



UNIVERSITY of ALASKA ANCHORAGE

Campus Safety Act Incident Report Form

Your safety and security are important at the University of Alaska Anchorage. UAA complies with the Clery Act; the purpose of this Incident Report Form is to provide you with a uniform procedure for documenting the (what, when, where) of reportable incidents criminal or non-criminal in nature or hate-motivated acts that occur within one of the four university reporting areas (Campus Housing, Main Campus, Non-campus, Public Property).

Community members, students, faculty, staff, and guests are strongly encouraged to report all campus crimes and public-safety related incidents to University Police in a timely manner. UAA invites community members and guests, students and employees to use this form to report these incidents to the Dean of Students Office to ensure these incidents are included as statistics in UAA's annual security report.

Campus security authorities are required to report safety-related incidents and/or alleged crimes to University Police. Afterwards, campus security authorities must complete this form and submit it to the UAA Dean of Students Office. Definitions of terms follow on pages 2 and 3 of this attachment.

Instructions: Check any violations or crimes that occurred. If the incident was a hate crime, mark the hate crime bias. Mark where the incident occurred. Provide a brief description of the incident. Record the date/time of the incident. Indicate whether the person reporting the incident to you is a victim, witness, or other third party. List your name and contact information. Write down the time/date of your report. Data collected on this form is used to report crime statistics, not to identify victims; therefore, do not include information about victims without their consent.

1. Violations

- Liquor Law
- Weapons Law
- Drug Law

2. Crimes: Always Reportable

- Murder and Non-negligent Manslaughter
- Sex Offenses*
- Robbery
- Negligent Manslaughter
- Motor Vehicle Theft
- Burglary
- Aggravated Assault
- Arson

3. Crimes: Reportable if They Are Motivated by Hate

- Property Destruction, Damage, Vandalism
- Larceny Theft
- Intimidation
- Crimes Involving Bodily Injury to a Person
- Simple Assault

4. Hate Crime Bias (if applicable)

- Race
- Gender
- Religion
- Sexual Orientation
- National Origin
- Ethnicity
- Gender Identity
- Disability

5. Incidents of Domestic Violence, Dating Violence, Stalking

- Domestic Violence*
- Dating Violence*
- Stalking*

6. Location

- Main Campus
- Campus Housing
- Special Situation
- Non-campus
- Public Property

7. Brief Description of the Incident:

8. Time of Incident _____

9. Date of Incident _____

10. Person Reporting Incident to You

- Victim
- Witness
- Other Third Party

11. Your Name: _____

12. Your Phone Number: _____ 13. Your Email Address: _____

14. Time of Your Report: _____ 15. Date of Your Report: _____

Please return completed form to the UAA Dean of Students Office, Rasmuson Hall, Room 122, or fax to (907) 786-1291 or mail to Dean of Students Office, 3211 Providence Drive, RH 122, Anchorage, AK 99508.

* Report incidents of gender-based and sexual misconduct to the Title IX Coordinator.

About the Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires higher education institutions to provide timely warnings of crimes that represent a threat to the campus community and to publish their campus security policies. The Act also requires that the crime data are collected, reported, and disseminated to the campus community, the Department of Education, and potential students and employees.

Definitions of Violations:

Liquor Law Violation: 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.

Weapons Law Violation: 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. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Law Violation: 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 or local laws, specifically related to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Definitions of Crimes:

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses – Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sex Offenses – Fondling: The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sex Offenses – Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Sex Offenses – Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Aggravated Assault: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Robbery: 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.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor a motor vehicle.

Arson: 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.

Definition of Hate Crime:

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, ethnicity, national origin, sexual orientation, gender identity, or disability. Categories of hate crime offenses include murder and non-negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property; and of other crimes involving bodily injury to any person.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Incidents of Domestic Violence, Dating Violence, and Stalking:

Domestic Violence: A felony or misdemeanor crime of violence committed – by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Campus Reporting Locations:

Main Campus

Campus Housing: Inside residential housing facilities.

Non-Campus: 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 are within the campus, or immediately adjacent to and accessible from the campus.

Campus Security Authorities (CSA):

Federal Law maintains that in addition to members of the UAA University Police Department (UPD), individuals who have a responsibility for campus security, University officials to whom students and employees should report criminal offenses, and any person who has a significant responsibility for student and campus activities is a campus security authority.

On the Anchorage campus, CSA's include:

- University Police Department staff
- Office of Student Affairs staff
- Associate Vice Chancellors for Student Affairs
- Dean of Students Office professional staff
- Department of Residence Life professional and student staff
- Other selected Division of Student Affairs professional staff
- Athletic department staff, including coaches, trainers, and administrators
- Director of Human Resources
- Director of Office of Equity & Compliance
- Director of the Student Health & Counseling Center (SHCC)
- SHCC Health Promotion Specialist
- Student organization advisors
- Parking Services Call Team

At the Aviation Technology Complex, CSA's include:

- Director of the Aviation Technology Division

On the Chugiak-Eagle River campus, CSA's include:

- Director
- Assistant Director
- Office Manager
- Eagle Center night monitor
- Chugiak High School night monitor

On the KPC Kenai River campus, CSA's include:

- College Director
- Assistant Director for Academic Affairs
- Department of Residence Life professional and student staff
- Director of Student Services
- Campus Safety Officer
- Facilities Manager and all maintenance employees
- Evening Coordinator
- Paramedic Instructor
- Administrative Services Director
- Student organization advisors

On the KPC Kachemak Bay campus, CSA's include:

- Campus Director
- Student Services Coordinator
- Campus maintenance personnel
- Student organization advisors

At Kodiak College, CSA's include:

- College Director and staff
- Campus Facilities department
- Student Services department
- Campus Safety Committee
- Incident Management Team
- Student organization advisors

At Matanuska-Susitna College, CSA's include:

- College Director
- Director of Academic Affairs
- Physical Plant Coordinator
- Director of Administrative Services
- Director of Student Services
- Student organization advisors

At Prince William Sound College, CSA's include:

- College Director
- Administrative Services Director
- Student Affairs Director
- Student Affairs Office staff
- Housing & Residence Life professional and student staff
- Student organization advisors
- Copper Basin Extension Center Director
- Cordova Extension Center Director

At the University Center, CSA's include:

- Director of the Office of Student Information
- Assistant Director of the Office of Student Information
- Building managers
- Applied Technology program assistants