



UNIVERSITY OF ST. THOMAS

Campus Security Authority ("CSA") Crime Report Form

*****If the crime is still in progress, if there is continued threat to the victim or others and/or an emergency, immediately contact UST Police (713) 525-3888*****

*****This form should be filled out immediately following a report, so a possible timely warning can be issued.*****

CSA's (Your) Name:	
Today's Date:	CSA's (Your) Phone Number:
CSA's (Your) UST E-Mail Address:	

1. **WHO? (Identity & Contact Information of the person reporting the crime "Reporting Person")** Person does not have to provide name if they do not wish.

- Reporting Person's Name: _____
- Date the Reporting Person made report: _____
- Reporting Person's Phone Number: _____
- Reporting Person's E-Mail: _____

a. In connection with the incident described below, the Reporting Person who reported the crime to you is the:
(Please check the appropriate box)

Victim Witness Accused Other _____

b. If the Reporting Person is not the victim, name of victim(s): _____

Does the victim wish to remain anonymous? Yes No Don't Know

c. Who is/are the Accused? (If known): _____

d. Please check any relationships that apply between the Accused and the Victim:

- | | |
|---|---|
| <input type="checkbox"/> Is a spouse of the accused | <input type="checkbox"/> Is an incapacitated individual subject to the control of the accused |
| <input type="checkbox"/> Is an intimate partner of the accused | <input type="checkbox"/> Is a former spouse of the accused |
| <input type="checkbox"/> Is a minor child subject to the control of the accused | <input type="checkbox"/> Is in a dating relationship with the accused |
| <input type="checkbox"/> Is an adult family member living with the accused | <input type="checkbox"/> Is a minor child who lives with the accused |
| <input type="checkbox"/> Lives with or has lived with the accused during the prior year | <input type="checkbox"/> Has a child in common with the accused |

e. List any known or potential witnesses: _____

f. Has the Reporting Person or Victim reported the incident to UST Police, other law enforcement or another CSA?
_____ If yes, please indicate when and to whom, to the extent you have that information:

- g. Have you previously reported this same incident to UST Police or another CSA?
_____ If yes, please indicate to whom and when you made the report:

2. WHEN?

Approximate date and time the incident occurred: _____

3. WHAT?

- a. What Clery crime(s) occurred? (Check all that apply using the definitions provided as a separate document.)

- | | |
|---|--|
| <input type="checkbox"/> Murder | <input type="checkbox"/> Sex Offenses- <i>Forcible</i> |
| <input type="checkbox"/> Non- Negligent Manslaughter | <input type="checkbox"/> Forcible Rape |
| <input type="checkbox"/> Negligent Manslaughter | <input type="checkbox"/> Forcible Sodomy |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Sexual Assault with an Object |
| <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Forcible Fondling |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Sex Offenses- <i>Non-Forcible</i> |
| <input type="checkbox"/> Motor Vehicle Theft | <input type="checkbox"/> Incest |
| <input type="checkbox"/> Arson | <input type="checkbox"/> Statutory Rape |
| <input type="checkbox"/> Liquor Law Violations | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Drug Law Violations | <input type="checkbox"/> Dating Violence |
| <input type="checkbox"/> Unlawful Use or Possession of Drug | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Weapons | |

- b. In addition to the above crimes, check any of the following that may also apply:

- | | |
|---|---|
| <input type="checkbox"/> Larceny-Theft | <input type="checkbox"/> Property Damage, Destruction, or Vandalism |
| <input type="checkbox"/> Intimidation | <input type="checkbox"/> Crime Involving Bodily Injury |
| <input type="checkbox"/> Simple Assault | |

- c. Other crimes not believed to be Clery crimes

4. HOW?

- a. Description of the incident (attach additional pages if needed): _____

- b. Is there evidence that the Victim may have been the target of a Hate Crime? Yes No

If yes, please explain: _____

- c. Which Hate Crime category/categories is/are the motivation for the crime? (Check all that apply)

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Disability | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Ethnicity | |

5. WHERE?

- a. Where did the crime occur? (Please be as specific as possible): _____

- b. Where did the crime occur (Check all that may apply):

- | | |
|--|---|
| <input type="checkbox"/> In a building on the UST Campus | <input type="checkbox"/> Student Residential Facility |
| <input type="checkbox"/> In a building off campus | <input type="checkbox"/> Outside on the UST campus |
| <input type="checkbox"/> Outside of an off-campus building | <input type="checkbox"/> On UST owned, controlled, or leased property |
| <input type="checkbox"/> At a UST sponsored activity or event? | |
| <input type="checkbox"/> On public property within or immediately adjacent to and/or accessible to UST property? | |
| <input type="checkbox"/> On off-campus property owned or controlled by a UST student organization? | |
| <input type="checkbox"/> On off-campus property not affiliated with and not adjacent to UST property? | |

6. NEXT STEPS. See the Instructions.

Campus Security Authority ("CSA") Crime Report Form Instructions:

INTRODUCTION: If more than one crime is reported to you, it is important to fill out a CSA Crime Report Form for each crime reported. This Crime Report Form assists the University of St. Thomas in complying with the federal Clery Act. It should be completed by you since you have been identified as a CSA who has the responsibility to report to UST Police any crimes reported to you as soon as possible after you receive the information. *As an identified CSA, you must provide your name, phone number, e-mail address, and the date this Crime Report Form is completed by you.*

7. WHO?

- a. Indicate who made the report to you and obtain the Reporting Person's phone number and e-mail address, if the Reporting Person will provide it. The person does not have to provide their name if they do not wish to do so.
- b. It is very helpful to determine whether the Reporting Person is the Victim, the accused, a witness, or otherwise related to the crime that is being reported.
- c. A Victim or Reporting Person can remain anonymous, and you should not pressure them to contact law enforcement if they choose not to. However, **a Crime Report Form must still be completed for Clery Act compliance purposes.**
- d. If the name of the accused offender is revealed to you, you **must provide** that information and any other information you learn about the accused offender that will assist UST Police in investigating the crime.
- e. Is there evidence the Victim had a prior relationship with the accused? Indicate the type of relationship you believe exists and any information you have to support this conclusion.
- f. To assist UST Police in an investigation of the crime, please provide names and contact information for any witnesses.
- g. and h. To avoid double-counting or misinformation regarding crime statistics, please indicate if you believe this crime may have been reported to UST Police or another CSA. Even if you believe this incident has already been reported, that does not eliminate your responsibility to complete this Crime Report Form as well.
- h. **Confidential Reporting:** The USTPD encourages anyone who is the victim or witness of any crime to promptly report the incident to the police. USTPD does not have a voluntary confidential reporting process because police reports are public records under state law, thus USTPD cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to any campus security authorities (the primary CSAs are identified in the Reporting and Disclosure Procedures above). In the State of Texas, all employees of public and private higher education institutions must report sexual harassment, sexual assault, dating violence, or stalking against a student or employee to the institution's Title IX Coordinator. Reports to professional and pastoral counselors can be kept confidential. Professional and pastoral counselors are encouraged to inform their clients, if and when they deem it appropriate, of the procedures to confidentially report crimes to primary CSAs, when they deem it appropriate.

8. WHEN?

- a. Indicate approximately when the incident occurred according to the information you receive from the Reporting Person.

9. WHAT?

- a. and b. Using the information provided below about the Clery Act crimes, indicate which crime(s) you believe occurred. If you are unsure, this information can be discussed with UST Police when you submit this Crime Report Form. Please be sure to provide enough details in the description of the incident below to allow UST Police to determine the classification. Do not worry about making the correct classification. That classification is ultimately the responsibility of UST Police.

10. HOW?

- a. Provide a description of the incident in as much detail as you can. Please be sure the details support the classification listed above as best you can.
- b. and c. Is there evidence to indicate this was a Hate Crime? Refer to the various types of hate crimes on the LINK to UST Web Page if you believe the incident was motivated by a bias the accused has towards the Victim.

11. WHERE?

- a. Indicate the location where the crime occurred in as much detail as you can.
- b. Indicate what, if any, relationship the location has with the university. A map of the campus that identifies UST locations pursuant to the Clery Act is available.

- c. If you are unsure about the location of the crime, please provide any information that might assist in making the determination as to where the crime occurred. (Examples might include the name of a class or event).

12. NEXT STEPS?

- a. Contact UST Police immediately to relay the report of a crime and guidance on any next steps you need to take. Remember, it is up to the Victim if they want to file a police report, and you should not pressure them to do so.
- b. If the Victim **does** want to file a police report, please assist them in making this contact.
- c. If the Victim **does not** want to file a police report but is interested in other Victim services, she or he should be referred to UST Police and/or UST Student Affairs Office which will provide information about available Victim support. These resources can also be found in the UST Annual Security Report. If the crime reported involves sexual misconduct, the Victim should also be referred to the Sexual Misconduct web page for information.

RETURN THIS FORM TO UST POLICE ONCE IT IS COMPLETED TO THE BEST OF YOUR ABILITY.

Clery Reportable Crimes - Definitions

1. Criminal Offenses

For Clery Act reporting, crimes must be reported according to the FBI's *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, the definitions that are used are from the FBI's *National Incident-Based Reporting System (NIBRS)*.

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, suicides, accidental deaths, and justifiable homicides are excluded. Assaults to murder and attempts to murder should be classified as aggravated assault.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or theft. (For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned-including joy riding)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Sex Offenses:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Other VAWA Offenses:

Domestic Violence: Includes misdemeanor and felony crimes of violence committed against a victim when the offender is the spouse of the victim, a former spouse of the victim, an intimate partner of the victim, or has a child in common with the victim. Domestic violence also includes misdemeanor or felony crimes of violence when the victim is a minor subject to the control of the offender or is an incapacitated individual subject to the control of the offender.

Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Note: the physical location of the course of conduct or portions of it does not matter.

2. Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude towards a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity. **For Clery purposes, hate crimes include any of the above offenses (minus non-negligent manslaughter) and the addition of the categories below.**

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

3. Arrests and Referrals for Disciplinary Action

The third category of crime statistics is the number of arrests and the number of referrals for disciplinary action for the categories listed below. Please note, these statistics are based on violations of the law, and not the university's policies that result in the disciplinary referral.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: The violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and the making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)