

# CLERY INCIDENT REPORT

**Campus Security Authority**

**Radford University, VA**

One 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 Radford 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.**

It is the policy of Radford University to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority. 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. (Excluding Residential Life buildings).

2) **On-campus residential 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 highlighted offenses occurs, documentation is required.**

**CLERY documentation is not satisfied by simply directing/referring the reporting party to the police department. In order for Radford 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 listed below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to the Radford University Police Department.**

- Homicide       Aggravated Assault       Burglary       Alcohol violations       Manslaughter       Sex Offense (Forcible)
- Motor Vehicle Theft       Drug/Narcotic violations       Robbery       Sex Offense (Non-forcible)
- Weapons violations       Arson
  
- Hate Crime (Type)       Bodily injury       Vandalism       Email       Telephone       Message       Other
- Hate Incident (any non-criminal incident) Category of Prejudice:       Ethnicity       Race       Religion       Gender  
 National Origin       Sexual Orientation       Disability

<input type="checkbox"/> On-campus (excluding residential life) <input type="checkbox"/> Public property <input type="checkbox"/> On-campus (residential life bldgs.) <input type="checkbox"/> Non-campus property <input type="checkbox"/> Unknown	Date of Incident:	Time of Incident:	CSA Tracking #:
Name of CSA receiving report:	RU Department:	Date reported:	RU PO Box
		Time reported:	
Reporting party: <input type="checkbox"/> Victim <input type="checkbox"/> Witness  <input type="checkbox"/> Other _____	Police report filed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Date filed:	RUPD Case #:



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Radford University, VA

## Definitions

### **Murder**

The willful (non-negligent) killing of a human being by another.

### **Manslaughter**

The killing of another person through gross negligence.

### **Sex Offense (Forcible)**

Any sexual act directed against another person without the other person's consent. (Includes attempts)

- Sexual intercourse (penetration--however slight)
- Sodomy (penetration, however slight)
- Oral copulation (vaginal, anal)
- Rape with a foreign object (penetration vaginal or anal--however slight)
- Sexual battery (the touching of the intimate parts [sexual organ, anus, groin, or buttocks of any person, or the breast of a female] of another person for the purpose of sexual gratification)

### **Sex Offense (Non-forcible)**

Any unlawful, but consensual sex act with another person. (Includes attempts)

- Incest (sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited)
- Statutory rape (intercourse with a person who is under the age of consent).

### **Robbery**

The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear.

(Includes attempts)

### **Aggravated Assault**

An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury. (Includes attempts, and whether or not an injury occurred.)

### **Burglary**

The unlawful entry (or attempt to enter) into a defined structure with the intent to commit a theft or any felony. (Excludes vehicle burglary)

### **Motor Vehicle Theft**

The taking of a motor vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle.

(Includes attempts)

### **Arson**

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another.

(Includes attempts)

### **Drug/Narcotic Violations**

The unlawful possession, sale, use, transportation, cultivation, manufacturing, maintaining an unlawful place. (Drug/narcotic violations referred for campus disciplinary action under the Student Conduct Code need not be reported to the police department.)

### **Alcohol Violations**

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. **CLERY does not require the reporting of public drunkenness or driving while under the influence offenses.** (Alcohol violations referred for campus disciplinary action under the Student Conduct Code need not be reported to the police department.)

## **Weapons Violation**

The unlawful possession or control of any firearm, deadly weapon, (including nunchakus or billy club) illegal knife or explosive device while on the property of Radford University except as required in the lawful course of business or as authorized by the RUPD Chief of Police.

## **Hate Crime**

A criminal act involving one/more of the listed crimes which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

## **Hate Incident**

Any noncriminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

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## **DEFINITION OF CAMPUS SECURITY AUTHORITY (CSA)**

- A campus police department or campus security department of the University.
- Any individual who has responsibility for campus security but who is not a member of the campus police department or the campus security department. (e.g. parking enforcement staff, campus safety escort staff, special event venue security).
- Any individual specified in the University's statement of campus security policy as an individual to which students and employees should report criminal offenses.
- An individual of the University who has significant responsibility for student **and** campus activities. (e.g. student housing, student discipline, athletic directors/coaches and campus student judicial officials)

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## **INSTRUCTIONS**

- If the reported incident constitutes a threat to the safety of the Radford University community, in addition to completing this form, the CSA shall immediately telephone the RU Police Department at 831-5500.
- Confidential and anonymous reports are accepted. However, if the reporting party is a victim of a sex offense, he/she shall also be encouraged to report the crime directly to the police department and/or Alcohol and Other Drug Services.
- While second hand reports are inherently unreliable and are difficult to verify, such reports shall also be accepted. The potential for duplication of reported incidents **shall not** be a factor in determining whether or not a report is taken.
- Clery reporting (this form) does not replace or change any existing reporting requirements or procedures for disciplinary referrals for student or employee misconduct.
- Hate Crimes present a special reporting challenge. CLERY requires the CSA to document each reported crime occurrence, and CLERY also requires the CSA to record the category of prejudice.

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**Transmit report:** To the Radford University Police Department PO Box 6883, fax to 831-5210 attention Clery Coordinator. If the report involves a sex offense, a copy of the report should also be sent to the SAVES office. Any questions concerning this form or the CLERY ACT should be directed to the Clery Coordinator at the Radford University Police Department – 831-5500.