

BRUNSWICK

COMMUNITY COLLEGE

CRIME INCIDENT REPORT FORM

This form is required to be completed by those individuals identified as “campus security authorities” who received information about specified crimes (described below) pursuant to the Federal *Clery Act*.

The *Clery Act* defines a reportable crime as:

- | | | | | | |
|---------------------|--------------|---------|----------|----------|-------|
| ➤ Criminal Homicide | Sex Offenses | Robbery | Assaults | Burglary | Arson |
| ➤ Hate Crimes | Weapons | Alcohol | Drugs | Larceny | |

If the individual receiving the crime information believes it was provided in good faith, he or she is required to document this as a crime report. In good faith means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

The *Clery Act* defines a campus security authority as:

- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
- Examples: President, Vice Presidents, Deans, Athletic Director, coaching staffs, and faculty/staff advising student/groups.

It is the policy of Brunswick Community College to provide a safe educational environment as stated in the Student Handbook. It is our goal to ensure that victims and witnesses to crimes are aware of their right to report criminal acts to the police and to report college policy violations to the Student Services Department. Counseling services are available through Student Services.

DO NOT SUBMIT VIA E-MAIL - MUST BE HAND-DELIVERED OR BY POSTAL SERVICE

July 2013

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Initial contact with Campus Police should occur immediately and the Crime Incident Report form completed within 48 hours.

Please forward this completed form to: Chief of Police, Brunswick Community College, P. O. Box 30, Supply, NC 28462.

Person Receiving Report: _____ Phone Number: _____

Date and Time Reported: _____

Report made by

_____ Victim: Name: _____ Phone Number: _____

_____ Third party: Name: _____ Phone Number: _____

_____ Suspect: Name: _____ Phone Number: _____

Date and Time the Incident occurred: _____

Location of Incident

Identify building name, address, etc. (be as specific as possible): _____

Description of the incident or crime:
