



## 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 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 Brian Cadwell, MTU Public Safety and Police Services, [bjcadwel@mtu.edu](mailto:bjcadwel@mtu.edu).

### CSA CONTACT INFO

Last Name, First Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Did you receive knowledge of this incident through another department? If so, which one?

\_\_\_\_\_

### INCIDENT INFORMATION

To the best of your knowledge, what crime are you reporting:

- |                                          |                                                                                        |
|------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Murder          | <input type="checkbox"/> Aggravated Assault                                            |
| <input type="checkbox"/> Robbery         | <input type="checkbox"/> Arson                                                         |
| <input type="checkbox"/> Rape            | <input type="checkbox"/> Motor Vehicle Theft (Stolen Vehicle)                          |
| <input type="checkbox"/> Incest          | <input type="checkbox"/> Burglary                                                      |
| <input type="checkbox"/> Statutory Rape  | <input type="checkbox"/> Hate Crime (Please complete Hate Crime Information on Page 3) |
| <input type="checkbox"/> Fondling        | <input type="checkbox"/> Domestic Violence                                             |
| <input type="checkbox"/> Dating Violence | <input type="checkbox"/> Stalking                                                      |

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

- |                                                                                                                        |                 |
|------------------------------------------------------------------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Alcohol Arrest/Referred for Disciplinary Action<br>(Do Not Include Drunk in Public incidents) | How many? _____ |
| <input type="checkbox"/> Drug Arrest/Referred for Disciplinary Action                                                  | How many? _____ |
| <input type="checkbox"/> Weapon Arrest /Referred for Disciplinary Action                                               | How many? _____ |

**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, in student housing
- On Campus, but not student housing  
All Campus Buildings, Fields, Parking Structures
- Affiliated Property  
Fraternities/Sororities, University buildings not on the main campus
- Public Property  
Public property immediately adjacent to campus (includes sidewalks and streets)
- Off Campus  Unknown

**Location of Incident** \_\_\_\_\_  
Specific Building, address, or name of streets, city

**Location Type** \_\_\_\_\_  
resident hall room, office, street, driveway, bus, apartment, hallway, alley, etc.

**HATE CRIME INFORMATION**

*Hate Crime information must be reported for each of the following crimes: criminal homicide, sex offenses, robbery, aggravated assault ,simple assault, burglary, larceny theft, motor vehicle theft, vandalism, intimidation and arson and for any other crime involving bodily injury.*

**Check type of prejudice:**

- Race
- Sexual Orientation
- Religion
- Gender
- Ethnicity
- Disability
- Gender Identity
- National Origin

**Is there *evidence* that the victim was specifically targeted because of prejudice?**       Yes     No

Describe specific hate action or speech:

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It is the policy of the Department of Public Safety and Police Services to ensure that the victims and witnesses to crime are aware of their right to report criminal acts to the police and to report University policy violations to the appropriate office (e.g. student conduct violations to the Dean of Students). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Based on information received, DPSPS will determine the category of the crime or incident and the location under which the incident should be reported in the Annual Security and Fire Safety Report..

**FOR MTU DPSPS USE ONLY**

Was this incident previously counted? By whom?

\_\_\_\_\_

Police Report # \_\_\_\_\_

Agency: \_\_\_\_\_

Clery Crime: \_\_\_\_\_

Clery Location: \_\_\_\_\_

Number of Incidents Counted: \_\_\_\_\_

Notes: