



THE UNIVERSITY OF ARIZONA

Police Department

Campus Security Authority Crime Reporting Form

The Clery Act is a federal law that requires the University of Arizona to annually disclose statistics to the U.S. Department of Education for reported crimes based on five main elements:

- **Where** the crimes occurred (on property owned or controlled by the University of Arizona);
- To **whom** the crimes were reported;
- The **types** of crimes that were reported
- The **date** the crimes occurred
- The **year** in which the crimes were reported.

Your duty as a Campus Security Authority is to complete this form and submit it to the University of Arizona Police Department. Please complete all fields on page 2 of this form based on information you possess. If you do not have the information, enter or select “**unknown**” on the fields you are unable to answer. Submit one form per incident.

- Use pages 3 and 4 to help you determine the type of crime you are reporting.
- Use page 5 to help you determine the location where the crime occurred.

Please forward completed forms to: Luis Puig, Operations Support Coordinator
The University of Arizona Police Department
1852 E 1st Street
Tucson, Arizona 85721
UAPD-CSA@email.arizona.edu Fax (520) 621-3716

The requirements of the Clery Act require significant coordination and organization among campus officials and administrators. Our goal is to provide a safe and secure environment for our campus community. You can familiarize yourself with the requirements of the federal law by referring to “**The Handbook for Campus Safety and Security Reporting**” at:

<http://www2.ed.gov/admins/lead/safety/campus.html>

Finally, if you have any questions regarding your reporting obligations or need help filling out this form, please contact Luis Puig at (520) 626-8256 or (520) 307-1948.

Campus Security Authority (CSA) Information

CSA name: [redacted] Department: [redacted]
Phone number: [redacted] E-mail address: [redacted]
Date CSA learned of the crime: [redacted] Time reported: [redacted]
Was this Incident reported to a law enforcement agency?
 Yes No Unknown Agency name: [redacted] Case number: [redacted]

Crime Reported to CSA by:

What best describes the person reporting the crime to you?
 Victim Witness Offender Anonymous Third Party Unknown Self

Criminal Offense Information:

Using the descriptions set forth on pages 3 and 4 enter the criminal offense category that **best** describes the crime (note: certain offenses are only reported if motivated by bias):

[redacted]

Provide a brief synopsis of the crime:

[redacted]

Date crime occurred: [redacted]

Was **arson** committed during the occurrence of the above criminal offense?

Yes No Unknown

Did the crime involve any of the following?

Domestic Violence Dating violence Stalking Unknown

Was the crime motivated by bias?

Yes No Unknown

If the answer is yes, select the type of bias:

Race Religion Ethnicity/national origin Gender Gender identity

Sexual orientation Disability Unknown

Provide a brief description related to the type of bias

[redacted]

If the criminal offense is a **weapon**, **drug abuse**, or **liquor law** violation, enter the number of offenders arrested or referred for disciplinary action:

Number of offenders arrested: [redacted] Number of student referrals: [redacted] Unknown

Location of Offense:

Using the categories set forth on page 5, enter the location that **best** describes where the crime occurred: [redacted]

Provide specific occurrence location (Building name, room number, address, street, intersection, etc.)

[redacted]

Criminal Offense Definitions:

The following definitions can assist you in selecting the best **Criminal Offense** category on page 2. For specific details and guidance refer to "**The Handbook for Campus Safety and Security Reporting**" by clicking on the following website:

<http://www2.ed.gov/admins/lead/safety/campus.html>

1. Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

2. Negligent Manslaughter

The killing of another person through gross negligence.

3. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

4. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

5. Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

6. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

7. Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

8. Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent, which is 18 in Arizona.

9. Robbery

The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

10. Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

11. Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: (1) unlawful entry with intent to commit a larceny or a felony, (2) breaking and entering with intent to commit a larceny, and (3) housebreaking, safecracking, and all attempts to commit any of the aforementioned.

12. Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

13. Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of any other kind.

14. Weapon Law Violation

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

15. Drug Abuse Violation

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

16. Liquor Law Violation

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

The following crimes are only reported if motivated by bias:

1. Larceny motivated by Hate Crime

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

2. Vandalism motivated by Hate Crime

Willfully or maliciously destroying, injuring, disfiguring, or defacing any public or private property, real or personal property, without the consent of the owner or person having custody or control of it.

3. Intimidation motivated by Hate Crime

Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

4. Simple Assault motivated by Hate Crime

Physically attacking another person where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

The following crimes are always reported as an offense regardless of the nature of any other offenses committed during the same incident:

1. Domestic Violence

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, persons similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

2. Dating Violence

Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

3. Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress.

The following definitions can assist you in selecting the best **Criminal Offense Location** category on page 2. For specific details and guidance refer to "**The Handbook for Campus Safety and Security Reporting**" by clicking on the following website:

<http://www2.ed.gov/admins/lead/safety/campus.html>

1. On-Campus

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 purposes.

Examples: UA buildings (offices, classrooms, and courtyards or grassy areas around buildings) sports facilities, UA owned or operated parking lots and parking garages

Also, any building or property that is within or reasonably contiguous to the above definition that is owned by the University but controlled by another person, is frequently used by students, and supports the University's purposes (e.g., food or other retail vendors).

Examples: Fast food operations inside the Student Union or on the UA Mall.

2. On-Campus Student Housing Facilities

Any student housing facility that is owned or controlled by the University, or is located on property that is owned or controlled by the University, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Examples: rooms, hallways, lobbies, courtyards, and grassy areas around residence halls like Manzanita/Mohave, La Paz, Coronado, La Aldea, etc.

3. Public Property

All public property, including thoroughfares, streets, and sidewalks, within the campus or immediately adjacent to and accessible from the campus is considered public property.

4. Non-Campus

Any building or property owned or controlled by a student organization that is officially recognized by the University; or any building or property owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University. Fraternities and sororities on the UA Campus are considered Non-Campus since they are **not owned** by The University of Arizona.