

Campus Security Authority (CSA) Report Form Instructions

If an individual reporting an incident needs assistance, a CSA should explain how to get help and that help is available, even if they do not want an investigation conducted by police. Explain that it is the victim's decision to have police investigate. In an emergency situation, a CSA should contact the campus police or call 911.

Fill out the appropriate form listed below. After completing the form, you must call the appropriate University Police Department and tell the dispatcher that you had a Clery Crime reported to you and a CSA Form has been completed.

Bloomsburg - 570-389-2211

Lock Haven or Clearfield Campus - 570-570-484-2278

Mansfield or Sayre Campus - 570-662-4900

Email the form to the appropriate University Police Department:

Bloomsburg Campus

police@bloomu.edu

lsokoloski@commonwealthu.edu

rwelkom@commonwealthu.edu

keagan@commonwealthu.edu

Lock Haven & Clearfield Campuses

police@lockhaven.edu

lsokoloski@commonwealthu.edu

cprescott@commonwealthu.edu

cshoemak@commonwealthu.edu

Mansfield & Sayre Campuses

police@mansfield.edu

lsokoloski@commonwealthu.edu

jperry@commonwealthu.edu

Campus Security Authority Report Form Clery Crimes and Hate Crimes

If an individual reporting an incident needs assistance, a CSA should explain how to get help and that help is available, even if they do not want an investigation conducted by police. Explain it is the victim's decision to have police investigate. In an emergency situation, a CSA should contact the campus police or call 911. After completing this form, you must call the appropriate University Police Department and tell the dispatcher that you had a Clery Crime reported to you and a CSA Form has been completed.

Bloomsburg - 570-389-2211; Lock Haven or Clearfield Campus - 570-570-484-2278; Mansfield - 570-662-4900

CSA filing report _____
Date _____

Name or anonymous: _____ Phone _____

Classification (see definitions below): _____ Date /time incident occurred: _____

Location of Incident (building name, address, etc): _____

Brief description of the incident:

Check the appropriate answer to the following questions:

Was the crime reported to police? Yes No

 If yes, select one: University Town

Did the crime occur in a university student housing facility (dorm/apt), or other location? Explain: _____

Did the crime occur on school owned, controlled, or leased property? Yes No

 If yes, where did the crime occur: _____

Did the crime occur at a University-sponsored activity or event? Yes No

 If yes, what activity or event: _____

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. **Fondling**--The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

C. **Incest**--Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. **Statutory Rape**--Sexual intercourse with a person who is under the statutory age of consent.

Robbery: the taking or attempting to take anything from value of 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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: The 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 kind.

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; all attempts to commit any of the aforementioned.

Drug Abuse 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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

HATE CRIMES

We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter/ negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see additional definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place 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.

Simple Assault: An 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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

If a bias-related (hate) crime was reported to you, please fill out the top section of Page 1 and then complete the following information about the type of bias involved in the crime.

Type of Crime (List classification as defined above): _____

Type of Bias (select one):

Race

Religion

Ethnicity

National Origin

Gender

Gender Identity

Sexual Orientation

Disability

Campus Security Authority Sex Offenses Report Form

If an individual reporting an incident needs assistance, a CSA should explain how to get help and that help is available, even if they do not want an investigation conducted by police. Explain it is the victim's decision to have police investigate. In an emergency situation, a CSA should contact the campus police or call 911. After completing this form, you must call the appropriate University Police Department and tell the dispatcher that you had a Clery Crime reported to you and a CSA Form has been completed.

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CSA filing report _____

Date _____

Name or anonymous: _____ Phone: _____

Classification (see definitions below): _____ Date /time incident occurred: _____

Location of Incident (building name, address, etc): _____

Brief description of the incident:

Check the appropriate answer to the following questions:

Was the crime reported to police? **Yes** **No**

 If yes, select one: **University** **Town**

Did the crime occur in a university student housing facility (dorm/apt), or other location? Explain: _____

Did the crime occur on school owned, controlled, or leased property? **Yes** **No**

 If yes, where did the crime occur: _____

Did the crime occur at a University-sponsored activity or event? **Yes** **No**

 If yes, what activity or event: _____

Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. Rape** -- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- B. Fondling** -- The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- C. Incest** -- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- D. Statutory Rape** -- Sexual intercourse with a person who is under the statutory age of consent.

Violence Against Women Act Dating Violence, Domestic Violence, and Stalking Report Form

If an individual reporting an incident needs assistance, a CSA should explain how to get help and that help is available, even if they do not want an investigation conducted by police. Explain it is the victim's decision to have police investigate. In an emergency situation, a CSA should contact the campus police or call 911. After completing this form, you must call the appropriate University Police Department and tell the dispatcher that you had a Clery Crime reported to you and a CSA Form has been completed.

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Violence Against Women Act - On March 07, 2013 the Violence Against Women Act, (VAWA) was signed into law. This has prompted changes to the Clery Act. It has added Domestic Violence, Dating Violence, and Stalking to the required crimes statistics to be counted in the Annual Security Report.

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.

(i) The existence of such a relationship shall be determined 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.

(ii) For the purposes of this definition--

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence - (i) A felony or misdemeanor crime of violence committed--

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) 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 in which the crime of violence occurred.

(ii) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking - (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to--

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition--

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Campus Security Authority Preparing Form (Name) _____ Phone: _____ Date: _____

Reported by or anonymous _____ Phone: _____

Date/ time Incident Occurred: _____

Was the crime reported to police? Yes No

If yes, select one: University Town

Did the crime occur on school owned, controlled, or leased property? Yes No

If yes, where did the crime occur: _____

Did the crime occur at a University-sponsored activity or event? Yes No

If yes, what activity or event: _____

Location Occurred / Building Name _____

Relationship of the participants (Dating/formerly dated or current/ former spouse) _____

Do the participants cohabit together or have they cohabited together? _____

Do the participants share a child in common? _____

Description of the incident:
