



UCMERCED

CLERY INCIDENT REPORT FORM

CAMPUS SECURITY AUTHORITY

UNIVERSITY OF CALIFORNIA, MERCED

One purpose of CLERY is to encourage reporting and the accurate collection of campus crime statistics to promote crime awareness and to enhance campus safety through reliable statistical records. The purpose of this report form is to provide a uniform procedure for documenting the (What, When, Where, How, Why) of certain reportable crimes and/or non-criminal hate motivated incidents and alcohol violations that have occurred within our reporting locations and which have been reported to you, a Campus Security Authorities (CSA). This report form is to be used when you are certain that a report has not already been made to the UC Merced Police Department for the same incident. **Data collected on this form is to be used to increase public safety, not to identify the victim, therefore, no personal identifying information should be included on this form regarding the victim's identity, however the perpetrator's identity should be included in reports of violent crimes, including sexual assaults, hate crimes, and any crimes of violence against persons.**

It is the policy of the University of California to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority. For the purposes of CLERY, CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents and campus alcohol violations, which have been reported to you or you have observed and, which have occurred in the following locations:

- 1) **On-campus property:** 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 purpose, including buildings or property owned by the University but controlled by another person.
- 2) **On-campus residential life buildings or residential buildings owned, leased or controlled by the University of California, Merced.**
- 3) **Non-campus property:** Non-campus property or building owned or controlled by the University that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.
- 4) **Public property:** Public property located immediately adjacent to and accessible from campus, including thoroughfares, sidewalks, streets, lands, parks, waterways.

If a violation of one of the 14 highlighted offenses occurs, documentation is required. CLERY documentation is not satisfied by simply directing/referring the reporting party to the police department. In order for UC Merced to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when any of the offenses listed below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to the UC Merced Police Department. You do not need to classify the crime or incident, which you are reporting



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Name of CSA receiving report: _____ Department: _____

Date reported: _____ Time reported: _____

Date of incident: _____ Time of incident: _____

Location: On-campus (**excluding** residence halls) Public Property
 On-Campus Residence Halls Non-campus Property Unknown
 Other _____

Reporting party: Victim Witness
 Other _____

Police report filed. Yes No Unknown Date filed: _____

UCM PD Case# _____

<input type="checkbox"/> Murder	<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Burglary	<input type="checkbox"/> Alcohol violation
<input type="checkbox"/> Manslaughter	<input type="checkbox"/> Sex Offense (Forcible)	<input type="checkbox"/> Motor Vehicle Theft	
<input type="checkbox"/> Drug/Narcotic violations	<input type="checkbox"/> Robbery	<input type="checkbox"/> Sex Offense (Non-forcible)	
<input type="checkbox"/> Arson	<input type="checkbox"/> Weapons violation		

Hate Crime (Type)	Category of Prejudice:
<input type="checkbox"/> Bodily injury <input type="checkbox"/> Vandalism <input type="checkbox"/> Email	<input type="checkbox"/> Ethnicity <input type="checkbox"/> Disability
<input type="checkbox"/> Telephone <input type="checkbox"/> Message <input type="checkbox"/> Other	<input type="checkbox"/> Race <input type="checkbox"/> National Origin
	<input type="checkbox"/> Religion <input type="checkbox"/> Gender
	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Hate Incident (any non-criminal incident)	

Description of Offender: Gender _____ Age _____ Height _____ Weight _____ Hair Color _____

UC Merced Affiliation: Yes No Unknown (stranger) Student Faculty Staff
 Other _____

Name*: _____ Address*: _____

* Optional



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Description of crime or incident: _____



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Sex Offense: Sex offenses are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity; as a result, he/she will often seek a reporting source other than law enforcement such as a designated Campus Security Authority. Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.

Known offender (friend, classmate, acquaintance, date, etc.)

UC Merced affiliated (student staff faculty)

Unknown offender (stranger)

Victim was not injured (excluding emotional/psychological trauma)

Victim was injured - Describe injuries: _____

Alcohol involved: Offender Victim

Drugs involved: Offender Victim

Narcotics involved: Offender Victim

Weapon involved: Yes No

Describe weapon: _____

Additional Information: _____



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Definitions

Murder

The willful (non-negligent) killing of a human being by another.

Manslaughter

The killing of another person through gross negligence.

Sex Offense (Forcible)

Any sexual act directed against another person without the **other** person's consent. (Includes attempts)

- a. Sexual intercourse (penetration--however slight)
- b. Sodomy (penetration, however slight)
- c. Oral copulation (vaginal, anal)
- d. Rape with a foreign object (penetration vaginal or anal--however slight)
- e. Sexual battery (the touching of the intimate parts [sexual organ, anus, groin, or buttocks of any person, or the breast of a female] of another person for the purpose of sexual gratification)

Sex Offense (Non-forcible)

Any unlawful, but consensual sex act with another person. (Includes attempts)

- a. Incest (sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited)
- b. Statutory rape (intercourse with a person who is under the age of consent--18yrs).

Robbery

The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear. (Includes attempts)

Aggravated Assault

An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury. (Includes attempts, and whether or not an injury occurred.)

Burglary

The unlawful entry (or attempt to enter) into a defined structure with the intent to commit a theft or any felony. (Excludes vehicle burglary)

Motor Vehicle Theft

The taking of a motor vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle. (Includes attempts)

Arson

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another. (Includes attempts)

Drug/Narcotic Violations

The unlawful possession, sale, use, transportation, cultivation, manufacturing, maintaining an unlawful place. (Drug/narcotic violations referred for campus disciplinary action under the Student Conduct Code need not be reported to the police department.)

Alcohol Violations

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place.

Weapons Violation

The unlawful possession or control of any firearm, deadly weapon, (including nunchakus or billy club) illegal knife or explosive device while on the property of the University of California, Merced, except as required in the lawful course of business or as authorized by the UC Merced Chief of Police.



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Hate Crime

A criminal act involving one/more of the listed crimes which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

Hate Incident

Any non-criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

DEFINITION OF CAMPUS SECURITY AUTHORITY (CSA)

- A campus police department or campus security department of the University.
- Any individual who has responsibility for campus security but who is not a member of the UC Merced Police or the campus security staffs (e.g. parking enforcement staff, campus safety escort staff, special event venue security).
- Any individual specified in the University's statement of campus security policy as an individual to which students and employees should report criminal offenses.
- An individual of the University who has significant responsibility for student **and/or** campus activities. (e.g. student housing, student discipline, athletic directors/coaches and campus student judicial officials)

INSTRUCTIONS

- If the reported incident constitutes a threat to the safety of the UC Merced community, in addition to completing this form, the CSA shall immediately telephone the UC Merced Police Department at 724-4217.
- Confidential and anonymous reports are accepted. However, if the reporting party is a victim of a sex offense, he/she shall also be encouraged to report the crime directly to the police department and/or the Merced County A Woman's Place 722-HELP.
- While second hand reports are inherently unreliable and are difficult to verify, such reports shall also be accepted.
- Clery reporting (this form) does not replace or change any existing reporting requirements or procedures for disciplinary referrals for student or employee misconduct.
- Hate Crimes present a special reporting challenge. CLERY requires the CSA to document each reported crime or discipline occurrence, and CLERY requires the CSA to record the category of prejudice.

Transmit report: To the UC Merced Police Department, fax to 381-7866 attention Clery Coordinator, e-mail to tadkins@ucmerced.edu, or hand deliver to the UC Merced Police Department. Any questions concerning this form or the CLERY ACT should be directed to the UC Merced Clery Coordinator at the UC Merced Police Department – 724-4216