

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:

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 (if known): _____

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Incident Information continued

Incident description (Please provide specific, detailed information; 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 .	Referral for Weapons Law Violation ..
Burglary	Statutory Rape
Referral for Liquor Law Violation.....	Arrest for Drug Law Violation
Negligent Manslaughter	Robbery
Motor Vehicle Theft	Referral for Drug Law Violation
Domestic Violence.....	Aggravated Assault.....
Rape	Arrest for Liquor Law Violation.....
Arson.....	Hazing.....
Dating Violence	Larceny/Theft
Fondling	Simple Assault.....
Arrest for Weapons Law Violation.....	Intimidation
Stalking	Destruction/Damage/Vandalism
Incest.....	

Other Crime Category Enter crime category: _____

I am not sure how to classify this incident.

Please provide as much information as possible so campus personnel can make this determination.

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:

Jaimie Wilson, Clery Act Coordinator
102 Van Lare Hall
Phone: 989-358-7211
Fax: 989-358-7379
wilsonj@alpenacc.edu

FOR ADMINISTRATIVE USE:

A copy was routed to the following persons (check all that apply):

	Initials	Date Received
For all reports: Jaimie Wilson, Clery Act Coordinator	_____	_____
For reports involving students: Nancy Seguin, Dean of Students	_____	_____
For reports involving claims of sexual assault or other sex offense, dating violence, domestic violence, or stalking: Melissa Guy, Title IX Coordinator	_____	_____
For reports involving employees: Melissa Guy, Director of Human Resources	_____	_____
Facilities: Kurt Konieczny	_____	_____
Emergency Management: Nicholas Brege	_____	_____
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.
Hazing	Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that: • is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and • causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including: ○ whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; ○ causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; ○ causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; ○ causing, coercing, or otherwise inducing another person to perform sexual acts; ○ any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; ○ any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

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- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

For purposes of Clery Act statistics only, the term “student organization” in the definition of hazing is defined as: an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

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