



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*. 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*. Please forward this complete form to:

Assistant Dean of Student Affairs
Helena College University of Montana
1115 North Roberts
Helena, Montana 59601
HCStudentAffairs@helenacollege.edu

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:

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

Example 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 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 crimes 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: _____