



Manhattanville
COLLEGE

May 23, 2012

Dear Sir or Madam;

You are receiving the attached memorandum because you are a dean, director or department head and have been designated as a "Campus Security Authority."

The attached "To Report a Crime" memorandum defines:

- Your role and duties as a Campus Security Authority
- Crimes that should be reported
- How to report a crime
- Clery coordinator contact person information

In addition to the above listed memorandum, the following attached supporting documents are included with this email:

1. Explanation of the Jeanne Clery Act
2. Definition of a Campus Security Authority
3. Clery Crime definitions
4. Clery geographic location definitions
5. Crime Statistic Report Form
6. Crime Statistic Sexual Assault Report Form

New this year: To help ensure compliance with Manhattanville College's obligations under Title IX, as clarified by the Department of Education, Campus Security Authorities are required to notify any Manhattanville College student or staff member who is a victim of sexual assault by another College student or employee of their right to file a Title IX sex discrimination complaint with the College. Sexual assault constitutes an extreme form of sexual harassment which is prohibited by and actionable under Manhattanville College policy. Victims of sexual assault should be referred to the Title IX Coordinator, Carin Horowitz, at 914-323-7127.

This information has been added to the Crime Statistic Sexual Assault Report Form (attachment to this letter). Please mark the box on form if the complainant was referred to the Title IX Coordinator.

For more information or to report an incident, students and staff may contact the Title IX Coordinator, Carin Horowitz, at 914-323-7127.

Thank you for your attention to this new guidance.

Please disseminate the memorandum and attached documents to all departments and individuals within your administration who fit the definition of Campus Security Authority and who thus have need to be aware of this responsibility. It is especially important to inform new employees of their responsibility in this capacity.

Campus Safety

2900 Purchase St Purchase, NY 10577 T (914) 323-5244(SAFE) F (914) 323-7140

<http://www.mville.edu/undergraduate/student-life/campus-safety.html>

Dedicated to the Safety of our Community



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If you or any person determined to be a Campus Security Authority is aware of any crimes that occurred on campus in calendar year 2011 that were not reported Manhattanville College Campus Safety, it is important that information be forwarded to me no later than June 1st, 2012.

Please note: If a serious crime that may cause an ongoing threat to the Manhattanville College community is reported to anyone who is defined as a Campus Security Authority, that individual should not wait until the end of the year to report that incident to the Department of Campus Safety Clery Coordinator. The institution has a responsibility to notify the campus community about any crimes which may pose an ongoing threat to the community, and as such, Campus Security Authorities are obligated by law to report any crimes immediately to Department of Campus Safety. If there is any question about whether an ongoing threat exists, immediately contact me, or the Main Campus Safety Desk at (914) 323-5244 in my absence to discuss the matter further.

Please contact me if you have any questions regarding:

- Your role as a Campus Security Authority
- Crime statute description or information
- Attached documentation

Please read and save the attached documents for future reference. Please print the attached forms to use as needed to report any new crimes that are reported to you. You may also access the attached documents and forms on the Manhattanville Campus Safety Website. On the right side under quick links click Campus Safety, in the column on the left click the section Campus Safety Authorities, or bookmark this link: <http://www.mville.edu/undergraduate/student-life/campus-safety/campus-security-authorities.html>

Thank you for your assistance in complying with this federal law.

Anthony Herrmann
Director of Campus Safety and Security
Clery Coordinator
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