Carroll Community College

2026 Annual Security Report

Contains Crime Statistics & Campus Policies
for Calendar Year 2025

**Prepared September 2026 by the
Division of Effectiveness, Integrity, and
Accountability**

Carroll Community College Campus Police

Mission Statement

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

*In support of that commitment and pursuant to 20 United States Code section 1092(f) and the Jeanne Clery Campus Safety Act, the College publishes an Annual Security Report that is available by October 1 of each calendar year. * The College provides the information herein to meet the requirements of the Act. This report has been prepared using the information obtained by the Carroll Community College Campus Police and combined statistics supplied by the Westminster City Police Department, Carroll County Sheriff's Office, Maryland State Police, McDaniel College Department of Campus Safety, Carroll's Office of Human Resources, the College Title IX Coordinator and the Office of Student Care & Integrity.*

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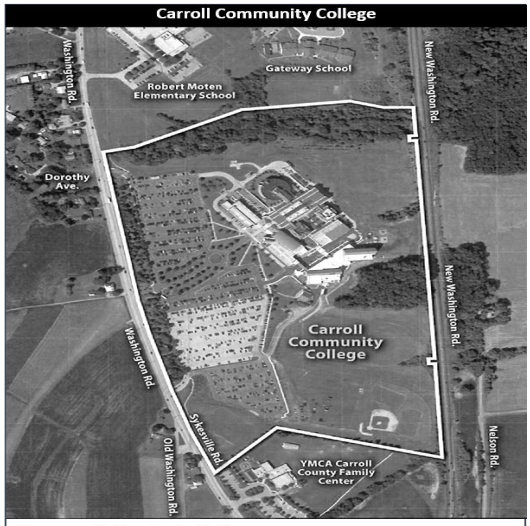
SECTION I:
Contacting the Campus Police



Campus Police Jurisdiction
The area in which Carroll Community College Campus Police have law enforcement authority on the Main Campus is designated as that area within the white-colored boundary on the map above.

Campus Police office location: Carroll Community College, 1601 Washington Rd, Building A, Room 137, Westminster, MD 21157. For emergencies and routine police matters, call 410-386-8123, or internally dial 8123. Persons in need of police services are strongly encouraged to contact the Campus Police to make a prompt, accurate incident report.

The Carroll County Sheriff's Office (CCSO), Maryland State Police (MSP) or the Department of Fire & EMS (DFEMS) may be reached by calling 911.

Carroll Community College contains a main campus, located at 1601 Washington Rd, and a Carroll County Workforce Development facility, located at 224 N. Center St, Westminster, MD 21157.

Carroll Community College holds individual classes and events at several locations in the County (public schools, Coppermine Pantherplex) but does not control or supervise those locations. Emergency services may be requested by calling 911 from any landline or mobile phone from those locations. Carroll Community College has no public roadways or property within its campus boundaries.

All information used to compose this report is filed in the campus police offices or the office of the Senior Director, Institutional Integrity, Compliance, & Accreditation at 1601 Washington Rd, Westminster, and is accurate as of July 20, 2026.

Overview of Carroll Community College's Campus Police: Authority and Jurisdiction

The Carroll Community College Campus Police is staffed by highly trained and experienced personnel. The department is managed by Chief Brian Lintz, and Assistant Chief Sherri Warner. The office consists of full-time and part-time campus police officers who are sworn Maryland Special Police Officers (SPOs). All sworn SPOs have successfully completed a certified law enforcement or public safety academy or an SPO academy and have satisfied the requirements to be State appointed as SPOs. They are sworn in through the Circuit Court and are empowered to enforce all State and local laws on campus properties.

Through a Use of Force policy, Maryland State Police licensing authority and training certified by the Maryland Police Training and Standards Commission, SPOs have full authority to arrest and carry firearms. SPOs have authority to issue criminal and civil citations. Until fully trained and certified, officers are considered public safety officers and act as first responders in emergency and security situations. Duties include, but are not limited to, monitoring people entering and exiting campus, patrolling the buildings and grounds, enforcing College regulations, and assisting other members of the department with the above responsibilities. Officers investigate all crimes and incidents for proper resolution. Officers monitor cameras as needed, and regularly patrol the buildings, parking areas and grounds for crime prevention purposes, enforce parking regulations, and provide escort services to and/or from vehicles upon request.

When authorized by the governor upon recommendation from the Maryland State Police to serve as Special Police Officers, law enforcement authority is granted for "Properties owned, leased, or used by Carroll Community College." Carroll's main campus is located at 1601 Washington Rd, and its off-campus location is located at 225 N. Center St, in Westminster. On occasion, the College uses space at McDaniel College (for commencement), but the non-campus use of other facilities is extremely limited. Carroll's campus police capture incident and crime data on its main campus, off-campus location, and streets and sidewalks adjacent to both locations.

Members of the department receive regular and ongoing training, including CPR/AED, basic first aid, naloxone, Mental Health First Aid, Advanced Law Enforcement Rapid Response Training (ALERRT), Crisis Intervention Team training, and training with and through other agencies. All training helps Carroll's campus police officers prepare to quickly manage incidents in advance of the response from local public safety agencies. In addition, Carroll Community College has excellent partnerships with the Sheriff's Office, Westminster Police Department, DFEMS, Department of Emergency Management and Communications, Health Department and other local agencies in the county for mutual support and cooperation.

Partnerships

The College has a standing Memorandum of Understanding (MOU) with the Carroll County Sheriff's Office that is reviewed annually, which includes a clear delineation of service and investigative responsibilities. The MOU was updated in 2023.

The Lethality Assessment Program (LAP) was implemented at the College in cooperation with Springboard Community Services and the Maryland Network Against Domestic Violence. LAP is an assessment tool used by law enforcement personnel to determine, through a series of questions asked of a victim of domestic violence, the level of danger to that victim. The goal of the LAP is to prevent domestic violence homicides, serious injury, and re-assault by encouraging more victims to utilize the support and shelter services of domestic violence programs. All Campus Police officers are involved in annual LAP training. However, only certified SPOs are eligible to administer the assessment.

The College has Memoranda of Understanding with surrounding properties to allow each to use the facilities of the other as evacuation locations in the event of emergencies.

Campus Access and Campus Maintenance

Carroll Community College is an open campus permitting individuals to attend credit and non-credit courses, meetings, and activities. Everyone using the campus locations, including visitors, is required to show proper identification when requested by a campus police or public safety officer or authorized personnel of the College. Visitors are welcome on campus locations when conducting college business or using the facilities in accordance with college policy.

All campus buildings are secured/locked and unlocked using an electronic access control system in accordance with scheduled classes and activities in the buildings. On Sundays, the College is closed unless there is a planned special event or class. In these cases, the doors nearest to that event are programmed to open 1/2 hour prior to the scheduled starting time and lock after the event. During these special events, the only doors open are those doors needed to provide access to the event and emergency fire exits. When the College is closed, faculty, staff members, students and visitors are not permitted inside College buildings.

It is the policy of Carroll Community College that an advisor must be present at any off-campus club event that is more than an hour away or if the group is sponsoring transportation (getting a bus or using College cars) to and from the event. When an advisor is not present, the club leaders are responsible for immediately reporting any criminal activity to the local law enforcement agency in that jurisdiction and notifying Carroll's campus police no later than the following business day. If an advisor is present, the advisor is responsible for immediately reporting all criminal activity to the local law enforcement agency in that jurisdiction, as well as to Carroll's campus police. The College does not have any student organizations housed off-campus.

Carroll Community College maintains campus facilities in a manner that minimizes hazardous conditions. Employees of Carroll County government and employees of the College maintain campus facilities, exterior buildings, walkways, landscaping, and exterior grounds. Campus police officers report facility defects and concerns to the Office of Facilities Management without delay. Outside vendors/contractors are contracted to perform maintenance work occasionally at the College, and vendors/contractors are required to follow College policies. Maintenance-related concerns may be directed to the Office of Facilities Management at 410-386-8492.

SECTION II:
Awareness and Educational Programs in 2025, by Department

Visitors to Carroll's main campus and off-campus location share in the overall responsibility for their own safety and take proactive steps to maintain situational awareness while on Carroll property. Being alert to one's surroundings, protecting one's personal property, and reporting suspicious persons and conditions all assist in maintaining a safe and secure environment. In addition, Carroll Community College is dedicated to offering awareness programs, prevention and awareness campaigns, and training to the College community.

Effective July 1, 2015, the College appointed a Title IX Coordinator. The Senior Director of Human Resources position was expanded to include the additional title of Deputy Title IX Coordinator.

Both positions are responsible for administering the *Sexual Misconduct Policy and Non-Discrimination Policy and Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures*.

The policy was revised in August 2025. It is included, in its entirety, in Section V of the Annual Security Report. The entire campus community, to include students, faculty, and staff, is continuously educated about the policy, in keeping with federal and state laws, regulations, and guidelines.

The Senior Director of Student Care and Integrity serves as a key leader in upholding the College's Code of Integrity for Academic and Behavioral Standards, including Student Rights and Responsibilities. This role is grounded in the principles and professional standards set forth by the Association for Student Conduct Administration (ASCA) and the National Association for Behavioral Intervention and Threat Assessment (NABITA). The Senior Director oversees student conduct case management, coordinates educational programming, and facilitates training initiatives that promote accountability, learning, and personal development.

In alignment with NABITA's best practices, the Senior Director chairs the College's Behavioral Intervention Team (BIT), a multidisciplinary group committed to early identification, assessment, and intervention for students of concern. The BIT meets regularly to review reports, evaluate risk, and connect students with appropriate support services, fostering a safe and inclusive campus environment. The team's work reflects NABITA's standards for behavioral threat assessment and intervention, ensuring compliance with legal mandates and institutional policies.

The Senior Director also supervises the **Wellbeing Committee**, which was established in 2018 and restructured in 2021, and then renamed in 2023 to better serve the evolving needs of the student body. This committee promotes holistic health and wellness through three subcommittees:

- **Wellness**
- **Drugs, Alcohol, and Opioids**
- **Interpersonal Violence Prevention**

These subcommittees address critical issues such as Title IX compliance, VAWA (Violence Against Women Act), public safety, and substance use education. The committee's work is informed by ASCA's commitment to student advocacy and empowerment, and it includes students, staff, and faculty in collaborative efforts to support community health. Awareness campaigns and resources are shared through the College's website, newsletters, social media, and campus signage.

The Senior Director collaborates with campus leaders to develop, implement, and evaluate initiatives that prevent dating violence, domestic violence, sexual assault, stalking, discrimination, hate crimes, and substance abuse. These efforts are consistent with ASCA's guiding principles of fairness, equity, and student development, and NABITA's emphasis on proactive intervention and community safety.

Campus Police Prevention and Education Programs

Carroll's Campus Police provides safety and emergency preparedness information to the College community through multiple mediums. Pre-semester new faculty and new tutor orientation events and collegewide meetings for staff and faculty members serve as an opportunity for the Chief of Campus Police to provide guidance on safety and security matters such as campus security procedures and practices, safety awareness, how to be responsible for one's own security and the security of others, crime prevention, emergency preparedness, and information on topics such as sexual assault, dating and domestic violence, child abuse, and direction on how the College community can contact Carroll's Campus Police. Safety and security information is posted in every classroom throughout the College. The College has a Crisis Management Team, in which emergency response team members have been trained in safety issues on campus. Each year, emergency training, drills and safety programs are provided on campus.

During student orientations, faculty orientations, and collegewide meetings, the College community is given guidance on registering for e2Campus so that all can receive emergency notifications via phone alerts. The Daily Crime/Incident Log is available on the Campus Police webpage so that anyone can have quick access to this important information. Members of Carroll's Campus Police are frequently invited to present information during staff meetings, classes, and student organization meetings.

Carroll's Campus Police believe that training, participating in community events/organizations and increasing awareness among the College community is important and unceasing. Highlights of significant 2025 initiatives and achievements of Carroll's Campus Police include:

- **Use of Force In-Service Training** – completed by all campus police officers, January 2025.
- **Take Back the Night –** April 2025 attended by Asst. Chief Warner
- **Camp Cops -** a week-long summer program conducted by the public safety agencies serving Carroll County for middle school aged children to introduce them to the careers available in public safety and law enforcement held in July each year. Carroll's Campus Police co-sponsors this program. Asst. Chief Warner helps plan the camp and participated as an instructor.
- **New Faculty Orientation** – conducted by Chief Lintz, August & November 2025.
- **National Night Out** – August 2025 attended by Asst. Chief Warner
- **Active Assailant Drill** – August 2025
- **Lockdown Tests** – Two lockdown tests of the new access control system, August & October 2025
- **Carroll County Emergency Operations Center Tabletop Exercise –** Attended by Chief Lintz, December 2025
- **Active Assailant Training and Exercise for ST@CC Program** – October 2025
- **Carroll County Overdose Prevention Policy Group/Opioid Prevention Coalition** – quarterly meetings attended by Chief of Campus Police, and Senior Director, Student Care & Integrity.
- **Lethality Assessment Program** – regional quarterly meetings attended by Chief Lintz or Asst. Chief Warner.
- **Carroll County Disaster Preparedness Group Executive Council/Local Emergency Planning Committee** meetings – attended by Chief Lintz.
- **Law Enforcement Torch Run** – a charity event that benefits Special Olympics Maryland. Law Enforcement agencies from around the county participate in the run. Asst. Chief Warner helps plan, and Carroll Community College Campus Police co-sponsors and participates in this event.
- **Carroll County Emergency Operations Center** – Chief Lintz is the College's primary representative in the EOC for countywide emergencies.
- **Carroll County Chamber of Commerce –** Chief Lintz participates on the Chamber's Public Safety Awards Planning Committee.

- **Parking Lot Safety Initiative** – Throughout the year, particularly at the beginning of each semester, officers conduct an awareness and education campaign in the parking lots looking for unsecured vehicles and/or valuables left in plain sight inside. Fliers are left for vehicle operators with tips on keeping their vehicles and personal property safe and secure.
- **Electronic Access Control System** – Campus Police was awarded a Public Safety Grant by the Maryland Higher Education Commission to install the College's first electronic access control system in July 2024. This system was completed in 2025 and allows the campus buildings to be locked down almost instantaneously in the event of an emergency.

CCC's Campus Police actively seeks College employee and student feedback about the effectiveness of its efforts and has received comments which continue to endorse and praise the overall public safety outreach effort.

Compliance and Integrity Activities

The Title IX Coordinator oversees the College's "Sexual Misconduct and Non-Discrimination Policy and Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures" for faculty, staff, and students. The policy is included, in its entirety, in Section V of this Annual Security Report.

During the first week of each semester, the Title IX coordinator sends an email to all registered students with a link to the web-based training module. All students are encouraged to take the training, as it relates to the critical topics of sexual assault, dating violence, domestic violence, stalking and bystander intervention.

The Title IX Coordinator and Wellbeing Committee's wellness initiatives for violence prevention raise awareness on campus as follows:

JANUARY

- Presented Title IX updates and reminders at the College-wide meeting for all faculty and staff
- Title IX Orientation materials for new students in their online Vector Solutions training modules and handouts launched
- Training for new student employees and new tutors
- Safe Colleges online training sent to new students for completion
- Drugs, Alcohol, and Opioids; and Wellness Subcommittees' planning meeting
- Interpersonal Violence Prevention Subcommittee planning meeting
- ATIXA workshop for Title IX coordinator: "Supporting Pregnancy, Parenting, and Related Conditions"
- Husch Blackwell Webinar for Clery Coordinator: "The Stop Campus Hazing Act: Changes that Affect Your Institution and What You Need to Do Now"
- Student Satisfaction survey/review development

FEBRUARY

- Title IX Policy update meeting discussion – senior Title IX leaders
- Title IX team meeting – updates and current events discussion
- Husch Blackwell Title VI training webinar
- Clery Center webinar "Stop Campus Hazing Act: Training Series"
- CARE Healing Center Valentine's Event, sponsored by the Wellbeing Committee and Interpersonal Violence Prevention Subcommittee, to share resources
- Drugs, Alcohol, and Opioids; and Wellness Subcommittees' planning meeting
- Naloxone and Substance Abuse Prevention, sponsored by the Wellbeing Committee and Drugs, Alcohol, and Opioids Subcommittee, featuring training and resources from the Carroll County Health Department for harm reduction and prevention
- Trauma Informed Workgroup meeting

MARCH

- Mocktail Monday, an event sponsored by the Wellbeing Committee and Drugs, Alcohol, and Opioids Subcommittee, featuring the Carroll County Health Department and Maryland Highway Safety to provide resources focused on preventing substance use and driving under the influence
- ATIXA training: "Gender Equity and the 2020 Regulations"
- Clery Center webinars "Stop Campus Hazing Act: Training Series" and "Managing Campus Alerts"

APRIL

- Drugs, Alcohol, and Opioids; and Wellness Subcommittees' planning meeting
- Interpersonal Violence Prevention Subcommittee planning meeting
- Take Back the Night event sponsored by the Wellbeing Committee and the Interpersonal Violence Prevention Subcommittee
- One Love Workshop on Healthy Boundaries, sponsored by the Wellbeing Committee and the Interpersonal Violence Prevention Subcommittee
- CARE Healing Center table to provide resources, sponsored by the Wellbeing Committee and the Interpersonal Violence Prevention Subcommittee
- Springboard Community Services table to provide resources and honor Denim Day, sponsored by the Wellbeing Committee and the Interpersonal Violence Prevention Subcommittee
- Stop Campus Hazing Act implementation preparation meetings with compliance and safety leaders
- Campus Health Fair for faculty and staff

MAY

- Interpersonal Violence Prevention Subcommittee meeting for year-end discussion and planning for next year
- Stop Campus Hazing Act implementation meeting
- Trauma-informed Workgroup meeting

JUNE

- Presented Title IX updates at the College Wide meeting
- Title IX and VI leaders meeting
- Healthy Boundaries Workshop sponsored by the Interpersonal Violence Prevention Subcommittee

JULY

- Husch Blackwell webinar: "Drafting Your 2025 Annual Security Report and Other Clery Compliance Matters"
- ATIXA training: "Informal Resolution Training"

AUGUST

- Replace updated educational material in all bathrooms/locker-rooms for Title IX contact information
- Husch Blackwell webinar: Title IX Refresher Training
- Title IX/Stop Campus Hazing training session for new tutors and student aides
- Revised Sexual Misconduct/Title IX policy and procedures document updated and posted online
- Presented Title IX policy and procedures overview at College Wide meeting
- Title IX and Stop Campus Hazing handouts and LMS module for New Students

SEPTEMBER

- New Student Orientation
- F.R.I.E.S. consent event sponsored by The Wellness Committee and the Interpersonal Violence Prevention Subcommittee
- Healthy Boundaries Workshop
- ATIXA webinar: Fondling and Criminal Sexual Contact

OCTOBER

- One Love Escalation Workshop sponsored by the Interpersonal Violence Prevention Subcommittee and Wellbeing Committee
- Panel Discussion with the Behavioral Intervention Team and Integrity Council
- In Our Voice - #IWillListen Campaign – panel and presentation
- Crisis Communications Team created and initial meeting held
- Vendor demo for Symplicity Advocate – new case management system for Title IX, BIT, CARE
- Vendor demo for Maxient – new case management system
- ATIXA/NABITA national conference in Baltimore City attended by team
- Clery meeting: discussion of After-Hours Incident Notifications and Procedure Update'
- BIT Crisis Management Training (internal)
- Symplicity Webinar: "Navigating Title IX: A Practical Guide for Schools"

NOVEMBER

- Drugs, Alcohol, and Opioids; and Wellness Subcommittees' planning meeting
- Interpersonal Violence Prevention Subcommittee meeting to develop plans for Spring 2026
- CARE Healing Center on campus providing resources, sponsored by the Interpersonal Violence Prevention Subcommittee and Wellbeing Committee
- Clery meeting: discussion about possible future off-campus instruction sites and possible impact on Clery statistics reporting
- Sexual Misconduct/Title IX/Stop Campus Hazing training session with new faculty

DECEMBER

- Interpersonal Violence Prevention Subcommittee meeting
- Title IX Coordinator Gap Analysis interview with Executive Team
- New Student Orientation materials prepared for Spring students.

