

Department of Public Safety

CRIME REPORTING FORM

This form is solely for the purpose of collecting data for statistical reporting as required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or Clery Act.

Name and title of person completing form: _____

Department/Office: _____ Date: _____

Phone: _____ Signature: _____

Name and title of person to whom incident was reported:

Date and time incident occurred:

Date and time incident was reported:

Location of incident: *(On or off Campus; name of building; street address; room number; etc.)*
NOTE: *Specifics may be omitted when the report is made confidentially, and may jeopardize victim/witness confidentiality.*

Description of incident: *(Information that may reveal identities of victims/witness is not required)*

Please answer the following questions about the incident:

- Was alcohol involved? Y: _____ N: _____
- Was a drug involved? (If so, specify type) Y: _____ N: _____
- Was a weapon involved? (If so, specify type) Y: _____ N: _____
- Is there evidence that the offense was motivated by bias/hate? (If so, please explain in detail the type and nature of the bias)

Offender(s) Demographics:

Race: _____ **Age:(range)** _____ **Height/Weight:** _____

Affiliations: _____ (IE. faculty, staff, student, visitor, alumni, etc.)

Scar/tattoos: _____

Other Identifiers: _____

Resolution of incident/action taken: (If any)

- Has this incident been reported to any law enforcement official? If Yes, to whom and when?

- Has this incident been reported to any other University official? If Yes, to whom and when?

Victim/survivor information:

ADDITIONAL COMMENTS: (use reverse side if extra space is needed)

This form can be emailed to Chief Friedberg at jdf024@bucknell.edu to ensure timely reporting and notification of law enforcement.

PLEASE RETURN COMPLETED 'ORIGINALS' IN A SEALED ENVELOPE MARKED "CONFIDENTIAL" TO:

Chief Jason Friedberg
Department of Public Safety
Bucknell University
580 Snake Rd. Lewisburg, PA 17837