

## CLERY INCIDENT REPORT

One purpose of CLERY is to encourage reporting and the accurate collection of campus crime statistics to promote crime awareness and to enhance campus safety through reliable statistical records. The purpose of this report form is to provide a uniform procedure for documenting the (What,When,Where) of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred within our Clery geography and which have been reported to a Campus Security Authorities (CSA) other than the local or state Police Department.

**Data collected on this form is to be used to increase public safety, not to identify the victim, therefore, no personal identifying information shall be included on this form.**

It is the policy of Divine Crown Academy to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority. (A complete list of Campus Security Authorities can be found in this Annual Clery Report which is also available at [www.divinecrown.com](http://www.divinecrown.com). For the purposes of CLERY, CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:

- 1) **On-campus property:** Offense statistics for any building or property owned or controlled by DCA within the same reasonably contiguous geographic area and used by DCA in direct support of, or in a manner related to, the Campus' educational purpose.
- 2) **On-campus residential life buildings (not applicable to Divine Crown Academy)**
- 3) **Non-campus property:** Offense statistics for non-campus property or building owned or controlled by DCA that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution. **(not applicable to Divine Crown Academy)**
- 4) **Public property:** Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands, parks and beaches.

**For CLERY purposes, the student status (yes/no) of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 14 highlighted offenses occurs, documentation is required.**

**For Divine Crown Academy to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when certain any of the specified offenses list below are reported to them.**

<input type="checkbox"/> Homicide	<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Burglary	<input type="checkbox"/> Alcohol violations
<input type="checkbox"/> Manslaughter	<input type="checkbox"/> Sex Offense (Forcible)	<input type="checkbox"/> Motor Vehicle Theft	<input type="checkbox"/> Drug/Narcotic violations
<input type="checkbox"/> Robbery	<input type="checkbox"/> Sex Offense (Non-forcible)	<input type="checkbox"/> Arson	<input type="checkbox"/> Weapons violations

<input type="checkbox"/> Hate Crime (Type)	<input type="checkbox"/> Bodily injury	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Email	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Disability
<input type="checkbox"/> Telephone	<input type="checkbox"/> Messaae	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Race	<input type="checkbox"/> National Origin
Orientation				<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual
<input type="checkbox"/> Hate Incident (any non-criminal incident)				<input type="checkbox"/> Gender	

<input type="checkbox"/> On Campus	<input type="checkbox"/> Public Property	Date of Incident: _____	Time of Incident: _____
<input type="checkbox"/> Non Campus Property	<input type="checkbox"/> Unknown		

Name of CSA receiving report: _____	Date Reported: _____ Time Reported: _____
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Reporting Party:	Police Report Filed?	Date Filed: _____
<input type="checkbox"/> Victim	<input type="checkbox"/> Yes	<input type="checkbox"/> State or Local PD case
<input type="checkbox"/> Witness	<input type="checkbox"/> No	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Unknown	
# _____		

**Sex Offense:** Sex offenses are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity; as a result he/she will often seek a reporting source other than law enforcement such as a designated Campus Security Authority. Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.

<input type="radio"/> Known offender (friend, classmate, acquaintance, date, etc.) <input type="radio"/> Divine Crown Academy affiliated ( student_____staff_____faculty ) <input type="radio"/> Unknown offender (stranger) <input type="radio"/> Victim was not injured (excluding emotional/psychological trauma) <input type="radio"/> Victim was injured - Describe injuries:		
<input type="radio"/> Alcohol involved:            { } Offender        { } Victim <input type="radio"/> Drugs involved:             { } Offender        { } Victim <input type="radio"/> Narcotics involved:        { } Offender        { } Victim <input type="radio"/> Weapon involved:           { } Yes             { } No Describe weapon:		

Description of offender:

Race / Gender:   Age:   Height:   Weight:   Hair Color:   Color of eyes:   Physical characteristics:

**Brief description of Crime or Incident:**

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**Definitions**

**Murder**

The willful (non-negligent) killing of a human being by another.

**Manslaughter**

The killing of another person through gross negligence.

**Sex Offense (Forcible)**

Any sexual act directed against another person without the other person's consent. (Includes attempts)

- a. Sexual intercourse (penetration--however slight)
- b. Sodomy (penetration, however slight)
- c. Oral copulation (vaginal, anal)
- d. Rape with a foreign object (penetration vaginal or anal--however slight)
- e. Sexual battery (the touching of the intimate parts , [sexual organ, anus, groin, or buttocks of any person, or the breast of a female] of another person for the purpose of sexual gratification)

**Sex Offense (Non-forcible)**

Any unlawful, but consensual sex act with another person. (Includes attempts)

- a. Incest (sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited)
- b. Statutory rape (intercourse with a person who is under the age of consent--18yrs).

**Robbery**

The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear. (Includes attempts)

**Aggravated Assault**

An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury. (Includes attempts, and whether or not an injury occurred.)

**Burglary**

The unlawful entry (or attempt to enter) into a defined structure with the intent to commit a theft or any felony. (Excludes vehicle burglary)

**Motor Vehicle Theft**

The taking of a motor vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle. (Includes attempts)

**Arson**

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another. (Includes attempts)

**Drug/Narcotic Violations**

The unlawful possession, sale, use, transportation, cultivation, manufacturing, maintaining an unlawful place.

**Alcohol Violations**

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. **CLERY does not require the reporting of public drunkenness or driving while under the influence offenses. Weapons Violation**

The unlawful possession or control of any firearm, deadly weapon, (including nunchakus or billy club) illegal knife or explosive device while on the property of the Divine Crown Academy.

**Hate Crime**

A criminal act involving one/more of the listed crimes which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based

upon the perception that the person or group has one or more of those characteristics.

**Hate Incident**

Any noncriminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

**DEFINITION OF CAMPUS SECURITY AUTHORITY (CSA)**

Any individual specified in the Divine Crown Academy campus security report as an individual to which students and employees should report criminal offenses and/or an individual of the Academy who has significant responsibility for student and campus activities.

**VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT**

Divine Crown Academy of Cosmetology recognizes the provisions regulations issued under the Higher Education Act of 1965, as amended (HEA), to implement the changes made to the Clery Act by the Violence Against Women Reauthorization Act of 2013 (VAWA).

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**INSTRUCTIONS**

- a. If the reported incident constitutes a threat to the safety of the Academy community, in addition to completing this form, the CSA shall immediately telephone the local and state Police Department.
  - b. Confidential and anonymous reports are accepted. However, if the reporting party is a victim of a sex offense, he/she shall also be encouraged to report the crime directly to the police department.
  - c. While second hand reports are inherently unreliable and are difficult to verify, such reports shall also be accepted. The potential duplication of reported incidents **shall not** be a factor in determining whether or not a report is taken.
  - d. Clery reporting (this form) does not replace or change any existing reporting requirements or procedures for disciplinary referrals for student or employee misconduct.
  - e. Hate Crimes present a special reporting challenge. CLERY requires the CSA to document each reported crime occurrence, and CLERY also requires the CSA to record the category of prejudice.
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Disclaimer: Divine Crown Academy of Cosmetology's Clery Incident report is covered during student orientation. A copy of the Clery report is also available at our website, [www.DivineCrown.com](http://www.DivineCrown.com), in our policies manual, which is located in our student library, or a copy can be requested through our Admissions Office.