Student Engagement and Completion

The College's Student Engagement and Completion effort is now being led by the Dean of Student Affairs. Within the Student Affairs Division, Student Engagement offers a variety of activities and programs on-campus to help students succeed while at college. Student Engagement also offers bus trips to local sporting events, theatre productions, museums, and other points of interest.

Student Engagement hosts biannual New Student Orientation events prior to the start of the spring and fall semesters. New Student Orientation events provide new students with an opportunity to meet college faculty, staff, and other students; ask questions; learn how to balance responsibilities of home, work and college; learn about college clubs and organizations; tour the campus; and obtain information on a vast number of resources available to students. As part of New Student Orientation, students are provided information regarding sexual assault; Title IX,

personal safety; and related safety topics.

Student Engagement continually examines the needs of the College population and plans events and activities with direction from other college leaders to enhance each student's learning experience. The Wellbeing Committee, formed in early 2018 and restructured in 2021, and then was renamed in 2023, this committee is composed of several college functions whose mission is to coordinate all prevention training: Title IX; public safety; VAWA; drugs and alcohol, and other areas of risk to students. Events and activities are promoted on the College's website, advertised on banners and bulletin boards, and posted on Student Engagement calendars.

At the beginning of each fall and spring semester, Student Engagement adds all first-time students to a virtual course in Canvas (our learning management system) with information and resources students can reference throughout the semester. The course includes videos on hazing as well as sexual misconduct. All students are encouraged to take the training, and student employees are required to take the training.

The Office of Student Engagement publishes a weekly newsletter, "The Claw," that is distributed to students and faculty. This newsletter announces campus events and initiatives and gives information on important topics such as FERPA, mental health issues, and student wellness. Student Engagement also periodically sends out emails to all students with updates relating to health, safety, and other topics as requested.

Office of Human Resources

The Senior Director of Human Resources and Deputy Title IX Coordinator facilitates Title IX training programs for College employees. These training sessions are mandatory. The Human Resource Office tracks participation through Safe Colleges, an on-line, self-paced training program and follows-up with any employees who do not complete training by deadlines. Highlights of awareness activities and instruction programs follow:

- **Title IX and Sexual Harassment -** This introductory course is designed to provide postsecondary staff members with information about the importance and implications of Title IX and sexual harassment, including sexual assault. Topics covered include the definition of sexual harassment, Title IX's regulations and obligations, and the elements of effective policies.
- **Workplace Bullying: Awareness and Prevention -** This course is designed to help staff members gain greater understanding of the nature of workplace bullying so that it may be prevented. It reviews the impact of workplace bullying, identification of bullying behavior, and effective ways to deal with workplace bullying.
- **Workplace Violence: Awareness and Prevention -** The goal of this course is to provide employees and supervisors with basic information about awareness and prevention of violence in the workplace. The course reviews the levels and causes of workplace violence, early warning signs of violence, and techniques for defusing hostile situations.

Employment Application Notice – The College website for job postings and staff employment applications contains a statement that the College's Annual Security Report (ASR) is available to prospective employees, and a link to the report is provided.

Hard copies of the ASR are also available on campus in the Campus Police office, Room A137, main campus, as well as at the College's Information Center. Individuals may request copies by contacting the Campus Police at 410-386-8123.

SECTION III:
Crime Prevention and Reporting

Campus Crime Reporting

If you are the victim of a crime:

1. Do not approach or attempt to apprehend the person(s) involved.
2. If you can do so safely, try to obtain an accurate description of the offender, including weapons, method and direction of flight, vehicle registration, etc.
3. Contact Campus Police at 410-386-8123 or call 911 immediately.
4. Crime scene - make note of the presence of items associated with the crime but do not handle these items if possible.
5. Reporting—**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 Police immediately, either by dialing 410-386-8123, or by dialing 8123 from any internal College phone**. The College community is encouraged to immediately report all emergencies and criminal and/or suspicious activities to Campus Police as soon as reasonably possible so that a Timely Warning can be issued to protect the safety and security of the college community. The College encourages accurate and prompt reporting of all crimes, including sexual crimes, to Campus Police and the appropriate police agencies when and if the victim of a crime elects to do so. When a victim chooses not to report a crime to Campus Police or the Carroll County Sheriff's Office, Campus Police will offer every service and accommodation possible to the victim, to ensure the victim's safety and well-being. Campus Police works closely with several internal departments and teams, including emergency operations, risk management, facilities, information technology and academic affairs, and the Behavioral Intervention Team (BIT) to ensure a safe environment. The College also works closely with officials in the Carroll County Department of Emergency Management & Communications, the Carroll County Health Department, and Springboard Community Services.

Carroll's Campus Police works closely with local law enforcement officers who quickly respond for assistance when notified by college personnel or when requested by the victim of a crime.

You do not have to give your name to report a crime. Campus Police will not divulge the names of victims and other necessary parties as part of Clery Act reporting and disclosures and will take the necessary and appropriate steps to maintain the confidentiality of any accommodations or protective measures provided to the victim to the extent that maintaining confidentiality would not impair the ability of the College to provide the accommodation or protective measures.

If you are the victim of a crime, you do not have to press charges. Although the College may urge victims of crime to press charges, it is your decision. Although rarely exercised, state prosecutors have the authority to file charges for any crime they deem appropriate, regardless of the victim's decision not to press charges themselves.

In summary, the victim of a crime may:

1. Notify proper law enforcement authorities, including on-campus (Campus Police) and local police (Carroll County Sheriff's Office)
2. Be assisted by campus authorities in notifying law enforcement authorities if the victim chooses
3. Decline to notify such authorities

The College has a Memorandum of Understanding (MOU) with the Carroll County Sheriff's Office for the investigation and response to alleged criminal offenses. This MOU includes responsibility for the investigation of sexual assaults, other sex offenses, child abuse, and other crimes as defined in the Clery Act.

Campus Police collaborates with Springboard Community Services to assist victims of domestic violence. This includes participation in the Lethality Assessment Program (LAP).

To ensure that the college community can assist victims of rape, Campus Police partnered with the CARE Healing Center, formerly Rape Crisis Intervention Services (RCIS) of Carroll County, to provide services for victims of sexual assault.

Campus Police works with the Carroll Hospital's Adult and Pediatric Sexual Assault Forensic Examiner (S.A.F.E.) Program to provide sexual assault forensic exam services to adults and children who are students, employees, and visitors of the College who are victims of sexual assault. This allows both parties to improve the overall response to sexual assault at Carroll Community College. S.A.F.E. provides comprehensive care, support, and evidence collection for victims of sexual assault. S.A.F.E. allows victims to be evaluated in comfort and privacy by a specially trained forensic nurse within (3) to (4) hours. These services are available 24 hours a day to students, employees, and visitors to the College.

In the event of student actions not requiring police intervention, campus police officers escort or refer students to the Director of Student Care and Integrity for student disciplinary action as appropriate.

Campus police officers are always available when the College is open. Faculty, staff, and students are encouraged to report suspicious, behavioral, or criminal activity by speaking with a campus police 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. One may also call Campus Police by dialing "0" for the Information Center to request assistance from a campus police officer.

Reporting by Campus Security Authorities (CSA)

In compliance with the Jeanne Clery Campus Safety Act, the College is required to disclose statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies, Campus Police, or any official of the institution who is defined as a "Campus Security Authority" (CSA). The law defines "Campus Security Authority" as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. The College has designated all campus employees as Campus Security Authorities.

Campus Security Authorities must disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by the College, and public property within or immediately adjacent to the campus and related to the following categories:

1. Murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, and stalking.
2. Any bias-related (*hate) crimes related to the above listed crimes but also including larceny-theft, simple assault, intimidation, or destruction of property/vandalism.
3. **Hate Crime is defined as a crime that manifests evidence that the perpetrator intentionally selected the victim because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.*
4. Any arrests or referrals for weapons violations, drug violations or alcohol violations.
5. Hazing

Employees are notified annually by the Senior Director of Integrity, Compliance & Accreditation that they are federally mandated to report crimes and are provided with instructions for documentation. All employees are required to complete CSA training through Safe Colleges. All employees must complete this training when hired and annually thereafter. CSAs are also instructed as to why a student may be more inclined to report crime to them and the specific crimes they are required to report. CSAs have been notified that they must immediately contact the Chief or Assistant Chief of Campus Police via phone with the details of the incident to be reported. The Campus Police manager receiving the report will document the incident in a Departmental Incident Report.

If the reporting person or victim indicates that the report voluntarily being made of a Clery-reportable incident should remain confidential, Campus Police will include the incident in the Annual Security Report but will not include any personally identifiable information.

Daily Crime/Incident Log

A Daily Crime/Incident Log is located on the College's website on the Campus Police home page so that anyone may have quick access to this information. The log is maintained by Campus Police and contains, at a minimum, information for the current year and the two previous years. This log, which is updated daily, contains the nature, date, time, general location, and disposition of each incident. The log also contains incident information for the Multi-Service Center/BERC Center, located at 224 North Center Street, Westminster, MD.

Behavioral Intervention Team (BIT)

Carroll Community College is committed to maintaining a safe, supportive, and inclusive environment for all students, faculty, and staff. As part of this commitment, the Behavioral Intervention Team (BIT) identifies, assesses, and responds to observable behaviors that may indicate a student is experiencing distress or may pose a risk to themselves or others. Examples of concerning behaviors include significant social withdrawal, aggressive outbursts, extreme changes in mood or behavior, expressions of hopelessness, or other alarming statements or actions.

*BIT is a multidisciplinary team comprised of professionals from Student Care and Integrity, Disability Support Services, Public Safety, Mental Health Counseling, Academic Affairs, and Administration. Team members work collaboratively to access concerns, coordinate interventions, connect students with campus and community resources, and promote student wellbeing while maintaining campus safety.

Using nationally recognized best practice, including those established by the National Association of Behavioral Intervention and Threat Assessment (NABITA), BIT emphasizes early intervention, and ongoing support. When a student experiences a crisis, the team responds with care and discretion to stabilize the situation and facilitate access to appropriate resources. Following resolution of the immediate concern, BIT works to support the students successful return to the learning environment and continued academic progress.

Faculty, staff, and students, are encouraged to report concerning behaviors to help foster a culture of care, support, and shared responsibility for community wellbeing. Concerns may be submitted to **BIT@carrollcc.edu**

Student Assistance Program (SAP) & the Suicide & Crisis Lifeline

Carroll Community College partners with **TimelyCare** to provide eligible credit students with free, confidential, and convenient access to mental health and wellbeing support. Available 24 hours a day, 7 days a week, 365 days a year, TimelyCare connects students with licensed mental health professionals through virtual services, including on-demand emotional support, scheduled counseling sessions, and self-guided wellness resources. Students can learn more and register at TimelyCare for Carroll Community College.

Students experiencing an immediate mental health crisis, thoughts of suicide, or emotional distress are advised to call or text the **988 Suicide & Crisis Lifeline** by dialing **988** for free, confidential support available 24/7.

Drug Free Schools and Communities Act (DFSCA), Drug-Free Workplace Act (DFWA), and Higher Education Act (HEA)

Carroll Community College is concerned about the adverse effects that drugs and alcohol can have upon society, families and education. To that end, Carroll Community College is committed to establishing and promoting a campus environment free from the use and abuse of legal, illegal or decriminalized drugs and alcohol. The College can accomplish this through the distribution of a policy statement, development of awareness and educational programs, and the establishment of a counseling and referral program for campus members.

Carroll Community College subscribes to the Network of Drug-Free Colleges and Universities Statement of Standards (1988) which states, "American society is harmed in many ways by alcohol abuse and drug use – decreased productivity, serious health problems, breakdown of the family structure, and strained societal

resources. Problems of abuse have a pervasive impact upon many segments of society - all socioeconomic groups, all age levels and even the unborn. Education and learning are especially impaired by drug use and alcohol abuse. Abuse among college students inhibits their educational development and is a growing concern among our nation's institutions of higher education."

As an institution concerned with drug use and alcohol abuse and as an institution receiving federal funds, Carroll Community College has established a drug and alcohol policy and will enforce and support both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. These laws require the College to notify campus members about such items as policies, legal and disciplinary sanctions, health risks, and available sources for counseling, treatment, or rehabilitation.

Carroll Community College's substance use policy declares that the College will not tolerate the manufacture, possession, use, distribution, dispensation, or sale of controlled, dangerous, legal, or decriminalized drugs and alcohol, illegal drugs of any kind, or associated paraphernalia on any of its locations, within any of its facilities, or any College-sponsored or supervised activity on or off campus. Students, faculty, or staff who violate this policy may be suspended and subject to drug testing, dismissal, criminal prosecution under local, state, or federal law and/or participation in a drug education/rehabilitation program. Irresponsible or illegal use or distribution of alcohol will be subject to penalties set forth in individual campus policy.

The usual penalty for drug distribution, manufacture, and dispensing will be dismissal, while use or possession may incur a lesser penalty, to include successful completion of an approved drug education/counseling component. 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 that employee's obligation to notify the appropriate vice president no later than five (5) days after such conviction. While it could be assumed because of the size and organizational structure of the College, that the College administration may be aware of the conviction, it does not relieve the employer of their responsibility to 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.

Under federal law, punishment could be up to 30 years in jail or a $250,000 fine, or both, for the manufacture, distribution, dispensation, or possession of a controlled, dangerous substance. Cannabis remains an illegal controlled substance under federal law.

Maryland state drug laws provide for penalties including maximum prison sentences of up to 40 years, fines up to $1,000,000, or both. Under Maryland law, cannabis use and possession remains illegal for anyone under 21 years old. All use and possession of cannabis, regardless of age, is prohibited on all campus properties and in all facilities and vehicles or at any college-sponsored or supervised activity, whether on or off campus.

The College provides referral and resource services for anyone confronted with a problem of drug and/or alcohol abuse. If you suspect that you, a colleague, or a friend might be experiencing drug or alcohol-related problems, you are encouraged to contact the appropriate College office (Human Resources, Office of Student Engagement) or the Director of Student Care and Integrity at 410-386-8217. Employees of the College may seek assistance through the Employee Assistance Program (EAP). The Office of Human Resources will provide referral information. A list of available resources can be found at Substance Abuse and Prevention. The College provides engaging Drug and Alcohol Abuse Prevention (DAAPP) activities and information throughout the year; a listing of those activities can be found in Section II: Awareness and Educational Programs of this ASR.

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.

Carroll Community College will continue to make a good faith effort to maintain a pleasant working and learning environment. We ask that you do your part to help make our campus drug-free.

The College adheres to the requirements of the Higher Education Act of 1965 (HEA), Section 120 (a)-(d), as outlined here. The College publishes the Annual Security Report (ASR) by October 1 of each year and sends an email with a link to the report to each registered student and current employees. The College, in its ASR, describes (A) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities; (B) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol; (C) a description of the health-risks associated with the use of illicit drugs and the abuse of alcohol; (D) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and (E) a clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by this policy.

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 Maryland Department of Public Safety and Correctional Services or access the web link through Carroll's website on the Campus Police 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 younger learners and houses a Child Development Center on campus. 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.

Weapons Prohibition

Carroll Community College prohibits the possession of weapons at the main campus, off-campus location and other locations owned, leased, occupied, or used by and under the control of the College. Weapons include guns, firearms, ammunition, explosives, dangerous chemicals, metal knuckles, knives with blades more than 3 inches long, electronic devices/Taser, other weapons and any object or instrument which has been designed or altered to appear to be a weapon, or which can reasonably be construed or used as a weapon (dependent on the circumstances of its use, possession, or display). This prohibition applies to employees, students, guests, tenants, visitors, and other persons on Carroll Community College properties.

The prohibition of handguns does not apply to:

a) A law enforcement officer in the regular course of the officer's duty;

b) A law enforcement officer-recruit in the regular course of the recruit's training;

c) An off-duty law enforcement officer; or

d) A retired or past law enforcement officer in good standing from a law enforcement agency of the United States, the State or a local unit in the State who has met the standards of LEOSA (the Law Enforcement Officer's Safety Act) provided that:
   1. The officer or retired officer is in possession of the officer's or retired officer's badge or credential (and a current LEOSA card for retired or past officers).
   2. The weapon carried or possessed by the officer or retired officer is concealed, or worn openly as part of the officer's uniform or official dress; and
   3. The officer or retired officer is authorized to carry a concealed handgun in Maryland.

e) A uniformed employee of an armored car company who is authorized to carry a firearm in Maryland in the regular course of employment.

f) A Carroll employee carrying or possessing a weapon on college property who is required or authorized by Carroll policy to possess a weapon.

g) Persons who are granted permission to possess a weapon or replica weapon by the Chief of Campus Police for historical or educational purposes, or for other good reasons.

Anti-Hazing Policy

This policy outlines the commitment of Carroll Community College (CCC) to prohibit all forms of hazing. Hazing is antithetical to the mission and values of CCC because it harms, degrades, and dehumanizes members of the Carroll Community. Therefore, hazing in any form is prohibited and participants will be held accountable, including, but not limited to, expulsion as it relates to individuals. Clubs, organizations, and teams could be disbanded. This policy complies with the federal Stop Campus Hazing Act (SCHA) signed in December 2024 and with Maryland's Anti-Hazing Law.

Carroll's definitions of "hazing" and "student organization" match the federal definitions from the Stop Campus Hazing Act. For the purposes of this policy and reporting statistics, "hazing" means 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
    - 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."

A student organization 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.

Hazing incidents violate the College's Standards of Student Conduct. If the incident is an emergency, dial 911 or contact the Campus Police at 410-386-8123 immediately. Incidents of hazing should be reported to the College following established processes for alleged conduct violations. The incident will be investigated using the established Standards of Student Conduct process and procedures outlined in Section Six: Code of Integrity for Academic and Behavioral Standards, located in the student handbook and online on the College's website. Penalties can be enforced by the College against individuals and student organizations found in violation of this policy. In addition, hazing incidents can be investigated by law enforcement as Maryland law makes it a criminal misdemeanor to engage in the practice of hazing. Specific hazing actions could also result in additional criminal charges. This is true regardless of the individual's willingness to participate.

All College employees, with the exception of the College Ombuds, are considered mandatory reporters for the purposes of the Jeanne Clery Campus Safety Act, of which the Stop Campus Hazing Act is a part. Any hazing incident reported to a College employee will be immediately reported for investigation.

Reported hazing violations will be disclosed as separate Clery crimes in the College's Annual Security Report (ASR). The institution will publish summary findings of any hazing violations on recognized student organizations twice a year in its "Campus Hazing Transparency Report" and make that available on its website.

The College provides research-informed hazing prevention and awareness programs for students, staff, and faculty. The strategy is designed to stop hazing before it begins. Prevention programs focus on defining and identifying hazing and include skills for bystander intervention in hazing situations, information on ethical leadership, and strategies for building group cohesion without hazing. Hazing survivors can utilize the Office of Student Care and Integrity to access a variety of resources to support them in their coping and healing processes.

SECTION IV:
Emergency Response

The College has placed Help Locator Signs in the parking lots that provide the location of the sign and the phone number for the Campus Police so that a person in need may contact the police using a more reliable, geo-based communications device (personal cellular phones).

Timely Warnings —
Emergency Response and Notification

Carroll Community College has an emergency plan that provides a protocol for multi-hazard events, found in its Emergency Management Plan. In the event of a campus-based emergency, natural or man-made, Campus Police will work with college administration to:

- Determine the nature of the emergency.
- Determine the risks to persons on campus, and persons reporting to campus.
- Determine the best response action (evacuate; shelter-in-place; lockdown, etc.).
- Engage all notification systems to alert the college community.
- Resolve the crisis, engaging first responders if appropriate.
- Engage the Crisis Management Team to mitigate the crisis relating to educational and business activities.

Immediate emergency notification to the campus community is achieved through a multi-faceted system of communication utilizing Omnilert (e2Campus), which reaches registered users through their cell phones, via text

messaging and email. e2Campus also posts messages on the College's website, Facebook page, and X. Additionally, messages are posted to Canvas, the Learning Management System, that serves as the College's online system to engage students. The College also uses the PA system and the College's radio system. In 2022, the College activated additional notification modes in e2Campus that are used to post messages and sound an audible alert on all college computers that do not have the sound muted. Updates are provided to the community using the College's website, as well as e2Campus notifications. Carroll provides timely warnings to the entire College community regarding offenses or incidents that are reported to and confirmed by campus police officers, CSA's (Campus Security Authorities) or local police, and which may represent a threat to students and employees. This process is designed to protect confidentiality of reporting persons and victims, and to aid in the prevention of other crimes. Circumstances that may require the issuance of a timely warning constitute an immediate threat, and may include weather emergencies, violent incidents, fires, explosions and critical incidents that may directly affect the safety of students and staff on campus.

Carroll will issue a timely warning for all Clery Act crimes that:

Are reported to CSA's (Campus Security Authorities), Campus Police or local police agencies; and

Are considered by Carroll to represent a confirmed serious or ongoing threat to students and employees.

Carroll will issue an **emergency notification**:

- Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Campus Police is responsible for the issuance of Timely Warnings at its discretion, based on an assessment of the direct threat to the College community. Supervisors and managers of the Campus Police (the shift commander and/or the Chief or Assistant Chief), through its campus-based management of the reported emergency, collect information critical to the evaluation of the event and risk to the college community, and broadcast the warning without delay if it is determined to be in the best interest of persons on campus.

Campus Police managers consider the nature of the threat; location and identification of any involved persons (suspects or offenders); evacuation scenarios and developing circumstances. Follow-up messages may be sent if circumstances change, or if additional accomplices are identified and are not immediately apprehended. If the incident affects the larger community, the Chief or Assistant Chief of the Campus Police coordinates with the Carroll County Sheriff's Office to ensure that actions taken by the College or the local police do not negatively affect the other entity.

Carroll will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

As soon as Carroll has confirmed that a significant emergency or dangerous situation exists, it will:

- consider the safety of the campus community;
- determine the nature of the crime and the continuing danger to the campus community;
- assess the possible risks of compromising law enforcement efforts;
- determine what information to release about the situation; and
- begin the notification process, to include the incident type and suggested actions.

The only reason that Carroll would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to:

- assist a victim;
- contain the emergency;
- respond to an emergency; or

- otherwise mitigate the emergency.

The warnings that are broadcast describe the nature of the emergency, recommended mitigation actions (such as evacuation or sheltering-in-place), and preventive actions (such as campus closings).

The College also uses a P.A. system to alert students and employees of critical incidents that are threatening or in-progress. Though other offices of the College may broadcast a warning or notification through other means, all official safety warnings are scripted and authorized by the Vice President of Administrative Services; or shift commander, Chief or Assistant Chief of the Campus Police.

a) When an emergency is reported or identified on any campus or at an off-campus building that affects the safety of the college community, Campus Police gathers all known and relevant information, and assesses the need to alert the College community of the risk AND advisable actions (such as evacuation, sheltering-in-place or lockdown). In the case of an Active Threat, such as an active shooter, the community may be advised to "Take run, hide, fight action". This recommendation allows community members to decide which action is appropriate, allows message recipients to choose the action that best fits their situation, and to change the individual's response as conditions change.

b) During an emergency, the department evaluates the risk to the campus, including those students and employees who may be in transit from one campus location to the other (main campus to the off-campus location in Westminster).

c) Each notification (alert) contains information relating to the nature of the event, and

    1. Recommended action; and/or

    2. College closure information. Students and staff may be told to evacuate, shelter-in-place, lockdown or remain away from the college campus, or take run, hide, fight action.

d) A follow-up notification may be made with additional information, or to cancel the alert.

In the event of an evacuation, Carroll's alerting systems specified above will be used to notify the college community, and campus police officers will act to ensure that involved buildings or campuses are clear of occupants before that building or campus is declared to be 'safe' or reoccupied.

On a monthly basis, Carroll's Information Technology unit and college administration conduct a test of the electronic alerting systems listed above. These tests may be announced or unannounced and are performed year-round. At least once annually, Campus Police, in concert with the Crisis Management Team, conducts an exercise to test and refine the Emergency Management Plan. In August 2023, the College conducted an active assailant exercise.

Training on emergency policies and procedures is provided at every opportunity. In addition, college officials present materials to students, faculty, and staff through orientation, faculty development and professional development sessions. Policies and procedures are reviewed and updated annually. The Chief of Campus Police meets regularly with the chiefs of all local, state and college law enforcement agencies in Carroll County, during which response to crisis and crisis management is a standing topic.

The College has a Crisis Management Team to assist with emergency response. The Crisis Management Team is a diverse group of college leaders who serve to consult and review the College's emergency plans for content and completeness. This group is also trained and will respond as called upon to any incident or emergency on campus. Some Crisis Management Team members are assigned college-issued two-way radios so they may monitor college communications networks and notify Campus Police or college administration of vital information.

The College conducted the following crisis drills in 2025:

- **Active Assailant Training and Exercise for ST@CC Program,** October 2025
- **Active Assailant Drill,** August 2025

SECTION V:
Sexual Misconduct and Non-Discrimination Policy and Procedures

Introduction

Members of the Carroll Community College community, guests and visitors have the right to be free from all forms of sex-based discrimination, which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Sexual Misconduct is a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972, 2020 Title IX Regulations (34 C.F.R. Part 106) and Title VII of the Civil Rights Act. Some forms of possible Sexual Misconduct violate the laws of the State of Maryland, including sexual orientation or gender identification. This Policy applies to the extent permitted by applicable law.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Overview of Policy Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation.

Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “No.”

Overview of Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor, and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, staff-staff) are strongly discouraged.

Romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor and will

likely result in the necessity to change the employee or the supervisory or evaluative responsibilities or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. While no relationships are strictly prohibited by this policy, failure to self-report such relationships to a supervisor as required may result in disciplinary action for an employee.

Any incidents of potential sexual misconduct should be reported by students; faculty and staff are required to report. Incidents are to be reported to the Title IX Coordinator following the Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures found later in this document.

In initial College investigations, legal terms like "guilt," and "innocence" are not used. The College never assumes a student, faculty, or staff member is in violation of college policy. College investigations are conducted to consider the totality of all evidence available from all relevant sources. When a complaint of sexual misconduct is made the College will use a preponderance-of-the-evidence (i.e., more likely than not) standard in any proceedings, including any fact-finding, investigation, and decision-making unless a relevant statute or rule requires a different evidentiary standard.

Emergency Removal, Administrative Leave and Supportive Measures

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual harassment to protect student, faculty, and staff rights and personal safety. This may include emergency removal of a respondent if it is determined that there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, in which case the respondent will have an opportunity to appeal the emergency removal decision by submitting an appeal in writing to the Appeals Officer. The Title IX coordinator can provide information related to the appeals process.

In addition, a non-student employee respondent may be placed on administrative leave during the investigation and grievance process.

Supportive measures are "individualized services" reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. Supportive measures may be provided to both complainant and respondent before or after the filing of a formal complaint, or where no formal complaint has been filed. Such measures may include but are not limited to, class or schedule changes, leaves of absence, increased security and monitoring of certain areas of the campus, and the imposition of a "No Contact" order to both parties. The College will consider the concerns and rights of both the complainant and the respondent and will make every effort to avoid depriving any student of their education. Consideration of supportive measures will be made available to both parties. Determination of supportive measures will be made based on the information available at the time of consideration.

Rights and Responsibilities

The College will provide notice of grievance procedures, including rights and how to file a complaint to students, and employees.

The College will designate and follow a reasonably prompt time frame for major stages of the grievance process.

The College will ensure an adequate, reliable and impartial investigation of complaints, including the opportunity to present witnesses and other evidence.

The College will take steps to prevent the recurrence of sexual misconduct and to remedy its discriminatory effects, as appropriate.

The College will ensure institutional interests do not interfere with the impartiality of the grievance process.

Rights afforded to the parties will be on equal terms in all matters during the investigation, supportive measures, decision making, and resolution.

Prohibited Conduct:
This provides definitions and guidance about important protections related to:

1. Sexual Harassment
2. Sexual Assault, Dating Violence, Domestic Violence, and Stalking
3. Retaliation

Definitions:

Sexual Harassment
Sexual Harassment includes conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct that a reasonable person would consider to be so severe, pervasive, and/or objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.
- Sexual assault, dating violence, domestic violence, or stalking as defined in this policy.

Sexual Assault
Any sexual act directed against another person, without consent, including instances where the victim is incapable of giving consent. Sexual Assault includes Rape, Statutory Rape, Criminal Sexual Contact (formerly Fondling), and Incest as defined below:

- **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, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent.
- **Statutory Rape-** Generally, this involves sex with a minor by a person 4 years or more older, or by a person in a position of authority.
- **Criminal Sexual Contact (formerly Fondling)** - The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

Consent:

Consent must be clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of so-called date rape drugs. Possession, use and/or distribution of any of these substances, including, but not limited, to flunitrazepam (Rohypnol), ketamine, gamma-hydroxybutyric acid (GHB), gamma-butyrolactone (GBL), burundanga (scopolamine), etc. is prohibited, and administering one of these drugs to another student, faculty or staff member is a violation of College policy. More information on these drugs can be found from the Office on Women's Health in the U.S. Department of Health & Human Services.

A responding party's use of alcohol or other drugs is not a mitigating factor.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Force:

- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").
- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point likely is coercive.
- There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant, and the existence of such a relationship shall be determined based on the complainant's statements, with consideration of length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.

Domestic Violence

Violence committed by:

- a current or former spouse or intimate partner of the complainant;
- a person with whom the complainant shares a child in common;
- a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner;
- a person similarly situated to a spouse of the complainant; or
- any other person against a complainant who is protected from those acts under the domestic or family violence laws of Maryland.
- Domestic violence can be a single act or a pattern of behavior.

Stalking

Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the

person's safety or the safety of others; or suffer substantial emotional distress. The 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. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Stalking includes unwanted, intrusive, or frightening communications by phone, mail, texting, social media, and email.

Retaliation

Any adverse employment educational action, or other interference with programs taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual harassment. Retaliation will not be tolerated.

Sanction Statement

The purpose of sanctioning is to decide how best to enforce the College's Sexual Misconduct Policy. Sanctions will represent a proportionate response to the violation.

Any student, faculty, or staff member found responsible for violating the College's Sexual Misconduct Policy will receive a sanction ranging from warning to expulsion or termination of employment, depending on the severity of the incident, and considering any previous violations.

The College reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The College will not deviate from the range of recommended sanctions unless compelling justification exists to do so.

Non-Confidential Reporting

All staff and faculty of Carroll Community College, with the exception of the College Ombuds, are responsible reporters who must report any information relating to sexual misconduct.

You are encouraged to speak to officials of the College to make formal reports of incidents of sexual misconduct. Notice to them is official notice to the College. You have the right and can expect to have reported incidents treated seriously by the College when formally reported and to have those incidents investigated and properly resolved through the grievance procedures.

You also have the right not to file a formal complaint. All reports of sexual misconduct will be treated as serious, regardless of whether the reporting party files a formal complaint or not. A formal complaint is a written document signed by a complainant or the Title IX Coordinator alleging sexual misconduct against a respondent about conduct within its education program or activity requesting initiation of the school's grievance procedures. When a formal complaint is filed, the College will complete an investigation, and a live-recorded hearing with a panel of Hearing Officers to determine if any policy violations have occurred. When a hearing becomes appropriate, involved persons will be advised of the rules and their rights concerning appearances, presentation, and burdens of proof. If a complainant elects not to file a formal complaint, the College will respond by offering supportive measures and weigh any request not to proceed with an investigation against the College's obligation to provide a safe and non-discriminatory environment for all members of the campus community.

To Report Confidentially

If a person wishes to speak with someone confidentially, they may contact the College Ombuds or an off-campus crisis centers, licensed health and mental health care providers, licensed counselors, or members of the clergy to determine under what circumstances such individuals are able to maintain confidentiality. When uncertain of someone's ability to maintain privacy, ask before speaking with them. The following organizations provide confidential support.

The following organizations are available to provide confidential support:

- College Ombuds (Clyde Johnson – 410-386-8189
- **Carroll County Domestic Violence Hotline** – 443-865-8031
- **CARE Healing Center** –Website: Care Healing Center

  24-hour helpline: 410-857-7322 Phone: 410-857-0900 V/TTY
  Address: 224 N. Center St, #102, Westminster, MD 21157
- **Maryland Coalition Against Sexual Assault (MCASA)** – Website: MCASA
- **Carroll Hospital Center**, 200 Memorial Avenue, Westminster, MD 21157
  Phone: 410-386-3000; TTY: 410-386-7186
- **Adult Sexual Assault Forensic Examiner (S.A.F.E.) Program**
  Website: Lifebridge Health Adult Safe Program Phone: 410-871-6655

Limited Amnesty for Students who Report Sexual Misconduct

In an effort for Carroll Community College to encourage reporting of alleged sexual misconduct, relationship violence, and stalking violations, neither complainant nor witnesses will face discipline for action under the College's Standards of Student Conduct because they personally engaged in the unlawful or prohibited use of alcohol or drugs during the incident when the alleged violation occurred. Amnesty is a limited opportunity given to complainants and witnesses who in good faith come forward and report allegations of sexual misconduct. The College does not want the fear of receiving disciplinary action and/or a disciplinary sanction to prevent a student from reporting an incident of sexual misconduct. Amnesty does not extend to a person who violates this Sexual Misconduct Policy. Please note that amnesty applies only to the personal use of alcohol or drugs and does not extend to other potential violations of the Standards of Student Conduct that may have been committed, even if the student may have been under the influence of alcohol or drugs at the time the alleged violations were committed.

This policy prohibits the imposition of a campus conduct action, except for a mandatory intervention for substance abuse, for a violation of the alcohol or drug use policies of the College by a student who reports to the College or a law enforcement officer an incidence of sexual assault or who participates in an investigation and/or live recorded hearing of a sexual assault as a witness if:

- The College determines the violation occurred during or near the time of the alleged sexual assault;
- The student is determined to have made the report of sexual assault or is participating in an investigation and/or as a witness in good faith; and
- the College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

The severity of the infraction will determine the nature of the College's response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

Timely Warning Reporting Obligations

College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Bystander Intervention

Important to the prevention and intervention of sexual misconduct at Carroll Community College is the response of individuals who are bystander observers or witnesses to the sexual misconduct. Individuals who observe or witness any misconduct, while not directly involved, have the choice to act by intervening directly, e.g., asking if the person perceived to be in trouble is okay or initiating action (verbal or nonverbal) to attempt to stop the offender, dialing 911 to contact law enforcement, dialing 8123 on campus to reach campus police, and/or contacting other persons of authority at the College. Help protect your friends and colleagues by intervening as appropriate for the situation. If you observe or witness sexual or other misconduct, please say something. If you believe that it is not safe for you to directly intervene in a situation, at a minimum, immediately dial 911, 8123 on campus, or contact the appropriate College authorities. All Carroll Community College students and employees are expected to be aware of and abide by the College security procedures and practices in this document and the College encourages students and employees to be responsible for their own safety and the safety of others.

Campus Resources:

- **Campus Police:** Carroll Community College; Campus Phone Ex 8123; 410-386-8123
- **College Ombuds**: Clyde Johnson, 410-386-8189
- **Title IX Coordinator**: Robert Brown, Senior Director of Institutional Integrity, Compliance, and Accreditation 410-386-8224 -Email: titleix@carrollcc.edu; office: A117
- **Title IX Deputy Coordinator**: Monica Wojtanowski, Senior Director of Human Resources, 410-386-8039; office: A138

Counseling Resources/Off campus resources:

- **Carroll County Domestic Violence Hotline:** 443-865-8031
- **CARE Healing Center -** Website: Care Healing Center
  Hotline: 410-857-7322 Phone: 410-857-0900 V/TTY
  Address: 224 N. Center Street #102, Westminster, MD
- **Maryland Coalition Against Sexual Assault (MCASA)**
  Website: MCASA
- **Carroll County Sheriff Office,** 100 North Court Street, Westminster, MD
  Emergency: 911 ● Phone: 410-386-2900
- **Maryland State Police** –Barrack G –1100 Baltimore Blvd., Westminster, MD
  Phone: 410-386-3000
- **Adult Sexual Assault Forensic Examiner (S.A.F.E.) Program**
  Website: Lifebridge Health Adult Safe Program Phone: 410-871-6655
- **Carroll Hospital Center**, 200 Memorial Avenue, Westminster, MD
  Phone: 410-386-3000; TTY: 410-386-7186

Commonly Asked Questions and Answers

Here are some of the most asked questions regarding Carroll Community College's sexual misconduct policy and procedures.

Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct will be respected as much as possible. Still, the College has an obligation to fully investigate allegations of sexual misconduct. The College will consider the need to maintain privacy of individuals involved and weigh it against the College's obligation to provide a safe and non-discriminatory environment for all members of the campus community. Where privacy is not strictly kept, it will be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted.
Violations of the privacy of the complainant or the respondent may lead to disciplinary action by the College. The complainant has the right to file criminal charges through the assistance of the Carroll County Sheriff's Office. The complainant has the right to seek and receive trauma-informed service through outside resources, and to be assured of cooperation by the College to improve the overall response to sexual assault by the College.

All parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the complainant or respondent.

Certain College administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the College, appropriate vice president (s), Chief of Campus Police). If there is a report of an act of alleged sexual misconduct to a Title IX Coordinator or Chief of Police of the College and there is evidence that a felony has occurred, local police will be notified. This does not, however, mean that charges will be automatically filed or that a complainant must speak with the police. The College also will statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

No, not unless you tell them, or sign a FERPA waiver that allows them access. Whether you are the complainant or the respondent, the College's primary relationship is with the student and not the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if the complainant or the respondent has signed the permission form to release information to parents, which allows such communication.

When I name a person in a complaint, will that person know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense, and the respondent has the right to know the identity of the complainant/alleged victim. If there is an investigation requiring both parties, the College will advise the complainant and the respondent of the rules and their rights.

Do I have to name the respondent?

Yes, in order for disciplinary action to be taken against the alleged respondent. No, if you choose to respond informally and do not file a formal complaint (but you should consult the Non-Confidential Reporting section of the policy above to better understand the College's legal obligations depending on what information you share with different College officials). Complainants should be aware that not identifying the respondent might limit the institution's ability to respond comprehensively.

What do I do if I am named in a sexual misconduct complaint?

DO NOT contact the alleged complainant. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor. You may also contact the Title IX Coordinator, Robert Brown (410-386-8224), or Deputy Title IX Coordinator, Lisa Kuhn (410-386-8032), who can explain the College's procedures for addressing sexual misconduct complaints. You may also want to seek other community assistance.

What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person as soon as possible, though evidence can often be obtained from towels, sheets, clothes, etc. for longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Carroll Hospital Center Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; the Emergency Room will refer you). A College staff member from Campus Police or from Student Affairs can also accompany you to the Hospital and law enforcement or Campus Police can provide transportation. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate her or him to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

Once involved, the hospital staff will collect evidence, check for injuries, or arrange for medical care, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and that person can accompany you through the exam, if you want.

Do not disturb the scene of the reported incident — leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will a complainant be sanctioned when reporting a sexual misconduct policy violation if they have illegally used drugs or alcohol?

Generally, no, the Limited Amnesty for Students who Report Sexual Misconduct section earlier in this policy explains.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?

It may be factor in a decision. The use of alcohol and/or drugs by either party ordinarily will not diminish the respondent's responsibility. Alcohol and/or drug use is likely to affect memory and, therefore, may affect available evidence.

Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the Title IX Coordinator, or Campus Police. If requested, the Campus Police will assist in contacting local law enforcement authorities.

What counseling or referral services are available?

The College offers counseling referrals from a number of county and state organizations, including mental health services and the nearest State designated rape crisis program. See the resource list in this Policy for a comprehensive list of available resources.

Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures

Members of the Carroll Community College community, guests, and visitors have the right to be free from all forms of sexual misconduct and discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Sex-based discrimination includes protection for sexual orientation, gender identity, parental status, pregnancy and related conditions, such as lactation.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy sexual misconduct. When an allegation of misconduct is brought to a Title IX Coordinator's attention, and a respondent is found to have

violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. All Respondents have the presumption of not responsible for policy violation until the hearing officers reach a determination.

Reporting, Investigation and Decision

All College faculty and staff, with the exception of the College Ombuds, are required to report sexual misconduct to the Title IX Coordinator: Robert Brown (410) 386-8224.

Before discussing an incident with a complainant, all faculty or staff members must inform the complainant of staff responsibility to report the incident to the Title IX Coordinator. The College will provide information to the complainant about the counseling resources listed in this policy. The College will inform the complainant of the opportunity to make a report of the incident to the Campus Police and to local law enforcement if they would like to do so. Victims have the right to file criminal charges with local law enforcement. The Title IX Coordinator and Campus Police may assist the individual in making a report to the College and to local law enforcement.

The Title IX Coordinator, after having an incident reported to them, will determine whether the grievance process applies and, depending on the nature of the incident, the necessity of informing Campus Police and local law enforcement.

Supportive measures, provided before or after a formal complaint is filed, or when no complaint is filed, may include but are not limited to the following:

- Campus Police can offer personal escorts at any time, reserve a parking space near classroom buildings, coordinate with local law enforcement for safety checks off campus, and provide internal emergency phone contact numbers.
- The Title IX Coordinator may immediately offer alternate course sections for the complainant and/or the respondent, issue a no-contact order to both the complainant and/or respondent, and/or offer other supportive measures. The Title IX Coordinator will make every effort to minimize interruption to educational access for both parties.

If a respondent is removed from campus based on a determination that the respondent is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, the respondent will have an opportunity to submit a written appeal of the emergency removal decision to the Title IX Coordinator at: titleix@carrollcc.edu, Office A117, within 10 days of the date that notice of the emergency removal is provided. The appeal will be reviewed and decided by an individual who is trained to serve as an Appeals Officer.

Informal Resolution Process

An informal resolution process may be utilized that is mutually voluntary and does not involve a full investigation and adjudication. The complainant may request an informal resolution. The College will participate in the informal resolution by providing trained staff to conduct the meetings. An informal resolution is permissible if:

- The complainant requests an informal mechanism.
- All parties voluntarily agree, and provide written consent, to engage in informal resolution.
- Parties have received a full disclosure of the allegations.
- Parties have received a full disclosure of their resolution options.
- Either the complainant or respondent can end the informal process at any time in favor of a formal resolution proceeding.
- The alleged misconduct does not involve sexual assault (non- consensual sexual intercourse or contact) or sexual coercion.
- The allegations do not involve sexual harassment or misconduct by an employee against a student.
- The College determines the complaint is appropriate for informal resolution.

Attorneys, Non-Attorney Advisors, and Personal Supporters

Both the complainant and the respondent are permitted to be accompanied by a personal supporter of choice, a licensed attorney, an advocate supervised by an attorney, or an advisor/advocate during any interview, meeting, or disciplinary proceeding under the formal investigation process described in this Policy. No more than two persons may accompany the involved party, including a personal supporter, an attorney, or a non-attorney advocate. During the Live recorded hearing in front of the Hearing Officers, an advisor of the complainant's choice and respondent's choice, who may or not be an attorney or non-attorney advocate, will be allowed to cross question all parties and witnesses. The chosen advisors may ask questions after the Hearing Officers have questioned of all parties and witnesses involved in the formal complaint. Attorneys and non-attorney advocates are not direct participants in the investigation process occurring prior to the Live recorded hearing. Their role is to attend proceedings, consult privately with the involved party and/or assist with exercise of rights. Complainants or respondents who do not have a chosen advisor will be appointed a trained advisor by the College, if they so choose.

Paid Legal Representation for Students

In accordance with Maryland law, and subject to funding, any current or former student who makes a complaint or responds to a complaint on which a formal Title IX investigation is initiated, and who was enrolled as a student at Carroll Community College at the time of the incident giving rise to the complaint, is authorized to access counsel paid for by the State for attendance at interviews, meetings and/or disciplinary proceedings, in accordance with applicable law and regulations. Students may select an attorney from available resources provided by the Maryland Higher Education Commission (Commission), located at Title IX Campus Sexual Assault Proceedings or may select an independent attorney, in which case students should speak with their counsel and/or the Commission to access payment of reasonable attorney's fees by the State equivalent to those paid under civil legal services programs administered by the Maryland Legal Services Corporation. The Commission is not required to pay a student's attorney's fees for representation in a criminal or civil matter.

Students may select and retain an attorney prior to conclusion of the formal Title IX proceedings. Students will not be discouraged from retaining an attorney.

Investigations, Decisions, and Sanctions

- If it is determined by the Title IX Coordinator that a complaint alleges conduct that: (1) did not occur against a person in the United States; (2) would not constitute sexual harassment, within the meaning of Title IX, or Maryland law, even if proven; or (3) did not occur in a College education program or activity, within the meaning of Title IX, then the complaint will be dismissed for purposes of Title IX only, with written notice provided to the complainant and respondent. Nothing, however, precludes the College from addressing conduct that is outside the scope of Title IX, under other applicable policy or procedures, including the College's Equal Employment Opportunity Complaint Procedure or Disciplinary Action Policy (for employees), or the College's Integrity Council Hearing Process. If a complaint is dismissed because the allegations are outside the scope of Title IX, the College will determine whether the complaint alleges conduct that is covered by other College policy and will then decide the appropriate College procedure for any further investigation and resolution. The Title IX Coordinator will be free from conflicts of interest or bias for or against complainants or respondents.
- When a decision is made to investigate an incident, appropriate parties will be provided details regarding hearings, presentation of evidence, and burdens of proof. The Notice of Investigation will include sufficient details including the identity of the parties involved, specific policies allegedly violated, the precise misconduct alleged, and the date and location of the alleged incident.
- The College will provide for a prompt, impartial and equitable resolution of complaints of sex discrimination, including sexual misconduct. The College will ensure an adequate, reliable, and impartial investigation of complaints, including the opportunity to present witnesses and other

evidence.

- If warranted, the Title IX Coordinator will remain available to both complainant and respondent to investigate the case, initiate initial supportive measures, inform all parties in writing regarding the initiation of investigation and supportive measures and designate a team of two trained Title IX College investigators to investigate in tandem as neutral parties.

- Involved parties have the right to the following:
    - Access case files and evidence regarding the incident with personally identifiable information redacted;
    - Opportunity to provide testimony to the Hearing Officers during live recorded hearing;
    - Opportunity to submit evidence, witness lists and suggested questions to be posed to the other involved party by their advisors during live recorded hearing;
    - Opportunity to provide testimony via other means that does not require physical presence with the other involved party;
    - Opportunity to review and provide written responses to reports and proposed findings.

