

Carroll Community College

**Annual Security Report
January 2015 – June 2016**

**Prepared September 2016 by the
Office of Public Safety and Security**

Carroll Community College
Office of Public Safety and Security

Mission Statement

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

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

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Section I

Office of Public Safety and Security Introduction

Office of Public Safety and Security

The Office of Public Safety and Security is staffed by highly trained personnel. The office consists of full-time and part-time security officers who are sworn Special Police Officers, as well as several part-time security officers. All sworn Special Police Officers have successfully completed a certified law enforcement academy and have satisfied the requirements to be state-appointed as Special Police Officers. They are sworn in through the jurisdictional circuit court and are empowered to enforce all state and local laws on campus properties. Through a Use of Force policy and Maryland State Police licensing authority, Special Police Officers have full authority to arrest and carry firearms. Special Police Officers have authority to issue criminal and civil citations. Non-Special Police Officers act as a first responder in emergency and security situations and duties include but are not limited to: monitoring persons entering and exiting campus, patrolling the buildings and grounds, enforcing college regulations, and assisting other members of the security force with the above responsibilities.

Officers have received Federal Emergency Management Administration (FEMA) Emergency Management Institute ISO-00100b, Introduction to Incident Command System (ICS-100) and IS-00200.b, ICS for Single Resources and Initial Action Incident (ICS-200) training, and many officers have participated in additional FEMA training classes. Officers have received Lethality Assessment Program training which allows officers to identify, screen, and refer potential victims of domestic violence. Officers participate in both Sexual Trauma Advocate and Resource (STAR) training and Maryland Coalition Against Sexual Assault (MCASA) training to build skills in helping victims of sexual violence. Officers are certified in first aid/CPR/AED and the administration of Nasal Naloxone. All can provide quick medical attention on campus whenever needed. Officers are also certified in Rapid Psychological First Aid to provide initial help to people experiencing mental health problems such as depression, anxiety disorders, psychosis and substance use disorders.

Officers investigate all crimes and incidents for proper resolution. Officers staff security stations at various buildings, monitor cameras, and regularly patrol the buildings and check stairwells. Officers also provide routine vehicle and foot patrols of parking areas and grounds for crime prevention purposes, enforce parking regulations and issue parking violations, and provide escort service for people to their vehicles when required or requested.

Campus Access and Campus Maintenance

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

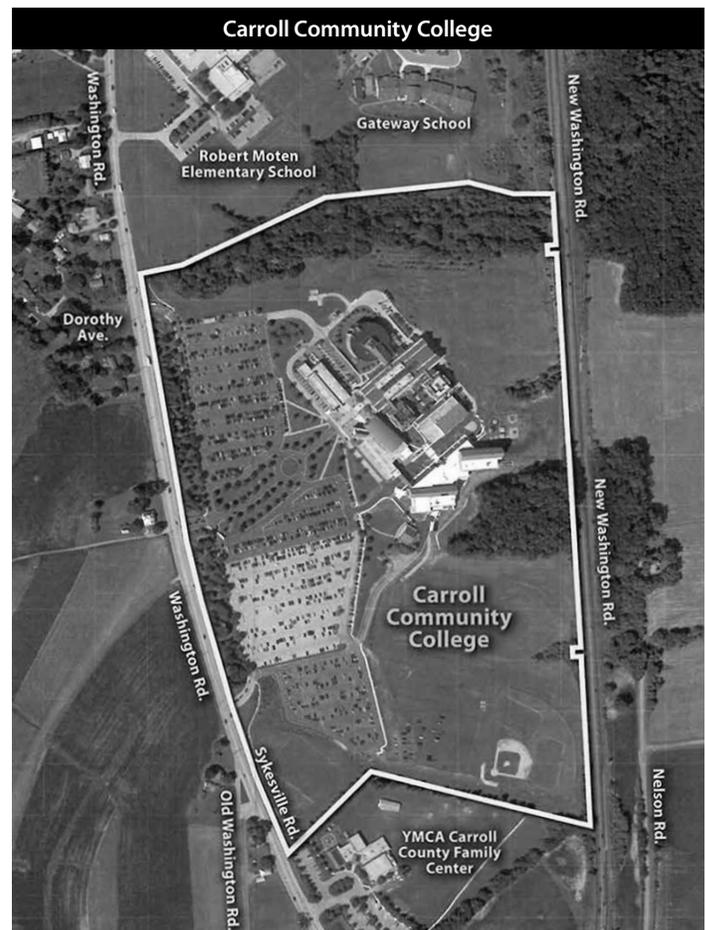
All buildings are opened by campus security officers and secured/locked by campus security officers, in accordance with scheduled classes and activities in the buildings. On Sunday the college is closed unless there is a planned special event or class. In these cases the doors nearest that event are opened 1/2 hour prior to the scheduled starting time and secured 1/2 hour after the event. During these special events, the only doors open are those needed to provide access to the event and emergency fire exits. Unauthorized people are not allowed in the building during closed hours. It is the policy of Carroll Community College to have an advisor

present at all student organization events (on or off campus). The advisor is responsible to report all criminal activity to the local law enforcement in that jurisdiction, as well as the Carroll Community College Office of Public Safety and Security, by the next working day.

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

Carroll Community College maintains campus facilities in a manner that minimizes hazardous conditions. Campus facilities, exterior buildings, walkways, landscaping, and exterior grounds are maintained by employees of Carroll County Government and employees of the college. 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 college Office of Facilities Management at 410-386-8492.

Blue Light Emergency Call Boxes on campus are checked weekly by Public Safety Officers and maintenance issues are addressed by the college's Office of Information Technology. Interior stairwell checks are performed daily by Public Safety Officers. Public Safety Officers patrol the campus routinely and report any maintenance concerns to the college Office of Facilities Management.



Area of Carroll Community College campus police jurisdiction is designated at and within white-colored boundary.

Section II Awareness, Educational Programs, and Training (2015 – 2016)

Carroll Community College is dedicated to offering programs, awareness programs, prevention and awareness campaigns, and training to the college community as well as continuing to strive to make the college a safer place. Awareness of crime, crime prevention, sexual offenses and prevention of sexual assault are topics of continued focus. This report encompasses many programs which occurred during 2016 because they were initiated in 2015 and brought to fruition in 2016.

The college reorganized, effective July 1, 2015, to create a new Office of Compliance and Integrity. A Chief Compliance and Integrity Officer/ Title IX Coordinator was appointed to lead this newly created office. The Director of Human Resources position was expanded to include the additional title of Deputy Title IX Coordinator. Both positions are responsible for administering the *Gender-Based and Sexual Misconduct Policy and Gender-Based and Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures*. The policy was adopted on July 2, 2015; and the policy is included, in its entirety, in Section V of the Annual Security Report. The entire campus to include students, faculty, and staff are continuously being educated with respect to the policy in keeping with Federal and State laws, regulations, and guidelines.

College leaders collaborate to plan, implement, and evaluate initiatives related to programs, awareness programs, and campaigns which the college is currently or will be offering college-wide to comply with laws and to promote what is being done to make the college a safer place. Special emphasis in this section is also provided to spotlight programs offered by the college to the college community which target prevention of dating violence, domestic violence, sexual assault, and stalking; and programs to prevent discrimination, hate crimes, and drug and alcohol abuse. It is important to share with readers specific contributions made by college departments and offices in providing and participating in awareness and training programs.

Office of Public Safety and Security

The Office of Public Safety and Security provides safety and emergency preparedness information to the college community through multiple mediums. **Pre-semester new faculty orientation events** and **college-**



Special Police Officer Jessup assisting students while they sign-up for e2Campus, during a 2015 New Student Orientation.

wide meetings for staff and faculty members serve as an opportunity for the Chief of Public Safety and Security to provide guidance on safety and security 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, domestic violence, child abuse, and direction on how the college community can contact security. In addition, various safety/awareness and emergency preparedness brochures are distributed to faculty, staff, and students by the Office of

Public Safety and Security during new student orientations and faculty orientations. The college also provides news items and safety information through a space on **Blackboard**, a student instructional platform. Safety



Large banner promoting Emergency Notification and Incident Weather Alerts by signing up for e2Campus. This banner is in the A Building and visible from first and second levels.

and security information is posted in every college classroom and throughout the college. The college has an **emergency operations program**, in which emergency response team members and building monitors have been trained in safety issues on campus. Each year, emergency training, drills, and safety programs are provided on campus. During student orientations, faculty orientations, and college-wide meetings, the college community is given guidance on registering for e2Campus so that all can receive emergency notifications via phone alerts. The Office of Public Safety and Security strives to increase visibility and to outreach to the college community in new ways. In early

2016, the daily crime log was added to the college's website, available on the Public Safety and Security page, so that anyone can have quick access to this important information. Members of the Office of Public Safety and Security are frequently invited to present information during staff meetings and student organization meetings.

