

CLERY INCIDENT REPORT

CAMPUS SECURITY AUTHORITY

OKLAHOMA STATE UNIVERSITY

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

It is the policy of the Oklahoma State University to encourage victims and/or witnesses to crime(s) to report such crime(s) to the police and/or to a designated Campus Security Authority. (A complete list of Campus Security Authorities can be found in the **Annual Safety Report** which is available at <http://police.okstate.edu>. For the purpose of Clery, CSAs 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 reasonable contiguous geographic area and used by the University, used 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:** Includes residential buildings of officially recognized organizations, such as Greek Life housing, in which students live, within one mile of campus.
- 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 reasonable contiguous geographic area (one mile) 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, and parks.

For Clery purposes, whether an offender or victim is a student is not relevant. This report form is to be completed if a report of one of the highlighted violations occurs.

Clery documentation is not satisfied by simply directing/referring the reporting party to the OSU Police Department. In order for OSU to satisfy the statistical reporting requirements for the Clery Act, all CSAs are required to complete this form when any of the specified offenses listed below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to the Oklahoma State University Police Department.

Crime Category:	Sex Offense (Rape)	Sex Offense (Stat. Rape)	Burglary	Dating Violence	Liquor Law Violation
Homicide	Sex Offense (Fondling)	Robbery	Motor Vehicle Theft	Stalking	Drug Law Violation
Manslaughter	Sex Offense (Incest)	Aggravated Assault	Domestic Violence	Arson	Weapons Violation

Location of Occurrence:	Date of Incident:	Date Reported:
On-Campus (excluding residential)	Time of Incident:	Time Reported:
On-Campus (residential life buildings)	CSA Incident #:	OSUPD Case #:
Non-Campus Property		

Name of CSA receiving report:	OSU Department receiving report:	Number of arrests:
		Number of referrals:

Reporting Party:	Victim	Witness	Other
Incident Referred by Other CSA:	Res. Life:	Student Conduct:	OSUPD: Other:

Location/Address of incident (non-victim identifying):

Brief description of crime or incident :

Police Notified? Yes No

Reporting Person Refused? Yes No

Title IX :	Hate Crime Type:	Bodily Injury	Vandalism	Email		Ethnicity	Disability
Yes Date Reported:	Brief Description:	Telephone	Message	Other	Category	Race	National Origin
No					of	Religion	Sexual Orientation
					Bias	Gender	Gender Identity

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 (CSA). Because the sex offender may continue to pose a threat to the community, the threat potential needs evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested. Because of the seriousness of this crime, forward immediately to proper authorities.

Known Offender (friend, classmate, acquaintance, date, etc.

OSU affiliated (student staff faculty)

Unknown offender (stranger)

Victim was not injured (excluding emotional/psychological trauma)

Victim was injured – Describe injuries:

Alcohol involved:

Drugs involved:

Narcotics involved:

Weapon Involved:

Weapon description:

Offender

Offender

Offender

Yes

Victim

Victim

Victim

No

Description of Offender:

Race: Gender: Age: Height: Weight: Hair color: Eye color: Physical characteristics:

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Definitions

Criminal Homicide/Murder:

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

Manslaughter:

The killing of another person through gross negligence.

Sex Offense:

- a. **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.
- b. **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.
- c. **Incest** - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape** - non-forcible sexual intercourse with a person who is under the statutory age of consent.

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 and all attempts.)

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 (without the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another. (Includes attempts)

Drug/Narcotics Violations:

The unlawful possession, sale, use, transportation, cultivation, manufacturing, maintaining an unlawful place. (CSAs are **only required** to record and report this offense when the person was referred for campus disciplinary action.)

Liquor Law Violations:

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under the age of 21 years), or maintaining an unlawful drinking place. **Clery does not require the reporting of public drunkenness or driving while under the influence offenses.** (CSAs are **only required** to record and report this offense when the person was referred for campus disciplinary action.)

Weapons Offense:

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 Oklahoma State University except as required in the lawful course of business or as authorized by the OSU Chief of Police. (CSAs are **only required** to record and report this offense when the person was referred for campus disciplinary action.)

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, gender identity, 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.

VAWA Act:

In 2013, new areas of reporting include domestic violence, dating violence, and stalking.

- a. **Dating Violence** - Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such 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. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.
- b. **Domestic Violence** - Domestic violence is a felony or misdemeanor crime of violence committed by a:
 - current or former spouse or intimate partner of the victim,

- person with whom the victim shares a child in common,
 - person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
 - person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or
 - 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 Oklahoma
- c. **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.

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 the Oklahoma State University community, in addition to completing this form, the CSA shall immediately telephone the OSU Police Department at (405) 744-6523.
- b. Confidential information 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 Student Conduct or Victim Advocate.
- 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.

Submit Report:

To the Oklahoma State University Police Department at 104 USDA Building, Stillwater, OK 74078, fax to (405) 624-8010, or email to csareport@okstate.edu. If the report involves a sex offense, a copy of the report should also be sent to Student Conduct, Title IX, and the Victim Advocate. Any questions concerning this form or the Clery Act should be directed to the Oklahoma State University Police Department.



STILLWATER, OKLAHOMA