



ROSEMONT COLLEGE

To: Dean of Students; Assistant Dean/Residence Life Staff; Public Safety Personnel; Athletics Staff; Director Leadership & Engagement; Director of SGPS Student Services; Campus Ministry; Directors of Wellness and Counseling Centers; Director of Human Resources, Title IX Coordinators; Advisors to Student Organizations; Raven Peer Leaders

Crime Reporting Requirements for Campus Security Authorities

Federal law, specifically the Clery Act, requires Rosemont College to compile and publish crime statistics in an Annual Security Report for our campus and certain other areas. Campus Security Authorities, as defined below by the Clery Act and the Violence Against Women Act (VAWA), are required to report crimes that will be included in the Annual Security Report.

Campus Security Authorities are:

- Any individual who has responsibility for campus security.
- Any individual or organization specified by Rosemont College’s security policies as an individual or organization to which students and employees should report criminal offenses.
- An official of Rosemont College who has significant responsibility for student and campus activities.

According to this definition, Rosemont College considers you as a Campus Security Authority.

As a Campus Security Authority you are required to report the following criminal and VAWA offenses:

Murder	Motor Vehicle theft	Sexual Offenses
Negligent manslaughter	Arson	Domestic Violence
Non-negligent manslaughter	All liquor, drug, and weapons violations	Dating Violence
Robbery	All hate crimes (motivated by bias)	Stalking
Aggravated assault		
Burglary		

You are required to read the attached Campus Security Authority Policy for further understanding of the definitions and reporting procedures related to the Clery Act. In addition, you are required to report any crime that you observe, become aware of or reported to you by a victim, perpetrator, or third party. Please report the incident in a timely manner by completing the Campus Security Authority Incident Report Form (found on Rosemont’s web page under Public Safety). If you are in doubt as to whether a crime is reportable, err on the side of reporting 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, religion, sexual orientation, gender, ethnicity/national origins, or disability.

The Clery Act also mandates all CSA’s to have annual training. Rosemont has partnered with Safe Colleges to bring you this required training online. You will receive an email from Rosemont College with instructions on how to access this training. Please complete the training as soon as possible so we will be in compliance with the Clery law.

If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact either of the Co-Directors (contact information below). Thank you for your assistance in complying with this federal law.

Regards,

Ilir Coni
Co-Director of Public Safety
Phone: 610-527-0200, x2556
Email: iconi@rosemont.edu

Esmeralda Jean-Baptiste
Co-Director of Public Safety
Phone: 610-527-0200, x2554
Email: esmeralda.jeanbaptiste@rosemont.edu

**Acknowledgement of
Crime Reporting Requirements for Campus Security Authorities**

I, _____, have read the attached document regarding my responsibilities as a
(please print)

Campus Security Authority and will comply with all federal requirements.

Signature/Date

Rosemont Title
(please print)

Please return copy of signed form to Ilir Coni at iconi@rosemont.edu

**Rosemont College
Campus Security Authority
Policy and Procedures**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) requires Rosemont College to provide students and employees with information on its security policies and procedures, specific statistics for certain criminal incidents, arrests and disciplinary referrals, and to make the information and statistics available to prospective students and employees.

Campus SaVE was signed into law by the President on March 7, 2013 as part of the reauthorization of the Violence Against Woman Act (VAWA). It amends the Jeanne Clery Act to include three new crime categories; Domestic Violence, Dating Violence and Stalking along with other additional requirements. Nothing in the Clery Act, as amended by VAWA, alters or changes Rosemont College's obligations or duties under Title IX as interpreted by the Office Civil Rights (OCR).

Campus Security Authority (CSAs), as defined by the Clery Act, to have an obligation to report allegations of Clery Act-defined crimes that they conclude are made in good faith. These crime allegations should be reported to the Department of Public Safety. The Clery Act definition of a Campus Security Authority includes Rosemont College personnel beyond Rosemont College Public Safety Officers. An official of Rosemont College who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, coaches, student organization advisors and campus judicial proceedings, is a Campus Security Authority. The intent of including non-law enforcement personnel as Campus Security Authorities is to acknowledge that many individuals and students in particular are hesitant about reporting crimes to the police, but may be inclined to report incidents to other campus-affiliated individuals.

The Director of Public Safety is responsible for identifying those individuals whose job responsibilities place them in the role of a CSA. The list of CSAs is maintained and updated by the Department of Public Safety, in collaboration with the Office of Human Resources. Individuals include, but are not limited to, members of the Athletics staff, Student Affairs and Residential Life staff, Leadership and Engagement, Campus Ministry, SGPS Student Services, Wellness and Counseling Services, Title IX Coordinators, and Advisors to Student Organizations.

The Director of Public Safety shall annually notify CSAs in writing of their role and responsibilities for reporting crimes in accordance with this policy. The Director of Public Safety shall ensure that CSAs are adequately trained and will establish the method and delivery of training to CSAs based on their roles and responsibilities. These methods may include online training, in person training or training in the form of written materials.

Campus Security Authorities have an obligation to promptly report allegations of Clery Act defined incidents which occurred on campus, on public property bordering the campus or at an off-campus College sponsored event, activity or trip. These incidents include:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Person(s) arrested or referred for campus disciplinary action for liquor law violations, drug-related violations and illegal weapons possession violation
- Sexual Offenses – Rape, Fondling, Incest, Statutory Rape
- Domestic/Dating Violence
- Stalking
- Hate Crimes motivated by bias (race, gender, religion, sexual orientation, ethnicity/national origin, and/or disability)
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property

Responsibilities of CSA's

To report any Clery Crime that is observed, become aware of, or is reported by a victim, perpetrator, or witness/third party. Timely reporting by the CSA to Public Safety is extremely important. If a serious crime that may cause an ongoing threat to the Rosemont community is reported to anyone who is defined as a CSA, that individual should not delay reporting the incident to the Rosemont College Public Safety. The College has a responsibility to notify the campus community about any crimes which pose a serious or ongoing threat to the community, and as such, CSAs are obligated by law to report crimes immediately to the Public Safety. If there is any question about whether a serious or ongoing threat exists, immediately contact Public Safety.

CSAs should base their report on a good faith belief of the reporting person and should not investigate the incident or judge the credibility of the reporting person.

CSAs are required report regardless of the wishes of the reporting person, victim, witness, or offender to have the matter reported in accordance with this policy.

Rosemont College permits victims, witnesses, or offenders to report crimes on a voluntary, anonymous basis but encourages individuals who report crime to provide identifying information so that the College can adequately investigate the report. Should the reporting person wish to remain anonymous, CSAs are not required to provide the name of the reporting person or any other involved party.

Reporting Procedures for CSAs

CSAs must report immediately to the Department of Public Safety all Clery Crimes. This reporting should be immediate to determine the safety of the community and if a timely warning or emergency notification needs to be issued. Important information with the initial report should include:

- When the crime or incident occurred (date, time)
- Is the crime or incident still in progress
- Location of the crime or incident
- Description of the crime or incident (provide as much information as possible)
- The names of the individuals involved (not required, but preferred)

After the initial verbal report to Public Safety, CSAs are to complete the Campus Security Incident Report Form that is located on the Rosemont webpage under the Public Safety tab.

Once a member of the Public Safety department receives a report, they must notify the Director immediately. In addition, the incident must be entered on the Daily Crime Log. Public Safety personnel will follow department protocols for responding to the situation reported.

Resident Life staff should also follow the protocol for reporting incidents as established by the procedures set by the Residential Life department. The Assistant Dean of Students/ Director of Residence Life should forward all reports of Clery Act crimes or hate crimes to the Department of Public Safety.

CSAs are not responsible for investigating or determining whether a crime took place or not, only for reporting in a timely manner.

The Dean of Students and/or the Assistant Dean of Students/Director of Residential Life should report referrals for drug and liquor law offenses to the Director of Public Safety on an annual basis for inclusion in the Annual Security and Fire Safety Report.

Regardless of your status (CSA or non-CSA), all Rosemont Community members are encouraged to promptly report all campus related criminal incidents, sexual misconduct, and other public safety related emergencies to the Department of Public Safety.

For incidents requiring immediate attention, call 610-527-1038 or dial 911.

Key Definitions

Good Faith: There is a reasonable basis for believing that the information is not simply rumor or hearsay and there is little or no reason to doubt the validity of the information.

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

Non-Campus Property: Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus.

Public Property: All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

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.

Criminal Homicide-Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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 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 and probably would result in serious personal 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 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. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

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; and all attempts to commit any of the aforementioned.

Drug Abuse 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); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Sexual Assault (Sex Offenses): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults, but do not include in your Clery Act statistics any Sexual Assaults other than the four types of Sexual Assaults described below. *For other types of Sexual Misconduct including Sexual Harassment, please follow the reporting procedures under the Rosemont College Sexual Misconduct Policy.*

- **Rape:** is 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.
- **Fondling:** is 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.
- **Incest:** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** is sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania, the age of consent is considered any person who is under the age of 16 and who has intercourse with a person who is four or more years older than the victim.

Domestic Violence: a felony or misdemeanor crime 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 cohabitated 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 receiving 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 in which the crime of violence occurred.

Dating Violence: is 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: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others and/or suffer substantial emotional distress.

Hate Crimes: A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

- **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, whites).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **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).
- **Sexual orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **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.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Gender Identity:** A person's internal sense of being male, female, or a combination of both; that internal sense of a person's gender may be different from the person's gender as assigned at birth. Gender identity bias is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Larceny-Theft: is 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.

Simple Assault: is 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.

Intimidation: is 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.

Destruction/Damage/Vandalism of Property: is 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.

Revised August 2020

