

TO: Directors, Department Heads and Campus Security Authorities

FROM: Anna M. Soik,  
Clery Act Coordinator

DATE: August 22, 2014

RE: Campus Crime and Reporting of Crime Statistics

As you may know, Alpena Community College has recently adopted new safety and security policies in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the "Clery Act"), as amended by the Violence Against Women Reauthorization Act of 2013 ("VAWA").

Under this Federal law, the College is required to disclose statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies, or to any official of the institution who is defined as a Campus Security Authority ("CSA").

The Clery Act designates individuals as CSAs based on whether they perform the following functions:

- Their official job responsibilities involve significant interaction with students and/or campus activities;
- They serve as informal or unofficial mentors to students;
- They serve as a member in an office or of a committee to whom students are instructed and informed to report or discuss crimes, allegations of crimes, and other troubling situations, and/or;
- They have oversight for disciplinary procedures.

The Clery Act requires the College to identify individuals that meet the definition of a CSA. These include athletic directors, coaches, advisors to student organizations, faculty with significant student interaction outside the classroom, president, vice presidents, assistant vice presidents, deans, directors, department heads, Title IX coordinator, and others.

A clerical employee or individual faculty member having no responsibility or oversight for student activities outside the classroom would generally not be considered a CSA. In addition, those serving in the official capacity of religious clergy or counselor are exempt from the requirements of CSA reporting.

I have enclosed a list of those individuals whom the College has identified as CSAs, based on their function and responsibilities. If you believe there are others in your department who meet the definition of CSA but are not included on the attached list, please notify me of their name and a brief description of their responsibilities so we can assure they receive the necessary information and training.

**Clery Act Reportable Offenses Include the Following:**

- murder/non-negligent manslaughter
- negligent manslaughter
- sex offenses (forcible and non-forcible)
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson
- domestic violence
- dating violence
- stalking
- sexual assault
- arrests or referrals for drug and alcohol violations

**Hate Crimes**

In addition, we are required to report if any above-listed Clery Act Reportable Offenses were categorized as hate crimes. Hate crimes are those bias-related crimes where the offender's actions were motivated by bias on the basis of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

The following incidents must also be reported, if motivated by bias on the basis of the above "hate crime" categories:

- larceny-theft
- intimidation
- simple assault
- damage/destruction/vandalism of property
- any other crime involving bodily injury

We are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

## **Alcohol, Drug and Weapons Violations**

The College is also required to report arrests and discipline referrals of students, staff, and faculty for liquor, drug, weapons, and law violations, regardless of where the offense occurred.

### **Responsibilities for Reporting by CSAs**

If you receive information that any of the above crimes have occurred, you should prepare an incident report and submit it to an official designated by the College to receive such reports. This should be done at the time you become aware of the incident, regardless of when it occurred. A copy of the form to be used is attached and can also be found on the College website. This form contains definitions of the reportable Clery Act crimes.

As provided by College Policy 7003, the College encourages all of its students, faculty, staff and guests to report crimes and public safety incidents. Because you have been identified as a CSA, we believe that students may be likely to report such incidents to you and therefore we want you to understand your responsibilities if you receive such a report.

As a CSA, it is not your responsibility to investigate the reported crime or determine whether a crime actually occurred. Rather, it is your responsibility to document the information provided to you and make an internal report to the College. If you determine there is a reasonable basis to believe the information given to you, you have an obligation to report. The attached form includes the information you should attempt to collect and include. You are only required to provide the information that is given to you.

If the incident involves a student, please submit the report to Nancy Seguin, Dean of Students. If the incident involves an employee, please submit the report to Carolyn Daoust, Director of Human Resources. They will assure that I receive a copy of the report for data collection and reporting purposes. If appropriate, they will also undertake any necessary follow-up on the report.

We are now in the process of preparing our 2014 Annual Security Report, which must include crime statistics for the past 3 calendar years. Because of this, all CSAs who received reports of any of the above-listed crimes committed during 2011, 2012 or 2013 are requested to notify me and provide the information available to you, using the attached form.

Because this is a new process, and we are asking for information that occurred in the past, we realize that you may not have the necessary details to make a report. Nonetheless, it is our responsibility to use our best efforts to seek the information. We simply ask that you use your best efforts to report the information you have. Going forward, we will send you a letter

like this at beginning of each calendar year, in order to assure compliance with existing law and policy.

Please remember that in the future, you should fill out an incident report as soon as you become aware of a reportable incident and deliver it to:

**Nancy Seguin – Dean of Students**  
(if the incident involves a student)

**Carolyn Daoust - Director of Human Resources**  
(if the incident involves an employee)

Finally, the College has a responsibility to notify the campus community whenever a situation constitutes an ongoing or continuing threat to the campus community. As such, CSAs are obligated by law to report such incidents to one or more of the following Emergency Management Team members:

- Vice President for Administration and Finance, Richard Sutherland
- Director of Facilities Management, Thomas Ludwig
- Director of Public Information, Jay Walterreit
- Assoc. Vice President of Academic and Student Affairs, Nancy Seguin
- President, Dr. Olin Joynton

Alternate Members

- Vice President of Academic and Student Affairs, Kathy Marsh
- Director of Human Resources, Carolyn Daoust

**Even if you are not sure whether an ongoing threat exists, please immediately notify one or more of the above persons.**

If you have any questions about this request please contact me.

For incidents that you are reporting for 2011, 2012, or 2013, I will need those by September 5, for timely completion of the 2014 Annual Security Report. Please return all completed incident forms to me. You may deliver forms personally to my office at 110 Van Lare Hall or you may email me at [soika@alpenacc.edu](mailto:soika@alpenacc.edu) or fax the form to me at 989-358-7565

Thank you for your assistance in complying with this federal law.

Anna M. Soik,

Clery Act Coordinator