This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (murder, manslaughter, burglary, auto theft, aggravated assault, arson, forcible and non-forcible sexual assaults) pursuant to the federal 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 Report.

It is the policy of Tougaloo College to ensure victims and witnesses to a crime are aware of their right to report criminal acts to any law enforcement agency. College policy violations should be reported to the Department of Public Safety. However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Tougaloo College Department of Public Safety will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the Clery Act. Please forward this completed form to: Edna Drake, Chief of Public Safety located in Jamerson 2nd Floor Room #8.

Person Receiving Report: __________________________

Phone Number: __________________________

Report Made By: __________________________

_____ Victim

_____ Third Party Please identify relationship to victim: __________________________

Date and Time the Incident Occurred: __________________________

Description of the Incident or crime: __________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________
Location of Incident
Identify building name, address, etc. (be as specific as possible):

The location where this incident occurred was:

___ On campus, but not in student housing  
___ On campus student housing  
___ Off-campus affiliated property (owned, controlled, or affiliated with the campus; e.g., leased property, fraternity, student co-op)  
___ Off-campus public property immediately adjacent to campus  
___ Off-campus, NOT affiliated with or not adjacent to campus  
___ Unknown

Sex Offenses
Examples of sex offenses are: rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense? ___ Yes ___ No

If yes, were the victim and the assailant acquainted? ___ Yes ___ No

If yes, were either the victim or the assailant under the influence of alcohol or drugs?

Victim: _____ No  Yes, alcohol: ___ Yes, drugs

Assailant: _____ No  Yes, alcohol: ___ Yes, drugs

Hate Crimes
Hate crime information is required to be reported for each of the following crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? ___ Yes ___ No

If yes, identify the category of prejudice:

___ Race  ___ Ethnicity  ___ National Origin

___ Religion  ___ Disability  ___ Sexual Orientation

If yes, provide a brief explanation of the determination:

____________________________________________________________________________

Alcohol, Drug and Weapons Law Violations
Check all that apply

______ Alcohol  ____ Drugs  _______ Weapons Describe:

Number of individuals arrested or referred for campus disciplinary actions: