

Campus Security Authority Reporting Form

Please fill out and return to UMPD by hand mail or email Police@montevallo.edu

Introduction

Campus Security Authorities (CSA) are federally mandated crime reporters. CSA's shall report, on a timely basis, any Clery Act crimes that they are made aware of to the University of Montevallo Police Department. University Police will use the submitted information to verify the appropriate classification of the crime. It is important for CSAs to document sufficient incident detail to allow University Police to properly classify the crime type.

Section 1 – Date

Date crime was reported to CSA: _____

Date(s) or Date Range crime occurred: _____

Section 2 – Location

Please provide building name, address, street name with cross streets or close address, or nearby buildings if it occurred outside. _____

Section 3 - Reported Crime

Murder/Non-negligent manslaughter	Rape	Motor Vehicle Theft
Manslaughter by Negligence	Fondling	Arson
Aggravated Assault	Incest	Other:
Statutory Rape	Dating Violence	
Robbery	Domestic Violence	
Stalking	Buglary	

Hate Crimes Only:

Simple Assault	Larceny	Intimidation	Vandalism
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Other: _____

Number of victims _____

Does the victim wish to be anonymous? Yes No

Please provide a brief description of the reported crime (what happened?) to help us classify it.

Referrals:

Liquor Law Violation

Drug Law Violation

Weapons Violation

Section 4 - Secondary Reporting

Law Enforcement agency(s) the incident has also been reported to:

University of Montevallo Police Department

Montevallo Police Department

Shelby County Sheriff Office

Other _____

Case Number _____

Section 5 Contact Information

First Name _____ Last Name _____

Department _____ Phone _____

Email _____

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Crime Reporting – It is the policy of University of Montevallo to ensure that the victims and witness to crimes are aware of their right to report criminal acts to the University of Montevallo Police Department (205-665-6155). CSA’s should ask reporting party if they would like to report the crime to University Police. If the reporting party wants University Police contacted, the CSA should contact University Police and if the CSA can verify that University Police responded and took a police report, then it is not necessary for the CSA to complete and submit this form. However, if the CSA can’t verify that University Police responded and took a police report, then the CSA must complete and submit this form. **Anonymity** – If a crime reporting party request 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.