



Manhattanville
COLLEGE

MEMORANDUM: May 8, 2012
TO: Deans, Directors and Department Heads; Faculty Advisors to Student Groups
FROM: Anthony Herrmann, Director, Department of Campus Safety
RE: Crime Reporting Requirements

Recent amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that "campus security authorities" report crime statistics for inclusion in the university's annual Campus Security and Fire Safety Report.

A "Campus Security Authority," as defined by the Department of Education, is any official of an institution who has significant responsibility for student and campus activities, or who manages or otherwise oversees student and campus activities. For example, staff responsible for campus student housing, a student center, or student extra-curricular activities; a director of athletics or a team coach; faculty advisors to student groups; staff responsible for student discipline; campus judicial staff.

To be in compliance with Clery federal requirements, your duty as a campus security authority is to immediately fill out the attached *Crime Statistic Report Form*, or complete an online PDF version of this form* for each incident using on the following criteria as a guideline.

1. If you observe a crime, a person reveals to you that he or she learned of, was the victim of, perpetrator of, or witness to a crime.
2. The crime is one of those in the bulleted list below.
3. The crime occurred on campus.
4. The crime was not reported to the Department of Public Safety.

*You may access the online *Crime Statistic Report Form* on the Manhattanville website. On the right side menu labeled Quick Links, click on Campus Safety, then Campus Security Authorities. Or bookmark this link:

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

If using the online PDF form, when finished simply click the "Save" icon at the top of the form, then "Attach to Email" and send to Anthony.Herrmann@mville.edu. This will create a hard copy document for your records.

Please forward any printed forms to: **Anthony Herrmann, Manhattanville Clery Coordinator**
2900 Purchase St
Purchase, NY 10577
914-323-5406

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



This federal law applies to crimes on any property owned, rented, or leased by the Manhattanville College, as well as any locations where college activities are taking place.

Please ensure that you complete all information on the form based on the information you possess. If you are in doubt as to whether a crime is reportable, please err on the side of caution and report the incident.

Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply report the information. Appropriate college personnel may later contact you or others to gather additional information. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made.

Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crimes
 - Theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
 - Bodily injury
- All liquor, drug or weapons law violations resulting in an arrest

For reporting purposes, 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, religion, sexual orientation, gender, ethnicity/national origin, or disability.

If you have any questions regarding reporting obligations or need help filling out a form, please contact Anthony Herrmann by phone at 914-323-5406 or email at Anthony.Herrmann@mville.edu.

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