

Completing the Campus Security Crime Report Form

Guidelines:

This quick reference guide is intended to help you accurately complete the UNI Campus Security Crime Report Form. If you have questions, please do not hesitate to contact the University of Northern Iowa Department of Public Safety.

Remember....

- If you are unsure if a crime has been committed, report it anyway. *"See it, hear it, and report it!"*
- Report only what you know.
- Provide as much information as possible.
- Report violations of the law, not University policy violations.

To download a copy of the form, visit:

http://www.vpaf.uni.edu/pubsaf/documents/UNI_CSA_Crime_Report.pdf

Location of Crime:

Campus Security Authorities are obligated to report Clery Act qualifying crimes that occur in any of the following 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; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, 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).

Residence Hall: 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.

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 campus.

What crimes need to be reported?

Criminal Homicide offenses are separated into two categories:

- **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** is defined as the killing of another person through gross negligence.

Sex Offenses - Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of given consent.

Sex Offenses - Non-forcible is defined as unlawful, non-forcible sexual intercourse.

Robbery is 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.

Aggravated Assault is 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.

Burglary is the unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

Arson is any 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.

Hate Crimes are criminal acts involving one or more of the crimes of theft/larceny, assault, intimidation, and vandalism, or any of the previously listed crimes motivated by bias against any person and groups of persons or the property of

Completing the Campus Security Crime Report Form

any person or groups of persons. Bias types include ethnicity, race, national origin, religious, gender, sexual orientation, or disability.

The following infractions must be a violation of the law, not a University policy violation....

- ***Weapons: Carrying, Possessing, etc.*** is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
- ***Drug Abuse Violations*** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- ***Liquor Law Violations*** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.