

CORBAN UNIVERSITY
CAMPUS SECURITY
CLERY INCIDENT REPORT FORM

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) of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred within one of the four reporting locations and which have been reported to a Campus Security Authorities (CSA) other than the Office of Campus Safety.

Data collected on this form is to be used to increase public safety, not to identify the victim; therefore, no personal identifying information shall be included on this form.

It is the policy of Corban University to encourage victims and/or witnesses to crime(s) to report such crimes to the Office of Campus Safety 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 which have been reported to them and which have occurred in the following locations:

- 1) **On-campus property:** Offense statistics for 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 the location described herein that is owned by the University but controlled by another person and which is frequently used by students. (Excluding Residential Life buildings).
- 2) **On-campus residential life buildings**
- 3) **Non-campus property:** Offense statistics for 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:** Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands, parks and beaches.

For CLERY purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the highlighted offenses occurs, documentation is required.

CLERY documentation is not satisfied by simply directing/referring the reporting party to the Office of Campus Safety. In order for the Office of Campus Safety to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when certain any of the specified offenses list below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to the Office of Campus Safety.

Homicide - Aggravated Assault - Burglary - Alcohol violations - Manslaughter - Sex Offense (Forcible) - Sex Offense (Non-forcible) - Stalking
 Dating Violence - Domestic Violence - Motor Vehicle Theft - Drug/Narcotic Violations - Robbery - Arson - Weapons Violations

Hate Crime (Type)	Category Of Prejudice
Bodily injury Vandalism Email Telephone Message Other Hate Incident (any non-criminal incident)	Religion Gender Disability National Origin Sexual Orientation Ethnicity Race

On-campus (excluding residential life) On-campus (residential life bldgs) Non-campus property	Public property Unknown	Date of Incident:	Time of Incident:	CSA Tracking #:
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Name of CSA receiving report:	Corban Department:	Date reported:	Time reported:	Dept. Mail Code:
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Reporting party: Victim Witness Other _____	Police report filed? Yes No Unk	Date filed:	Case # :
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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.) Corban 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: _____
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Description of Offender:	Race / Gender:	Age:	Height	W eight:	Hair Color	Color of eyes:	Physical characteristics:
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Brief description of Crime or Incident:

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 (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 the consent of the victim. This offense includes the rape of both males and females)
- e. Fondling (is 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 incapacity.)

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, includes theft from dorm rooms)

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 Office of Campus Safety.)

Alcohol Violations

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. **CLERY does not require the reporting of public drunkenness or driving while under the influence offenses.** (Alcohol violations referred for campus disciplinary action under the Student Conduct Code need not be reported to the Office of Campus Safety.)

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 the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By 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;
- By 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—

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

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 Corban University except as required in the lawful course of business or as authorized by the Director of Campus Safety.

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

INSTRUCTIONS

- a. If the reported incident constitutes a threat to the safety of Corban University community, in addition to completing this form, the CSA shall immediately telephone the Office of Campus Safety at 503-510-6430.
- b. 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 Office of Student Safety Awareness Program.
- c. While second hand reports are inherently unreliable and are difficult to verify, such reports shall also be accepted. The potential for duplication of reported incidents **shall not** be a factor in determining whether or not a report is taken.
- d. CLERY reporting (this form) does not replace or change any existing reporting requirements or procedures for disciplinary referrals for student or employee misconduct.
- e. Hate Crimes present a special reporting challenge. CLERY requires the CSA to document each reported crime occurrence, and CLERY also requires the CSA to record the category of prejudice.

Deliver report: To the Office of Campus Safety attention CLERY Coordinator.

If the report involves a sex offense, a copy of the report will be routed to Dean of Students. Any questions concerning this form or the CLERY ACT should be directed to the CLERY Coordinator at the Office of Campus Safety 503-589-8152.