



Cheyney State University of Pennsylvania
Cheyney University Police Department
McKnight Rogers
(610) 399-2405

Dear Campus Security Authority,

The 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. Recent changes in legislation have expanded the interpretation of **“campus security authorities”** to include all employees and any person who provides security or monitors entrances to residence halls, buildings, or special events is also a **“campus security authority”**, as that term has been defined by the United States Department of Education. An example of a **campus security authority** who is a student would be a resident assistant or community assistant. 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 McKnight-Rogers Police Department.
- 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. University police may later contact you or others to gather additional information.
- A copy of the incident report, which you may duplicate and definitions of crimes are all included here for your reference.

Crimes that should be reported are:

- Murder, negligent and non-negligent manslaughter
- Forcible sex offenses
- All liquor, drug or weapons violations resulting in arrest
- Non-forcible sex offenses ☑ All hate crimes involving larceny-theft, simple assault, aggravated assault, intimidation, or destruction, damage or vandalism of property
- Robbery or any other reported crimes involving bodily injury
- Burglary
- Arson

- Motor vehicle theft
- Dating violence
- Domestic
- 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 of the victim.

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 university 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 X2405 or via e-mail at lwrichards@cheyney.edu

Sincerely,

Lawrence W. Richards
Chief of Police

CAMPUS SECURITY AUTHORITY

INCIDENT REPORT FORM

IMPORTANT NOTICE REGARDING SEXUAL HARASSMENT, SEXUAL ASSAULT, INTIMATE PARTNER VIOLENCE AND STALKING

Do NOT use this form to report sexual harassment, sexual assault, intimate partner violence or stalking.

If a sexual harassment, sexual assault, intimate partner violence or stalking is to reported to you, you must report the incident to your supervisor or to the Office of Affirmative Action & Equal Opportunity. The University **is required** to investigate allegations of sexual misconduct to the best of its ability. For more information regarding reporting obligations for sexual harassment, sexual assault, intimate partner violence and stalking, contact the

Title IX Coordinator,

Robin Coward

rcoward@cheyney.edu

610-399-2430

Form Instructions:

- If the victim or reporting party is reporting any other type of crime besides a sexual harassment, sexual assault, intimate partner violence or stalking, the victim or reporting party may remain anonymous if s/he chooses to do so.
- Please report the incident in a **timely** manner. The information you provide is important for documentation of the crime as well as duplicate report comparison and may be evaluated for a campus crime alert.
- Please complete all information on the form based on the information you possess.

Reporting criteria:

1. Report any crime that you observe, become aware of, or is reported to you by a victim, perpetrator, witness or third party.
2. Third party reports of crimes are Clery-reportable, if you believe the information is provided in good faith (not rumor or hearsay).
3. No CU affiliation of the victim or reporting party is necessary for the crime to be reported to you and counted as a Clery statistic.
4. If you are unsure how to classify a crime, or if a crime occurred, please be sure to provide specific incident details and the Cheyney University Police Department (CUPD) and/or Clery Compliance Coordinator will use these details to evaluate and appropriately classify the crime.
5. Attempted crimes are Clery-reportable.
6. Report all incidents motivated by bias, regardless of the type of crime that occurred.
7. The victim or reporting party is not required to contact law enforcement and no investigation of the crime is required.

Important Information:

- The location of the crime and type of crime are the two factors which determine if the incident can be counted as a Clery statistic.
- Encourage the victim or reporting party to report the incident to the Cheyney University Police Department at 610-399-2405.
- Suggest that the victim or reporting party contact the CUPD for support service/resource information at 610-399-2405.

Date Incident Reported to CSA: _____ CSA Name: _____

Phone Number: _____ E-mail: _____

Date of Occurrence (as close as possible): _____ Time of Occurrence: _____

Was the crime reported to you by the victim or a third party? (Leave blank if victim or reporting party is requesting anonymity).

Victim

Third Party (If third party, list relationship):

Reporting Party or Victim First and Last Name: _____

Phone Number: _____ E-mail: _____

What best describes the location of the crime?

On campus, residence hall

On campus, not in a residence hall

Off campus, public property immediately adjacent to campus (sidewalks, streets, etc.)

Off-campus, University leased or controlled space

Off campus University-sponsored event, activity or trip (list event, activity or trip): ____

Off-campus, not affiliated with and not adjacent to campus

Unknown location

If known, provide the specific location (building name, street address, office number, etc.): _____

Please check any that apply to the victim:

- Spouse of the offender;
- Former spouse of the offender;
- Intimate partner of the offender;
- Has a child in common with the offender;
- A minor subject to the control of the offender;
- An incapacitated individual subject to the control of the offender;
- In a dating relationship with the offender

Incident Description: provide specific information related to the reported incident:

To your knowledge, was the incident reported to:

- CUPD Student Conduct/Dean of Students Title IX Coordinator Other: _____

Select the category that best fits the description of the crime you are reporting (If you are unable to determine the crime, describe the incident in detail (above)).

- 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.
- Sex Offenses, Forcible:** Sex Offenses—any sexual act directed against 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.
- Sex Offenses, Non-Forcible:** unlawful, non-forcible sexual intercourse.
- 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 usually is 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.
- Domestic Violence:** a felony or misdemeanor crime of violence committed by:
 - 1) a current or former spouse or intimate partner of the victim or
 - 2) a person with whom the victim shares a child in common or
 - 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner or
 - 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania or
 - 5) 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 Commonwealth of Pennsylvania.
- Dating Violence:** violence committed by a person:
 - 1) who is or has been in a social relationship of a romantic or intimate nature with the victim and
 - 2) where the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and 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:
 - 1) fear for his or her safety or the safety of others or
 - 2) suffer substantial emotional distress.
- Arrests and Referrals for Disciplinary Action:** include the following:
 - Carrying/Possessing Weapons (unlawful use of weapon, carry concealed weapon, possess restricted weapon)
 - Arrest Student Referral
 - Drug Law Violations (possession or distribution of a controlled substance)
 - Arrest Student Referral
 - Liquor Law Violations (under age possession or consumption, furnishing liquor to minor)
 - Arrest Student Referral

If the crime was motivated by bias (see below), you may select one of these categories for reporting purposes.

Hate Crimes: include any of the above mentioned criminal offenses and any incidents of larceny-theft, simple assault, intimidation, destruction/damage/ vandalism of property or of other crimes involving bodily injury to any person that are motivated by the offender's bias.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Simple Assault: The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control over it.

Bias is defined as a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity ethnicity or national origin.

Is there evidence that the crime was motivated by the perpetrator's bias?

Yes No

Description of the crime motivated by bias. Provide evidence supporting bias motivation:

Please identify the bias.

Race. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender. A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation. A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin. A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Once completed, save the form to your desktop and e-mail to Police@cheyney.edu or print out and send to:

Public Safety and Police Services/Cheyney University Police Department, 1837
University Circle, Cheyney, PA 19319, 610-399-2405