

Campus Security Authority Incident Report Form

Once completed, save and email this form to Kelly Farrell: knfarrel@UTMB.EDU

To assist the University of Texas Medical Branch in complying with the federal Clery Act, this form should be utilized by UTMB Campus Security Authorities (CSA) to report crimes as soon as possible after a crime has been reported to the CSA. The Department of Education defines CSAs to include four groups: (1) A campus police department or a campus security department of an institution; (2) any individuals who have responsibility for campus security but do not constitute a campus police or security department; (3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and (4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. 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. Information provided in this form will be used to classify the crimes for purposes of inclusion in the University's annual crime statistics that are published each year in the UTMB Annual Security Report (ASR).

Date Incident Reported to CSA: [Click here to enter a date.](#)

CSA Contact Information

First and Last Name: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Date(s) of Incident Occurrence (select one)

Specific Date (include approximate date if you do not know specific date): [Click here to enter a date.](#)

Date Range: [Click here to enter a date.](#) to [Click here to enter a date.](#) Date(s) Unknown

Incident Classification (see crime definitions below) [Click here to enter text.](#)

Incident Description (provide specific information related to the reported incident) [Click here to enter text.](#)

Incident Location

Location Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Description (sidewalk, roadway, building interior, parking lot, etc...): [Click here to enter text.](#)

Location Classification (select one)

- On-campus: apartment, residence hall, fraternity or sorority house
- On-campus: not in an apartment, residence hall, fraternity or sorority house
- Off-campus: apartment, residence hall, fraternity or sorority house
- Off-campus: university owned, leased, or controlled space
- Public property (non-UTMB) within or immediately adjacent to and accessible from a UTMB campus (sidewalks, streets, etc...)
- Off-campus: not affiliated with UTMB and not adjacent to a UTMB campus
- Unknown location

*When in doubt if an incident occurred on a Clery defined property or if the crime was a Clery reportable crime, CSAs should still complete and submit this form. A determination will be made by the Department of Internal Investigations on whether the incident is reportable.

Crime Definitions

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of 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 cause serious personal injury.

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...

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. The existence of such a relationship shall be determined based upon the reporting party's statement and with the consideration of the length of the relationship, the type of the relationship, and the frequency of interactions between the persons involved in the relationship.

Domestic Violence: a felony or misdemeanor 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 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.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft in 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 or violence and/or by causing the victim fear.

Sex Offenses/Sexual Assault: any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes rape, fondling, incest and statutory rape (victim under the age of 17). Also, attempted sexual assaults are included.

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 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.

Liquor Law Violations: 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. **Public intoxication and DUI/DWI are not reportable incidents.*

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. This encompasses weapons offenses that are regulatory in nature.

Hate Crime Definitions: A ***hate crime*** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. ***Bias*** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity or national origin.

*For Clery Act purposes, hate crimes include any offense in the following two groups that is motivated by bias:

Group#1-(From crime definitions above) Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson

Group#2 – (These are included in the statistics only if they are hate crimes.)

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

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 lacerations 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 actual physical attack.

Vandalism: to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

To your knowledge, was the 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: [Click here to enter text.](#)

To your knowledge, was this incident reported to UTPD or any other Police Agency? [Choose an item.](#)

If so, which agency? [Click here to enter text.](#)