- The Title IX Coordinator will provide both parties with written notice of any meetings and interviews with sufficient time to prepare for meaningful participation.

- The College will provide the complainant, the respondent, and appropriate officials with timely and equal access to any information that will be used during the informal or formal disciplinary meetings.

- Trained investigator(s) will analyze and document the available evidence to support reliable decisions; objectively evaluate the credibility of parties and witnesses; synthesize all available evidence, including both inculpatory and exculpatory evidence; and take into account the unique and complex circumstances of each case.

- The investigator(s) will be free from conflicts of interest or bias for or against complainants or respondents.

The Title IX Coordinator will inform all parties in writing of the progress of the investigation.

- Following their investigation, the investigator(s) will provide the report to the Title IX Coordinator for review. The Title IX Coordinator will arrange an opportunity for each party to review the report. The complainant and respondent will each be provided ten (10) business days, from the date the report is available for review, to submit to the Title IX Coordinator a written response to the report. The Title IX Coordinator may make adjustments to the report based on the responses received and will provide a final review of the report to the complainant and respondent on or before ten (10) business days prior to any scheduled hearing.

- If it is determined that the complaint should proceed under the College's Sexual Misconduct Policy grievance procedure, The Title IX Coordinator will then forward the report, evidence, and any written responses to the trained Hearing Officers. Prior to the live recorded Hearing with the Hearing Officers, the Title IX Coordinator will confirm the complainant and respondent have advisors to cross question parties involved. If either the complainant or respondent do not have an advisor available, the College will assign a trained advisor for cross-questioning during the live

hearing. If an advisor is refused or unavailable, the live hearing will not proceed and may need to be rescheduled.

- Three (3) trained Hearing Officers will host a live-recorded hearing where all involved parties, complainant, respondent, and witnesses will be questioned in regard to the complaint and investigation. The Hearing Officers will question all parties first. This will be followed by the cross questioning by the complainant's advisor and then the respondent's advisor. The complainant and the respondent will not directly cross-examine each other during the hearing. After all questioning is complete, the Hearing Officers will make a determination of responsibility. To reach a finding of responsible, the evidentiary standard of a preponderance of the evidence will be used unless by rule or statue another evidentiary standard is required. This standard is the same standard of evidence used to evaluate any other administrative, academic, or disciplinary violation at the College.

- The Hearing Officers will determine whether sexual harassment or other gender-based (within applicable law) or sexual misconduct has occurred, using a preponderance of the evidence standard, unless a different standard is required by statute or governing regulation. The Hearing Officers will inform all parties in writing of the decision and sanctions.

- The Hearing Officers will be individuals who are trained employees of the College/Recipient. Three (3) Hearing Officers will be hosting the live, recorded hearing for cross-examination of all parties involved and will make a determination of any policy violation. Hearing Officers will be free from conflicts of interest or bias for or against complainants or respondents.
- The complainant or the respondent may accept the decision and sanctions of the Hearing Officers or appeal the decision or sanctions in writing. See below, Appeal of Hearing Officers' Decision and Sanctions.

- To achieve a balanced and fair process for resolving complaints of sexual harassment and misconduct, the following considerations will be afforded to both parties:

    - During the investigation, the parties will not cross-question each other. Cross-questioning will occur during the Live Recorded Hearing by the parties' chosen advisors after the Hearing Officers have had an opportunity to ask questions.

    - No questions or evidence will be permitted about sexual history except for that between the parties, or to prove that someone other than the respondent committed the conduct alleged by the complainant.

    - This policy prohibits consideration of evidence about an involved party's mental health unless the party has given consent.

    - All proceedings will be concluded in a timely manner after the initial notice of the complaint.

    - All parties will be afforded the same opportunity to present witnesses and evidence.

    - Adjudication of a complaint by the College will not be delayed because of concurrent criminalor civil investigation or action.

    - Supportive measures, such as course schedule adjustments, academic and/or mental health support, escort services, etc., will be provided to the complainant and the respondent as necessary.

- Parties are permitted to be accompanied by a personal supporter and/or an attorney or non-attorney advocate in accordance with College policy.
- A "preponderance of evidence" will be the evidentiary standard used to determine a finding of responsible unless a different standard is required by statute or governing regulation.
- Both parties will be notified, in writing, about the outcome of both the complaint and any appeal.
- An appeal of the findings will be available to both the complainant and the respondent.

Appeal Of Decisions or Dismissal of Formal Complaint

Complainants or respondents who wish to appeal the decision of a formal investigation must submit their appeal in writing within 14 business days of receipt of the decision. Appeals are filed with the Title IX Coordinator at titleix@carrollcc.edu or at 410-386-8224. The complainant and respondent are each entitled to one appeal."

Appeals are limited to the following reasons and may not be pursued on any other bases:

Procedural irregularity that affected the outcome of the matter;

New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

The decision was arbitrary and capricious

The Appeal Officer will not be the same person as the Hearing Officers that reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator. The Appeal Officer will review all information and make a final determination. The Appeal Officer will be free from conflicts of interest or bias for or against complainants or respondents.

The decision and sanctions determined by the Appeal Officer will be final and all parties will be informed.

Pregnant and Parenting Students Protections

Carroll Community College will treat pregnancy, childbirth, false pregnancy, termination of pregnancy, recovery from pregnancy, and related medical conditions in the same manner and under the same policies as any other temporary disability. As with all temporary disabilities, the College may request a physician's note or other documentation only if the same requirement is imposed on all other students with conditions requiring doctor's care. Carroll Community College will excuse a student's absences for as long as the student's doctor deems the absences medically necessary. When a student returns to school, the student will be allowed to return to the same academic and extracurricular status as before the medical leave began. The Senior Director of Institutional Integrity, Compliance, and Accreditation or the Office of Disability Support staff have the authority to determine that an accommodation is necessary and appropriate and to inform faculty members of the need to adjust academic parameters accordingly.

There is a private lactation room in the A building (A-221) for those who would like a private space to pump that is safe and secure. Students and employees seeking access may do so in the Office of Student Engagement (A-118). If the office is closed, contact Campus Police for access. If there are any concerns, please reach out to Rob Brown, Senior Director of Institutional Integrity, Compliance, and Accreditation (rbrown@carrollcc.edu, 410-386-8224, office A-117) for assistance.

Applicability and Modifications to this Policy and related Procedures: These policies and procedures are implemented on an interim basis. The College follows all relevant federal, state, and local laws along with requirements of its accrediting agencies. The College reserves the right to make modifications to the policies and procedures for reasons, including but not limited to, if any court strikes any portions of the 2020 Title IX Regulations (34 C.F.R. Part 106) or any administrative agency orders them suspended or withdrawn. Changes to federal or Maryland law could also necessitate changes to this policy or procedure.

SECTION VI:
Campus Crime Statistics

This report contains categories of crime statistics for the main campus and non-campus properties, which have been reported to Campus Police, 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. Crime statistics are requested from the police records of the Carroll County Sheriff's Office, the Maryland State Police (Westminster Barrack), the Westminster City Police, and McDaniel College Campus Safety. Campus Police also requests crime statistics from jurisdictions where college faculty, staff or students stay for authorized travel for more than one night. 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.

Reports are classified as either On-Campus, Off-Campus Buildings, Public Property, or Non-Campus locations. Any report that is included in the statistics below will be designated as one of the four classifications listed.

Unfounded Reports

In some cases, according to the Memorandum of Understanding with the Carroll County Sheriff's Office (CCSO), reports of serious crimes are classified as UNFOUNDED by the CCSO. This classification is only made by the CCSO after an extensive investigation, in which the investigator concludes that the crime or incident reported did not occur.

The reporting person does not have to be charged with making a false report for the incident to be classified as unfounded.

Statistics by Campus

Statistics are collected from law enforcement agencies that have jurisdiction over the main campus, off-campus and non-campus locations, as well as internal College departments that are involved with Title IX, Student Conduct or Human Resources.

In 2023, there was one reportable crime received from the Carroll County Sheriff's Office on campus while the campus was closed. No reportable crimes were received for off-campus or non-campus locations involved with college authorized travel.

Main Campus: 1601 Washington Road

(No off-campus or public property incidents were reported at this on-campus location in 2025)

Offenses	2023	2024	2025
Murder/ Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1*	0	1
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes Offenses (Hate crimes include all 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) – None were reported in 2025.	**2023**	**2024**	**2025**

Murder/ Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
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—Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	1	0	0
VAWA Offenses	-	-	-
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	2	0
Arrests and Referrals for Disciplinary Action	-	-	-
Arrests on Campus—Liquor Law Violations	0	0	0
Arrests on Campus—Drug Law Violations	0	0	0
Offenses	**2023**	**2024**	**2025**
Arrests on Campus—Illegal Weapons Possession	0	0	1
Disciplinary Actions—Liquor Law Violations	0	0	1
Disciplinary Actions—Drug Law Violations	1**	1	1
Disciplinary Actions—Illegal Weapons Possession	0	0	0
Hazing	N/A	N/A	0
Total	**3**	**3**	**4**

Off-Campus Location: Multi-Service Center, 225 North Center Street, Westminster, MD 21157

(No on-campus, off-campus, or public property incidents were reported at this off-campus location in 2025)

Offenses	**2023**	**2024**	**2025**
Murder/ Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
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 Offenses *(Hate crimes include all 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) – None were reported in 2025*	**2023**	**2024**	**2025**
Murder/ Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
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—Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
VAWA Offenses	-	-	-
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests and Referrals for Disciplinary Action	-	-	-
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
Hazing	N/A	N/A	0
Total	**0**	**0**	**0**

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