

## Campus Security Authority Incident Report Form

### Form Instructions:

- Report the incident in a timely manner. The information you provide is important for documentation of the crime as well as duplicate report comparison and will be evaluated to determine if a campus alert is necessary.
- Please complete all information on the form based on the information provided to you. \* INDICATES A REQUIRED FIELD
- The victim or reporting party may remain anonymous if he/she chooses to do so.

### Reporting Criteria:

- Report any crime that you observe, become aware of, or is reported to you by a victim, perpetrator, witness or third party.
- The reporting party does not have to be affiliated with UTC for the crime to be reported to you and counted as a Clery statistic.
- If you are unsure how to classify a crime, or whether a crime occurred, please be sure to provide specific incident details and the Clery Compliance Coordinator will use these details to evaluate and appropriately classify the crime.
- Attempted crimes are Clery reportable.
- The victim or reporting party is not required to contact law enforcement and no investigation of the crime is required.

### Important Information:

- *The **location of the crime** and **type of crime** are the two factors which determine if the incident can be counted as a Clery statistic.*
- You cannot keep an incident report confidential, even if the person who reported the incident requests that you do.
- Encourage the victim or reporting party to report the incident to UTC PD, 423-425-4357.
- Suggest that the victim or reporting party contact the Office of the Dean of Students for resources, 423-425-4761.

---

### CSA Contact Information

\*Name:

\*Email:

Phone Number:

Department:

**Dates** (Enter a specific date, a date range, or Unknown)

Date Reported to CSA:

Time Reported to CSA:

\*Date of Incident:

\*Time of Incident:

---

### Incident Description

\*Reported Crime (See Definitions of Clery Act Crimes on page 3 for guidance):

\*Description of the Incident (Provide specific information related to the reported incident):

---

\***Reporting Party** (Who reported the crime to you?)

Victim

Third Party

Witness

Perpetrator

Other

\***What is the Victim/Perpetrator Relationship?**

Partner

Ex-Partner

Spouse

Ex-Spouse

Family Member

Stranger

Other

\***To your knowledge, was the incident reported to:**

UTC PD

CPD

Student Conduct, Title IX or Dean of Students

Other:

Unknown

---

**Location of Crime** (Enter information that best describes the location of the crime?)

\*Location Name/Address (Be as specific as possible: address, building or business name, office/room number, intersection, street name, etc.):

**\*Location Classification** (Select One):

On campus, residence hall

On campus, not in a residence hall

Off campus, public property immediately adjacent to campus (sidewalks, streets, public transit stops, etc.)

Off campus, University leased or controlled space

Off campus, fraternity or sorority

Off campus, University sponsored event, activity or trip- List event, activity or trip:

Off campus, property not affiliated with and not adjacent to campus

Unknown location

**When unsure whether an incident occurred on a Clery defined property, CSA's should still submit this completed form. The final determination will be made by the Clery Compliance Coordinator.**

---

**Hate Crime Information**

\*Is there evidence that this crime was motivated by the perpetrator's hate or bias?      Yes      No

If yes, please identify the bias:

Describe the evidence supporting the conclusion that the incident was motivated by bias:

---

**\*Victim Personal Identifier**

For tracking purposes and to avoid double counting crimes, include a victim personal identifier such as the initials of their first, middle and last name.

**This information will not be made public or published in Safety Notices or Crime Statistics.**

---

**Once completed, save the form to your desktop and e-mail to: [clery@utc.edu](mailto:clery@utc.edu) or print out and send to:  
UTCPD, Attn: Clery Compliance Coordinator 615 McCallie Avenue, Dept. 3954, Chattanooga, TN 37403**

---

## Definitions of Clery Act Crimes

---

**Murder and Non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another. Includes any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime. NOTE: Deaths caused by attempts to kill, assaults to kill, fetal deaths, suicides, accidental deaths, traffic fatalities, and justifiable homicides are excluded.

**Negligent Manslaughter:** The killing of another person through gross negligence. NOTE: Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are excluded.

**Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim. Includes the rape of both males and females.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**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 or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Includes assaults with intent to kill and attempts to murder.

**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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

**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 joyriding). NOTE: Thefts from motor vehicles, taking a vehicle for temporary use when prior authority has been granted or can be assumed, and forcible entry or unlawful entry of a building to steal a motor vehicle are excluded.

**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 of another, etc.

**Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Classify as larceny thefts of bicycles or automobile accessories, shoplifting, pocket-picking, stealing of any property that is not taken by force and violence or by fraud, and attempted larcenies.

**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.

**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 physical attack.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**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. The existence of such a relationship shall be determined based on (1) the reporting party's statement and with consideration of (2) the length of the relationship, (3) the type of relationship, and (4) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** A crime of violence committed by (1) a current or former spouse or intimate partner 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 or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others, or (2) suffer substantial emotional distress. (e.g., following, monitoring, threatening, communicating to or about the victim, or interfering with a victim's property.)

**Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; manufacture, sale, or possession of deadly weapons; all attempts to commit any of the aforementioned.

**Drug Law Violations:** The violation of laws prohibiting (1) the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use (2) the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance, or (3) arrests for violation 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, morphine, heroin, codeine, marijuana, synthetic narcotics (manufactured narcotics that can cause addiction such as Demerol and Methadone), non-narcotic drugs such as barbiturates and Benzedrine, and all illegally obtained prescription drugs.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Driving under the influence and drunkenness are excluded.)

---

## Hate Crimes

---

UTC is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property (see definitions above).

**Hate Crimes:** Crime motivated by the perpetrator's bias or against the victim and the bias is based on the following categories: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

- **Race:** A performed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion:** A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A performed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender:** A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A performed negative opinion or attitude toward a person group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity:** A performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin:** A performed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.