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, jerry@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, Dean of Students, 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.

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 jperry@mansfield.edu

Sincerely,

Jeffrey Perry
Chief of Police

Rev 3/23
# Campus Security Authorities

## University Police
- Interim Chief Jeffrey Perry
- Sgt. Paul Delosa
- Sgt. James Moyer
- Sgt. Steve Smith
- Officer Eric Barnett
- Officer Marena Boyce
- Officer Sam Delosa
- Officer Raymi Gausline
- Officer Zachary Hatch
- Officer Colie Stone
- Officer Kent Warner

## Student Living
- Amy Cunningham
- David Slampak
- Austin Boroch
- Taylor Donahue

## Kelchner Fitness Center
- Amy DeLozier

## Registrar
- Lori Cass

## Student Life & Living
- Steve Plesac
- William Kluge
- Nichole Lefelhoc

## Title IX
- Nichole Book

## Deans
- Joshua Battin
- Gretchen Schrict

## Environmental Health & Safety
- Jim Welch

## Athletics/Coaches
- Peggy Carl
- Bill Brasington
- Andy Chalot
- Jason Chimos
- Robin Colby
- Lou Condon
- Donovan Cook
- Chandler Czarnota
- Kris Decker
- John Evans
- Edith Gallagher
- Evan Gross
- Brittany Hansrote
- Owen Lukens
- Pat Maddock
- Evan McAndrew
- Rayn Napp
- Brian Oakes
- Drew Patrick
- Tony Puleo
- Michael Rohl
- Amy Seneffelder
- Abigail Sgro
- John Shaffer
- John Szentsey
- Kayla Wright
- Bryce Zaparzynski

## Student Organization Advisors
- Alan Bennett
- Maegen Borzok
- Martha Campbell
- Kenneth Cobb
- Peggy Dettwiler
- Rebecca Dodson-Webster
- Cathy Dortona
- John Evans
- Mary Feeney
- Andrew Gaskievicz
- Sherry Griggs
- Jimmy Guignard
- Andrea Harris
- Jamie Herman
- Holly Jackson
- Amanda Jarlski
- Anthony Kiessling
- Susan Laib
- Kristen Long
- Andrew Longcore
- Tim Madigan
- Larry Mansfield
- Robert Maris
- Nicole Mayo
- Adrianne McEvoy
- Ryan McNamara
- Elysee McPherson
- Greg Moyer
- Rebecca Parks
- Holly Pieper
- Allison Polly
- Todd Ranney
- James Reifinger
- Nathan Rinnert
- Jonathan Rothermel
- Xiaoxuan Shelly
- Jodi Smith
- John Vaida
- Karri Verno
- Andrew Walters
- Tiffany Welch
- Emily Wheeler
- Logan Wiest

## Resident Assistants
- Bryce Allen
- Alexander Baer
- Grace Bakewell
- Lydia Boeckel
- Sarah Cassavagh
- John Christopherson
- Iyendai Davis
- Katherine Dettwiler
- Oyejadesola Diya
- Isabella Folino
- Alayah Hampton
- Morgan Joner
- Natalie Klem
- Sarah McCaslin
- Haleigh Moore
- Whitney Moya
- Sean Ringgold
- Alexandra Rouffignac
- Ariane Rouffignac
- Kaitlyn Rowen
- Lynzee Ruhl
- Annie Sarazine
- Brandon Schrader
- Kaia Sets
- Tatyana Singleton
- Brendan Sofo
- Kathryn Weaver
- Alexi Yashinski

## Student Event/Resident Security Staff
- Grace Chamberlain
- Isabelle Edwards
- Haley Northrup
- Andrea Proehl
- Calista Nohai Seaman
- Adam Shay
- Joseph Smith

## Sayre Campus
- Vernon Bailey
- Abigail Bastion
- Randy Bill
- Judith Brayer
- Michael Bridge
- Jennifer Carapella
- Bradley Coe
- Travis Collins
- Scott Devine
- David Gratkowski
- Jamie Klesh
- Mark Knapp
- Glen Leonard
- Christine Lowman
- Terry Morgan
- Dominic Pulli
- Nancy Runyan
- John Severson
- Tanya Seymour
- Stephen Shay
- Christine Varner
- Priscilla Vought
- Piper Wisel
DEFINITIONS OF CRIMES

The following definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are provided from the Uniform Crime Reporting Handbook, in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program. The definitions of forcible and non-forcible sex offenses are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook, in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program.

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

Negligent Manslaughter
The killing of another person through gross negligence.

Aggravated Assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

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 putting the victim in fear.

Auto Theft
The theft or attempted theft of a motor vehicle. All cases where automobiles are taken by person not having lawful access even though the vehicles are later abandoned, including joyriding, are included in this definition.

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, or personal property of another.

Burglary
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safe cracking; and all attempts to commit any of the aforementioned. Non-forcible burglary is the unlawful, non-forcible entry into a building or room with the intent to commit a crime therein; a forcible breaking and entering is not required.

Sex Offenses – Forcible
Any sexual act directed against another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

A. Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

B. Forcible Sodomy – Oral or anal intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary permanent mental or physical incapacity.

C. Sexual Assault With An Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapability.

D. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
Sex Offenses – Non-forcible

A. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence – Felony for misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with who the victim shares a child in common, by a person who is cohabitating with or has cohabitated 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 receiving 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.

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 upon a consideration of these factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress

Liquor Law Violations
The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking in a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Drug Law Violations
Violations of state and local laws 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 (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations
The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Hate Crimes
Includes the crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crime involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim, which shall be reported according to category of prejudice.

Unfounded Crimes
For Clery Act purposes the standard for unfounding a reported crime is very high. You may classify a crime as unfounded only after a full investigation by sworn law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.
This form should be completed by those individuals identified as "campus security authorities" who are required to report information they receive about specified crimes (described below) pursuant to the federal Clery Act. The information collected from these forms will be used to prepare a compilation of statistical information that will be included in the campus Annual Security Report.

It is the policy of Mansfield University to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report university regulation violations to the appropriate office (that is, the Campus Judicial Officer). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

University police 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: Director of Police Services, Mansfield University, Doane Center 104, 65 Clinton Street, Mansfield, PA 16933.

Campus Security Authority Completing Report:

Your Name: ____________________________________________ Phone Number: ____________________

Report Made By: __________ Victim

___________ Third Party (please identify relationship to victim):

Date and Time Incident Occurred: ____________________________________________________

Description of the Incident/Crime: ____________________________________________________
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: __________________________________________

______________________________________________________________________________________
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.