School of the Art Institute of Chicago Clery Act Crime Report Form

This form should be completed by those individuals identified as a “Campus Security Authority” who are required to report information they receive about specified crimes (see Definitions) 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 School of the Art Institute of Chicago’s Annual Security Report.

It is the policy of the School of the Art Institute of Chicago to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report school policy violations to the appropriate office (e.g., student conduct violations to the Office of Student Affairs). If a reporting person requests anonymity, this request will be honored to the extent possible.

Campus Security 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 completed form to:

Arthur Jackson, Campus Security Department, School of the Art Institute of Chicago
37 S. Wabash Ave, Chicago, IL 60603
or fax form to 312-629-1661

Reporting Information:

Person Receiving Report: _______________________________ Phone Number: ___________________

Report Made By and To:

Victim: _______ Note victim’s name (if agrees to provide):____________________________________

Third Party: _______ Identify third party relationship to victim and (if agrees to provide) third party name:

_____________________________________________________________________________________

Was crime also reported to Campus Security? Yes___No___or,

Chicago Police Dept? Yes___No___Other Police Dept?: Yes___No___Note agency:__________________

Crime Occurrence / Description:

Occurrence Date and Time: _______________________________________________

Crime Description:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
Location (identify building name, address, etc where crime occurred - be as specific as possible):

_____________________________________________________________________________________

Location where crime occurred was (as needed, refer to Definitions sheet):

On-campus, but not in student housing: __________

On campus residence building: __________

Non-campus affiliated property: __________
(owned, controlled, or affiliated with the campus, e.g. leased property, etc.)

Public property (public property immediately adjacent to campus): __________

Off-campus, NOT affiliated with or adjacent to campus: __________

Sex Offenses (as needed, refer to Definitions sheet):

Was reported crime a sexual offense? Yes___No___

If yes, were the victim and offender acquainted? Yes___No___

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

Victim: Yes___No___ If yes, identify which: Alcohol___Drugs___

Offender: Yes___No___ If yes, identify which: Alcohol___Drugs___

Hate Crime (information is required to be reported for the crimes listed in the Definitions sheet and for any other crime involving bodily injury - as needed, refer to Definitions sheet):

Was reported crime motivated by hate or bias? Yes___No___

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

Hate Crime Bias Type:


Alcohol, Drug and Weapon Law Violations (check all that apply - as needed, refer to Definitions sheet):

Alcohol: _____ Drug: _____ Weapon (describe): ________________________________

If known, note number of individuals Arrested _____ or Referred for campus disciplinary action _____