

Campus Security Authority Information And Reporting Form

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that a number of non-law enforcement campus-affiliated individuals report crime statistics to appropriate police departments each year. Many individuals, and students in particular, are sometimes more comfortable with reporting crimes to non-law enforcement persons such as athletic team coaches, faculty and staff advisors to student organizations, residence life and housing directors, and others who serve in functional positions that involve relationships with students and who have significant responsibility for student and campus activities.

Whether you are defined as a campus security authority, or you are a victim of a crime that occurs on our campus, or observe criminal activity, or if someone reports a crime to you, contact the Mansfield University Police Department at (570) 662-4900, Doane Center 104, 65 Clinton Street, Mansfield PA, 16933. The department is open 24 hours each day of the year.

While it is important that the reporting requirements of the Clery Act be met, we also must accurately portray Mansfield University as being a proactive campus that works to ensure a safe campus environment for our students, staff, and guests.

Any questions can be directed to the Director of Police Services at (570) 662-4900, or via e-mail, cshegan@mansfield.edu.

Thank you in advance for your assistance.

Mansfield University Police Department
Doane Center 104
65 Clinton Street
Mansfield, PA 16933
570-662-4900

Dear Campus Security Authority

The *Jeanne Clery Campus Security Act*, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses, requires that “campus security authorities” report crime statistics for inclusion in our Annual Security Report. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals, and students in particular, are sometimes more comfortable in reporting incidents to non-law enforcement campus-affiliated individuals. The function of a campus security authority is to report to university police those allegations of *Clery Act* crimes that he or she concludes are made in good faith, and the crimes are to be reported regardless of whether the victim chooses to file a report with law enforcement or to press charges.

If you are listed below, then you are a “campus security authority” as that term has been defined by the United States Department of Education. “Campus security authorities” include advisors to student organizations, athletic team coaches, members of the campus police department, and functional positions such as, but not restricted to, the Vice President for Student Affairs, Associate Vice President of Residence Life, Associate Directors and Assistant Directors of Residence Life/Housing, Resident Hall and Graduate Assistant Hall Directors, Resident Assistants, the Associate Directors for Student Life and Transition and Retention, the Director of Student Activities, the Advocacy Program Coordinator, the Director of Athletics, the Director of the Kelchner Fitness Center, the Registrar, and the Social Equity and Multicultural Affairs Officer, and the Associate Director Multicultural and Equity Services.

Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If you observe or have reported to you any crime listed below, immediately complete an incident report form and, as indicated on the bottom of the form, send a copy to me at 104 Doane Center. This applies to crimes on campus, public property (thoroughfares, streets, sidewalks, and parking areas) immediately adjacent to campus, and locations at which other approved college activities are taking place. Please ensure that you complete all information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime in fact took place. Simply make the report. Appropriate law enforcement staff may later contact you or others to gather additional information. A copy of the incident report, which you may duplicate, a campus map, and definitions of crimes are all enclosed for your reference. Additional forms may be obtained from the Mansfield University Police, Doane Center 104, x4900, or by sending an e-mail to police@mansfield.edu.

Crimes that should be reported are:

Murder, negligent and non-negligent manslaughter
Forcible sex offenses
Non-forcible sex offenses
Aggravated assault
Robbery
Burglary
Arson
Motor vehicle theft

All liquor, drug or weapons violations resulting in arrest
All hate crimes involving bodily injury, larceny-theft, simple assault, intimidation, or destruction, damage or vandalism of property or any other reported crimes involving bodily injury
Dating violence
Domestic violence
Stalking

If you are in doubt as to whether a crime is reportable, please err on the side of caution and report the matter. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim’s actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

Because campus security authorities play a critical role in *Clery Act* compliance, I will annually notify all appropriate individuals in writing that they are campus security authorities and explain what is required; provide information and any necessary training so that you, as a campus security authority, can be instructed what to do when a crime is reported to you, with emphasis on providing crime reports on an immediate basis to campus police so that timely warnings can be issued to the community; and provide all campus security authorities with definitions of *Clery Act* crimes and geographic locations, as well as an explanation of the types of arrests and judicial referrals that apply to the *Clery Act*.

Thank you for your assistance in fulfilling these federal requirements. If you have any questions regarding reporting obligations, please contact me at Doane Center 104, x4900 or via e-mail at cshegan@mansfield.edu.

