Western Kentucky University (WKU) has an expectation that all employees will share information they receive about campus crime(s). This form is intended to track the University’s response(s) to campus incidents being reported, as well as to assess any danger each incident represents to the community at large. This report will contribute to the statistical data compiled and disbursed annually by the WKU Police Department (PD), and communicate timely warnings to the campus community for protection of individuals who may be at risk.

Instructions: Complete the information requested below. **Report only one incident per form.** If necessary, attach additional documentation to thoroughly complete each description. You are to return this form to your supervisor or WKUPD within 24 hours of becoming aware of any report.

Your Name: ______________________________ Position Title: ______________________________

Department: ______________________________ Time of Service at WKU: _________________

Phone: ______________________________ E-mail: _______________________________________

Reported to You By (circle all that apply): Victim Witness Third-Party Anonymous

Date of Incident: ______________ Time of Incident: _____________ Location of Incident: __________

Where did the incident occur? If you wish to avoid specifics, circle one of the following: On Campus Residence Hall Public Property Off-campus Other

Please describe the incident in as much detail as possible:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Do you have a reason to believe this incident represents a threat of harm or danger to the victim or other members of the community? __ YES ___ NO
If YES, why: ____________________________________________________________

Was a weapon involved YES ___ NO ___ Number of assailants/perpetrators: ____________

If a single assailant/perp, describe: Gender: ___ Race: ___ Age: ___ Height: ___ Weight: ___

Role of assailant/perp(s) on campus: Student ___ Faculty ___ Staff ___ No Campus Role ___ Unknown ___

Name of alleged assailant(s): ________________________________________________

Was there any evidence that this incident was motivated by the victim’s (circle all that apply):

Race  Ethnicity  Age  Gender  Sexual Orientation  Religion

Other departments or individuals to whom the victim/reporter has reported this incident

____________________________________________________________________________________

Name of reporting victim: __________________________________________________________

Names as contact information for any relevant witnesses:

____________________________________________________________________________________

Date This Form Was Submitted: _______________