

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. "Check mark" the location at the top of the form, where the incident happened. 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

Save and email the form to the appropriate University Police Department:

Bloomsburg Campus

police@bloomu.edu

rwelkom@commonwealthu.edu

keagan@commonwealthu.edu

Lock Haven & Clearfield Campuses

police@lockhaven.edu

rwelkom@commonwealthu.edu

cprescott@commonwealthu.edu

cshoemak@commonwealthu.edu

Mansfield & Sayre Campuses

police@mansfield.edu

rwelkom@commonwealthu.edu

jperry@commonwealthu.edu

jmoyer@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. **Check the appropriate location:**

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

CSA filing report _____
Date _____

Name or anonymous: _____ Phone _____

Location of Incident (building, address, etc): _____ Date /time of incident: _____

Classification _____

See definitions (page 7) for explanations of classifications:

Murder/Non-negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Statutory Rape, Incest, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hazing, Dating Violence, Domestic Violence, Stalking

Disciplinary issues: Weapons Possessions, Drug Abuse Violations, Liquor Law Violations

See next page for Hate Crimes

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: _____

Description of incident:

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. **Check the appropriate location:**

Bloomsburg - 570-389-2211; Lock Haven or Clearfield - 570-570-484-2278; Mansfield or Sayre - 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): _____

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.

Description of incident:

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. *Check the appropriate location:*

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

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 incident:

Crime Definitions

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.

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.

Burglary - The unlawful entry of a structure to commit a felony or a theft.

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. There is no Pennsylvania state definition for dating violence.

Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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. There is no Pennsylvania state definition for domestic violence.

Drug abuse violations - 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 (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

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.

Hate Crime - a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- i. **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 or African Americans, Whites.
- ii. **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.
- iii. **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- iv. **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- v. **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- vi. **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- vii. **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

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

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias: Murder and Nonnegligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/ Damage/Vandalism of Property. In addition to those offenses, Larceny-Theft, Simple Assault, Intimidation, and Destruction/ Damage/Vandalism of Property are included only if they are Hate Crimes.

Hazing – Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with another person) against another person or persons regardless of the willingness of such other person or persons to participate, that –

- i. Is committed in the course of an initiation into an affiliation with, or the maintenance of membership in a student organization; and
- ii. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including –
- iii. Whipping, beating, striking, electronic shocking, placing of harmful substance on someone’s body, or similar activity;
- iv. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other substances;
- v. Causing, coercing, or otherwise inducing another person to perform sexual acts;
- vi. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- vii. Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law, and;
- viii. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law;
- ix. Results in destruction or removal of property (theft).
- x. **Student Organizations (per hazing policy)** – an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

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

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.

Liquor law violations - 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, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; 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.

Manslaughter by Negligence – the killing of another person through gross negligence.

Motor vehicle theft - The theft or attempted theft of a motor vehicle.

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

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. This offense includes the rape of both males and females.

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.

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.

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.

PENNSYLVANIA STATE DEFINITION FROM PA TITLE 18 (Crimes and Offenses) SECTION 2709.1: A person commits the crime of stalking when the person either: (1) engages in a course of conduct or

repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

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

Weapons: carrying, possessing, etc. - 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 in this classification: 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.