Carroll Community College

Annual Security Report for 2012

OFFICE OF PUBLIC SAFETY

Prepared September 2013

OFFICE OF PUBLIC SAFETY AND SECURITY

MISSION STATEMENT

Serve and protect in order to establish a safe and secure learning environment for all members of the Carroll Community College community, as well as visitors to the College; protect physical assets of the College in accordance with Maryland and County laws using sound security principles; ensure that the rules and regulations of the College are upheld and equitably enforced; and support the mission of the College.

In support of that commitment and as pursuant to 20 United States Code section 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College publishes an Annual Crime Report that is available by October 1 of each calendar year. The following information is provided to meet the requirements of the Act and has been prepared using the information obtained by the CCC Office of Public Safety and Security, as well as combined statistics supplied by the Westminster City Police Department, Carroll County Sheriff's Office, and the Maryland State Police.

CAMPUS CRIME STATISTICS

This report contains categories of crime statistics for the main campus, branch campus, and certain non-campus properties, which have been reported to local police and campus security authorities for the three most recent calendar years and includes combined statistics for on-campus, branch campus, non-campus, and public property adjacent to the College's facilities. This report is distributed to current students and employees by direct email, stating where the report is posted on the College's website. Individuals may also request a paper copy of this report. The College also notifies prospective employees and students through various means.

ON CAMPUS

Type of Incident	2010	2011	2012
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
*Larceny	18	16	16
Hate Crimes/Prejudice	0	0	0

(Hate crimes can include all of the above categories as well as larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property, or any other crime involving bodily injury)			
Arrests on Campus-Liquor Law Violations	0	0	0
Arrests on Campus-Drug Law Violations	0	1	0
Arrests on Campus - Illegal Weapons Possession	0	0	0
Disciplinary Actions - Liquor Law Violations	0	0	0
Disciplinary Actions - Drug Law Violations	0	1	0
Disciplinary Actions - Illegal Weapons Possession	0	0	0
Total	18	18	17
*Denotes those crimes and arrests not required to be reported under the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act"			

NON-CAMPUS PROPERTY (Multi-Service Center)

Type of Incident	**2010**	**2011**	**2012**
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible(incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
*Larceny	1	0	0
Hate Crimes/Prejudice (Can include all of the above categories as well as larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property; or any other crime involving bodily injury)	0	0	0
Arrests on Campus-Liquor Law Violations	0	0	0
Arrests on Campus-Drug Law Violations	0	0	0
Arrests on Campus - Illegal Weapons Possession	0	0	0
Disciplinary Actions - Liquor Law Violations	0	0	0
Disciplinary Actions - Drug Law Violations	0	0	0
Disciplinary Actions - Illegal Weapons Possession	0	0	0
Total	1	0	0

*Denotes those crimes and arrests not required to be reported under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

BRANCH CAMPUS PROPERTY (Mt. Airy Center)

Type of Incident	**2010**	**2011**	**2012**
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible(incest & statutory rape)	0	0	0

Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
*Larceny	0	0	1
Hate Crimes/Prejudice (Can include all of the above categories as well as larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property; or any other crime involving bodily injury)	0	0	0
Arrests on Campus-Liquor Law Violations	0	0	0
Arrests on Campus-Drug Law Violations	0	0	0
Arrests on Campus - Illegal Weapons Possession	0	0	0
Disciplinary Actions - Liquor Law Violations	0	0	0
Disciplinary Actions - Drug Law Violations	0	0	0
Disciplinary Actions - Illegal Weapons Possession	0	0	0
Total	0	0	1

*Denotes those crimes and arrests not required to be reported under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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.

Type of Incident	**2010**	**2011**	**2012**
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes/Prejudice (Hate crimes can include all of the above categories as well as larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property, or any other crime involving bodily injury)	0	0	0
Arrests on Campus-Liquor Law Violations	0	0	0
Arrests on Campus-Drug Law Violations	0	0	0
Arrests on Campus - Illegal Weapons Possession	0	0	0
Disciplinary Actions - Liquor Law Violations	0	0	0
Disciplinary Actions - Drug Law Violations	0	0	0
Disciplinary Actions - Illegal Weapons Possession	0	0	0
Total	0	0	0

This publication has been produced in response to the Student Right-To-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendment of 1991, Public Law 102-26 and the Higher Education Act of 1965.

OFFICE OF PUBLIC SAFETY AND SECURITY

This office is staffed by highly trained personnel. The department consists of seven full-time security officers, six of which are sworn Special Police Officers, as well as several part-time security officers. All sworn special police personnel have successfully completed a certified basic police academy and have satisfied the requirements to be state-appointed as Special Police Officers. They are sworn in through the jurisdictional circuit court and are empowered to enforce all federal, state and local laws on campus and adjacent properties. They have full authority to arrest and carry firearms. Officers are certified in first aid/CPR/AED. All can provide quick medical attention on campus whenever needed.

In addition to investigating and reporting all crimes and incidents for proper action, they also provide routine vehicle and foot patrols and crime prevention, enforce parking regulations and issue parking violation tickets, and provide escort service to people to their vehicles when required or requested.

CAMPUS CRIME REPORTING

If you are the victim of a crime

1. Do not approach or attempt to apprehend the person(s) involved.
2. Make an effort to obtain an accurate description of the offender, including weapon, method of flight, vehicle registration, etc.
3. Crime scene - make note of the presence of items associated with the crime but do not handle these items if at all possible.

If a student or other person on campus should become the victim of a crime, sexual assault or sexual offense, the person should report the incident to campus security immediately, either by dialing 410-386-8123, or 8123 from any internal College phone. If the victim or others at the scene require emergency medical treatment or there is ongoing physical danger, 911 should be called as soon as practical.

The College community is encouraged to immediately report all emergencies and criminal and/or suspicious activities to the Office of Public Safety and Security as soon as reasonably possible in order that a timely warning can be issued in order to protect the safety and security of the College community. Policies and procedures have been established to encourage accurate and prompt reporting of all incidents to security and if necessary, local law enforcement agencies. Security works closely with several internal departments and teams, including emergency operations, risk management, facilities, information technology, and academic affairs, as well as the College's CARE Team to ensure a safe environment.

These uniformed officers work closely with local law enforcement officers who quickly respond for assistance and/or arrest and prosecution when notified by College personnel or when requested by a victim of a crime. The College has a Memorandum of Understanding with the Carroll County Sheriff's Office for the investigation and response to alleged criminal offenses.

In the event of student unrest not requiring police assistance, Campus Public Safety and Security officers escort student(s) to the Dean of Student Affairs for student disciplinary action as appropriate.

Campus security officers are available at all times that the College is open. Faculty, staff, and students are encouraged to report suspicious, behavioral, or criminal activity by speaking with a campus security officer directly, by dialing 8123 from any internal College phone located in each

classroom and in hallways, or by dialing 410-386-8123 from any other phone. You may also call the Office of Public Safety and Security at 410-386-8600 or dial “0” for the Information Center to request a campus security officer. One may also use Blue Light emergency call boxes on campus or, in certain instances, a panic alarm device issued by security personnel for use while on campus.

You do not have to give your name to report a crime. If you are the victim of a crime, you do not have to press charges. Although the College urges victims of crime to press charges, it is your decision. State prosecutors have the authority to file charges for any crime they deem appropriate.

BLUE LIGHT EMERGENCY CALL BOXES

The College has installed Blue Light emergency call boxes in each parking lot and on the N, T, and K buildings. Large signs and blue lights mark the locations of the emergency boxes. Activating these emergency boxes places a call to the College's emergency phone line, x8123, and security officers are immediately dispatched. As an additional safeguard, each call box is equipped with a strobe light that will flash when a message is transmitted. This will enable the responding College personnel to better locate the box from which the call has been placed. If assistance is required in the event of an emergency, go to the nearest call box and follow the instructions printed on the box. A Campus Public Safety and Security officer or a campus administrator will provide assistance. After normal operating hours, calls from the Blue Light emergency boxes are forwarded to the County's 911 Center.