The Office of Public Safety and Security acknowledges that increasing awareness among the college community is important and is to be unceasing. Significant 2015 and 2016 additional initiatives and achievements of the Office of Public Safety and Security are highlighted:

- **RAPID (Reflective listening, Assessment of needs, Prioritization, Intervention, and Disposition) Psychological First Aid Training** was facilitated by the Johns Hopkins Preparedness and Emergency Response Learning Center and held locally, on January 15, 2015, at the Carroll County Health Department. This training allowed four (4) college officers to gain skills and concepts associated with psychological first aid with emphasis on injuries and trauma beyond those physical in nature.
- **Mental Health First Aid USA Training** recently was a new training program offered to college-wide employees. This training was coordinated by the National Council for Community Behavioral Healthcare, the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health. During 2015, officers and staff of the Office of Public Safety and Security obtained certification in Mental Health First Aid USA training. The training was held at the college to help college employees to build skills in providing initial help to people experiencing mental health problems such as depression, anxiety disorders, psychosis and substance abuse use disorders.
- **Tornado Siren Training** – On July 23, 2015, officers participated in training to update their skills in utilizing the college's tornado siren alert technology. This training was facilitated in-house by the Director of the college's Office of Information Technology.
- **“What is trending in Carroll County, in addition to the Heroin Problem” Presentation** – during an October 2015 Office of Public Safety and Security staff meeting, a guest speaker brought drug awareness to college officers. The guest speaker, Tim Weber is the Drug Treatment & Education Liaison with the Carroll County State's Attorney's Office. Topics included information on the State's Attorney's current programs and resources, increasing drug use awareness, and treatment and prevention programs.

- **Crisis Intervention Team Training**, offered during the fall 2015, allowed two college officers to participate in a 40 hour comprehensive curriculum, held at the Carroll County Public Safety Training Center, providing public safety professionals with skills and resources to more effectively and safely interact with and assist individuals experiencing a mental health emergency.

- **Sexual Trauma Advocate & Resource (STAR) Training** was held November 13, 2015 at the college, to build skills in responding to and assisting victims of sexual violence.



Special Police Officer Jessup (left), Chief Wayne Livesay (center), and Officer Mark Tausen (right) as each officer poses with a Crisis Intervention Team Training Certificate.

Participants included college Title IX administrators, college special police officers and security officers, and other college staff members. STAR training provided an overview of Rape Crisis Intervention Service; rape culture, sexual assault trauma,

psychological First-Aid, how to handle disclosures, things to avoid during conversations, and provided an opportunity to practice conversations and act through example scenarios.

- **Memorandum of Understanding (MOU) for an Agreement between Family and Children's Services of Central Maryland, Inc. and the Carroll Community College Office of Public Safety and Security** was established (on January 11, 2016) and brought forth a formal collaboration to work together to provide dating violence, domestic violence and stalking violence services to adult victims specific to students, staff, faculty and visitors of the college. In conjunction with implementation of the MOU, the college implemented a Domestic Violence and Lethality Assessment Program – Maryland Model (LAP) Procedures which addresses domestic/dating violence and stalking. The LAP program is further discussed in the next bulleted item.

- **Domestic Violence and Lethality Assessment Program—Maryland Model (LAP) Procedures**—The college's Office of Public Safety and Security treats domestic violence incidents as serious criminal offenses. All such incidents focus on the protective rights of domestic violence victims and the arrest of domestic violence offenders. The establishment of the domestic violence MOU necessitated the establishment of official procedures for the college's domestic violence and Lethality Assessment Program – Maryland Model



Lethality Assessment Program Training held early in 2016.

(LAP). This Special Operating Procedure was signed into effect by the college's Chief of the Office of Public Safety and Security on January 14, 2016, with the purpose to establish procedures for the investigation and reporting of domestic violence and to establish protocol and implement the use of a LAP at domestic violence calls for service.

- **Domestic Violence and Lethality Assessment Program (LAP) Training** was held January 14, 2016 to follow the college's implementation of the, two-step, Maryland model of LAP which: 1) Identifies victims of domestic violence who are at the greatest risk of being killed, and 2) Encourages victims to utilize the services of a Domestic Violence Service Program. Officers and relevant college leaders and staff participated in LAP training. The Director of Communications, Media Relations and Employee Development disseminated news of this significant accomplishment through a press release to reach local and national media. The American Association of Community Colleges featured an article underscoring Carroll Community College's initiative and for being proactive in addressing domestic violence. The *Carroll County Times*, a local newspaper, featured a front-page article, titled "College bolsters violence strategy" which recognized Carroll Community College's establishment of a domestic violence MOU and for being the "first Maryland college to train staff in the use of a formal domestic violence risk assessment protocol [Lethality Assessment Program]."

- **Memorandum of Understanding (MOU) between the Rape Crisis Intervention Service of Carroll County (RCIS) and the Carroll Community College Office of Public Safety and Security**,



Signing of Memorandum of Understanding (MOU) between Family and Children's Services of Central Maryland, Inc. and the Carroll Community College Office of Public Safety and Security.

established (on January 14, 2016) a partnership for these two parties to work together to provide trauma-informed services to students, employees, and visitors of the college who are victims of sexual assault and to improve the overall response to sexual assault at the college's principal and branch locations.

Both parties agree to a mutual goal of preventing sexual assault on campus and in the community, and responding appropriately to students and employees who have been victimized.

- **Annual Drug and Violence Awareness Expo**—The Office of Public Safety and Security participated in an **annual local drug and violence awareness expo** during 2015 and 2016. The event, held in Westminster, was free to the public and covered all aspects of drugs, gangs, domestic violence, and sexual assaults including the effects on the Carroll County community and businesses. The expo included educational seminars, demonstrations, and various exhibitors.
- **Annual Substance Abuse Awareness Program**—During May 2016, the Office of Public Safety and Security participated in the Annual Substance Abuse Awareness Program held at the Carroll Arts Center in Westminster. It was a free community event, held in the evening, and many local organizations exhibited and provided information on substance abuse prevention. Following the event, a local free newspaper disseminated to all residents in the northern area of the County (Hampstead-Manchester area) featured a front page article titled "Security, Prevention and Community Relations at Carroll Community College". This post event article emphasized the college's Office of Public Safety and Security's role in bringing awareness and prevention to the college community.
- **New Student Orientation** events continue to be held prior to the start of fall and spring semesters. Public Safety and Security staff members participate and offer new students and their parents an opportunity to meet officers, to sign-up for e2Campus alerts, and to pick-up informational brochures on safety and security. Free items are given



Office of Public Safety and Security Awareness event display.



Officer Donald Conrad participated in Walk a Mile in Her Shoes® Event.

to individuals visiting Public Safety's booth (free items contain the college logo and the Public Safety emergency contact phone number).

- **Walk a Mile in Her Shoes** is a community walk where men give of their time to wear women's shoes and participate in the walk to stand up against sexual violence. The event is hosted annually by Rape Crisis Intervention Service of Carroll County in downtown Westminster, Maryland. During April, 2016, Special Police Officer Donald Conrad of the Office of Public Safety and Security participated in this important community event to increase awareness of sexual violence and to help raise funds for this essential community organization.
- **Safety and Emergency Preparedness Video**—The Chief of Public Safety and Security is teaming with colleagues to plan and create a safety and emergency preparedness video. The video, once developed, can be shown college-wide to students, faculty, and staff at the start of each semester. The video will also be made available on the college's website and on BlackBoard.

