



Albany State University

Police Department



CLERY INCIDENT REPORT FORM FOR NON-POLICE CAMPUS SECURITY AUTHORITIES ALBANY STATE UNIVERSITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, is a federal consumer protection law that requires all colleges and universities that participate in federal financial aid programs to disclose information about crimes reported on and/or near their respective campuses. A Campus Security Authority (CSA) is required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred within the “Clery Geography” of Albany State University.

Clery Geography includes the following locations:

- 1) On-campus: Any building or property owned or controlled by Albany State University.
- 2) On-campus: Residential Dorms
- 3) Non-campus Property: Property owned or controlled by Albany State 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: Public property located immediately adjacent to and accessible from campus

The purpose of this report form is to provide a uniform procedure for documenting the pertinent details (Who/What/When/Where) of certain reportable crimes and/or hate motivated incidents that have occurred within the Clery Geography of Albany State University. In order for the University to satisfy the statistical reporting requirements of the Clery Act, all CSA’s are required to complete this form when 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 Albany State University Police Department. 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. Documentation is not satisfied by simply directing/referring the reporting party to the Albany State University Police Department. If a violation of one of the below listed offenses occurs, documentation is required.

<u>Circle all that may apply:</u>	Rape	Burglary
Murder / Non-Negligent Manslaughter	Fondling	Motor Vehicle Theft
Manslaughter by Negligence	Incest	Arson
Aggravated Assault	Statutory Rape	

<u>Circle all that may apply: (VAWA):</u>	Domestic Violence	Dating Violence	Stalking
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<u>Circle all that may apply:</u>	Weapon Law Violation	Drug Law Violation	Liquor Law Violation
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<u>Circle all that may apply for Hate Crime:</u>	<u>Circle all that may apply for Category of Bias:</u>
Theft Assault Intimidation	Race Ethnicity National Origin
Destruction/Vandalism/Damage to Property	Religious Beliefs Disability Gender
	Gender Identity Sexual Orientation

Albany State University Police Department
 504 College Drive Albany GA 31705
 2400 Gillionville Road Albany GA 31707
 Clery Coordinator 229-500-3267
 Sammi.Yarbrough@asurams.edu
 ASU PD 229-430-4711

Date of Incident:	Time of Incident:	Location of Incident:
CSA Name:	CSA Telephone#:	
CSA Department:	CSA Email:	
Location: On-Campus Residential Dorm Non-Campus Property	On-Campus Non-Residential Dorm Unknown	Public Property
Reporting Party: Victim Witness Suspect Other	Was a Police Report Filed? Date: Case Number: Officer:	Does the victim want Police to Investigate? YES: Call ASUPD 229-430-4711. NO:
Sex Offenses: 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:		
Suspect Information: Known offender? Friend Classmate Date Acquaintance University Affiliated? Student Faculty Staff Unknown Offender? Stranger		Other Information: Weapons Involved? Victim was not injured. Victim was injured. Please describe Injuries:
Additional Factors involved:		
Alcohol? Victim Offender	Illegal Drugs? Victim Offender	
Prescription Drugs? Victim Offender		
Description of Incident:		

Return completed form to ASU PD or Email to ASU PD Clery Coordinator

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