When confronted by a student/other about an incident that requires Clery Act reporting, please complete as much information as you can on the attached form.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

As a University Official, you are obligated to report information that you know about to your supervisor and/or to either the Dean of Student Life or the Director of Residence Life and Student Housing. Crimes that should be reported include:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes involving bodily injury
- All liquor, drug or weapons law violations resulting in an arrest

Make sure that you complete the "Description of Incident Section" by providing a general description of the event(s) that occurred in an objective manner. For example: The student reported she had been sexually assaulted on the evening of 12/31/2007 and requested supportive services. The staff member outlined the advocacy services available and made referrals to the Women’s Center, Counseling and Testing, SMU PD and the DOSL Office. The student member walked the student over to the Counseling and Testing Center for a crisis appointment.

Refrain from including any subjective comments about the student or the situation, such as “The student looked like she was going crazy”.

If corrections need to be made to the description/form, cross through the word(s) to be deleted and initial the correction. Do NOT use white-out or erase mistakes.

Submit the form to either the Dean of Student Life or the Director of Residence Life and Student Housing as soon as possible but at least within 24 hours of obtaining information.
SOUTHERN METHODIST UNIVERSITY
STUDENT AFFAIRS
CLERY INCIDENT REPORT FORM

Reporting Official:  □ Student Life  □ RLSH

Date of Report to Student Affairs Official: ____________________________________________

Incident Date: ________________  Time: ________  Location: ____________________________

Staff Person Reporting the Incident: ________________________________________________

Phone Number: ________________________  SMU Affiliation: __________________________

Victim's Name: ______________________  SMU ID: _________________________________

Address: _____________________________

Phone Number: ________________________  SMU Affiliation: __________________________

Accused Name: ______________________  SMU ID: _________________________________

Address: _____________________________

Phone Number: ________________________  SMU Affiliation: __________________________

Others Involved: _____________________  SMU ID: _________________________________

Address: _____________________________

Phone Number: ________________________  SMU Affiliation: __________________________

Involvement?  □ Witness  □ Victim  □ Accused  □ Other: _____________________________

Description of Incident: ____________________________________________________________

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Others with Additional Information: __________________________________________________

_________________________________________________________________________________

Other SMU Officials who have been notified: __________________________________________
Has a police report been filed? □ No □ Yes - which agency? ________________________________

Has the student reported this incident to the Judicial Affairs Office? □ No □ Yes

What, if any, medical attention was provided to the victim? ________________________________

What services have been offered to the victim?

- □ Health Center
- □ Counseling & Psychiatric Svcs (CAPS)
- □ Chaplain’s Office
- □ Dean of Student Life Office
- □ SMU Police
- □ Women’s Center
- □ Community Agencies
- □ Other: ________________________________

Need to Contact Professors: □ No □ Yes – Date/Time: ________________________________

Length of time student may miss class: ________________________________

Follow-up Actions:

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