



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](mailto:lwrichards@cheyney.edu)

Sincerely,

**Lawrence W. Richards**  
**Chief of Police**

## 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 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 race, gender, religion, sexual orientation, ethnicity/national origin, gender identity, ethnicity, 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 2)

**Location of Incident** (identify building name, room number, address, etc.; be as specific as possible):

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**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  Ethnicity  National Origin  Gender

Religion  Disability  Sexual Orientation  Gender Identity

If yes, provide a brief explanation of the determination:

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**Alcohol, Drug, and Weapons Law Violations**

Check all that apply

Alcohol  Drugs  Weapons

Describe: \_\_\_\_\_

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Number of individuals arrested or referred for campus disciplinary action: \_\_\_\_\_