



CAMPUS SECURITY AUTHORITY JEANNE CLERY ACT

INCIDENT REPORT FORM SUMMARY

Brookdale Community College is required, per the 'Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act' [20 U.S.C. 1092], to annually report on certain serious crimes that occur within its reporting geography. The crime statistics are compiled annually by the College and are directly reported to the United States Department of Education. The statistics and security policy information are also included in the 'Brookdale Community College [Brookdale, the College] Annual Security Report,' which can be found on the College website and employee 365 Share.

A 'Campus Security Authority' [CSA] is an 'official of an institution who has significant responsibilities for student and campus activities,' including, but not limited to personnel who work in law enforcement, security, athletics, student activities, housing, student discipline/judicial personnel, and as advisors to student groups. This 'Campus Security Authority Jeanne Clery Incident Report Form' is intended to provide persons identified as CSAs a method [in addition to calling law enforcement] of reporting Brookdale Community College crimes that the CSAs become aware of, or that are reported directly to them. It is important to understand that 'reported' crimes do not have to be known/proven true by the CSA to be reported on the form. Institutions are required by law to report those crimes that 'reportedly' occurred. [See back of this form for crime definitions. Report if you are unsure as to whether a Clery crime has occurred or not.]

Completion of this form is NOT a way of reporting a crime to the police and will not result in a police case/investigation. The survivor is NOT required to report the incident to law enforcement but should be encouraged to do so. If there is an emergency, call 9-1-1.

Brookdale is required by the Clery Act to report on certain serious crimes that occurred on property that Brookdale owns or controls. Reporting of these crimes enhances safety and helps to prevent repeat offenses. The current student enrollment status of the offender/survivor is not relevant, so long as the crime was committed within Brookdale's geography. 'Geography' definitions are provided on the Incident Form. You do not need to be an expert on 'geography' or on the classification of the 'Clery crimes'. The person[s] assessing the Incident Form can determine if the incident occurred within Brookdale's geography and if the crime should be classified differently than as listed on the Form. Simply provide as much information as plausible. Complete the Incident Form as best you can, even if all the requested information/answers are not known to you.

The Clery Act does not request/require any personal identifiable information as it relates to incidents, and the College does not publicly disclose or report to the US Dept of Education [the body that oversees Clery compliance] any names or other personal identifiable information about the offender or victim/survivor. The College only reports on the numbers of each type of crime that occurs. The reporting person's [CSA] name will also not be released.

Personal information that is provided is beneficial for the evaluation of crime trends, and to determine if the College needs to issue a 'Timely Warning' message to the community. Timely Warnings are issued when an offender is still at large/capable of causing similar offenses/harm to others. Personal information can also help the College offer/provide services to the survivor, and to ensure that crimes reported are not incorrectly counted multiple times, which would be a Clery violation.

There are four [4] general categories of Clery reporting. They include 1] Criminal Offenses, 2] VAWA/Sex Offenses, 3] Hate Crimes, and 4] Arrest/Referral for Disciplinary Actions. Depending upon circumstances, only the highest-level crime will be reported to the USDOE [Ex: Robbery instead of Burglary]. In other cases, we may have to count the same crime incident in multiple categories, per Clery guidelines. [Ex: Murder, Rape, Hate]. The Clery Coordinator will make these determinations, based upon the law/guidelines.



CAMPUS SECURITY AUTHORITY JEANNE CLERY ACT

INCIDENT REPORT FORM

Please complete all known information on the form and use a separate form for each incident you are reporting. Complete and submit the form even if you do not know all the information requested below.

EMAIL THE COMPLETED FORM TO the Clery Coordinator at the Monmouth County Sheriff's Office, Rob Kimler at rkimler@mcsonj.org with a copy to the Brookdale Director of Public Safety, Anthony Ceglie at aceglie@brookdalecc.edu

Date of the Incident [if known]: _____ **Approx Time Incident Occurred:** _____ **Circle:** AM / PM

Address/Brookdale campus/location of the Crime _____

Geography Classification:

- On-Campus [Any building or property owned or controlled by the College within the same reasonably geographic area and used by the institution in direct support of, or in manner related to, Brookdale's educational purpose]
- Non-Campus [Any building or property owned/controlled by student organization that is officially recognized by the College, or any building/property owned/controlled by the College, used in direct support of, or manner related to, Brookdale's educational purpose]
- Public property [All public property, i.e., sidewalks or walkways that are within or immediately adjacent & accessible to a Brookdale's property]

Describe the Location [e.g., Building Name/Parking Lot/Cross Street(s)/Sidewalk/Area/Woods] _____

Person Who is Reporting the Crime/Who made the CSA aware of the Crime. Check the appropriate box:		STUDENT	EMPLOYEE	PERSON NOT AFFILIATED with the College				
Crime Being Reported to the CSA: Check all that may apply for this ONE incident; Use separate forms for additional incidents:		<input type="checkbox"/> Alcohol/Liquor Violation <input type="checkbox"/> Drug Violation <input type="checkbox"/> Weapons Violation <input type="checkbox"/> Rape <input type="checkbox"/> Statutory Rape <input type="checkbox"/> Incest <input type="checkbox"/> Fondling <input type="checkbox"/> Dating Violence <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Stalking <input type="checkbox"/> Motor Vehicle Theft <input type="checkbox"/> Arson						
<input type="checkbox"/> Murder/Non-Negligent Manslaughter <input type="checkbox"/> Manslaughter by Negligence <input type="checkbox"/> Aggravated Assault <input type="checkbox"/> Robbery <input type="checkbox"/> Burglary <input type="checkbox"/> Intimidation [report only if also a hate crime] <input type="checkbox"/> Larceny/Theft [report only if also a hate crime] <input type="checkbox"/> Simple Assault [report only if also a hate crime] <input type="checkbox"/> Vandalism/Destruction of Property [only if hate crime]								
Other Law Violations/Disciplinary Referrals; Indicate # of students referred in this incident; If none, enter N/A or 0:		Weapon Law Violation	Drug Laws Violation	Alcohol/Liquor Violation				
Check Category if Crime reported was Hate Crime; If N/A, cross out boxes:	Race	Religion	Gender	Gender Identity	Ethnicity	Disability	National Origin	Sexual Orientation

Was this incident reported to law enforcement: If yes, which department? _____ Date _____

Write/add/describe any additional information to this reported incident [Indicate if more than one victim involved]:

Form Completed By: [Not required for submission, but ideal for ensuring proper handling/accounting]

Name: _____ **Phone Number** _____ **Email:** _____

College Department (if any): _____ **Date Completed/Referred:** _____

CLERY DEFINITIONS/COUNTING OF CRIMES:

Murder-Non-Negligent Homicide: The willful [non-negligent] killing of one human by another. An Attempted Murder should be classified as Aggravated Assault via Clery definitions. Do not include traffic fatalities or fetal deaths.

Negligent Manslaughter The killing of another person through gross negligence. Do not include deaths that are because one's own negligence, deaths that were accidental, but not due to gross negligence, and traffic fatalities.

Rape- The penetration, no matter how slight, of vagina or anus w/any body part or object, or oral penetration by/sex organ of other person, w/out consent of 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 capacity. Fondling is considered an element of the other sex assault crimes, so it is only counted if it was the only sexual sex offense involved in the incident.

Incest- Sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape- Sexual intercourse with a person who is under the N.J. statutory age of consent. [N.J.S.A. 2C:14-2]. If force was used, or the victim was unable to give consent, the category will be Rape, not Statutory Rape.

Robbery- The taking or attempting to take anything of value from the care, custody or control of a person or persons by force [including 'strong arm'] or threat of force or violence and/or by putting the victim in fear. The number of incidents, not survivors, are counted. Carjacking is considered a robbery, not a Motor Vehicle Theft.

Burglary- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes all offenses where force is and is not used. Attempts are counted. A structure is defined as having four walls, a roof, and a door. As such, burglary doesn't include motor vehicles, vending machines, tents, etc.

Aggravated Assault- The unlawful attack by one person upon another for purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied using a weapon or by means likely to produce death or great bodily harm.

Motor Vehicle Theft- The theft or attempted theft or joyriding of a motor vehicle.

Arson- Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. This includes willful or malicious burning of one's own property. Incidents are counted regardless of the value of the property damage. Arson can be arson of a structure, vehicle, or outdoor area/property.

Incidents- Reported violations of the law/calls for service. Incidents may/need not have resulted in an investigation, arrest, prosecution, and/or conviction.

Arrests- Includes those cases that include 'persons processed by arrest, citation, or summons.' Include cases where juveniles are taken into custody/arrested/issued summonses/released with warning, and when the arrest/summons/other action would have counted as an adult arrest.

Hate Crime- When any of the Clery reportable crimes that were motivated because the victim was intentionally selected because of the offender's bias against the victim, or because perpetrator perceived victim to be part of one of the protected group categories [race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity]. Bias is based upon investigation and the perception of the offender, not the victim. Counted in addition to the crimes counted.

Larceny/Theft- The unlawful taking, carrying, leading, or riding away of property from the possession or 'constructive possession' of another. Constructive possession is when a person does not have physical custody of the item but is positioned to take control of it. Include attempts. Do not include fraud, embezzlement, motor vehicle thefts. Only count if the larceny is also a hate crime.

Simple Assault- An unlawful physical attack by one person on another when 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. Include all assaults that do not involve serious/aggravated injury and that do not include use of any weapons. Only count if the assault is also a hate crime.

Intimidation- To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to an actual attack. Only count intimidation if it is also a hate crime.

Vandalism/Destruction 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 the property. Only count if the vandalism/destruction is also a hate crime.

Liquor Law Violations- Violations of State or local laws/ordinances prohibiting the manufacture, sale, purchase, transporting, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. This category does not include public intoxication [unless underage drinking] or driving while intoxicated.

Drug Law Violations- 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.

Weapons Law Violations- The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Domestic Violence- A felony or misdemeanor crime 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 of intimate partner

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction/which crime of violence occurred, 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- Felony or misdemeanor crime 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 cohabitating 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/which crime of violence occurred, 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.

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

- Fear the person's safety or the safety of others, or

- Suffer substantial emotional distress

- For purpose of this definition, '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.

- 'Reasonable person' means a reasonable person under similar circumstances and with similar identities to the victim.

- 'Substantial emotional distress' means 'significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.'