Washington & Lee University
Campus Security Authority Crime & Incident Report Form

Please use this form if you are an individual identified as a "Campus Security Authority" to report the required information about specified crimes (listed below) pursuant to the federal Clery (Campus Security) Act. The information collected from these forms is used to prepare a compilation of statistical crime information for inclusion in the campus' Annual Security report.

Please forward completed forms to Steve Tomlinson, Associate Director of Public Safety, Elrod Commons 253, stomlins@wlu.edu.

CSA CONTACT INFO
Last Name, First Name: _____

Department: _____

Email: _____ Phone #: _____

Report made to CSA by: ____ Victim _____ Offender _____ Third Party with Relationship to Victim (if so, what relationship?_____) _____ Other (indicate affiliation with institution _____)

I. GENERAL CRIME/INCIDENT CATEGORY:
NOTE: YOU DO NOT NEED TO HAVE EVIDENCE THAT THE CRIME YOU ARE REPORTING ACTUALLY OCCURRED, JUST THAT IT WAS REPORTED TO YOU. ALSO, DO NOT DIFFERENTIATE BETWEEN ATTEMPTS AND COMPLETED OFFENSES.
To the best of your knowledge, what crime are you reporting:
****Please refer to the Crime Definitions document for assistance****

A.
☐ Homicide
☐ Aggravated Assault
☐ Robbery
☐ Arson
☐ Forcible Sex Offense
☐ Motor Vehicle Theft (Stolen Vehicle)
☐ Non-forcible Sex Offense (ONLY incest or statutory rape of minor)
☐ Burglary
☐ Unknown/Other

☐ Hate Crime // ***Note: If there is information that the crime selected in Category A involved hate, prejudice or bias, please check this box as well, and complete the additional Hate Crime information on page three.***

B.
☐ Dating Violence
☐ Domestic Violence
☐ Stalking

C.
For the following crimes in category C, please indicate how many persons arrested/referred for each category. Please indicate if the same person was arrested/referred for multiple crimes.

☐ Alcohol Arrest/Referred for Disciplinary Action How many? _____

☐ Drug Arrest/Referred for Disciplinary Action How many? _____

☐ Weapons Arrest/Referred for Disciplinary Action How many? _____

II. DETAILS RE: CRIME/INCIDENT:

Date & Time of Incident: _____

Incident Detail: Describe the incident in detail. This will be used to aide in determining the proper Clery classification and to aide in identifying duplicate reporting.

_____

_____

_____

_____

_____

_____

Police Report Filed? ☐ Yes ☐ No ☐ Unknown

Which Agency? _____

LOCATION INFORMATION
Check appropriate location

☐ On Campus/Campus Adjacent-student housing (including Greek housing)

☐ On Campus, but not student housing
All Campus Buildings, Fields, Parking Structures

☐ Non-Campus Property (controlled by student organizations or owned/controlled by W&L and frequently used by students - -includes housing leased by W&L for spring term and summer programs)

☐ Public Property
Public Property immediately adjacent to campus (includes sidewalks)

☐ Off Campus ☐ Unknown

Location of Incident _____
Specific Building, address, or name of streets city

Location Type _____
Residence hall room, office, street, driveway, apartment, hallway, alley, Traveller shuttle, etc.

III. HATE CRIME INFORMATION

Hate Crime information must be reported for each of the following crimes (broader range than for reportable non-hate crime categories) - - ***SEE Crimes Definition crimes definition document for assistance****.*

☐ Homicide

☐ Robbery

☐ Forcible Sex Offense

☐ Non-forcible Sex Offense (ONLY incest or statutory rape of minor)

☐ Simple Assault

☐ Vandalism/Damage/Destruction of Property

☐ Aggravated Assault

☐ Arson

☐ Motor Vehicle Theft (Stolen Vehicle)

☐ Burglary

☐ Larceny-Theft

☐ Other Offense Involving Bodily Injury

Check type of Prejudice:

☐ Race

☐ Gender

☐ Religion

☐ Gender Identity

☐ Sexual Orientation

☐ Ethnicity/National Origin

☐ Disability

Is there specific information that the victim was targeted because of prejudice/bias or that the incident was motivated by prejudice/bias? ☐ **Yes** ☐ **No**

Describe specific hate action or speech:

_____

_____

_____

_____

_____

It is the policy of Washington and Lee University to ensure that the victims and witnesses to crime are aware of their right to report criminal acts to the police and other designated officials and to report University policy violations to the appropriate office (e.g. student conduct violations to the Vice President for Student Affairs and Dean of Students). However, if a reporting person requests anonymity, this request will be honored to the extent possible. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Based on information received, Washington and Lee's Department of Public Safety will determine the category of the crime or incident and the location under which the incident should be reported in the Annual Security Report.

All supporting records related to Clery reportable crime statistics should be retained for seven years.

For questions regarding this form and for Campus Security Authorities who report a large number of alcohol related incidents, please contact Steve Tomlinson at stomlins@wlu.edu or x8937 to discuss approaches for more efficient provision of the information.

FOR W&L PUBLIC SAFETY USE ONLY

Was this incident previously counted? By whom?

_____

Public Safety Report # _____

Clery Crime: _____

Clery Location: _____

Number of Incidents Counted: _____
Notes: