

Lakeland College Campus Security Authority (CSA) Registration

June 1, 2015

Dear Colleagues:

I am writing to explain your role as a Campus Security Authority which is critically important for Lakeland College's compliance with the federal Clery Act. Please take a few minutes to read through this letter.

In April 1986, Jeanne Clery, a 19-year old first year student at Lehigh University was sexually assaulted and murdered in her dorm room. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, was passed by Congress in response to this tragedy out of the belief that crime awareness can help prevent crime. The Clery Act requires colleges and universities receiving federal funding to prepare, publish and distribute, by October 1 of each year, a report containing crime statistics and campus security policies. As required by the Clery Act, the crime statistics in Lakeland College's annual report come from crimes reported to Lakeland College Campus Safety and Security, and Campus Security Authorities.

The definition of "Campus Security Authority", according the federal law, is as follows: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group.

Who is not a CSA?

The following are non-CSA positions / functions include but are not limited to:

- faculty member without responsibility for student and campus activity beyond the classroom
- physicians/nurses in the Health Center who only provide care for students
- clerical or administrative support staff
- food service staff
- facilities maintenance staff
- information technology staff
- licensed mental health or pastoral counselors, when acting within the scope of their license or certificate
- Other, like functions

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Based on the Clery Act regulations, you are a Campus Security Authority. As explained further below, what this means is if someone tells you about an incident that may be a Clery Act crime, you must record the information on a Campus Security Authority Crime Report form and immediately submit it to the Lakeland College Campus Safety and Security Department.

Lakeland College Campus Safety and Security Department will send out a survey asking you if any crimes were reported to you. Even if you have no crimes to report, you must fill out and sign the survey and return it to Lakeland College Campus Safety and Security Department. The U.S. Department of Education is increasing its audits of universities and Colleges for Clery Act compliance. If Lakeland College is audited we will need to show that our Campus Security Authorities participated in the survey to ensure that our annual crime statistics are complete and accurate.

What to do if someone reports a crime to you

As a Campus Security Authority, your job is not to investigate alleged crimes that may be reported to you. You do not have to determine what happened, who was at fault or find the perpetrator. What you must do is immediately report the incident to Campus Safety and Security, as it was described to you on the Campus Security Authority Crime Report Form. Your immediate attention to reporting is needed so that we can ensure the individuals safety as well as the safety of the Lakeland College community. As well it helps Campus Safety & Security make sure the incident is correctly categorized under the Clery Act.

The criminal offenses for which Lakeland College is required to disclose statistics are:

Criminal Homicide:

- **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:

- **Forcible Rape (except Statutory Rape):** The carnal knowledge of a person, 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 or physical incapacity.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent

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because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Sexual Assault with an object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia, e.g., a finger, bottle, handgun, stick.
- **Forcible 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 or physical incapacity.
- **Non-forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. (Incest, Statutory)

Robbery: the taking or attempting to take anything of 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 by persons not having lawful access, even though the vehicles are later abandoned. (Cars/trucks, golf carts, motor scooters, all-terrain vehicles, and snowmobiles)

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.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a victim’s current or former spouse, current or former cohabitant, and person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

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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 relationship shall be determined based on a consideration of (a) The length of the relationship, (b) The type of relationship, and (c) The frequency of interaction between the persons involved in the relationship.

Stalking: Is engaging in a course of conduct two or more acts, including, but not limited to, acts 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 and as a direct result would cause a reasonable person to:

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

(B) Suffer substantial emotional distress.

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 Law 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, methadone's); 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.)

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Hate Crimes

Lakeland College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and Simple assault (see 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 hate or bias related 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/bias crime.

The Campus Security Authority Crime Report Form describes these criminal offenses in more detail. If you are unsure whether the incident described to you falls into one of these crimes, your default should be to report it to Lakeland College Campus Safety and Security Department. We will evaluate the information on the form and will promptly follow-up with you if there are questions.