- **Association of Title IX Administrators (ATIXA)** is an organization highly recognized for offering superior Title IX training and certification courses for professional development. Carroll Community College promotes staff development and dedicates financial resources to allow for its Title IX administrators and staff to attend necessary training to meet the growing need for knowledgeable staff to lead and administer programs related to Title IX compliance. A list of ATIXA Title IX training is included as follows:

- **ATIXA (Association of Title IX Administrators) Training** was held at the College of Southern Maryland (April 21 – 23, 2016) and five college staff members attended this training.
- **ATIXA Training for Title IX Coordinators** was held in Denver, Colorado (June, 2016) and the Chief Compliance and Integrity Officer/Title IX Coordinator attended this comprehensive, four-level stage, training to build knowledge and skills related to Title IX through case studies and scenario dialogue.
- **Title IX Training for College Staff** – Additional Title IX staff training include:
 - Two college staff persons completed a **Title IX Coordinator Webinar** offered by TrainEd on October 14, 2015. The webinar covered: best practices for Title IX Coordinators, law, regulations, guidelines, and responsibilities for effective Title IX offices, Title IX Coordinators, and Deputy Coordinators.
 - **Tutor Title IX Training** involved two sessions (January 7 and January 8, 2016), and there were 15 college attendees at each session; with a combined total of 30 college staff participating in this training. The college's Title IX coordinator met with all professional tutors hired by the college's Academic Center to present: the Title IX requirements, reporting procedure, being a responsible employee, and how to work with students who may confide in them as tutors.
 - **Maryland Title IX Consortium Training** was held July 22 and 23, 2015 at the University of Maryland, College Park (UMCP) and there were two (2) college staff members who participated.
- **The Maryland Coalition Against Sexual Assault (MCASA) Campus Training for the Mid-Maryland Region**, co-sponsored by Carroll Community College (February 23, 2016), in which there were 20 college attendees and 56 attendees overall from the Mid-Maryland Region. The training was specifically targeted to address colleges and focused on sexual violence prevention and response on campus, particularly, survivor-centered responses to reports of sexual violence. MCASA brochures, titled "Students & Sexual Assault Legal and Practical Issues" are currently available in the Office of Compliance and Integrity as well as the Office of Public Safety and Security.
- **Mental Health First Aid Training**, held March 3 to 26, 2015, involved a total of four sessions and there were 15 college employees in attendance. The training was coordinated by the National Council for Community Behavioral Healthcare, the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health. The training was held at the college to help college employees have the tools to provide initial help to people experiencing mental health problems such as depression, anxiety disorders, psychosis and substance abuse use disorders.
- **Autism Spectrum Information Session**, led by the Director of Disability Support Services, offered training to college faculty and staff, on June 1, 2016, to provide helpful information for working with a diverse student population, focusing especially on students with autism. The training suggested techniques, tips, and behavioral management strategies for classroom instructors when working with students of diverse backgrounds. Disability Support Services is within the Office of Compliance and Integrity.

Office of Compliance and Integrity

The Chief Compliance and Integrity Officer/Title IX Coordinator oversees the college's "*Gender-Based and Sexual Misconduct Policy and Gender-Based and Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures*" for faculty, staff, and students. The policy is included, in its entirety, in Section V of the Annual Security Report. The entire campus is continuously being educated with respect to the policy in keeping with Federal and State laws, regulations, and guidelines. The Chief Compliance and Integrity Officer/Title IX Coordinator spotlights compliance endeavors and how awareness and training are shared with the Carroll Community College community, as follows:

- **Title IX Handout for Students**—Realizing that students should be given Title IX information in a format that is straightforward, especially in situations which may be stressful to a student, the Office developed and now distributes, as needed, rack-size, handouts titled "*What Students Need to Know about Title IX*". The guide explains rights, training required by law which colleges must provide to students, how to report gender-based and sexual misconduct, victims' rights, rights of the accused, and how Title IX investigations are conducted. These informational guides were also distributed to all credit classrooms, at the start of the fall 2015 term, and were made available and visible to students in each classroom. The guides were also sent to all faculty members.

- **Creating Understanding and Acceptance for Trans and Gender Non-conforming Students Training** was brought to 36 college faculty and staff on June 2, 2016. The guest speaker, with the Westminster-Carroll PFLAG, explained the origins and nature of sexual orientation and gender identity with emphasis that students deserve a safe and nurturing learning environment regardless of their sexual orientation or gender identity and gender expression. Evaluations were collected and a summary report was prepared.
- **L0363 Multi-Hazard Emergency Management for Higher Education Training** offered at Frederick Community College, Maryland (August 2 through 4, 2016) and six college staff attendees were identified to participate. This training by the Federal Emergency Management Agency (FEMA) Emergency Management Institute provides “institutions of higher education with knowledge and planning strategies to better protect lives, property, and operations more effectively and efficiently within the context of comprehensive emergency management”.
- **Student Survey** – The college decided to survey all credit students age 18 years and older enrolled at the college for the 2016 spring semester. The survey was conducted and administered electronically to 2,891 students. There were 262 survey respondents for a response rate of 9.1 percent of the students surveyed. The survey allowed the college to measure how safe students felt and how likely they thought the college would address sexual misconduct complaints. A summary is provided:
- Regarding Question 4 of the survey, Statement h. “I feel safe on campus.” to which 88.5 percent of respondents indicated that they “agree” or “strongly agree” that they felt safe on campus. Additionally, the students responding indicated that the college does enough to protect the safety of students with 72.5 percent of the students responded “agree” or “strongly agree.”
- In nearly every aspect of the college’s ability and preparedness to handle sexual misconduct complaints, the survey students rated the college “very likely” and “likely” between approximately 84.3 percent and 91.8 percent. These ratings indicate a great degree of confidence in the college’s ability and preparedness to handle sexual misconduct complaints.
- One of the major actions to be taken will be to increase the response rate for students completing the survey. The response rate for this survey is similar to other response rates for college surveys, but we must take steps to improve the participation rate for future surveys. It is important to provide better education on the sexual assault and sexual violence issues on campus, and the college will institute more information pieces for students, faculty, and staff. The college will also work to increase the completion of the online Title IX training to all new students.

Student Life Event Photographs



Student Engagement and Completion

The college's Student Engagement and Completion division is led by the Senior Director of Student Engagement and Completion. Within the division, Student Life, offers a variety of activities and programs to help students succeed while at college. Student Life also offers bus trips, concerts, theatrical productions, lectures, and multicultural programs.

Student Life 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 amount of resources available to students.

Student Life 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. Events and activities are promoted on the college's website, advertised on banners and bulletin boards, and posted on Student Life calendars. Many Student Life events and activities also serve to improve the climate of the college by increasing awareness of issues directly related to Clery and Title IX. Many achievements during 2015 and 2016 include:

- An **End of Summer Block Party** was an event held on September 10, 2015 at the main campus of the college. This afternoon event was sponsored by the Carroll County Tobacco Use Prevention Program, the Carroll County Coalition Against Underage Drinking, and Carroll Community College Campus Activities Board (CAB). College students celebrated the start of the school year, participated in fun activities and free food, and obtained important preventative information. Community event partners include: Substance Abuse Prevention Office, Westminster City Police Department, Carroll County Sheriff's Office, Carroll Community College Public Safety and Security, Rape Crisis Intervention Service, Carroll County State's Attorney Office, MADD (Mothers Against Drunk Driving), and local businesses. The event was held indoors due to weather conditions. Carroll students helped to facilitate much of the set-up and event organization. Carroll County Public School students, from FoolProof, provided entertainment, as well as a college student who entertained vocally and instrumentally.
- **"One Love #ThatsNotLove" Program** was held on the evening of April 26, 2016. Members of Carroll Community College faculty, staff and students facilitated this important workshop. In addition to college-wide organizers, a representative from the Family and Children's Services and a representative from the One Love Foundation helped to plan and facilitate the event. One Love's goal is to end relationship violence by engaging young people in a movement for change. The "movement" or program starts with a powerful catalyst, an Escalation Workshop, consisting of a 90-minute curriculum. The program being introduced on campuses nationwide. Escalation provides critical education about relationship violence and provokes a clear realization of its presence in young people's lives. The college event was advertised to the college's students, faculty, and parents, as well as local high school students. Organizers felt that all ages and genders would benefit from education about healthy relationships. Flyers were posted in the college's Great Hall and the café prior to the event. Faculty members marketed the workshop to their students; and, several faculty members required that their students attend. Approximately 70 individuals attended the event. Approximately \$1,000 of funds were allocated to purchase food, giveaways, and gifts for this important awareness event.

- A **Psi Beta-NAMI Walk to benefit and promote NAMI (National Association of Mental Illness)**. The event was free and the walk was held at the Baltimore Inner Harbor on May 21, 2016.
- Psi Beta Chapter of the college sponsored a **documentary film about depression and suicide awareness** with discussion following the film. The event was held on November 18, 2015. The film, based on the Hemmingway family of which eight (8) family members committed suicide. The film, discussion, and refreshments were free to anyone in the college community.

Office of Human Resources

The Director of Human Resources\Deputy Title IX Coordinator implements Title IX training programs for the college specific to personnel. These training sessions are mandatory. Human Resources tracks participation and follows-up with any employees who do not complete training by deadlines. Highlights of awareness activities and instruction programs are featured as follows:

- Employment Application Notice – The **college website for job postings and professional and support staff employment applications** contain a statement that the college's annual security report is available and a link to the report is provided. Additionally stated is that hard copies of the report are also available on campus in the Office of Public Safety and Security, Room A137, as well as the College's Information Center or that one may request a copy by contacting the Office of Public Safety and Security at 410-386-8600.
- During late 2015, Human Resources released an **online course titled "Bridges: Building a Supportive Community" Training**. The course was a brief and convenient training program regarding Title IX and protections against gender-based discrimination and sexual misconduct. The course vendor was LawRoom®.
- Human Resources was proactive in identifying a need to provide a concise guidance brochure to any employee who needed information regarding Title IX issues related to employment. A guidance brochure, titled **"What Employees Need to Know about Title IX"** gives employees information regarding: their rights under Title IX, employee training mandated by Title IX legislation, responsible employees' requirements, employee guidelines about talking with victims and reporting misconduct, and information on Title IX investigation process. The small, rack-size, information cards are available in the Office of Human Resources. Additionally, the information cards were distributed during 2015 to every full-time employee via employee inter-office mail to employee mail boxes.
- **"Workplace Violence Prevention" On-line LawRoom® Training** was completed by employees, during May 2016. This training defined workplace violence, explained who is at risk of workplace violence, and offered guidance on how workplace violence hazards can be reduced.
- Human Resources implemented **"Bullying in the Workplace" Training** during June 2016. This involved on-line, self-paced, training from LawRoom®. The course taught employees what bullying in the workplace is, the negative impacts of bullying, steps to take to avoid bullying, recommended employee conduct, and how bullying might violate college policy.

Communications, Media Relations and Employee Development

The college is diligent in the area of employee development. The Director of Communications, Media Relations and Employee Development works with college leadership to plan and offer applicable training to college staff and to develop brochures and guides. Many of these projects, such as informational Title IX rack cards (for students and employees), are acknowledged within the department and office highlights of this Section. This position also collaborates with media sources to disseminate information, for publication purposes, about the college's accomplishments. Such articles include the college's successes in regard to newly established memorandum of understandings with Family and Children Services and Rape Crisis Intervention Services and special community crime prevention events in which the college was involved. The college strives for the college community, prospective students and job applicants, and citizens of the County to be aware of efforts to further enhance the safety and security of the college at large. A recent achievement was **"Working with Multiple Generations in the Workplace" Training** for college employees during January 2016. This training brought insight into the differences among the generations and an awareness of the techniques which help one better understand the needs and expectations of colleagues in an age-diverse workforce.

Continuing Education and Training

Self Defense for Women classes (XXZ-340-A4/2) were held at the college during 2015 and 2016 at a cost of \$39 per person. The class taught individuals to defend themselves and how not to be a victim. Participants gained basic skills to help defend themselves and allowed an opportunity for practice by acting through some simple scenarios to develop safe habits such as how one can strike, escape grabs, defend against choking and improve one's personal safety. The first class was held May 13, 2015 with 8 participants; the second class was conducted October 28, 2015 with 11 in attendance; and 4 individuals partook in the April 13, 2016 class. An identical seminar is planned to be held on October 26, 2016.

Planning, Marketing and Assessment

The Planning, Marketing and Assessment Department is instrumental in assisting in design, print, and distribution of college publications. Staff in the Department work with college leaders to create and disseminate important safety and security information to the college community. Project assistance includes professional displays, presentations, event advertisements, procedures, banners, booklets, flyers, rack cards, webpages, social media posts, reports and more. The chart below includes special projects of 2015 and 2016 which were produced by the Planning, Marketing and Assessment Department related to Clery Act and Title IX.

Job #	Planning, Marketing and Assessment Department Job Name	Date	Quantity
262-15	Alcohol and Drug-free Campus insert/FERPA flyer (reprint)	Jan-15	15,000
371-15	Public Safety and Security Display	Apr-15	1
420-15	Safety/Security Guide rack card (reprint)	May-15	1,000
079-A16	Security Web Buttons (Security webpage)	Aug-15	2
n/a	e2 Campus Webpage (banners show on new homepage when there is an alert)	All	n/a
n/a	e2 Campus slide – runs on digital signage at all times	All	1
068-16	Security Desk Guide Booklet	Sep-15	50
091-16	Annual Security Report	Oct-15	200
116-16	Title IX Student Rack Card	Oct-15	5,000
147-16	Title IX Student Rack Card (reprint)	Oct-15	2,500
208-16	Title IX Student Rack Card (reprint)	Nov-15	1,000
273-16	Title IX Student Rack Card (reprint)	Feb-16	2,500
023-01-17	Title IX Student Rack Card (reprint)	Jun-16	3,500
121-16	Title IX Employee Rack Card	Oct-15	1,000
256-16	Traffic Violations Tickets 10 books of 25 tickets	Jan-16	10
222-A16	Title IX DMM Slide – ran on digital signage	Feb-16	1
280-16	Public Safety and Security Display	Mar-16	1
n/a	Social Media Posts: One Love Event*	Apr-16	n/a
n/a	Social Media Posts: Top 5 One Love*	Apr-16	n/a
n/a	Social Media Posts: That's Not Love Video*	Apr-16	n/a
n/a	Social Media Post: Criminal Justice Ceremony*	May-16	n/a
n/a	Social Media Post: National Police Week*	May-16	n/a

*Samples reflect Facebook posts; however each post may have been posted on any of the following platforms: Facebook, Twitter, Instagram, Google+, Flickr

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. Make an effort to obtain an accurate description of the offender, including weapon, method of flight, vehicle registration, etc.
3. Crime scene—make note of the presence of items associated with the crime but do not handle these items if at all possible.

If a student or other person on campus should become the victim of a crime, sexual assault or sexual offense, the person should report the incident to campus security immediately, either by dialing 410-386-8123, or 8123 from any internal college phone. The college community is encouraged to immediately report all emergencies and criminal and/or suspicious activities to the Office of Public Safety and Security as soon as reasonably possible in order that a timely warning can be issued to protect the safety and security of the college community. The college encourages accurate and prompt reporting of all crimes to campus security and the appropriate police agencies when the victim of a crime elects to, however, it does not include situations where a victim is unwilling to report. Security works closely with several internal departments and teams, including emergency operations, risk management, facilities, information technology and academic affairs, as well as the college's CARE Team to ensure a safe environment. The college also works closely with officials in the Carroll County Department of Emergency Management.

The Office of Public Safety works closely with local law enforcement officers who quickly respond for assistance and/or arrest and prosecution when notified by college personnel or when requested by a victim of a crime. The college has a Memorandum of Understanding (MOU) with the Carroll County Sheriff's Office for the investigation and response to alleged criminal offenses. This MOU includes responsibility for investigation of sexual assaults, other sex offenses, child abuse, and other crimes as defined in the Clery Act for Campus Security.

During 2015, work began to establish two new and significant partnerships to further enhance public safety and security in serving the college community. The Chief and Assistant Chief were recognized in early June 2016, by the college's Criminal Justice Club, for their special efforts in their forward thinking initiatives, planning, and implementation of two Memoranda of Understanding (MOU).

The first MOU was a collaboration with representatives of Family and Children's Services of Central MD to form an agreement to have services and procedures in place for victims of domestic violence. This MOU was signed January 11, 2016. In conjunction with the MOU, a Lethality Assessment Program (LAP) was also established to have protocol in place for response to domestic violence incidents. LAP training was given to officers and other leaders at the college in January so these staff members would have special skills for interviewing, assessing, and referring those involved in domestic violence incidents. Carroll Community College is the first college in Maryland to have such an MOU in place. The *Carroll County Times* (on January 27, 2016) and the *American Association of Community Colleges* (on February 8, 2016) featured articles in regard to this outstanding accomplishment of the college.

To ensure that the college community is able to assist victims of rape, the Chief and Assistant Chief outreached to the Rape Crisis Intervention Service (RCIS) of Carroll County to form an agreement to have services and procedures in place for such victims of sexual assault. This MOU was signed January 14, 2016. The Chief and Assistant Chief coordinated with RCIS to bring special training to officers to enhance their skills in responding to and assisting victims of rape.

An additional partnership is underway to develop a MOU in unison with the Carroll Hospital Center's Adult and Pediatric Sexual Assault Forensic Examiner (S.A.F.E.) Program. The MOU's intent is to formalize the commitment of both parties to work together to provide sexual assault forensic examiner services to adults (ages 13 and above) and children (ages 13 and under) who are students, employees, and visitors of the college and 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 adult victims (ages 13 and above) and child victims (ages 13 and under) of sexual assault. S.A.F.E. allows victims to be evaluated in comfort and privacy by a specially-trained forensic nurse within about three (3) to four (4) hours. These services will be available 24 hours a day to students, employees, and visitors to the college.

In the event of student discipline not requiring police assistance, Campus Public Safety and Security officers escort student(s) to the Office of Compliance and Integrity for student disciplinary action as appropriate.

Campus security officers are available at all times that the college is open. Faculty, staff, and students are encouraged to report suspicious, behavioral, or criminal activity by speaking with a campus security officer directly, by dialing 8123 from any internal college phone located in each classroom and in hallways, or by dialing 410-386-8123 from any other phone. You may also call the Office of Public Safety and Security at 410-386-8600 or dial "0" for the Information Center to request a campus security officer. One may also use Blue Light Emergency Call Boxes on campus parking lots or, in certain instances, a panic alarm device issued by security personnel for use while on campus.

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

Reporting by Campus Security Authority (CSA)

In compliance with Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college is required to disclose “statistics” concerning the occurrence of certain criminal offenses reported to local law enforcement agencies, campus security, 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 following is a Campus Security Authority list of those by functions who are responsible for reporting statistics for inclusion in the Annual Security Report:

Department	Title	Phone
Adult Education	Manager	410-386-8646
Allied Health	Division Chair	410-386-8231
Business & Technology	Division Chair	410-386-8224
Career Development	Director	410-386-8524
Education	Division Chair	410-386-8325
English/Humanities	Division Chair	410-386-8207
Fine & Performing Arts	Division Chair	410-386-8467
Human Resources	Director	410-386-8032
Library, Media & Distance Services	Senior Director	410-386-8339
Lifelong Learning	Senior Director	410-386-8110
Mathematics & Engineering	Division Chair	410-386-8526
Office of Compliance and Integrity	Integrity & Judicial Affairs Advocate	410-386-8412
Programs & Operational Support Services	Director	410-386-8121
Sciences	Division Chair	410-386-8222
Social Sciences	Division Chair	410-386-8206
Student Engagement & Completion	Senior Director	410-386-8408
Transitional Studies & Academic Services	Division Chair	410-386-8386
Workforce Training & Business Services	Senior Director	410-386-8113

Campus security authorities must disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our college, and public property within or immediately adjacent to our campus and related to the following three categories:

1. Murder/non-negligent manslaughter, negligent manslaughter, 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.
**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.*
3. Any arrests or referrals for weapons violations, drug violations or alcohol violations.

Employees in these current functions are notified, annually, by the Office of Public Safety and Security that they are federally mandated to report crimes and are provided with Report Forms with instructions for documentation. CSA’s 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. Additionally, CSA training was held on July 21, 2016 at the college.

Crime Log— Public Record

A daily crime log is maintained in the Office of Public Safety and Security that contains the most recent 60-day crime activity. This log contains the nature, date, time, and general location of each crime and the disposition of the complaint. Crime logs are also maintained at the branch campus (Mount Airy College Center for Health Care Education, located at 1902 Back Acre Circle, Mount Airy, MD 21771) and the non-campus location (Multi-Service Center/BERC Center, located at 224 North Center Street, Westminster, MD 21157). In early 2016, the daily crime log was added to the college’s website, on the Public Safety and Security page so that anyone can have quick access to this important information.

Student CARE Team

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

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

Drug Free Schools and Communities Act

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

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

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

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

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

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

Sex Offender Information

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

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

Section IV Emergency Response

Blue Light Emergency Call Boxes

The college has installed Blue Light Emergency Call Boxes in each parking lot and on the N, T, and K buildings. Large signs and blue lights mark the locations of the emergency boxes. Activating these emergency boxes places a call to the college's emergency phone line, 8123, and security officers are immediately dispatched. As an additional safeguard, each call box is equipped with a strobe light that will flash when a message is transmitted. This will enable the responding college personnel to better locate the box from which the call has been placed. If assistance is required in the event of an emergency, go to the nearest call box and follow the instructions printed on the box. A Campus Public Safety and Security officer or a campus administrator will provide assistance. After normal operating hours, calls from the Blue Light emergency boxes are forwarded to the County's 911 Center. Call boxes are checked weekly by Public Safety Officers and maintenance issues are addressed by the college's Office of Information Technology.



A Blue Light Emergency Call Box located in the parking area of the main campus.

Timely Warnings— Emergency Response and Notification

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

The college assesses the nature of threats to the college. The college will, without delay, determine the content of the notification and issue an immediate notification to the campus community upon confirmation of a significant event involving an immediate threat to the health or safety of students and employees and the community, unless issuing a notification will, in the professional judgement of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notifications are sent out primarily by the Chief of Public Safety and Security or designated security officer. In the release of a timely warning notice where issuance of the timely warning would aid in the prevention of a similar crime, the college will withhold as confidential the name(s) and other identifying information of victim(s), as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).

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

The college has a Crisis Management Team and a Building Monitor Group to assist with emergency response and practice drills. The Crisis Management Team is a diverse group of leaders that serve to consult and review the college's Emergency Plan for content and completeness. Crisis Management Team members are responsible for soliciting comments from faculty and staff regarding Emergency Plan modifications and improvements during the annual review process. This group is also trained and will respond as called upon to any incident or emergency drill on campus. The Building Monitors Group includes selected individuals that assist in emergency planning, training, drills, and coordination. All Crisis Management Team members and all individuals on the Building Monitors Group carry college-issued two-way radios so that they hear communications and notify security or administration of vital information. Bi-monthly radio communication checks are conducted to ensure that radio equipment is operating correctly. Both the Team and the Group receive routine training to familiarize members with locating fire alarm pull stations; locating AEDs, knowing assigned evacuation route and assembly areas; and assisting disabled individuals. For evacuation, they will direct people to the assembly areas as indicated on the evacuation map, at least 200 feet from the building except for a bomb threat where 500 feet is the safety area.

With an increasing number of incidents involving violence on college campuses across the country, it was agreed that a Practice Lockdown Drill was needed on campus to provide an opportunity for employees and students to demonstrate their knowledge of lockdown procedures. A Practice Lockdown Drill was planned and later, on November 11, 2015, implemented, and an After Action Report was submitted to college leadership.

A fire alarm drill was conducted at the Mt. Airy College Center on September 23, 2015. Additionally, it is important to share with readers more recent drill information (for 2016). A fire alarm drill was conducted on May 24, 2016 followed by an After Action Report of the Fire Alarm Drill Event and Post Drill Notes by the Chief of Public Safety and Security.

Section V

Gender-Based and Sexual Misconduct Policy and Gender-Based and Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures; and Rights of the Complainant and Rights of the Respondent

Overview

The college's Board of Trustees approved on March 18, 2015 a Gender-Based and Sexual Misconduct Policy and Procedure. The sexual assault policy changes for the college were guided by the Association of Title IX Administrators' (ATIXA) ATIXA Gender-based and Sexual Misconduct Model policy and Model Grievance Process and consistent with the White House Task Force to Protect Students from Sexual Assault Report – Not Alone, and Federal and State laws, regulations, and guidelines.

The policy replaces the College's existing sexual assault and harassment policies. The policy contains greater explanation regarding the following topics:

- Overview of policy expectations with respect to physical sexual misconduct.
- Overview of policy expectations with respect to consensual relationships.
- Sexual violence – risk reduction tips.
- Sexual misconduct offenses include, but are not limited to: sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation. Definitions and examples are provided for each area.
- Additional Applicable Definitions and amnesty provision.
- Sanction Statement with examples.
- Other Potential Misconduct Offenses
- Confidentiality, Privacy, and Reporting Policy. Reporting to those who can maintain the privacy of what a victim shares.
- Amnesty
- Commonly asked questions and answers.

The college is now undertaking specific education and training about sexual assault to fully implement the policy for faculty, staff, and students. The entire campus will be educated with respect to the policy and sexual misconduct in keeping with Federal and State laws, regulations, and guidelines. The College has contracted with the LawRoom to provide the CampusClarity online training for faculty, staff, and students regarding sexual misconduct, bystander intervention, and reporting of sexual misconduct incidents.

Carroll Community College is presently planning to conduct a climate survey in 2016. The college has reviewed a number of surveys currently available, but will wait for the Maryland Higher Education Commission workgroup to complete its work before finalizing a survey to implement. The college is working with the Maryland Association of Community Colleges and the Maryland Higher Education Commission in framing a survey to be used statewide for all institutions and the data collection for the Maryland Higher Education Commission. Once received, the

statewide survey will be adopted and adapted to our institution. As a small community college without residence halls, intercollegiate athletics, and no Greek fraternity or sorority system, the survey will be adapted to our institution and student body and appropriately administered as mandated by the State. Once the college receives information regarding the basic climate survey to be used, the survey will be given to our entire student body and to faculty and staff as appropriate or required.

Questions regarding the policy or the Carroll Community College's Title IX efforts may be directed to the college's point of contact:

Joel Hoskowitz
Interim Chief Compliance and Integrity Officer
Title IX Coordinator
Carroll Community College
1601 Washington Road
Westminster, MD 21157
Telephone Number: (410) 386-8412
Fax Number: (410) 386-8415
E-Mail: jhoskowitz@carrollcc.edu

Gender-Based and Sexual Misconduct Policy

Adapted from model policy provided by
THE NCHERM GROUP, LLC PARTNERS:
BRETT A. SOKOLOW, J.D.
W. SCOTT LEWIS, J.D. SAUNDRA K. SCHUSTER, J.D.
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Introduction

Members of the Carroll Community College community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

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 for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator'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. 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.

Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't.

Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence, without actions demonstrating permission, cannot be assumed to show consent.

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) are discouraged.

Consensual 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 remove the employee from 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 prohibited by this policy, failure to self-report such relationships to a supervisor as required may result in disciplinary action for an employee.

All members of the College Community may report incidents of potential gender-based or sexual misconduct and are referred to the Gender-Based and Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures – found within the policy.

Sexual Violence—Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

All members of the College Community may report incidents of potential gender-based or sexual misconduct and are referred to the Gender-Based and Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures – found within the policy.

Sexual Engagement—Risk Reduction Tips

- If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In College investigations, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the College never assumes a student, faculty, or staff member is in violation of College policy. College investigations are conducted to take into account 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 Title IX proceedings, including any fact finding and investigation.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’, faculty, and staff rights and personal safety. Such measures include, but are not limited to, interim suspension from campus pending an investigation, and reporting the matter to the local police with alleged victim’s consent. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion or termination of employment, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

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 college public safety, 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.

Bystander Intervention, according to federal regulations, means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Sexual Misconduct Offenses Include, But Are Not Limited To:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

1. Sexual Harassment

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in College programs
- submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment

Examples of Harassment:

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus.
- Explicit sexual pictures are displayed in an instructor's office, on the exterior of an office door or on a computer monitor in a public space.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- An instructor engages students in discussions in class about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it.

Three Types of Sexual Harassment—Legal Constructs

- A. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

The determination of whether an environment is "hostile" must be based on all of the circumstances present in the situation. Some of these circumstances could include:

1. The frequency of the conduct;
2. The nature and severity of the conduct;
3. Whether the conduct was physically threatening;
4. Whether the conduct was humiliating;
5. The effect of the conduct on the alleged victim's mental or emotional state;
6. Whether the conduct was directed at more than one person;
7. Whether the conduct arose in the context of other discriminatory conduct;
8. Whether the conduct unreasonably interfered with the alleged victim's educational or work performance;

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

- B. Quid pro quo sexual harassment exists when there are:
1. unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 2. submission to or rejection of such conduct results in adverse educational or employment action
- C. Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

2. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force. Sexual Contact includes:
 - Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is:

- any sexual penetration,
- however slight,
- with any object,

- by a man or woman upon a man or a woman,
- that is without consent and/or by force. Intercourse includes:
 - vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another person for the initiator's own favor or benefit, or for the benefit or favor of a third party, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student, faculty, or staff member;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting a Sexual Transmitted Infection (STI) or Human Immunodeficiency Virus (HIV) to another student, faculty, or staff member;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose her/his genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation ADDITIONAL APPLICABLE DEFINITIONS:
- Consent: Consent is 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 (and 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.
- 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 can be 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.
 - There is a rebuttable presumption that a person under age 18 cannot give effective consent. If a person under age 18 is involved in any matter where consent is an issue, capacity to

give effective consent will be determined in accordance with Maryland law.

- 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 rape drugs. Possession, use and/or distribution of any of these substances, including, but not limited, to Rohypnol, Ketamine, Gamma-hydroxybutyric Acid (GHB), Burundanga, etc. is prohibited, and administering one of these drugs to another student, faculty or staff member is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Other Areas Covered Under This Policy and Procedures

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and the existence of such a relationship shall be determined based on the reporting person's statement, with consideration of length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship. Dating Violence does not include acts covered under domestic violence.

Domestic Violence

- Federal Definition: A felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim
 - By a person with whom the victim shares a child in common
 - By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner
 - By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Maryland Law: One of the following occurs between family or household members:
 - Assault
 - Fear of imminent harm
 - Rape or sexual offense or Attempts
 - Stalking
 - False Imprisonment

- Economic Abuse
- Psychological Abuse

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. 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. Emotional Stress does not require medical or other professional treatment. Stalking includes unwanted, intrusive, or frightening communications by phone, mail, and email.

Sanction Statement

- Any student, faculty, or staff member found responsible for violating the policy on Non-Consensual or Forced Sexual Contact will likely receive a sanction ranging from probation to expulsion or termination of employment, depending on the severity of the incident, and taking into account any previous campus conduct code violations or employment violations.*
- Any student, faculty, or staff member found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from verbal warning to expulsion or termination of employment, depending on the severity of the incident, and taking into account any previous campus conduct code or employment violations.*

* The College investigators, Title IX Coordinator, and College Appeal officers reserve the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. None of the College investigators, Title IX Coordinator, or College Appeal officers will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Other Misconduct Offenses (Will Fall Under Title IX When Sex or Gender-Based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

Examples of Sexual Misconduct Situations

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to let him drive her home after the party. On the way to her house, Bill parks on

the campus parking lot after hours so that they can continue talking. From 11:00 p.m. until 3:00 a.m., Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being "a prude." Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a "hand job" (hand to genital contact). Amanda would never had done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have agreed to let him drive her home after the party? If she really didn't want it, she could have said no. Bill is responsible for violating the College Non-Consensual or Forced Sexual Contact policy. It is likely that College investigators and Title IX Coordinator would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

2. Jiang is a sophomore at the College. Beth is a freshman. Beth invites some of her friends, including Jiang, over to her house one evening to watch a movie. Beth's parents are away on vacation. Jiang and Beth are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.
3. Kevin and Robert, two faculty members, are attending a weekend College sponsored conference in New York City. The first night they attend a social event held for the group at their hotel where alcohol is being served. Kevin is not sure how much Robert has been drinking, but he is pretty sure it's a lot. After the event, he walks Robert to his room, and Robert comes on to Kevin, initiating sexual activity. Kevin asks him if he is really up to this, and Robert says yes. Clothes go flying, and they end up in Robert's bed. Suddenly, Robert runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. Robert gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Robert seems pretty groggy and passive, and he thinks Robert may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Robert the next day, he thanks him for the wild night. Robert remembers nothing, and decides to make a complaint to the Title IX Coordinator when he returns to campus. This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Robert was incapable of making a rational, reasonable decision about sex. Even if Robert seemed to consent, Kevin was well aware that Robert had consumed a large amount of alcohol, and Kevin thought Robert was physically ill, and that he passed out during sex. Kevin should be held accountable for taking advantage of Robert in his condition. This is not the level of respectful conduct expected of employees.

All members of the College Community must report incidents of potential gender-based or sexual misconduct and are referred to the Gender-Based and Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures found within this policy.

Confidentiality, Privacy and Reporting Policy

Institutions must clearly articulate who are “responsible employees” under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the College and upon College policy.

When consulting campus resources, all parties should be aware of confidentiality, privacy, and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the College nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these College officials without starting a formal process that is beyond the victim’s control, or violates her/his privacy.

To Report Confidentially

If one desires that details of the incident be kept confidential, they should speak with designated on-campus personnel (Please refer to next section: Reporting to those who can maintain the privacy of what you share), campus health service providers through the College’s Student Assistance Program, or off-campus rape crisis resources who can maintain confidentiality. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Reporting to Those Who Can Maintain the Privacy of What You Share

You can seek advice from certain College staff members who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. The College has designated the following on-campus personnel as confidential reporting resources for students, faculty, and staff:

- Mr. Joel Hoskowitz, Interim Chief Compliance and Integrity Officer and Title IX Coordinator
E-mail: jhoskowitz@carrollcc.edu | Phone: 410-386-8412
- Ms. Donna Marriott, Director of Human Resources and Deputy Title IX Coordinator
E-mail: dmarriott@carrollcc.edu | Phone: 410-386-8032
- Ms. Barbara Gregory, Director, Career Development Department
E-mail: bgregory@carrollcc.edu | Phone: 410-386-8524
- Ms. Beth Lee, Coordinator of Special Events and Student Support Services
E-mail: blee@carrollcc.edu | Phone: 410-386-8096

These are individuals who the College has not specifically designated as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources will be instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it

will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

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 complainants nor witnesses will face referrals for action under the College’s Standards of Student Conduct if 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 survivors and witnesses who in good faith come forward and report allegations of sexual misconduct. The College does not want the fear of receiving disciplinary charges 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, or to any other person whose participation is not in good faith. 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.

Non-Confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents of sexual misconduct. All faculty and staff at the College, except for those designated as confidential on-campus personnel, are considered responsible employees, who have a responsibility to report sexual misconduct incidents as quickly as possible to the Title IX Coordinator. Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, student life staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that 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 victim’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. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

Commonly Asked Questions and Answers

Here are some of the most commonly asked questions regarding 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 must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still 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 accused individual may lead to conduct action by the College.

In all complaints of sexual misconduct, 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 alleged victim. Certain College administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the College, Chief of Compliance and Integrity, Chief of Campus Safety and Security). If there is a report of an act of alleged sexual misconduct to a Title IX Coordinator or Chief of Campus Safety and Security of the College and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must 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. Whether you are the complainant or the accused individual, the College's primary relationship is to the student and not to 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 an accused individual has signed the permission form to release information to parents which allows such communication.

Will the accused individual know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is an investigation requiring both parties, the College may provide options for questioning without confrontation, including closed-circuit testimony, FaceTime, Skype, using a room divider, or using separate rooms.

Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the College's legal obligations depending on what information you share with different College officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim. 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 (410-386-8412), Interim Chief Compliance and Integrity Officer (410-386-8412), or Student Integrity and Judicial Affairs Advocate (410-386-8412), who can explain the College's procedures for addressing sexual misconduct complaints. You may also want to seek other community assistance.

What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's [Prosecutor's] office. You may want to retain an attorney if you are the accused individual or are considering filing a civil action. The accused individual may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus investigation. Both the accused and the victim may also use an attorney as their advisor during the campus' grievance processes.

Other accommodations available to you might include:

- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

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 within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much 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 usually 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 Security/Public Safety or from Student Affairs can also accompany you to the Hospital and law enforcement or Security/Public Safety 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.

For the Victim: the hospital staff will collect evidence, check for injuries, 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 they can accompany you through the exam, if you want.

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

Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. 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. Please refer to the Amnesty for Students who Report Sexual Misconduct section within this policy.

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

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

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, Interim Chief Compliance and Integrity Officer, or Student Integrity and Judicial Affairs Advocate. The institution provides non-legal advisors who can help you to define and clarify the event(s), and advise you of your options.

Other Resources:

- Public Safety and Security – Carroll Community College
Campus phone: 8123 | Other phone: 410-386-8123
- Interim Title IX Coordinator, Joel Hoskowitz,
Campus phone: 8412 | Other phone: 410-386-8412
Email: jhoskowitz@carrollcc.edu | Office: A117
- Carroll County Domestic Violence Hotline:
443-865-8031
- Rape Crisis Intervention Service
Website: www.rapecrisiscc.org | Hotline: 410-857-7322
Phone: 410-857-0900 V/TTY
Address: 224 N. Center street #102, Westminster, MD 21157
- Maryland Coalition Against Sexual Assault (MCASA)
Website: mcasa.org
- Carroll County Sheriff Office
100 North Court Street, Westminster, Maryland
Emergency: 911 | Phone: 410-386-2900
- Maryland State Police – Barrack G
1100 Baltimore Boulevard, Westminster, Maryland
Phone: 410-386-3000
- Carroll Hospital Center
200 Memorial Avenue, Westminster, MD 21157
Phone: 410-386-3000; TTY: 410-386-7186
- Sexual Assault Forensic Examiner (S.A.F.E.) Program
Website: www.Carrollhospitalcenter.org/adult-safe-program
Phone: 410-876-6655

Gender-Based and 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 gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

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 for gender and sex-based 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.

Reporting and Investigation

- All College faculty and staff are required to report gender-based and sexual misconduct to the Title IX Coordinator with the exception of the following on-campus personnel who have been designated by the College as confidential reporting resources for students, faculty, and staff:
 - Joel Hoskowitz, Interim Chief Compliance and Integrity Officer and Title IX Coordinator
E-mail: jhoskowitz@carrollcc.edu | Phone: 410-386-8412
 - Ms. Donna Marriott, Director of Human Resources and Deputy Title IX Coordinator
E-mail: dmarriott@carrollcc.edu | Phone: 410-386-8032
 - Ms. Barbara Gregory, Director, Career Development Department
E-mail: bgregory@carrollcc.edu | Phone: 410-386-8524
 - To be determined, Assistant Director, Advising and Transfer
E-mail: n/a | Phone: 410-386-8165
 - Ms. Beth Lee, Coordinator of Special Events and Student Support Services
E-mail: blee@carrollcc.edu | Phone: 410-386-8096
- Before discussing an incident with a potential victim the faculty or staff member must inform the person of their responsibility to report the incident to the Title IX Coordinator. The faculty or staff member may refer the potential victim to the designated confidential reporting resources indicated above. The faculty or staff member must inform the person of the opportunity to make a report of the incident to the College Public Safety personnel and to law enforcement if they would like to do so. The Title IX Coordinator and the Office of Public Safety and Security may assist the individual in making a report to the College and to law enforcement.
- The Title IX Coordinator, after having an incident reported to them, will determine whether an investigation is warranted and depending on the nature of the incident the necessity of informing College Public Safety and local law enforcement.
- If warranted, the Title IX Coordinator will designate a team of two trained Title IX College investigators to work in tandem as neutral parties and available to both complainant and respondent to investigate the case, initiate initial interim sanctions, and inform all parties in writing regarding the investigation and interim sanctions.

- Interim interventions and sanctions may include the following:
 1. The Office of Public Safety and Security on campus can offer personal escorts at any time, assign electronic panic alarms to be used on campus, reserve a parking space near classroom buildings, coordinate with local law enforcement for safety checks off campus, provide internal emergency phone contact numbers, and demonstrate proper use of Blue Light Emergency Call Boxes.
 2. The Office of Compliance and Integrity may immediately offer alternate course sections for the complainant and/or accused, temporarily suspend the accused, issue a no-contact order to both the complainant and/or accused, issue a no-trespassing order to the accused until the case is resolved.
- The assigned investigators will conduct the investigation of the case. The Title IX Coordinator will inform all parties in writing of the progress of the investigation.
- Following their investigation, the investigators will report to the Title IX Coordinator the findings of the investigation and render a decision regarding whether the respondent is responsible or not of gender-based or sexual misconduct. To reach a finding of responsible, the evidentiary standard of a preponderance of the evidence will be used.
- The Title IX Coordinator, in consultation with the investigators, will determine whether gender-based or sexual misconduct has occurred. The Title IX Coordinator will inform all parties in writing of the decision and sanctions.
- The complainant or respondent may accept the decision and sanctions of the Title IX Coordinator or appeal the decision or sanctions in writing to the appropriate College Administrator. See Appeal of Title IX Coordinator’s Decision and Sanctions within this policy.
- In order to achieve a balanced and fair process for resolving complaints of sexual misconduct, the following considerations will be afforded to both parties:
 - During the investigation, the parties will not cross question each other. Questions will be submitted to the Title IX Coordinator or Investigator(s) for screening.
 - No questions or evidence will be permitted about sexual history except for that between the parties.
 - All proceedings will be concluded within 60 days after the initial notice of the complaint, except in the event of extenuating circumstances.
 - 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 criminal or civil investigation or action.
 - Interim measures, such as course schedule adjustments, academic and/or mental health support, escort services, etc., will be provided to the complainant as necessary.
 - The parties are permitted to have advisers of their choice at any stage of the proceeding, including legal representation.
 - A “preponderance of evidence” will be the evidentiary standard used to determine a finding of responsible regarding a complaint of sexual misconduct.
 - 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 respondent.

Appeal Of Title IX Coordinator’s Decision and Sanctions

- An appeal must be made in writing within 14 days of receipt of the Title IX Coordinator’s decision to the proper College Administrator. For the different populations the appropriate appeal administrator will be, for:
 - College Personnel—the Executive Vice President for Administration
 - Students—the Vice President for Academic and Student Affairs
- The appropriate appeal administrator will review all case information, prior decisions, sanctions imposed, and conduct interviews as necessary to conduct the appeal.
- The decision and sanctions determined by the appropriate appeal authority will be made as recommendations to the President of the College. All parties will be informed in writing of the appeal, recommended decision, and recommended sanctions.
- The decision and sanctions decided by the President will be final. All parties will be informed in writing of the appeal, final decision, and final sanctions.

Additional Resources:

- Public Safety and Security—Carroll Community College
Campus phone: 8123 | Other phone: 410-386-8123
- Interim Title IX Coordinator, Joel Hoskowitz
Campus phone: 8412 | Other phone 410-386-8412
Email: jhoskowitz@carrollcc.edu | Office: A-117
- Carroll County Domestic Violence Hotline
443-865-8031
- Rape Crisis Intervention Service
Website: www.rapecrisiscc.org | Hotline: 410-857-7322
Phone: 410-857-0900 V/TTY
Address: 224 N. Center street #102, Westminster, MD 21157
- Maryland Coalition Against Sexual Assault (MCASA)
Website: mcasa.org
- Carroll County Sheriff Office
100 North Court Street, Westminster, Maryland
Emergency: 911 | Phone: 410-386-2900
- Maryland State Police—Barrack G
1100 Baltimore Boulevard, Westminster, Maryland
Phone: 410-386-3000
- Carroll Hospital Center
200 Memorial Avenue, Westminster, MD 21157
Phone: 410-848-3000 | TTY: 410-871-7186
- Sexual Assault Forensic Examiner (S.A.F.E.) Program
Website: www.carrollhospitalcenter.org/adult-safe-program
Phone: 410-876-6655

Revised – August 16, 2016

Supplemental to the Gender-Based and Sexual Misconduct Policy are the Rights of the Complainant and Rights of the Respondent, as follows.

Rights of the Complainant

- To be informed by College officials of options for notifying law enforcement authorities, including on-campus and local police as well as the option to be assisted by campus authorities in notifying such authorities. This right also includes the right not to report;
- To request limitations be placed on the respondent regarding contact with the complainant while the complaint is being reviewed. These limitations may include, but are not limited to a no contact order which may include a separation of the working and/or academic arrangements of the complainant and the respondent; providing an escort to ensure that the complainant can move safely between classes and around campus;
- To request academic accommodations which may include: tutoring, extensions on academic assignments, arrangements to re-take or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record, and/or refunds;
- To an investigation and appropriate resolution of all complaints of gender-based and sexual misconduct deemed credible by the Title IX Coordinator;
- To an investigation conducted by two trained Title IX Investigators;
- To be informed by the Title IX Investigators of the progress and potential timeline of the investigation;
- To select an advisor of their choice who will accompany the complainant to their interviews and meetings during the investigation;
- To be informed in writing by the Title IX Coordinator of the outcome and sanctions resulting from the investigation.
- To an expeditious review of the complaint and timely Investigation conducted in the manner consistent with the College's Gender-Based and Sexual Misconduct Policy and Procedures;
- To identify witnesses who may be called to be interviewed for the investigation;
- To submit a written document or impact statement and to have that statement considered by the investigators;
- To review relevant documents regarding the complaint, subject to the confidentiality limitations imposed by state and federal law;
- To be informed of the names of all witnesses being called to give testimony to the investigators;
- That information regarding the complaint will be treated with respect for privacy;
- The decision of the Title IX Coordinator may be appealed to the appropriate Vice President in concert with the appeals process of the College's Gender-Based and Sexual Misconduct Policy and Procedures, The Vice President hears the appeal and reports their findings to the President whose decision is final. If the complaint is against the Vice President the decision may be appealed to the President. If the complaint is against the President, the decision may be appealed to the Board of Trustees, whose decision is final. Complaints against the Title IX Coordinator will be investigated and decided by a person appointed by the President. The appeal must be made, in writing, within 14 days after the decision of the Title IX Coordinator has been made available to the Complainant.

Rights of the Respondent

- To waive the investigation process by admitting responsibility. The respondent must submit in writing, to the Title IX Coordinator [Joel Hoskowitz, Interim Title IX Coordinator, Office of Compliance and Integrity Carroll Community College, 410-386-8412, jhoskowitz@carrollcc.edu], a decision to waive his/her right to an investigation. In those cases, the Title IX Coordinator, may determine an appropriate sanction which may not be appealed;
- To an investigation and appropriate resolution of all complaints of gender-based and sexual misconduct deemed credible by the Title IX Coordinator;
- To an investigation conducted by two trained Title IX Investigators;
- To be informed by the Title IX Investigators of the progress and potential timeline of the investigation;
- To select an advisor of their choice who will accompany the respondent to the interviews and meetings during the investigation;
- To be informed in writing by the Title IX Coordinator of the outcome and sanctions resulting from the investigation;
- To an expeditious review of the complaint and timely Investigation conducted in the manner consistent with the College's Gender-Based and Sexual Misconduct Policy and Procedures;
- To identify witnesses who may be called to be interviewed for the investigation;
- To submit a written document or impact statement and to have that statement considered by the investigators;
- To review relevant documents regarding the complaint, subject to the confidentiality limitations imposed by state and federal law;
- To be informed of the names of all witnesses being called to give testimony to the investigators;
- That information regarding the complaint will be treated with respect for privacy;
- The decision of the Title IX Coordinator may be appealed to the appropriate Vice President in concert with the appeals process of the College's Gender-Based and Sexual Misconduct Policy and Procedures, The Vice President hears the appeal and reports their findings to the President whose decision is final. If the complaint is against the Vice President the decision may be appealed to the President. If the complaint is against the President, the decision may be appealed to the Board of Trustees, whose decision is final. Complaints against the Title IX Coordinator will be investigated and decided by a person appointed by the President. The appeal must be made, in writing, within 14 days after the decision of the Title IX Coordinator has been made available to the respondent.

Section VI

Campus Crime Statistics

This report contains categories of crime statistics for the main campus, branch campus, and certain non-campus properties, which have been reported to local police and campus security authorities for the three most recent calendar years and includes combined statistics for on-campus, branch campus, non-campus, and public property adjacent to the college's facilities. Crime statistics are requested from the police records of the Carroll County Sheriff's Office, the Maryland State Police (Westminster Barrack), and the Westminster City Police. This report is distributed to current students and employees by direct email, stating where the report is posted on the college's website. Individuals may also request a paper copy of this report. The college also notifies prospective employees and students through various means.

On Campus

Type of Incident	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
*Larceny (theft)	9	7	0
Hate Crimes/Prejudice	0	0	0

(Hate crimes can include all of the above categories as well as larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property, or any other crime involving bodily injury)

Arrests on Campus—Liquor Law Violations	0	0	0
Arrests on Campus—Drug Law Violations	0	0	1
Arrests on Campus—Illegal Weapons Possession	0	0	0
Disciplinary Actions—Liquor Law Violations	0	1	0
Disciplinary Actions—Drug Law Violations	0	0	0
Disciplinary Actions—Illegal Weapons Possession	0	0	0
Domestic Violence (effective 2013)	0	0	0
Dating Violence (effective 2013)	0	0	0
Stalking (effective 2013)	0	0	1
Total	9	8	3

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

Non-Campus Property Multi-Service Center

Type of Incident	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
*Larceny (theft)	0	0	0
Hate Crimes/Prejudice	0	0	0

(Hate crimes can include all of the above categories as well as larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property, or any other crime involving bodily injury)

Arrests on Campus—Liquor Law Violations	0	0	0
Arrests on Campus—Drug Law Violations	0	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
Domestic Violence (effective 2013)	0	0	0
Dating Violence (effective 2013)	0	0	0
Stalking (effective 2013)	0	0	0
Total	0	0	0

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

Campus Crime Statistics, continued

Branch Campus Property Mt. Airy Center ¹

Type of Incident	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
*Larceny (theft)	0	0	0
Hate Crimes/Prejudice	0	0	0
Arrests on Campus—Liquor Law Violations	0	0	0
Arrests on Campus—Drug Law Violations	0	0	0
Arrests on Campus—Illegal Weapons Possession	0	0	0
Disciplinary Actions—Liquor Law Violations	0	0	0
Disciplinary Actions—Drug Law Violations	0	0	0
Disciplinary Actions—Illegal Weapons Possession	0	0	0
Domestic Violence (effective 2013)	0	0	0
Dating Violence (effective 2013)	0	0	0
Stalking (effective 2013)	0	0	0
Total	0	0	0

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

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Type of Incident	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses—Forcible	0	0	0
Sex Offenses—Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes/Prejudice	0	0	0
Arrests on Campus—Liquor Law Violations	0	0	0
Arrests on Campus—Drug Law Violations	0	0	0
Arrests on Campus—Illegal Weapons Possession	0	0	0
Disciplinary Actions—Liquor Law Violations	0	0	0
Disciplinary Actions—Drug Law Violations	0	0	0
Disciplinary Actions—Illegal Weapons Possession	0	0	0
Domestic Violence (effective 2013)	0	0	0
Dating Violence (effective 2013)	0	0	0
Stalking (effective 2013)	0	0	0
Total	0	0	0

(Hate crimes can include all of the above categories as well as larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property, or any other crime involving bodily injury)

(1) Note: The Mt. Airy College Center will discontinue operations at the end of the Spring 2016 Semester and operations were relocated to home campuses over the Summer months of 2016. Carroll, Frederick, and Howard community colleges partnered in 2000 to form the Mid-Maryland Allied Healthcare Education Consortium with the goal of bringing health care education to greater numbers of students. Students interested in an allied health credit program offered at only one of the community colleges may enroll and benefit from the in-county tuition rate, regardless of their place of residence. The partner community colleges opened the Mount Airy College Center in 2012 to expand upon the work of the consortium in a centralized location. In nearly four years, more than 2,000 students have benefited from opportunities to pursue education and workforce training in a range of academic programs at the Mount Airy location, including bioprocessing technology, health information technology, respiratory care, and emergency medical technician/paramedic. Over time, the economic and enrollment realities for the partner community colleges have changed. After much consideration, it was decided that it would be more fiscally prudent to return the center's programs to their respective home campuses. Students continued their classes at the Mount Airy College Center through the spring 2016 semester, and at the end of the semester, operations were relocated to home campuses.

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