

Campus Security Authority (CSA) Report Form Instructions

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), RPI is required to collect and disclose statistics regarding the occurrence of certain criminal offenses that are reported to college officials designated as a campus security authority (CSA). Additionally, RPI has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community.

This form is to be completed by a CSA every time a criminal offense is reported to them that occurred on campus, in or on non-campus buildings or property owned or controlled by RPI, or on public property within, or immediately adjacent to, the RPI campus. The CSA Report form is a method for CSAs to report Clery Crimes to the Department of Public Safety for the inclusion in the RPI annual compilation of Clery statistics. The CSA Report form is **NOT** a method of notifying police of an emergency, dangerous situation or other hazard. The submission of a CSA Report will NOT prompt a police or DPS response or investigation. **CSAs should report crimes that are reported to them as soon as possible so that a determination may be made if a timely warning to the campus community is required.**

If there is an ongoing threat or imminent danger to members of the campus community, immediately contact the RPI Department of Public Safety at (518) 276-6611 or call 911.

Completed forms should be sent to the RPI Department of Public Safety at DPS-Clery@rpi.edu.

A Campus Security Authority (CSA) is an individual who is an official of the institution that has significant responsibility for student and campus activities, including but not limited to:

- 1) Rensselaer Public Safety Officers
- 2) Contract Security Officers
- 3) Office of Student Living and Learning
- 4) Dean of Students
- 5) Faculty Advisor to a student group
- 6) Academic Advisors
- 7) Student Resident Assistants (RA) and Resident Hall Directors (RD) who monitor the campus residence halls
- 8) Victim Advocate or a Sexual Assault Response Team in a campus Rape Crisis Center

Campus Security Authorities are required to report Clery Act crimes that occur in the following locations (see “Definitions” section below):

- 1) On-Campus Property
- 2) Non-Campus Property
- 3) Public Property

The offenses for which RPI is required to disclose statistics are (see “Crime Definitions” section below):

- 1) Criminal Offenses
 - a. Criminal Homicide
 - i. Murder and Non-Negligent Manslaughter
 - ii. Manslaughter by Negligence
 - b. Sexual Offenses
 - i. Rape
 - ii. Fondling
 - iii. Incest
 - iv. Statutory Rape

- c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Theft
 - g. Arson
- 2) VAWA Offenses
- a. Dating Violence
 - b. Domestic Violence
 - c. Stalking
- 3) Arrests and Disciplinary Referrals
- a. Weapons Violations
 - b. Drug Abuse Violations
 - c. Liquor Law Violations
- 4) Hate Crimes
- a. Criminal offenses listed above
 - b. Larceny-Theft
 - c. Simple Assault
 - d. Intimidation
 - e. Destruction/Damage/Vandalism of Property

DEFINITIONS

ON-CAMPUS PROPERTY

(I) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(II) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

NON-CAMPUS PROPERTY

(I) any building or property owned or controlled by a student organization recognized by the institution; and

(II) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

PUBLIC PROPERTY

All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

CRIME DEFINITIONS

The following definitions are excerpted from 34CFR sec. 668.46 in accordance with the Federal Bureau of Investigation's National Incident-Based Reporting System.

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 prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

DRUG LAW VIOLATIONS

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.

LIQUOR LAW VIOLATIONS

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.

RAPE

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.

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 incapacity.

INCEST

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

STATUATORY RAPE

Sexual intercourse with a person who is under the statutory age of consent.

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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

DOMESTIC VIOLENCE

A felony or misdemeanor crime of violence committed:

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) 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.

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) Fear for his or her safety or the safety of others; or

(B) Suffer substantial emotional distress.