

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, shenry@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 shenry@mansfield.edu

Sincerely,

Scott Henry
Chief of Police

Campus Security Authorities

University Police
Chief Scott Henry
Sgt. Paul Delosa
Sgt. James Moyer
Officer Eric Barnett
Officer Raymi Gausline
Officer Bill Kluge
Officer Jeff Perry
Officer Steve Smith
Officer Donna Lee-Brown
Officer Jonathan Romaine
Officer Kent Warner
Student Living
Dusty Zeyn
David Slampak
Michael Stamp
Stephen Wasilewski
Environmental Health & Safety
Jim Welch
Kelchner Fitness Center
Amy DeLozier
Registrar
Lori Cass
Student Life & Living
Steve Plesac
Ruth Hermansen
Mary Beth Kollar
Nichole Lefelhoc
Jackie Johnson
Title IX
Frank Crofchick
Sayre Campus
Judith Brayer
Jennifer Carapella
Jamie Klesh
Perry Specchio
Christine Varner

Athletics/Coaches
Andy Chalot
Kris Decker
Tim Dempsey
Ryan Ehrie
John Evans
Edith Gallagher
Brittany Hansrote
Harry Hillson
Angie Hunley
Da'Quan Jones
Michele Korgeski
Tim McAninch
Eli Morgan
Rick Novak
Brian Oakes
Michael Rohl
Michelle Rohl
Ernie Ruch
Kelley Sundberg
Jess Swingle
Michael Whitling
Laurie Zaparzynski
Pat Zipfel
Sarah Zwick
Student Organization Advisors
Josh Battin
Bia Bernum
Casey Blair
Jeffery Bosworth
Lindsay Butler
Martha Campbell
Jennifer Carapella
Justin Crowl
Chris Cummings
Ryan Dalton
Mary Daly
Scott Davis
Peggy Dettwiler
Rebecca Dodson-Webster
Marie Domenech
Glorianne Dziuba

Mary Feeney
Abe Ghods
Karen Guenther
Jimmy Guignard
Matthew Haner
Denise Haskins
Chuck Hoy
Jeff Jacobsen
Jeanne Kagle
Anthony Kiessling
Christopher Kopf
Gopalan Kutty
Eun-Joo Kwak
Susan Laib
Brian Loher
Timothy Madigan
Larry Mansfield
Robert Maris
Yvonne Maris
Dan Mason
Nicole Mayo
Sheryl Monkeliem
Michele Moore
Greg Moyer
Joseph Murphy
Tim Parker
Rebecca Parks
John Phillips
Holly Pieper
Nathan Rinnert
Deborah Rotella
Jonathan Rothermel
Michelle Schlegel
Gretchen Sechrist
John Szentsey
Karri Verno
Andrew Walters
Rochelle Wanner
Jason Welch
Tiffany Welch
Mardi Whitehouse
Casey Wood

Resident Assistants
Owen Adams
Meagon Aikey
Nicholas Auchenback
Erin Canfield
Brooke Cervoni
Ryan Clifford
Michael Conard
Mark Davis
Duncan Espenshade
Mary Kate Gallagher
Edward Garcia
Brian Haney
Danielle Hickman
Madelyn Horn
Sofiya Ibidunni
Jonathan Katzmaier
Douglas Kloss
Coby Krajewski
Sarah LaFrance
Samantha Masher
Elizabeth Miller
Kenneth Pate
Veronica Philip
Corrine Shaffer
Paul Solomon
Griffin Stone
Kirstin Weber
Joshua Wilson
Student Event/Resident Security Staff
Wesley Baker
Emory Davies
Mark Davis
Maxim Granville
Marc Holman
Caitlin Moran
Kyle Norval
Dustin Young

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: _____

