Crime Incident Report Form

This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal Clery Act. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus’ Annual Security Report.

It is the aim of the Howard Payne University to ensure that victims of 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 Office of Student Life). 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.

The Office of Student Life will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the Clery Act. Please forward this completed form to:

Magen Bunyard, Ed.D.
Vice President for Student Life and Dean of Students
1000 Fisk Street
Brownwood, TX 76801
(325) 649-8613

Person Receiving Report: ________________________________ Phone Number: __________________

Report Made by:
_____ Victim
_____ Third Party (please identify relationship to victim): ______________________________________

Name (if willing for it to be on this report): ________________________________________________

Phone Number: ___________________ Address: ____________________________________________

Incident Date: ___________ Incident Time: ________ (a.m. / p.m.)

Description of the incident or crime: _________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

(Form continued on reverse. Use additional pages for description as necessary and attach.)
Location of Incident
Identify building name, address, etc. Be as specific as possible: ________________________________

The location where this incident occurred was:
_____ On campus, but not in student housing
_____ On campus student housing
_____ Off-campus affiliated property (owned, controlled, or affiliated with the campus; leased property)
_____ Off-campus public property immediately adjacent to campus
_____ Off-campus, NOT affiliated with or not adjacent to campus
_____ Unknown

Sex Offenses
Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense? _____ Yes _____ No

If yes, were the victim and the assailant acquainted? _____ Yes _____ No

If yes, were either the victim or the assailant under the influence of alcohol or drugs?

Victim:       _____ No       Yes, alcohol _____       Yes, drugs _____
Assailant:   _____ No       Yes, alcohol _____       Yes, drugs _____

Were any of the following crimes involved (Y or N)? Dating Violence ____   Domestic Violence ____   Stalking ___

Hate Crimes
Hate crime information is required to be reported for each of the following crimes: criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson, any other crime involving bodily injury, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

Was this incident motivated by hate or bias? _____ Yes _____ No

If yes, identify the perceived category of prejudice:
_____ Race       _____ Gender       _____ Ethnicity/National Origin
_____ Religion   _____ Disability   _____ Sexual Orientation

If yes, provide a brief explanation of the determination: ________________________________________________

Alcohol, Drug, and Weapons Law Violations

Check all that apply:
_____ Alcohol       _____ Drugs       _____ Weapons (describe): ____________________________

Number of individuals arrested or referred for campus disciplinary action: ____________________________