Helena College University of Montana Crime Incident Report Form

This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal Clery Act, VAWA and SaVe Act. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus’ Annual Security Report.

Helena College ensures that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report college policy violations to the appropriate office (e.g., student conduct violations to the Assistant Dean of Student Services). However, if a reporting person requests 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.

Campus authorities will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the Clery Act, Title IX or VAVA/SaVE. Please forward this completed form to:

Concerning students: Concerning employees:
Assistant Dean of Student Affairs Human Resources Director
Helena College University of Montana Helena College University of Montana
1115 North Roberts 1115 North Roberts
Helena, MT  59601 Helena, MT 59601

Person Receiving Report: ________________________________

Phone Number: ________________________________

Report Made by:

Victim

Third Party Please identify relationship to victim: ________________________________

Date and Time the Incident occurred: ________________________________

Description of the incident or crime: ________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Title IX Reporting Form 8.4.2014
Location of Incident

Identify building name, address, etc.; be as specific as possible: ____________________________________________________________

The location where this incident occurred was:

________________ On campus
________________ Off-campus affiliated property (owned, controlled, or affiliated with the campus)
________________ Off-campus public property immediately adjacent to campus
________________ Off-campus, NOT affiliated with or not adjacent to campus
________________ Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, and sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense? __________ Yes __________ No

If yes, were the victim and the assailant acquainted? __________ Yes __________ No

If yes, was either the victim or the assailant under the influence of alcohol or drugs?
Victim: __________ No __________ Yes, alcohol __________ Yes, drugs
Assailant: __________ No __________ Yes, alcohol __________ Yes, drugs

Hate Crimes

Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? __________ Yes __________ No

If yes, identify the category of prejudice:
Race: __________ Ethnicity __________ National Origin __________
Religion: __________ Disability __________ Sexual Orientation __________

If yes, provide a brief explanation of the determination: ____________________________________________________________

Alcohol, Drug and Weapons Law Violations

Check all that apply:

______ Alcohol _______ Drugs _______ Weapons Describe: __________________________

Number of individuals arrested or referred for campus disciplinary action: __________________________
Domestic Violence/Dating Violence/Stalking

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim share a child in common, by a person who is cohabited with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

Dating Violence: Violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Stalking: to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

How long were the victim and the assailant acquainted? ____________________________ (months/years)

Do the victim and the assailant live together? ________________ Yes ________________ No

If yes, was either the victim or the assailant under the influence of alcohol or drugs?

Victim: ____________________ No Yes, alcohol ____________________ Yes, drugs________________

Assailant: ____________________ No Yes, alcohol ____________________ Yes, drugs________________