Sincerely,

Christine Shegan
Chief of Police

Campus Security Authorities

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|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| University Police | Athletics/Coaches | Student Organization Advisors | Student Organization Advisors |
| Chief Christine Shegan | Steph Cadwell | Lilace Guignard | Heather Weston-Confer |
| Sgt. Paul Delosa | Andy Chalot | Christina Hale | Dr. Martha Whitehouse |
| Sgt. James Moyer | Chris Cummings | Lynne Hammann | Jackie Wisniewski |
| Officer Eric Barnett | Kris Decker | Lindsey Hampsher | Jan Yoder |
| Officer Paul Cady | Tim Dempsey | Matt Haner | K. Sue Young |
| Officer Raymi Gausline | John Evans | Phillip Hendrickson | Resident Assistants |
| Officer Bill Kluge | Edith Gallagher | Shawndra Holderby | Keri Aldinger |
| Officer Jeff Perry | Harry Hillson | Chuck Hoy | Austin Boroch |
| Officer Steve Smith | Angie Hunley | Courtney Hull | Stephen Burns |
| Officer Donna Lee-Brown | Graham Johnsen | Jeff Jacobsen | Christopher Carlsen |
| Officer Anthony Palermo | Kaymee Kelly | Jeanne Kagle | Sadye Carn |
| Officer Kent Warner | Emma Lacey | Pamela Kathcart | Allyson Cornwell |
| Housing/Residence Life | Ryan Larcom | William Keeth | Jessica Cowan |
| Chuck Colby | Tim McAninch | Anthony Kiessling | Christopher Crane |
| Dusty Zeyn | Rich Miller | John Kirby | Emily Cromley |
| Judith Brayer | Rich Miller Sr. | Christopher Kopf | Holly Dewey |
| Michael Stoudt | Diane Monkiewicz | Susan Laib | Brianna Dion |
| Ben Auger | Eli Morgan | Yucong Liu | Taylor Donahue |
| Kim Furente | Brian Oakes | Timothy Madigan | Elissa Donovan |
| Surajo Jolaoso | Eudene Parson | Robert C. Maris | Enaw Elonge |
| Jon Heisey | Michael Rohl | Audriana Marmuscak | Lucas Fogel |
| Colleen Moore | Michelle Rohl | Dan Mason | Sarah Gordon |
| Xavier Warner | Michael Schnell | Nichole Mayo | Rhiannon Gray |
| Amie Fox | Alison Tagliaferri | Adrienne McEvoy | Hunter Hill |
| Derrick Pitts | John Tate | Sheryl Monkeliem | Travis Hume |
| Kelchner Fitness Center | Jen Verbiar | Michele Moore | Joseph Jordan |
| Amy DeLozier | Laurie Zaparynski | Joseph Murphy | Austin Joseph |
| Registrar | Sarah Zwick | Holly Pieper | Meagan McCarthy |
| Lori Cass | Student Organization Advisors | Lynn Pifer | Richard McCouch |
| Student Life & Leadership | Joshua Battin | Nathan Rinnert | Bryan McCullough |
| Steve Plesac | Bia Bernum | Jason Roscoe | Mark Nellenbach |
| Andee Dunham | Christopher Bridges | Alissa Rose | Hang Nguyen |
| Ruth Hermansen | Robert Clark | Jonathan Rothermel | Kyle Northrup |
| Mary Beth Kollar | Nancy Clemens | Philippe Savoye | Tim Mong |
| Frank Crofchick | Justin Crowl | Michelle Schlegel | Kevin Ryan |
| Advocacy Program Coordinator | Mary Daly | Gretchen Sechrist | Max Schaar |
| Alan Zellner | Scott Davis | Donald Shaw | Samuel Schaar |
| Stephanie Allen | Peggy Dettwiler | Janeen Sheehe | William Tribble |
| Athletics/Coaches | Russell Dodson | Nancy Sidell | Hannah Ward |
| Deb Solfaro | Rebecca Dodson-Webster | Steven Stein | Abigail Zdancewicz |
| Vito Addalli | Mary Feeney | Louise Sullivan-Blum | Marissa Zerby |
| Katie Akins | Abe Ghods | John Szentesy | Sayre Campus |
| Joey Andrews | Matthew Guagliardo | Karri Verno | Wendy Hovey |
| Nick Brace | James Guignard | Andrew Walters | Jamie Klesh |