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In addition to filling out the form and sending it to Campus Safety and Security, as a Campus Security Authority you should:

- i. Encourage the person to report the crime to law enforcement. If the crime happened on campus or at a Lakeland College sponsored activity, encourage the person to contact Campus Safety and Security. If it happened off-campus somewhere in Sheboygan County, encourage the person to contact the Sheboygan County Sheriff or the appropriate law enforcement agency. If the person wants to report the crime but is unsure which law enforcement agency has jurisdiction, encourage him or her to contact the Lakeland College Campus Safety and Security Department and we can help.
- ii. Tell the person that you must report the incident as a statistic to Lakeland College Campus Safety and Security, but you will not identify him/her or anyone else involved without permission. It is up to the person who reports the crime to you to decide whether he or she wants to talk to the security or law enforcement.
- iii. Find out if the person needs medical help. If the person is having a medical emergency, call 911. Please see below for a listing of other campus health-related resources.

If the person reports to you that he or she was the victim of a sex offense, you will be asked to fill the CSA Crime Report form. Do not worry if you cannot answer all of the questions on the form; provide the information that you have from the person reporting the offense to you. If the person gives you permission, provide his or her name and contact information to the Lakeland College Campus Safety and Security Department. An officer trained in responding to persons who have experienced sexual assault will call the person and notify the Sheboygan County Sheriff's Department. If the person does not want to speak with Campus Security or law enforcement but wants information on services and programs that assist victims of sex offenses, you can share the following resources:

- **Lakeland College Director of Counseling Services Cary Knier**
(920)-565-1034 x.2387 or knierca@lakeland.edu
- **Lakeland College Campus Counselor Alex Liosatos**
(920) 565-1034 x2388 or liosatos@lakeland.edu
- **Lakeland College Director of Health Center Sherry Carstens**
(920)-565-1034 x.2385 or carstenssl@lakeland.edu
- **For 24/7 free and confidential medical exams, SANE (Sexual Assault Nurse Examiners)** Aurora Sheboygan Memorial Medical Center 2629 N 7th Street Sheboygan, WI 53083 (920) 451-5553
- **Safe Harbor 24/7 free crisis line** (920) 452-7640
- **Sheboygan County Mental Health Mobile Crisis Center** (920) 459-3151
- **Astop Sexual abuse center 24-hour crisis line** at (920) 921-7657 or 800-419-270

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What to do when you receive the Campus Security Authority Crime Statistic Survey from Campus Safety and Security

Fill it out as instructed and return the survey form to the Lakeland College Campus Safety and Security Department! This is essential even if no one reported any crimes to you. You will receive the survey annually. Campus Safety and Security Department uses the information from the surveys to accurately report crime statistics in our annual security report which is published by October 1 each year. Also, the crime statistics are reported to the U.S. Department of Education as required under the Clery Act. You are an essential part of Lakeland College's Clery Act compliance. You can also help crime victims/survivors access the resources they may need to aid their recovery.

Experience tells us that many crimes and incidents are not reported to Campus Security or Law enforcement. To ensure that students and employees know about crime on their campuses, the Clery Act requires institutions to gather and publish data from Campus Security Authorities – people like you who, because of your interactions especially with students, may be told about crimes impacting our campus community.

Thank you for your service as a Lakeland College Campus Security Authority and thank you for taking the time to read my letter. If you have any questions about this information or what to do if someone reports a crime to you, please feel free to contact the Director of Campus Safety and Security David R. Simon Jr, at 920-565-1000 ext.2501 or at simondr@lakeland.edu

Genuinely,

David R Simon Jr
Director of Campus Safety and Security

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Please complete the form below, no partial applications will be accepted. Applicants must also have read the conditions and responsibilities for performing CSA services.

First Name: *

Last Name: *

Phone Work: (###-###-#### - ext)

E-mail

CSA CLASSIFICATION

Please check the appropriate CSA Classification:

- ☐ Staff CSA
- ☒ Administrative CSA
- ☐ Faculty CSA
- ☐ Coach CSA

Department / Organization:

WORK ADDRESS

Work Address:

City:

State: Zip code: *

WI	53083
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Signature: _____ Date: _____

***Please print and sign and email to clery@lakeland.edu or mail to Campus Safety & Security dept. ***