STUDENT CARE TEAM

Carroll Community College adheres to policies supporting the safety and security of all members of the College community. The purpose of the CARE Team, an interdisciplinary committee composed of key administrators, faculty, and staff, is to serve as a network focused on prevention and early intervention in situations involving students experiencing distress or engaging in harmful or disruptive behaviors.

The CARE Team provides ongoing assessment in accordance with College policies related to student behavioral issues in an effort to prevent violence on campus. The CARE Team is not a crisis response team but responds proactively to student behavior issues and may work with the Crisis Management Team to respond to a campus crisis situation. Faculty and staff are encouraged to report any behavioral issues that may be of concern to the safety and security of the individual and/or the College community by logging on to WebAdvisor, then clicking on “Faculty.”

CRIME LOG – PUBLIC RECORD

A daily Crime Log is maintained in the Office of Public Safety and Security that contains the most recent 60-day crime activity. This log contains the nature, date, time, and general location of each crime and the disposition of the complaint if known. Crime Logs are also maintained at the Branch Campus (Mt. Airy Center) and the Non-Campus location (BERC Center).

CAMPUS ACCESS

Carroll Community College is an open campus welcoming many citizens to attend credit and continuing education courses, meetings, and activities. Some students are issued identification cards. Everyone using the campus, including visitors, is required to show proper identification when requested by a College Public Safety and Security officer or authorized personnel of the College. Visitors are welcome on campus when conducting business or using the facilities in accordance with College policy.

All buildings are locked and secured by campus security officers in accordance with scheduled classes and activities in the buildings. On Sunday the College is closed unless there is a planned special event or class. In these cases the doors nearest that event are opened 1/2 hour prior to the scheduled starting time and secured 1/2 hour after the event. During these special events, the only doors open are those needed to provide access to the event and emergency fire exits. Unauthorized people are not allowed in the building during closed hours. It is the policy of Carroll Community College to have an advisor present at all student organization events (on or off campus). The advisor is responsible to report all criminal activity to the local law enforcement in that jurisdiction, as well as the Carroll Community College Office of Public Safety and Security; the Dean of Student Affairs; or the Executive Vice President of Administration by the next working day, all of whom will then forward that information to the proper College administrators.

The College does not have any student organizations housed off campus to be monitored by law enforcement.

EMERGENCY RESPONSE AND NOTIFICATION

Carroll Community College has an emergency plan that provides protocol for all-hazard events. Immediate emergency notification to the campus community is achieved through a multi-faceted system of communication utilizing e2Campus, which reaches registered users through their cell phones, pagers, email, and social portals, and posts messages on the College's website, Facebook page, Twitter page, as well as Blackboard. The College also uses the PA system and phone-zone paging, and the College's radio system. Updates are provided to the community using the College's website, as well as e2Campus notifications.

The College issues an immediate notification to the campus community upon confirmation of a significant event involving an immediate threat to the health or safety of students and employees, unless issuing a notification will compromise the efforts to contain the emergency. Emergency notifications are sent out through the Office of the Executive Vice President of Administration, and during non-business hours by the Office of Public Safety and Security.

Training on emergency policies and procedures is provided twice a year. In addition, college officials present materials to students, faculty, and staff through orientation, faculty development and professional development sessions. Emergency tests and drills are conducted each year, and policies and procedures are reviewed and updated annually.

CAMPUS SAFETY AND SECURITY AWARENESS PROGRAMS

Awareness of crime, crime prevention, sexual offenses and prevention of sexual assault are topics of continued importance. The College presents multi-media informational programs at various times throughout the year to enhance student awareness and knowledge of these topics. Safety and security information is also posted in every College classroom.

In addition, the Wellness Center provides a variety of educational materials, hosts educational workshops, plans awareness activities, and provides services and student referrals. The College also hosts a Health Fair, which provides information on suicide prevention, depression, blood pressure and cholesterol screenings, dermatological care, and healthy eating information.

The College also has an emergency operations program, in which emergency response team members and building monitors have been trained in safety issues on campus. Each year, emergency training and safety programs are provided on campus. In addition, various safety

brochures are distributed to faculty, staff, and students, and at faculty orientation. The College also provides news items and safety information through a space on Blackboard, a student instructional platform.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

Carroll Community College is concerned about the adverse effects that drugs and alcohol can have upon society, families and education. It is the policy of the College to comply with the Drug-Free Schools and Communities Act Amendments of 1989 by adopting and implementing a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by the students and employees of Carroll Community College.