| Sayre Campus |
|---------------------------------------|
| Vicky Kotchka |
| Dennis McCarthy |
| Elizabeth Ngugi |
| Constance Wildonger |
| Student Event/Resident Security Staff |
| Carson Ayers |
| Abigail Beck |
| Emma Benson |
| Traci Bethea |
| Shakim Blackwell |
| Jordan Boothe |
| Charlsie Bowen |
| Morgan Boyce |
| Candace Brown |
| Kyle Calogero |

| Student Event/Resident Security Staff |
|---------------------------------------|
| John Capwell |
| Brianna Carr |
| Robert Castellani |
| Taylor Chidester |
| Alec Covel |
| Sarah Donegan |
| Amanda Ernst |
| Rebecca Evans |
| Destiny Foster |
| Daniel Harms |
| Eric Harms |
| Melanie Hilliard |
| Jenna Hoefler |
| Chelsea Hough |

| Student Event/Resident Security Staff |
|---------------------------------------|
| Brielle Kelly |
| Tamara Kemp |
| Dean Lee |
| Franciszka Lupkowski |
| Allison Macon |
| Sam Masher |
| Allison McCurry |
| Chelsea McCutcheon |
| Derek Morgan |
| Sarah Morin |
| Alyssa Mullins |
| Sarah Nezelek |
| Lauren Orosz |
| Nicole Ortiz |

| Student Event/Resident Security Staff |
|---------------------------------------|
| Destiny Parks |
| Alicia Patterson |
| Casey Pearce |
| Cody Platt |
| Jacob Portock |
| Brian Rezek |
| Pedro Sanchez |
| Rachael Sterner |
| Balla Thiam |
| Taylor Triou |
| Abby Wang |
| Whitney White |
| Candace Wilkerson |
| Ralik Wise |
| Jessica Wojtkowiak |

DEFINITIONS OF CRIMES

Murder and non-negligent manslaughter: the willful, non-negligent, killing of one human being by another

Negligent manslaughter: the killing of another person through gross negligence

Forcible sex offenses: any sexual act directed against another person, forcibly and/or against the person's will where the victim is incapable of giving consent

Non-forcible sex offenses: incest and statutory rape (victim is under 16 years of age and assailant is four or more years older than the victim)

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

Aggravated assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or a theft

Motor vehicle theft: the theft or attempted theft of a motor vehicle

Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

All hate crimes involving bodily injury, larceny-theft, simple assault, intimidation, or destruction, damage, or vandalism of property, or any other reported crime involving bodily injury: any of the above mentioned offenses that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias are the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, national origin, or disability.

All liquor, drug or weapons law violations resulting in an arrest

Liquor – the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still(s); furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Drug – the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction; and dangerous non-narcotic drugs.

Weapons – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Dating violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship, 2) the type of relationship, 3) the frequency of interaction between the persons involved in the relationship

Domestic violence: felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim, as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction received grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress

CRIME INCIDENT REPORT FORM (continued, page 2 of 3)

Location of Incident (identify building name, room number, address, etc.; be as specific as possible): _____

The location where this incident occurred was:

- On campus, but not in student housing On campus student housing
- Off campus affiliated property (owned, controlled, or affiliated with the campus, that is, Leased property, fraternity, student co-op)
- Off campus public property immediately adjacent to campus
- Off campus NOT affiliated with or NOT adjacent to campus
- Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense? Yes No

If yes, were the victim and the assailant known to each other? Yes No

If yes, were either the victim or the assailant under the influence of alcohol or drugs?

Victim: Yes, alcohol Yes, drugs No

Assailant: Yes, alcohol Yes, drugs No

Hate Crimes

Hate crime information is required to be reported for each of the following crimes: criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, or destruction, damage, or vandalism of property, and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? Yes No

If yes, identify the category of prejudice:

- Race Gender Religion National Origin
- Sexual Orientation Gender Identity Ethnicity Disability

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

CRIME INCIDENT REPORT FORM (continued, page 3 of 3)

Alcohol, Drug, and Weapons Law Violations

Check all that apply

_____ Alcohol

_____ Drugs

_____ Weapons

Describe: _____

Number of individuals arrested or referred for campus disciplinary action: _____

MANSFIELD UNIVERSITY PARKING MAP

**Due to sizing limitations the parking map colors are a guide only. Refer to legend on page 2 and posted signs in lots for accurate permit parking information.*

