



Department of Campus Safety

CSA CRIME REPORT FOR NON-CAMPUS PROPERTY OR BUILDINGS

INSTRUCTIONS

Federal law requires that APU collect and report information about crimes that occur in Non-Campus Property or Buildings, which is defined in DCS Handbook section 4.78 to include, in part: any property or a building that is at a distance from the main campus and that is either controlled by APU subject to a written agreement, or a hotel or hostel that APU uses on a regular basis (e.g., annually or every semester), or used for a stay of more than one (1) night consecutively); and any property or a building that is a host family site and APU has substantial control over the property, which is defined as a separate entrance. Such locations include not only those areas under ownership or control of APU, but also any common areas used to access those areas under ownership or control of APU (e.g., elevator, stairs, lobby, concourse, and hallway). The time period during which the information must be captured is for the duration the location is under control of the university.

This form has two sections. The first section asks for information about your travel that will allow DCS to determine if DCS needs to submit a letter to local law enforcement agencies requesting crime statistics during the period of your travel. The second section asks if you have any crimes to report that APU is required to disclose and report under federal law. If you have any questions about how to complete this form, please contact APU's Clery Act Coordinator in the Department of Campus Safety.

All boxes must be checked off before submission; if information is unknown write "UNK." in the box, if the requested information does not apply, then write "DNA" in the box. The form is to be completed and submitted to APU's Clery Act Coordinator in the Department of Campus Safety as soon as possible after you return from your trip for processing and retention.

TYPE OF ACTIVITY

[] MISSIONS TRIP [] STUDY ABROAD [] ATHLETICS [] INTRAMURALS [] THEATRE/DRAMA/MUSIC

[] OTHER (PLEASE SPECIFY):

WRITTEN LEASE OR RENTAL AGREEMENT FOR LOCATION: [] YES [] NO / HOST FAMILY: [] YES [] NO

IF "YES", PLEASE PROVIDE ADDITIONAL DETAILS (frequency of rental/lease & contact info; contact info for host family; other pertinent info):

[] ANNUALLY [] SEMESTERLY [] DATE(S) OF ACTIVITY: TO

NO. APU FACULTY: NO. APU STAFF: NO. APU STUDENTS:

LOCATION INFORMATION

NAME OF LOCATION:

TYPE OF LOCATION / DESCRIPTION (INCLUDE ROOM / ALL ROOM NUMBERS):

ADDRESS: CITY:

STATE/PROVENCE: COUNTRY:

MANAGER [] OWNER [] AGENT [] RESIDENT [] NAME:

LOCAL LAW ENFORCEMENT INFORMATION (if known)

DEPARTMENT NAME:

ADDRESS: CITY:



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STATE/PROVENCE:

COUNTRY:

TELEPHONE NUMBER:

EMAIL:

REPORT ASSIGNEDBY:

TITLE:

REPORT PREPARED BY:

TITLE:

DATE ASSIGNED:

DATE COMPLETED:

CLERY REPORTABLE CRIME INFORMATION

Review the attached Campus Security Authority - Crime Report Form for definitions of Clery reportable crimes before completing this section of the report.

- 1. WERE THERE ANY REPORTABLE CRIMES DURING THE COURSE OF THIS TRIP/EVENT? [] YES [] NO
- 2. VENUE MANAGER/OTHER QUESTIONED AS TO REPORTABLE CRIME AT THE LOCATION? [] YES [] NO
- 3. LOCAL LAW ENFORCEMENT CONTACTED AS TO REPORTABLE CRIME AT THE LOCATION? [] YES [] NO

IF YOU ANSWERED "YES" TO QUESTION #1, YOU ARE REQUIRED TO **ATTACH** THE CAMPUS SECURITY AUTHORITY REPORT FORM(S) ALONG WITH THIS REPORT.

TO BE COMPLETED BY CAMPUS SAFETY- CLERY COORDINATOR

DATE RECEIVED:

CLERY CRIMES: [] YES [] NO FOLLOW UP BY:

INFORMATION SUFFICIENT: [] YES [] NO ; COMMENTS:

FOLLOW-UP ACTION NEEDED (CHECK BOXES):

[] CONTACT APU DIRECTOR – GLOBAL STUDIES / STUDY ABROAD / MISSIONS / ETC. AND CONDUCT FOLLOW-UP ON AREAS REQUIRING ADDITIONAL INFORMATION. NOTES:

[] CONTACT VENUE IF NECESSARY TO OBTAIN ADDITIONAL INFORMATION. NOTES:

[] CONTACT LAW ENFORCEMENT AGENCY FOR AWAY LOCATION FOR ADDITIONAL INFORMATION. NOTES:



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30 DAY STATUS:

[] COMPLETE INFORMATION RECEIVED – NOTE SPECIFICS:

[] 2ND. REQUEST / DATE:

NOTES:

[] OTHER COMMENTS OR NOTES: