

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
Sgt. Jeff Perry
Officer Eric Barnett
Officer Raymi Gausline
Officer Zach Mosso
Officer Stephan Smith
Officer Sam Delosa
Officer Donna Lee-Brown
Officer Kent Warner

Student Living

Dusty Zeyn
David Slampak
Austin Boroch

Environmental Health & Safety

Jim Welch

Kelchner Fitness Center

Amy DeLozier

Registrar

Lori Cass

Student Life & Living

Steve Plesac
Nichole Lefelhoc

Title IX

Scott Kane
JoEllen Lindner

Sayre Campus

Judy Brayer
Jennifer Carapella
Jamie Klesh
Perry Specchio
Christine Varner

Athletics/Coaches

Peggy Carl
Andy Chalot
Jhason Clark
Lou Condon
Jessica Czako
Kris Decker
John Evans
Edith Gallagher
Greg Gustin
Brittany Hansrote
Harry Hillson
Jamel Johnson
Owen Lukens
Brian Oakes
Drew Patrick
Michael Rohl
Michelle Rohl
John Shaffer
John Szentesy
Michael Whitting
Ashley Williams
Laurie Zaparzynski

Student Organization Advisors

Jeffery Bosworth
Martha Campbell
Jennifer Carapella
Kenneth Cobb
Justin Crowl
Chris Cummings
Ryan Dalton
Mary Daly
Scott Davis
Peggy Dettwiler
Rebecca Dodson-Webster
Teri Doerksen
Glorianne Dziuba
Mary Feeney
Sherry Griggs

Student Organization Advisors

Jimmy Guignard
Matthew Haner
Shawndra Holderby
Holly Jackson
Jeff Jacobsen
Anthony Kiessling
Christopher Kopf
Gopalan Kutty
Eun-Joo Kwak
Susan Laib
Michele Lockwood
Richard Macdowell
Timothy Madigan
Larry Mansfield
Robert Maris
Nicole Mayo
Adrainne McEvoy
Ryan McNamara
Sheryl Monkeliem
Michele Moore
Greg Moyer
Amy Paciej-Woodruff
Rebecca Parks
Holly Pieper
Nathan Rinnert
Jessica Rogers
Deborah Rotella
Jonathan Rothermel
Gretchen Sechrist
Xiaoxuan Shelly
Karri Verno
Andrew Walters
Gabrielle Welch
Jason Welch
Tiffany Welch
Logan Weist
Jerry Wood

Resident Assistants

Rachel Bouscaren
Madelen Brunner
Ben Chambers
Donoven Cook
Lyendai Davis
Quincey Fisher
Michael Grundon
Zoey Haldeman
Zhamya Hampton
Carl Helrich
Natalie Holsey
Isaac Ilgen
Caitlyn Keough
Tony Mastroianni
Daniel Mayer
Joshua Osten
Angelina Rivera
Alexandra Rouffignac
McKenna Russell
Aniyah Sicovitch
Matthew Strickler
Shaun Swatt
Conlin Wysocki
Shane Yonchiuk

Student Event/Resident Security Staff

Carl Helrich
Cameron Horton
Kiera Peterson
Zachary Ruth
Samantha Scozzafava
Joseph Smith
Daniel Wyland

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.**

CRIME INCIDENT REPORT FORM

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: _____

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.*

