



### Campus Security Authority Incident Report Form

Once completed, save form and email to [lbonner@utsi.edu](mailto:lbonner@utsi.edu)

To assist the University of Tennessee in complying with the federal Clery Act, this form should be utilized by Campus Security Authorities (CSA) to report crimes to UTSI Safety Office as soon as possible after a crime has been reported to the CSA. Under the Clery Act, a crime is reported to a CSA when a student, employee, or third party brings information about an alleged crime to the attention of the CSA and the CSA believes the report was made in good faith. UTSI will use the information provided in this form to classify the crime for purposes of inclusion in the University's annual crime statistics.

Date Incident Reported to CSA: \_\_\_\_\_ MM/DD/YYYY

CSA Contact Information (\*entry of contact information is mandatory)

First and Last Name\*: \_\_\_\_\_

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

Phone\*: \_\_\_\_\_ XXX-XXX-XXXX

E-mail: \_\_\_\_\_

Date(s) of Incident Occurrence (select one)

Specific Date: \_\_\_\_\_ MM/DD/YYYY

Date Range: \_\_\_\_\_ to \_\_\_\_\_ Date(s) Unknown:

Incident Classification (see crime definitions below) \_\_\_\_\_

Incident Description (provide specific information related to the reported incident)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incident Location

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

Description (sidewalk, road, interior, etc): \_\_\_\_\_

Classification (Select one)

- On-campus, residence hall
- On-campus, not in a residence hall
- Off-campus, public property immediately adjacent to campus (sidewalks, streets, etc)
- Off-campus in University leased or controlled space
- Off-campus, not affiliated with and not adjacent to campus
- Unknown location

When in doubt if an incident occurred on a Clery defined property, CSA's should still submit this completed form. A determination will be made by the UTSI Safety Office if the location is on Clery defined property.



*Incident Classification*

**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.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Domestic violence:** A felony or misdemeanor crime of violence committed by: (1) a current or former spouse of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabitating with or has cohabitated with the victim as a spouse; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

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

**Sex offense, forcible -** Rape, sodomy, sexual fondling, or sexual assault with object

**Sex offense, non-forcible -** Statutory rape (victim under the legal age of consent) or incest

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Drug Abuse Violations:** Violations of state and local laws 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 (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations. *\*Public Intoxication and DUI are not reportable incidences*

**Weapon Law Violations:** 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; all attempts to commit any of the aforementioned.

*Hate Crime Definitions*

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

**Intimidation:** To unlawfully place 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.

**Simple Assault:** An unlawful physical attack by one person upon another 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.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

To your knowledge, was this incident motivated by bias such as:

*Non-Biased Incident*

Race

Gender

Ethnicity

National Origin

Disability

Religion

Sexual Orientation

Gender Identity

Please describe evidence supporting the conclusion that the incident was motivated by bias:

\_\_\_\_\_

To your knowledge, was this incident reported to an agency?

If so, which agency? \_\_\_\_\_