CLERY INCIDENT REPORT FORM

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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 System and Texas Tech University Health Sciences Center El Paso 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 offices with Campus Security Authorities (CSA's) can be found in the Annual Security Report which is available at <u>elpaso.ttuhsc.edu/about/policies/annual-security-report.aspx</u>. 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 El Paso Police Department.

Murder / Non-Negligent Manslaughter Negligent Manslaughter		Arson	Weapons Violations		Motor Vehicle Theft	Rape	Dating Violence				
		Robbery	Drug Abuse Violations		Aggravated Assault	Incest	Domestic Violence				
		Burglary	Liquor Law Violations		Statutory Rape	Fondling	Stalking				
Hate Crime (Please Select Sub-Type)				Category of Prejudi	се						
Theft Intimidation		Simple	e Assault	Ethnicity	Sexual Orientation	National Origin					
Destruction/Dam	ism of Property	/	Race	Gender	Dischility						
Hate Incident (any non-criminal incident)			Religion	Gender Identity	Disability						
On-campus (academic buildlings)		s) Date of	ncident:	•							
On-campus (housing / dormitories)		es)									
On-campus (public property / streets / parking lots)			Time of Incident:								
Non-Campus Property (off-campus property belonging to TTUHSCEP)											
Off-campus		CSA Tra	icking #								
Unknown											
Name of CSA receiving report:		CSA's D	epartment	t	Dept. Address or Mail Stop						
Reporting Party:				Was a Police Report Filed?							
Victim 🗌 Witness 🗌 Suspect				Yes 🗌 No 🗌 Unknown							
Other:				Specify Department:							

Date of Police Report:	Case Num	iber:	Officer N	lame:							
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.											
Known offender (friend, classma			Alcohol involved:	Offender	Victim	Dating					
University affiliated offender (Student Staf	f Faculty)	Drugs involved:	Offender	Victim	Married					
University affiliated victim (S	tudent Staff	Faculty)	Narcotics involved: .	Offender	Victim						
Unknown offender (stranger)			Weapon involved:	Yes	No	Co-Habitating					
Vietim was injured in places do	oribo iniun <i>u</i>		Describe w	veapon:							
Victim was injured please describe injury:											
Brief Description of Crime or Incider	t:										

Please save this document with a file name including last name, year and report #, i.e. Smith2020-1, and email completed forms IMMEDIATELY to the following:ttpelpaso@ttuhsc.edu and safetyserviceselp@ttuhsc.edu