Carroll Community College's substance use policy declares that the College will not tolerate the illegal use of alcohol or the manufacture, possession, use, distribution, dispensation, or sale of controlled, dangerous substances, illegal drugs of any kind, or associated paraphernalia on any of its locations, within any of its facilities or vehicles, or any College-sponsored or supervised activity on or off campus.

Violation of this policy by employees or students will result in disciplinary action, up to and including dismissal, consistent with normal College policy and procedures, and in addition may be subject to criminal prosecution, which can include fine and imprisonment. The College will cooperate with appropriate health and law enforcement agencies.

Students and employees needing help in dealing with such problems are encouraged to use their health insurance plans or other appropriate community assistance programs. A list of County agencies and descriptions of various health risks associated with the use of illicit drugs or alcohol is available in the offices of Student Life, Wellness Center, and Human Resources. Employees of the College may seek assistance through the College's Employee Assistance Program (EAP). The Office of Human Resources Department will provide information.

Under the Drug-Free Workplace Act of 1988, should an employee be convicted of a criminal drug statute violation occurring in the workplace, it is the employee's obligation to notify the appropriate vice president no later than five (5) days after such a conviction. The employer must then notify the appropriate federal agency within ten (10) days after the receipt of such notice from the employee. Within 30 days of receipt, it is the College's responsibility to take the appropriate personnel action.

As required by the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act Amendments of 1989 and as a condition of employment and enrollment at Carroll Community College, each student, faculty, and staff member is required to abide by the terms of this policy.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated at Carroll Community College. As a matter of College policy and of law, sexual harassment is defined as: unwelcome sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature, including but not limited to, the following circumstances:

- When submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or a part of the education process;
- When submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such an individual; or

- When such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

It is recognized that sexual harassment may occur between persons of the same or different genders. Conduct that may constitute sexual harassment may include:

- Visual signals, gestures or non-verbal behavior;
- Oral comments, threats, questions or sounds;
- Distribution or display of written or graphic material;
- Inappropriate touching and other physical behavior or contact when such conduct is of a sexual nature or can be interpreted as offensive or unacceptable by a reasonable person;
- Any other conduct fitting the preceding definitions

Such misconduct on the part of any employee or student of the College, at any level, will result in appropriate disciplinary action, up to and including dismissal. Managers, supervisors, and faculty members are required to maintain a workplace and educational atmosphere free of harassment, intimidation, hostility or offensiveness. Failure to take necessary corrective steps when a subordinate engages in such conduct will subject supervisors and managers to disciplinary action and/or financial liability.

Students who believe that they have been subjected to sexual harassment as part of the educational process may:

- Discuss it with the appropriate academic division chairperson if desired;
- Make inquiry of the Dean of Student Affairs, the Integrity and Judicial Affairs Advocate, or the Coordinator of Student Retention.

Employees who believe that they have been subjected to sexual harassment may seek an investigation by contacting the College's Equal Employment Opportunity Officer or the Director of Human Resources. Persons making inquiry about sexual harassment concerns will be advised that some form of action, informal or formal, must be taken by an official of the College. The College will promptly investigate complaints of sexual harassment and, when necessary, will institute disciplinary proceedings against the offending individual. The College is committed to affording reasonable confidentiality and individual protection against reprisals to those reporting violations of this policy and due process to those accused of violations.

The deliberate filing of false accusations of sexual harassment is a serious offense which will result in disciplinary action. In cases where a fourth through first degree sexual offense (involving sexual contact or a sexual act) or rape is alleged, the incident will be referred to the College's Office of Public Safety and Security, as well as the Executive Vice President of Administration as a matter of course due to the criminal nature of the allegations. (Criminal Law Article of the Maryland Code)

SEXUAL ASSAULT POLICY

In accordance with the Education Article, Maryland Code Annotated, and the Campus Security Act (20 U.S.C. section 1092 (f.) (8), and because of its serious efforts to avoid any and all types of sexual assault, Carroll Community College has a strong policy on sexual assault which is implemented, distributed and posted each academic year in a variety of ways so as to reach all students, faculty and staff.

Carroll Community College is committed to providing a safe environment for students, faculty, and staff. The College will not tolerate sexual assault: a continuum of behaviors ranging from a touch to a completed rape which violates any criminal law, and/or the Code of Integrity for Academic and Behavioral Standards. The College will seek without hesitation, disciplinary proceedings in accordance with the faculty handbook and/or the College catalog, including sanctions as severe as dismissal from Carroll Community College. This policy applies to every student, faculty, and staff member of this College.

Resources can be found on the College campus, as well as in the nearby community. The Director of Student Life is responsible for coordinating resources and sexual assault information.

Confidentiality is of critical concern and everything will be done to protect confidentiality. However, total confidentiality cannot be guaranteed. The College is a State educational institution, which is subject to the Maryland Public Information Act.

Reporting Sexual Assault

Students and employees who believe that they are victims of a sexual offense at Carroll Community College should notify College security officers (410-386-8123) or any College administrator immediately. In the event an administrator is notified, the administrator shall immediately notify Security.

Campus security shall immediately:

1. Inform the individual (a) of his or her right to notify the appropriate law enforcement authorities and urge them to do so; (b) of his or her right to file criminal charges with the appropriate court commissioner; (c) of the importance of preserving evidence (d) the nearest hospital equipped with the Maryland State Police Sexual Assault evidence collection kit, which from campus is Carroll Hospital Center, 200 Memorial Avenue, Westminster, MD. The individual has the right to refuse medical care and evidence collection.
2. Notify at the request of the victim the appropriate law enforcement officials and disciplinary authorities of an incident of sexual assault. If the victim does not wish to report the crime to local law enforcement for assistance or further action, and the crime occurred on campus, the crime will still be reported to the Carroll County Sheriff's Office as an information report only without disclosing the identity of the victim.
3. Provide prompt assistance of campus authorities: the Dean of Student Affairs, the Integrity and Judicial Affairs Advocate, or the Coordinator of Student Retention, who will offer to a victim of sexual assault the following services: (a) information on how to contact the Student Assistance Program-SAP that provides mental health services/counseling on behalf of the college (b) contact information for other victim service entities within the County (Rape Crisis Center), or nearest state-designated rape crisis program; (c) upon the request of the alleged victim, makes every effort to provide transfer of the alleged victim to alternative college courses, if such alternatives are available and feasible.

If off campus, dial 911 to report an incident to the appropriate local law enforcement. Reporting a crime does not necessarily obligate you to follow through with prosecution.

The College condemns the intentional filing of fraudulent accusations of sexual assault. If the complainant is a student or College employee and it is concluded that he/she intentionally filed a

fraudulent report, he/she will be subject to disciplinary actions which may range from reprimand to suspension or dismissal depending on the gravity of the accusation.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, provide that the accused and the victim will each be allowed to choose a College advocate to accompany them throughout the hearing. The advocate may be a Carroll faculty or staff member or another Carroll student. Both the victim and accused will be informed of the outcome of the hearing. A student found responsible of violating the College's sexual misconduct policy could be criminally prosecuted in the State courts and may be suspended or expelled from the College for the first offense.

SEX OFFENDER INFORMATION

The Campus Sex Crimes Prevention Act is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in the State at which the person is employed, carries on a vocation, or is a student. To find the sex offender registry for Maryland, go to http://www.dpscs.state.md.us/onlineservs/socem/default.shtml or access the web link through CCC's website security page. This site provides information on registered sex offenders enrolled and/or employed at all Maryland institutions of higher education.

Carroll Community College is committed to offering accessible educational opportunities to our community. In support of that commitment, the College maintains an open door policy of admission. However, the college also provides learning opportunities for the younger learners and houses a child development center. Therefore, the College prohibits the enrollment or employment of sex offenders listed on any State Services Sex Offender registry and/or Maryland Department of Public Safety and Correctional Services Sex Offender Registry. This policy also prohibits any registered sex offender from enrolling in online classes or programs, or from attending or participating in any college-sponsored events or activities, on or off campus.