Campus Security Authority
Incident Report Form

To assist Wesleyan University in complying with the federal Clery Act, this form should be utilized by Campus Security Authorities (CSA) to report crimes to Public Safety as soon as possible after a crime has been reported to the CSA. 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 and the CSA believes the report was made in “good faith”. Public Safety will use the information provided in this form to classify the crime for purposes of inclusion in the University’s annual crime statistics. Please complete the front and back of this form.

I. Date Incident Occurred: ___________________________ Date Incident Reported: ___________________________

II. CSA Contact Information (*entry of contact information is mandatory)

First and Last Name*: ___________________________ Department: ___________________________

Phone*: ___________________________ E-mail: ___________________________

III. Date(s) of Incident Occurrence (select one)

☐ Specific Date: ___________________________ ☐ Date Range: ___________________________ to ___________________________ ☐ Date(s) Unknown

IV. Incident Location

Location Name: ___________________________

Address: ___________________________

Description (sidewalk, roadway, interior, 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, etc.)
☐ Off-campus in University leased or controlled space
☐ Off-campus, not affiliated with and not adjacent to campus
☐ Unknown location

V. Incident Description (provide specific information related to the reported incident.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
VI. Incident Classification (see crime definitions on the following pages)

Clery Reportable Crimes

☐ Murder/Non-Negligent Manslaughter  ☐ Motor Vehicle Theft
☐ Negligent Manslaughter  ☐ Arson
☐ Robbery  ☐ Weapon Law Violation
☐ Aggravated Assault  ☐ Drug Abuse Violation
☐ Burglary  ☐ Liquor Law Violation

Sex Offenses/Intimate Partner Violence/VAWA Crimes:

☐ Rape  ☐ Statutory Rape  ☐ Stalking
☐ Fondling  ☐ Domestic Violence
☐ Incest  ☐ Dating Violence

➢ When in doubt if an incident occurred on a Clery defined property, CSA’s should still submit this completed form. A determination will be made by Wilkes University Public Safety if the location is on Clery defined property.

VII. Hate Crimes

Wesleyan university must report statistics for hate crimes listed above, as well as for hate crimes involving larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property and for any other crime involving bodily injury to a person. A hate crime is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrators bias against the victim.

A hate or bias related crime is not a separate, distinct crime but is the commission the commission of a criminal offense that was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime, if the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim’s race, sexual orientation, gender identity, etc., the assault is then also classified as a hate/bias crime.

☐ Non-bias Incident  ☐ Sexual Orientation
☐ Race  ☐ Religion
☐ Gender/Gender Identity  ☐ Disability
☐ Ethnicity/National Origin  ☐ Other: ________________________________

Please describe evidence supporting the conclusion that the incident was motivated by bias:

________________________________________________
________________________________________________
________________________________________________
________________________________________________

Please forward this completed form to:
Wesleyan Public Safety
208 High St
Middletown CT
06547