officer – (361) 485-4570, 3007 North Ben Wilson Attn. Jaguar Hall, Suite 1122, Victoria, TX 77901 or via email to [police@uhv.edu](mailto:police@uhv.edu).**