

## Texas Woman's University Campus Security Authority Report Form

---

This form should be completed by individuals identified as Campus Security Authorities who are required to report information they receive about crimes pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus' Annual Security & Fire Safety Report. Texas Woman's University Police Department (TWUPD) will use this form to determine the category of crime and the location under which the crime should be reported according to the requirements of the Clery Act. The information provided may also help address any continued threats to the safety of the campus community. You do not need to fill out this form if a TWUPD police report has already been made.

**If the person reporting the incident to you is willing to speak directly with TWUPD and wishes to file a police report, have them immediately call (940) 898-2911.**

It is important to provide the reporting person with information on how to contact Student Health Services, the Counseling and Psychological Services Center, the police, or any other outside resource for assistance if they so desire. If the reporting person does not want any assistance, then you should not force it upon them.

Return this completed form to the Texas Woman's University Police Department located at the Oakland Complex on the Denton campus, by email at [CleryAct@twu.edu](mailto:CleryAct@twu.edu), or by mail addressed to the Clery Compliance Officer at 1201 Oakland St. Suite 102, Denton, TX 76201. If you have any questions about Campus Security Authority responsibilities or questions about how to fill out this form, you may contact the Clery Compliance Officer directly at (940) 898-2937.

**Note: This form is not intended to report emergencies, call 911 in an emergency.**

## Campus Security Authority Report Form

Your Name:

Your Department:

Your Email:

Does the reporter/victim wish to remain anonymous?

Yes      No

Name and contact information of the victim/reporter (if they don't wish to remain anonymous):

Date the information was reported to you:

Date that the incident occurred:

Does the reporter/victim wish to be contacted by police?

Yes      No

Does the reporter/victim wish to be contacted by someone who can explain or offer victim/survivor services?

Yes      No

Location of the incident (be as specific as possible):

What type of Clery crime occurred (refer to the offense definitions section towards the end of the form):

Murder or Non-Negligent Manslaughter

Negligent Manslaughter

Rape

Incest

Fondling

Statutory Rape

Aggravated Assault

Dating Violence

Domestic Violence

Stalking

Robbery

Burglary

Motor Vehicle Theft

Arson

Larceny/Theft (only Clery Act reportable if it is a hate crime)

Simple Assault (only Clery Act reportable if it is a hate crime)

Intimidation (only Clery Act reportable if it is a hate crime)

Destruction/Damage/Vandalism of Property (only Clery Act reportable if it is a hate crime)

Was the incident motivated by hate/bias? If so, select what type:

Race      Gender      Gender Identity      Religion      Sexual Orientation

Ethnicity      National Origin      Disability

Was a TWU student conduct referral given for any of the following?

Alcohol Law Violation – Number of people referred?

Weapon Law Violation – Number of people referred?

Drug Law Violation – Number of people referred?

Please provide an explanation of what was reported to you about the incident:

## Definitions of Clery Reportable Offenses

**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:** The 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:** Dating violence is defined as 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.

**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 with, 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.

**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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate Crimes:** Any occurrence of murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property and other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

**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; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**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/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** 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 putting the victim in fear.

#### **Sex Offenses:**

1. **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 the consent of the victim. This offense includes the rape of both males and females. Count one offense per victim. Include the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, include the crime as Statutory Rape.
2. **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 incapacity.
3. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**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. 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.

**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; all attempts to commit any of the aforementioned.

## Definitions of Clery Reportable Locations

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. This also includes any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On-Campus Student Housing Facility:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This is considered a subset of the On-Campus category.

**Non-Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.