

ALPENA

COMMUNITY COLLEGE

Campus Security Authority Reporting Form

Date of report (mm/dd/yyyy): _____

Name of Campus Security Authority: _____

Date that incident occurred (mm/dd/yyyy): _____

If multiple incidents were reported or if the date the incident occurred is unknown, please note below:

Reporting Person Contact Information

Reported By: The Victim A Third Party	
First Name:	Last Name:
Phone Number:	E-mail Address:
If a third party reported the crime to you, please enter the relationship of the third party to the victim:	

Agency Notified

If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.

Agency: _____

Does the victim want the incident reported to law enforcement? Yes No

Incident Information

Location of incident (building name, street address, office number):
What best describes the location of the crime? (If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as to the geography.) On campus (other than College Park Apartments) On campus (College Park Apartments) Public property immediately adjacent to campus (bike path, sidewalk, river) Non-campus in a location used or operated by ACC (off-campus classroom, ropes course, disk golf course) Unknown location, other
Time of incident (<i>if known</i>):

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Incident Information continued

Incident description (*Please provide specific, detailed information; can attach additional document if necessary.*) _____

Incident category: (Please see attached for definitions of offenses.) Note: Highlighted crimes only need to be reported if crime was motivated by bias.		
Murder/Non-negligent Manslaughter	Burglary	Referral for Liquor Law Violation
Negligent Manslaughter	Motor Vehicle Theft	Domestic Violence
Rape	Arson	Dating Violence
Fondling	Arrest for Weapons Law Violation	Stalking
Incest	Referral for Weapons Law Violation	Larceny/Theft
Statutory Rape	Arrest for Drug Law Violation	Simple Assault
Robbery	Referral for Drug Law Violation	Intimidation
Aggravated Assault	Arrest for Liquor Law Violation	Destruction/Damage/ Vandalism of Property
Other Crime Category	<i>Enter crime category:</i>	
I am not sure how to classify this incident.	<i>Please provide as much information as possible so campus personnel can make this determination.</i>	

Is there any evidence that this crime was motivated by bias? Yes No

If yes, please choose any/all categories of prejudice that apply.

Race	Ethnicity	Disability	Gender Identity
Gender	Religion	National Origin	Sexual Orientation

If you answered “yes” to either of the “motivated by bias” questions, please provide a brief summary of the evidence supporting a bias motivation:

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Please review the information within the form. When complete, submit the form to:

<p>If the reported incident involves a student:</p> <p>Nancy Seguin, Dean of Students 109 Van Lare Hall Phone: 989-358-7212 seguin@alpenacc.edu</p>	<p>If the reported incident involves an employee:</p> <p>Melissa Guy, Director of Human Resources 102 Van Lare Hall Phone: 989-358-7211 Fax: 989-358-7379 guym@alpenacc.edu</p>
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This report was received by the official initialing below on the date noted:

Nancy Seguin, Dean of Students

Initials	Date
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Melissa Guy, Director of Human Resources

<u>Initials</u>	<u>Date</u>
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FOR ADMINISTRATIVE USE:		
A copy was routed to the following persons (check all that apply):	Initials	Date Rec'd
<input type="checkbox"/> For all reports: Jaimie Wilson, Clery Act Coordinator	_____	_____
<input type="checkbox"/> For reports involving Title IX offenses: Melissa Guy, Title IX Coordinator	_____	_____
<input type="checkbox"/> Facilities: Kurt Konieczny	_____	_____
<input type="checkbox"/> Emergency Mgmt: Nick Brege	_____	_____
<input type="checkbox"/> Other:	_____	_____
Report Number (assigned by Clery Coordinator): _____		

For more information about this form, contact:
Jaimie Wilson, Clery Coordinator at 989-358-7351 or wilsonj@alpenacc.edu

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INSTRUCTIONS TO CSAs:

The purpose of this report form is to provide a uniform procedure for documenting the (what, when, where) of certain incidents reported to a Campus Security Authorities (CSA), as required by the Clery Act and ACC policy. Data collected on this form is to be used to increase public safety, not to identify the victim.

In order for ACC to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when any of the specified offenses listed below are reported to them. As a CSA, it is not your responsibility to determine whether a crime occurred or to investigate the alleged crime. Your responsibility is to document the information provided to you and submit the form to the appropriate college official listed on page 3 of the form.

ACC encourages reporting of crimes to appropriate law enforcement agencies. If requested by a crime victim, ACC will assist the victim in making a report.

Crime Definitions

Homicide	(A) Murder/non-negligent manslaughter: the willful (non-negligent) killing of one human being by another (B) Negligent Manslaughter: the killing of another person through gross negligence
Sex Offenses	(A) 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 (B) 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 (C) Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law (D) Statutory Rape: sexual intercourse with a person who is under the age of consent
Robbery	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	Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury
Burglary	Unlawful entry of a structure to commit a felony or a theft
Motor Vehicle Theft	The theft or attempted theft of a motor vehicle
Arson	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.
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. For the purposes of this definition— (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	Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner 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 or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...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

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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. For purposes of this definition, (A) Course of conduct means two or more acts, including, but not limited to, acts in 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. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
Liquor Law Violation	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages
Drug Law Violation	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
Illegal Weapons Possession	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
Larceny/Theft	The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
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.
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.
Destruction/Damage/ Vandalism of Property	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.

Geography Definitions

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; and
- any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors)

Non-campus building or property:

- any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- 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 institution

Public property:

- all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus