Carroll Community College Campus Police
Mission Statement

The mission of the Carroll Community College Campus Police is to serve and protect in order to establish a safe and secure learning environment for all members of the Carroll Community College community, 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 educational mission of the College.

In support of that commitment and pursuant to 20 United States Code section 1092(f) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College publishes an Annual Security Report that is available by October 1 of each calendar year. The College provides the information herein to meet the requirements of the Act. This report has been prepared using the information obtained by the Carroll Community College Campus Police, as well as combined statistics supplied by the Westminster City Police Department, Carroll County Sheriff’s Office, and the Maryland State Police, as well as Carroll’s Office of Human Resources, the College Title IX Coordinator and Office of Integrity, Judicial Affairs and Advocacy.
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SECTION I
Contacting the Campus Police

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

The Carroll County Sheriff’s Office, Maryland State Police or Fire and Rescue Services may be reached by calling 911.

Carroll Community College contains a main campus, located at 1601 Washington Rd, and a Multi-Service Center, located at 224 N. Center St, Westminster, MD 21157.

Carroll Community College holds individual classes and events at several off-campus locations in the County, but does not control or supervise those locations. Emergency services may be requested by calling 911 from any landline or mobile phone from those locations. No Clery-reportable incidents were reported at any of the off-campus locations cited above. Carroll Community College has no public roadways or property within its campus boundaries.

All information used to compose this report is filed in the Campus Police office at 1601 Washington Rd, Westminster, room A117e, and is accurate as of September 15, 2018.

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

Carroll Community College’s Campus Police is staffed by highly trained and experienced personnel. The Department is managed by Chief Steve Drummond, and Assistant Chief Ann Wright. The office consists of full-time and part-time campus police officers who are sworn Maryland Special Police Officers (SPOs), as well as several part-time public safety officers. All sworn SPOs have successfully completed a certified law enforcement or public safety academy and have satisfied the requirements to be State-appointed as SPOs. They are sworn in through the local 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, SPOs have full authority to arrest and carry firearms.

SPOs have authority to issue criminal and civil citations. Non-SPOs (College public safety officers) act as first responders in emergency and security situations. 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 Department with the above responsibilities. Officers investigate all crimes and incidents for proper resolution. Officers staff security stations in various buildings, monitor cameras, and regularly patrol the buildings and stairwells. Officers also provide routine vehicle and foot patrols of parking areas and grounds for crime prevention purposes, enforce parking regulations, and provide escort service for people to their vehicles upon request.

Members of the Department receive regular and ongoing training, including CPR/AED, Advanced Law Enforcement Rapid Response Training (ALERRT) and Single Officer Response to an Active Threat (SORAT) training, as well as training with and through other agencies. All training helps Carroll’s Campus Police officers prepare to quickly manage incidents in advance of the response from local public safety agencies. In addition, Carroll Community College has excellent partnerships with the Sheriff’s Office and other local agencies in the County for mutual support and cooperation.

Notable Initiatives

Carroll’s Campus Police is a member agency of ACLEA, the Association of College Law Enforcement Administrators in Maryland. As a member agency, the Campus Police participate in monthly meetings and annual training seminars that are conducted to ensure the maintenance of basic law enforcement skills.

In calendar year 2017, select officers received the following training:

- MPCTC Basic Instructor Training
- Workplace Violence
- The Changing Nature of Criminal Investigation
- Strengthening Your Supervisory Skills
- Stop the Bleed: Tourniquet Training
- Use of Force Policy Training
- Crisis Intervention Team (CIT) Training
The College has a standing Memorandum of Understanding (MOU) with the Carroll County’s Sheriff’s Office that is renewed annually, which includes a clear delineation of service and investigative responsibilities.

The Lethality Assessment Program (LAP) was implemented at the College in January 2016. Carroll Community College is the first college in Maryland to implement this program in partnership with a domestic violence agency. The impetus for this program was a November 2015 Memorandum of Understanding (MOU) with Family and Children’s Services of Maryland. LAP is an acronym for an assessment used by law enforcement personnel to determine, through a series of questions asked of a victim of domestic violence, the level of danger to the victim. The goal of the LAP is to prevent domestic violence homicides, serious injury, and re-assault by encouraging more victims to utilize the support and shelter services of domestic violence programs. All Campus Police officers and key staff members were involved in the LAP training. However, only SPOs are eligible to administer the assessment.

Campus Climate Survey, 2018

In the Fall of 2017, the College conducted a Campus Climate Survey of its credit and non-credit students. Overwhelmingly, students replied that they “feel safe on campus” (89%); that “Carroll does enough to protect the safety of students (76%); “If a crisis occurred on campus, Carroll would handle it well” (78%); and “Carroll would take steps to protect the safety of the individual making the (misconduct) report (89%).

In January 2016, Carroll Community College established an MOU with the Rape Crisis Intervention Services of Carroll County (RCIS). The partnership involves a working relationship between the College and RCIS to provide trauma-informed services to students, employees and visitors of the College who are victims of sexual assault. A primary goal is to improve the overall response to sexual assault at the College’s principle and branch locations. Both the College and RCIS agreed to a mutual goal of preventing sexual assault on campus and in the community, and in responding appropriately to students and employees who have been victimized. Another benefit of the MOU is to assist victims seeking a safe place for guidance and counseling when they do not wish to report an assault to a law enforcement agency.

Campus Access and Campus Maintenance

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

Campus Police officers open all buildings on campus and secure/lock them upon closing, in accordance with scheduled classes and activities in the buildings. On Sundays, the College is closed unless there is a planned special event or class. In these cases, the doors nearest 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 doors needed to provide access to the event and emergency fire exits. When the College is closed, faculty, staff members, students and visitors are not permitted inside College buildings. It is the policy of Carroll Community College to have an advisor present at all student organization events (on- or off-campus). The advisor is responsible for
reporting all criminal activity to the local law enforcement agency in that jurisdiction, as well as to Carroll’s Campus Police by the next working day. The College does not have any student organizations housed off-campus.

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

Emergency call boxes and Help Locator Signs are located on campus grounds. Campus Police officers check them weekly and the College’s Office of Information Technology addresses maintenance issues.

SECTION II
Awareness and Educational Programs in 2017, by Department

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

Effective July 1, 2015, the College reorganized to create a new Office of Compliance and Integrity. A College Title IX Coordinator was also appointed. 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 by the College on July 2, 2015. It is included, in its entirety, in Section V of the Annual Security Report. The entire campus, to include students, faculty, and staff, is continuously educated about the policy, in keeping with federal and state laws, regulations, and guidelines.

In 2016, the College reorganized these functions. The Director of Career Development assumed the duties of Title IX coordinator. The College hired a new Integrity and Judicial Affairs Advocate, who is responsible for student conduct issues. The Human Resources area continues its role with Title IX matters involving employees.

College leaders collaborate to plan, implement, and evaluate initiatives related to programs, awareness and campaigns which the College is currently or will be offering College-wide. Such efforts comply with applicable laws and promote activities to make the College a safer place. There is special emphasis in this section on programs offered by the College which target prevention of dating violence, domestic violence, sexual assault, and stalking; and programs to prevent discrimination, hate crimes, and drug and alcohol abuse.

Campus Police Prevention and Education Programs

Carroll’s Campus Police provides safety and emergency preparedness information to the College community through multiple mediums. Pre-semester new faculty orientation events and College-wide meetings for staff and faculty members serve as an opportunity for the Chief of Campus Police to provide guidance on safety and security matters such as campus security procedures and practices, safety awareness, how to be responsible for one’s own security and the security of others, crime prevention, emergency preparedness, and information on topics such as sexual assault, dating and domestic violence, child abuse, and direction on how the College community can contact Carroll’s Campus Police. In addition, various safety-awareness and emergency preparedness brochures are distributed to faculty, staff, and students by Carroll’s Campus Police during new student orientations and faculty orientations. Safety and security information is posted in every classroom throughout the College. The College has a Crisis Management Team, in which emergency response team members 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.

Carroll’s Campus Police continuously strive to increase visibility and 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 Campus Police web page, so that anyone can have quick access to this important information.

Members of Carroll’s Campus Police are frequently invited to present information during staff meetings and student organization meetings.

Highlights of significant 2017 prevention and awareness efforts included:

**Annual Drug and Violence Awareness Expo**—Carroll’s Campus Police participated in an annual local drug and violence awareness expo in April 2017. 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 2017, Carroll’s Campus Police 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.

**New Student Orientation** - Events continue to be held prior to the start of Fall and Spring semesters. Campus Police 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 to individuals visiting the Campus Police booth (free items contain the College logo and the Campus Police emergency contact phone number, as well as prevention and alerting information).

**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 the Rape Crisis Intervention Service of Carroll County in downtown Westminster, Maryland. During April 2017, Captain Ann Wright and Special Police Officer Donald Conrad of Carroll’s Campus Police participated in this important community event to increase awareness of sexual violence and to help raise funds for this essential community organization.

**Drug Prevention and Treatment seminar on campus** – September 2017. Sponsored by a Carroll County Commissioner in cooperation with a number of County agencies and the Campus Police.

**Crisis Management Team and Building Monitor Training** - November and December 2017. The College Crisis Response Manual was updated in Fall 2017.

**Tabletop Exercise** held for all County first-responders in New Windsor, MD - Carroll’s Campus Police actively seeks College-employee feedback about the effectiveness of the team, which in 2016 received the highest employee ratings historically given to the public safety effort.
**Crisis Intervention Team Training** – Another Campus Police officer was trained in Crisis Intervention techniques for county-wide assistance to citizens and first-responders during and after a crisis.

**Compliance and Integrity Activities**

The 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 this Annual Security Report.

The primary prevention program for students is “Think About It”. During the first week of each semester, the College Title IX coordinator sends an email to all registered students, with a link to the web-based training module. All students are encouraged to take the training, as it relates to the critical topics of sexual assault, dating violence, domestic violence and stalking.

The Title IX Coordinator and staff raise awareness on campus as follows:

**Stalking Brochure**—A student brochure on recognizing the signs of and dealing with stalking helped students to become familiar with this growing problem among their peers. The College distributed about 1,000 copies to classrooms and faculty members. A reevaluation of the publication is underway to make the material more user-friendly to students after receiving feedback from them.

**The 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 (bi-annual formal ATIXA training and annual in-house staff development training) to meet the growing need for knowledgeable staff to lead and administer programs related to Title IX compliance:

- **Coordinator and Investigators** -
  - ATIXA conference and on-line training
  - MCASA training (sexual assault)
  - Confidential Resources training

- **Students** -
  **‘Zero Shades of Gray’ prevention training** – This sexual misconduct prevention seminar (available for all credit and non-credit students) held in October 2017 was designed to demonstrate the behaviors that could prove risky to students in a world in which media and peer pressure can have a major impact on student conduct and the ability to prevent sexual assault.

  ‘Zero Shades of Gray’ is designed to instruct students in decision-making; consent to sexual activity; dating violence; domestic violence; stalking and the interpersonal tools available to prevent sexual or other violent victimization.
Starting in the Fall of 2018, each student will be invited to participate in Safe Colleges on-line training, also designed to instruct students in the recognition and prevention of dating and domestic violence, as well as harassment and stalking behaviors. The College CARE team is doubling its efforts to reach every student with prevention and intervention strategies to prevent sexual and non-sexual violence.

**Faculty and Staff-Wide meeting presentations** on August 24, 2017 and January 24, 2018

**Adjunct Faculty presentation** (both credit and non-credit) August 22, 2017 and February 20, 2018

**Tutor Training** on August 21, 2017

**Faculty Fall meeting** on August 23, 2017

**Title IX Blackboard online training** created and completed November 2017

**Resource and support information** posted in every classroom on campus, Summer 2017

**Student Engagement and Completion**

The College’s Student Engagement and Completion division is led by the Dean of Student Affairs. 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. As part of New Student Orientation, students are provided information regarding sexual assault; Title IX, personal safety; stalking; and related safety topics.

Student Life continually evaluates 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.

**Office of Human Resources**

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

- **“Bridges: Building a Supportive Community” Training.** The course is a brief and convenient training program regarding Title IX and protections
against gender-based discrimination and sexual misconduct.

- **“Workplace Violence Prevention” On-line Law Room® Training** defines workplace violence, explains who is at risk of workplace violence, and offers guidance on how workplace violence hazards can be reduced.

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

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

### SECTION III

**Crime Prevention and Reporting**

**Campus Crime Reporting**

If you are the victim of a crime:

1. Do not approach or attempt to apprehend the person(s) involved.
2. Make an effort to obtain an accurate description of the offender, including weapon, method and direction of flight, vehicle registration, etc.
3. Contact Carroll’s Campus Police at 410-386-8123 or 911 immediately.
4. 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 Carroll’s Campus Police immediately, either by dialing 410-386-8123, or by dialing 8123 from any internal College phone.** The College community is encouraged to immediately report all emergencies and criminal and/or suspicious activities to Carroll’s Campus Police as soon as reasonably possible so that a Timely Warning can be issued to protect the safety and security of the College community. The College encourages accurate and prompt reporting of all crimes, including sexual crimes, to Carroll’s Campus Police and the appropriate police agencies when and if the victim of a crime elects to do so. When a victim chooses not to report a crime to Carroll’s Campus Police or the Carroll County Sheriff’s Office, Carroll’s Campus Police will offer every service and accommodation possible to the victim, to ensure the victim’s safety and well-being. Carroll’s Campus Police 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.

Carroll’s Campus Police 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 the victim of a crime.

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

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

In summary, the victim of a crime may:

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

The College has a Memorandum of Understanding (MOU) with the Carroll County Sheriff’s Office for the investigation and response to alleged criminal offenses. This MOU includes responsibility for the investigation of sexual assaults, other sex offenses, child abuse, and other crimes as defined in the Clery Act.
Campus Police collaborated with representatives of Family and Children’s Services of Central MD to forge an agreement to have College and County 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 a protocol in place for response to domestic violence incidents. LAP training was presented 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 partnered with the Rape Crisis Intervention Service (RCIS) of Carroll County to forge an agreement to have services and procedures in place for such victims of sexual assault. This MOU was originally signed January 14, 2016. The Chief and Assistant Chief coordinated with RCIS to bring specialized training to officers to enhance their skills in responding to and assisting victims of rape.

An additional partnership is underway to develop an MOU in cooperation with the Carroll Hospital, a LifeBridge Health 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 exam services to adults and children 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 victims of sexual assault. S.A.F.E. allows victims to be evaluated in comfort and privacy by a specially-trained forensic nurse within (3) to (4) hours. These services 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, Carroll’s Campus Police officers escort student(s) to the Office of Compliance and Integrity for student disciplinary action as appropriate.

Campus Police 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 Police officer directly, by dialing 8123 from any internal College phone located in each classroom and in hallways, or by dialing 410-386-8123 from any other phone. One may also call the Campus Police by dialing “0” for the Information Center to request assistance from a Campus Police officer.

**Reporting by Campus Security Authorities (CSA)**

In compliance with the Jeanne Clery 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 Police, or any official of the institution who is defined as a “Campus Security Authority” (CSA). The law defines “Campus Security Authority” as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” The following is the Campus Security Authority list of those employees, by function, who are responsible for reporting statistics for inclusion in the Annual Security Report:

<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>Manager</td>
<td>410-386-8646</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Program Director</td>
<td>410-386-8231</td>
</tr>
<tr>
<td>Applied &amp; Theater Arts</td>
<td>Division Chair</td>
<td>410-386-8467</td>
</tr>
<tr>
<td>Business &amp; Technology</td>
<td>Division Chair</td>
<td>410-386-8224</td>
</tr>
<tr>
<td>Career Development / Title IX Coordinator</td>
<td>Director</td>
<td>410-386-8524</td>
</tr>
<tr>
<td>Communication / Arts</td>
<td>Division Chair</td>
<td>410-386-8207</td>
</tr>
<tr>
<td>Corporate Services &amp; Workforce Development</td>
<td>Senior Director</td>
<td>410-386-8113</td>
</tr>
<tr>
<td>Education</td>
<td>Division Chair</td>
<td>410-386-8325</td>
</tr>
<tr>
<td>Enrollment &amp; Development</td>
<td>Senior Director</td>
<td>410-386-8405</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Director</td>
<td>410-386-8032</td>
</tr>
<tr>
<td>Integrity &amp; Judicial Affairs</td>
<td>Advocate</td>
<td>410-386-8217</td>
</tr>
<tr>
<td>Library &amp; Media Services</td>
<td>Director</td>
<td>410-386-8335</td>
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<tr>
<td>Lifelong Learning</td>
<td>Director</td>
<td>410-386-8110</td>
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<tr>
<td>Mathematics &amp; Engineering</td>
<td>Division Chair</td>
<td>410-386-8304</td>
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<tr>
<td>Programs &amp; Operational Support Services</td>
<td>Director</td>
<td>410-386-8121</td>
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<tr>
<td>Sciences</td>
<td>Division Chair</td>
<td>410-386-8222</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Division Chair</td>
<td>410-386-8206</td>
</tr>
<tr>
<td>Student Life</td>
<td>Director</td>
<td>410-386-8417</td>
</tr>
<tr>
<td>Transitional Studies &amp; Academic Services</td>
<td>Division Chair</td>
<td>410-386-8302</td>
</tr>
</tbody>
</table>
Campus Security Authorities must disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by the College, and public property within or immediately adjacent to the campus and related to the following three categories:

1. Murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, and stalking.

2. Any bias-related (*hate) crimes related to the above listed crimes but also including larceny-theft, simple assault, intimidation, or destruction of property/vandalism.

*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 each function are notified, annually, by Carroll’s Campus Police that they are federally mandated to report crimes and are provided 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. CSA’s have been notified that they must contact the Chief or Assistant Chief, Carroll’s Campus Police, via phone, of the details of the incident to be reported. The Campus Police manager receiving the report will document the incident in a Departmental Incident Report.

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

**Daily Crime Log**

A daily crime log is maintained in the Campus Police office that contains the most recent 60-day crime and incident activity. This log, compiled and updated daily by the Assistant Chief of Carroll’s Campus Police, contains the nature, date, time, and general location of each crime as well as the disposition of the complaint. The log also contains incident information for the Multi-Service Center/BERC Center, located at 224 North Center Street, Westminster, MD. In early 2016, the daily crime log was added to the College’s website, on the Campus Police home page so that anyone may have quick access to this important information.

**Student CARE Team / BIT Team**

Carroll Community College adheres to policies that fosters 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 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, staff and students 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. A message to the team may be sent to careteam@carrollcc.edu.

The BIT Team (Behavioral Intervention Team) seeks to identify troubled students before a violent or threatening incident occurs. Using the CARE Team email reporting process above, trained members of the BIT Team respond to tips and reports of threats; threatening or concerning behavior; or other information that suggests a student may be planning to hurt himself or others. Using proven intervention steps, the BIT Team seeks to interrupt plans for a violent act, and return the student to class when s/he is no longer in crisis and a threat to others.

**Drug Free Schools and Communities Act and Higher Education Act**

Carroll Community College is concerned about the adverse effects that drugs and alcohol have upon society, families and higher 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 policies and a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by the students and employees of Carroll Community College. The College pays particular attention to the risks inherent in the illegal consumption of alcohol by underage persons, and works with the
Carroll County Sheriff’s Office (pursuant to the MOU) to enforce and deter violations when observed by Campus Police or College administrators.

Carroll Community College’s substance use policy declares that the College will not tolerate the illegal use or distribution of alcohol or the manufacture, possession, use, distribution, dispensation, or sale of controlled, dangerous substances, illegal drugs of any kind, or associated paraphernalia at 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 violators 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 who need help in dealing with such problems are encouraged to use their health insurance plans or other appropriate community assistance programs. The College recognizes the significant risk that persons assume when using alcohol and/or drugs, and publishes a list of treatment providers at the end of this report that may assist a student or employee who requests such services. A list of Carroll County agencies and descriptions of various health risks associated with the use of illicit drugs or alcohol is also 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 referral information.

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.

In addition, the College adheres to the requirements of the HEA (Higher Education Act of 1965), Section 120 (a)-(d), as outlined below.

The College publishes the Annual Security Report (ASR) each October 1, and sends an email with a link to the report to each registered student and current employee.

The ASR contains information that meets the following requirements of the HEA:

The College, in this ASR, describes (A) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution’s property or as part of any of the institution’s activities; (B) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol; (C) a description of the health-risks associated with the use of illicit drugs and the abuse of alcohol; (D) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and (E) a clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by this policy.

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

Carroll Community College subscribes to the Network of Drug-Free Colleges and Universities Statement of Standards (1988) which states, “American society is harmed in many ways by alcohol abuse and drug-use – decreased productivity, serious health problems, breakdown of the family structure, and strained societal resources. Problems of abuse have a pervasive impact upon many segments of society—all socioeconomic groups, all age levels and even the unborn. Education and learning are especially impaired by drug use and alcohol abuse. Abuse among college students inhibits their educational development and is a growing concern among our nation’s institutions of higher education.”

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

Carroll Community College’s substance use policy declares that the College will not tolerate the manufacture, possession, use, distribution, dispensation, or sale of controlled, dangerous 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.

Students, faculty, or staff who violate this policy may be suspended and subject to dismissal, criminal prosecution under local, State, or Federal law and/or participation in a drug education/rehabilitation program. Irresponsible or illegal use or distribution of alcohol will be subject to penalties set forth in individual campus policy.

The usual penalty for drug distribution, manufacture, and dispensing will be dismissal, while use or possession may incur a lesser penalty, to include successful completion of an approved drug education/counseling component. Punishment could be up to 30 years in jail or a $250,000 fine, or both, under Federal law for manufacture, distribution, dispensation, or possession of a controlled, dangerous substance punishable by a prison sentence up to 20 years or a fine up to $25,000, or both. Under the Drug-Free Workplace Act of 1988, should an employee be convicted of a criminal drug statute violation occurring in the workplace, it is that employee’s obligation to notify the appropriate vice president no later than five (5) days after such conviction. While it could be assumed because of the size and organizational structure of the College, that the College administration may be aware of the conviction, it does not relieve the employer of his/her responsibility to notify the appropriate Federal agency within ten (10) days after the receipt of such notice from the employee. Within 30 days of receipt, it is the College’s responsibility to take the appropriate personnel action.

The College provides referral and resource services for anyone confronted with a problem of drug and/or alcohol abuse. If you suspect that you, a colleague, or a friend might be experiencing drug or alcohol-related problems, you are encouraged to contact the appropriate College office (Human Resources, Counseling, or Student Life) or the Integrity and Judicial Affairs Advocate, 410-386-8217.

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

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

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/sorSearch/ or access the web link through Carroll’s website on the Campus Police page. This site provides information on registered sex offenders enrolled and/or employed at all Maryland institutions of higher education.

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

Emergency Call Boxes
The College has installed Emergency Call Boxes on the exterior walls in the N, T, and K buildings. Activating the emergency boxes places a call to the College’s emergency phone line, x8123, and Campus Police officers are immediately dispatched. As an additional safeguard, each call box is equipped with a strobe light that flashes when a message is transmitted. This will enable the responding Campus Police officer 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. After normal operating hours, calls from the Emergency Call Boxes are forwarded to the County’s 911 Center. Call boxes are checked weekly by Campus Police officers and maintenance issues are addressed by the College’s Office of Information Technology.

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

Timely Warnings—
Emergency Response and Notification
Carroll Community College has an emergency plan that provides a protocol for multi-hazard events, found in its Emergency Management Plan. 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, via text messaging and email. e2Campus also posts messages on the College’s website, Facebook page, Twitter page and Blackboard. The College also uses the PA system and internal phone-zone paging, as well as the College’s radio system. Updates are provided to the community using the College’s website, as well as e2Campus notifications. Carroll provides timely warnings to the entire College community regarding offenses or incidents that are reported to and confirmed by Campus Police officers, CSA’s (College Security Authorities) or local police, and which may represent a threat to students and employees. This process is designed to protect the confidentiality of reporting persons and victims, and to aid in the prevention of other crimes. Circumstances that may require the issuance of a timely warning constitute an immediate threat, and may include weather emergencies, violent incidents, fires, explosions and critical incidents that may directly affect the safety of students and staff on campus.

Carroll will issue a timely warning for all Clery Act crimes that:
- are reported to CSA’s (Campus Security Authorities), Campus Police or local police agencies and
- are considered by Carroll to represent a confirmed and serious or continuing threat to students and employees

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

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

Carroll will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
As soon as Carroll has confirmed that a significant emergency or dangerous situation exists, it will:

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

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

- assist a victim
- contain the emergency
- respond to an emergency, or
- otherwise mitigate the emergency

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

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

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

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

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

1. Recommended action, and/or
2. College closure information. Students and staff may be told to evacuate, shelter-in-place, lockdown or remain away from the College campus.

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

e) In the event of an evacuation, Carroll’s alerting systems specified above will be used to notify the College community, and Campus Police officers will act to ensure that involved buildings or campuses are clear of occupants before that building or campus is declared to be ‘safe’ or reoccupied.

On a monthly basis, Carroll’s Campus Police and College Administration conduct a test of the electronic alerting systems listed above, as well as the campus emergency phones and office alarms. These tests may be announced or unannounced and are performed year-round. Dates and times of inspections are available by contacting Carroll’s Campus Police. At least once annually, Carroll’s Campus Police, in concert with the College Crisis Management Team, conducts an exercise to test and refine the Emergency Management Plan.

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

The College has a Crisis Management Team and a Building Monitor Group to assist with emergency response and practice drills. The Crisis Management Team is a diverse group of College leaders who serve to consult and review the College’s Emergency Plan for content and completeness. This group is also trained and
will respond as called upon to any incident or emergency on campus.

The Building Monitors Group includes selected individuals who assist in emergency planning, training, drills, and evacuation. Many Crisis Management Team members and all individuals in the Building Monitors Group carry College-issued two-way radios so that they may monitor College communications networks and notify Campus Police or College Administration of vital information. 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 constitutes the safety area.)

The College participated in or conducted the following crisis drills in 2017/2018:

- **September 12, 2017** – County-wide Tabletop exercise at the Emergency Operations Center in New Windsor
- **November 17, 2017** – Tabletop exercise, College Crisis Management Team
- **December 15, 2017** – Tabletop exercise, College Crisis Management Team
- **April 25, 2018** – College-wide crisis response drill
- **May 15, 2018** – Tabletop exercise, College Crisis Management Team

**SECTION V**

**Gender-Based and Sexual Misconduct Policy and Procedure**

**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), 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 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 LawRoom to provide CampusClarity online training for faculty, staff, and students regarding sexual misconduct, bystander intervention, and reporting of sexual misconduct incidents.

**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. 2014 THE NCHERM GROUP/ATIXA. Use with citation permitted without compensation by ATIXA members.*

**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 College 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.

**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 student, 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 the 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 Campus Police, and/or contacting other persons of authority at the College. Help protect your friends and colleagues by intervening as appropriate for the situation. If you observe or witness sexual or other misconduct, please say something. If you believe that it is not safe for you to directly intervene in a situation, at a minimum, immediately dial 911, 410-386-
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 consists of 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 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 yourselves 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.” Reply: “Okay, don’t hit me. I’ll do what you want.”)
- Coercion: 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, and administering one of these drugs to another student, faculty or staff member is a violation of this policy and the criminal law. 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 Procedure
Carroll Community College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, and takes proactive steps to investigate and adjudicate every incident that comes to its attention.

As in the case of all crimes and incidents that affect the safety and security of members of the College community, all crimes and incidents should be reported to the Campus Police at 410-386-8123 (or the Carroll County Sheriff’s Office at 911). Upon the request of the victim or reporting person, Campus Police will notify the Sheriff’s Office of the need for a Sheriff’s investigation. The victim or reporting person always has the option to decline to notify law enforcement authorities.

All evidence that might affect the outcome of the investigation, to include photos and videos; medical reports; clothing; witness identification; electronic communications; court documents and other relevant information should be protected and made available to the police.

The College will take all necessary actions to protect the rights of the victim, and to assist in the court process required to obtain a peace order, no-contact order or ex- parte order.

When a report is made to the Campus Police of dating violence, domestic violence, sexual assault or harassment, Campus Police will take the appropriate action to investigate the incident and protect the victim or reporting person. The victim or reporting person may choose to not make an official report, and may request that the matter remain confidential. The Campus Police will provide a Timely Warning to the College community, in conformance with College policy and the requirements of the Clery Act.
**Dating Violence**

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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 cohabited 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**

Stalking occurs when one engages 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, as defined above.

**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 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 as referenced in 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, the reporting person 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.

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:

- Dena Ruby, Human Resources (for staff)
  Email: druby@carrollcc.edu | Phone: 410-386-8033
- Kimberly McShane, Admissions Counselor
  Email: kmcshane@carrollcc.edu | Phone: 410-386-8406
- Don Hoepfer, Associate Professor, Philosophy
  Email: dhoepfer@carrollcc.edu | Phone: 410-386-8227
- Jody Nusholtz, Professor, English
  Email: jnusholtz@carrollcc.edu | Phone: 410-386-8221
- Hugh Warner, Academic Advisor
  Email: hwarner@carrollcc.edu | Phone: 410-386-8421
- Kathy Mayan, Director of Lifelong Learning
  Email: kmayan@carrollcc.edu | Phone: 410-386-8110
- Beth Lee, Coordinator of Student Support Services and Special Programs
  Email: blee@carrollcc.edu | Phone: 410-386-8096

These are individuals who the College has not specifically designated as “responsible employees” 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 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 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. Please see page 14. 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.

Commonly Asked Questions and Answers

Here are some of the most commonly asked questions regarding the 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 Police). If there is a report of an act of alleged sexual misconduct to a Title IX Coordinator or Chief of Campus Police 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 from 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 about legal advice?**

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the State’s 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. Accused individuals 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 College 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, such as a Campus Police escort.

**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 victim’s person within 12 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, a LifeBridge Health center, Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is available 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 Carroll’s Campus Police or from Student Affairs can also accompany you to the hospital and Campus Police can provide transportation if needed. 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 and provide medical care, address pregnancy concerns and address the possibility of
exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers or bags 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, who can accompany you through the exam, if you desire.

Do not disturb the crime scene — leave all sheets, towels, etc. that may contain 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. Please refer to the Amnesty for Students Who Report Sexual Misconduct section within this policy. See page 24.

**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 or the Integrity and Judicial Affairs Advocate. The College provides non-legal advisors who can help you to define and clarify the event(s), and advise you of your options.

**The Law:**

Maryland law regarding the rights and responsibilities of both the complainant and the alleged have recently changed. Any person who has an interest in the law, including the adjudication process; representation; notifications and similar issues, may refer to SB 206 for complete details. Any provision or requirement mandated by the law will be included in subsequent versions of this report, once the law has been adopted by the College Board of Trustees.

**Other Resources:**

- **Campus Police** – Carroll Community College
  *Campus phone: dial 8123 | Other phone: 410-386-8123, room A137*

- **Title IX Coordinator**
  *Phone: 410-386-8524 | Email: TitleIX@carrollcc.edu | Office: A102G*

- **Title IX Deputy Coordinator, Director of Human Resources**
  *Phone: 410-386-8032 | Office: A138*

- **Carroll County Domestic Violence Hotline**
  *Phone: 443-865-8031*

- **Rape Crisis Intervention Service**
  *Website: www.rapecrisiscc.org | Hotline: 410-857-7322 Phone: 410-857-0900 V/TTY 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*
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 by a victim or other reporting person, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. Victims and witnesses are encouraged to report all crimes and incidents to Campus Police at 410-386-8123.

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:

- Dena Ruby, Human Resources (for staff)
  Email: druby@carrollcc.edu | Phone: 410-386-8033
- Kimberly McShane, Admissions Counselor
  Email: kmcshane@carrollcc.edu | Phone: 410-386-8406
- Don Hoepfer, Associate Professor, Philosophy
  Email: dhoepfer@carrollcc.edu | Phone: 410-386-8227
- Jody Nusholtz, Professor, English
  Email: jnushtoltz@carrollcc.edu | Phone: 410-386-8221
- Hugh Warner, Academic Advisor
  Email: hwarner@carrollcc.edu | Phone: 410-386-8421
- Kathy Mayan, Director of Lifelong Learning
  Email: kmayan@carrollcc.edu | Phone: 410-386-8110
- Beth Lee, Coordinator of Student Support Services and Special Programs
  Email: 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 his/her 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 to the College and to local law enforcement if they would like to do so. The Title IX Coordinator and Carroll’s Campus Police may assist the individual in making a report to the College and to local law enforcement.

When a student or employee reports to the College that s/he has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on- or off-campus, the College will provide the student or employee a written explanation of the student’s or employee’s rights and options.

The Title IX Coordinator, after having an incident reported, will determine whether an investigation is warranted and depending on the nature of the incident, the necessity of informing Carroll’s Campus Police 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

1. Carroll’s Campus Police 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 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, or 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 or not the respondent is responsible of gender-based or sexual misconduct. To reach a finding of responsible, the evidentiary standard of a “preponderance of the evidence” will be used.

Investigative Process

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. In all cases, the victim, the respondent, and if applicable, the next of kin of the victim (when the victim is deceased), will be advised of the findings.

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.
- 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 or the Vice President of Continuing Education and Training as appropriate.
- 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.
Supplement 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 his/her 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 his/her 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, 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 his/her 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 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;
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• 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 his/her 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.

Related Information and Resources; Interim Measures
Interim measures are those services, accommodations, or other assistance that the College puts in place for victims after receiving notice of alleged sexual misconduct but before any final outcomes, investigatory, disciplinary, or remedial, have been determined. The College wants its students to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. Carroll Community College is obligated to comply with a student’s reasonable request for an academic situation change following an alleged sex offense report.

Upon receiving a report of sexual misconduct, the College will provide the victim, or the victim’s advocate, with a written explanation of the interim measures available on campus and/or through local community resources and shall ask victims, or their counselors or advocates, what measures are sought. The College shall determine which measures are appropriate for a particular victim on a case-by-case basis. If the victim or advocate identifies an interim measure that is not already provided by the College, the College will consider whether the request can be granted. In those instances, where interim measures affect both a victim and the alleged perpetrator, the College will minimize the burden on the victim wherever appropriate. Any accommodations or protective measures provided to the victim, to the extent that that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures, are kept confidential.

The College will also take protective measures after it receives a report or allegation of dating violence, domestic violence, sexual assault or stalking. The measures employed are similar to the measures used in the case of sexual misconduct, listed below. The victim will be advised of all rights and possible interim measures in writing.

A victim of sexual misconduct, dating violence, domestic violence or stalking, or the victim’s counselor or advocate, may request any of the interim measures listed below. The College will determine which measures are appropriate to ensure the victim’s safety and equal access to educational programs and activities:
• Academic accommodations.
• Assistance in and process of arranging for alternative College employment arrangements and/or changing work schedules, given to the victim in writing.
• A “No contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another.
• Providing an escort to ensure that the student can move safely between school programs and activities.
• Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services.
• Written information (from the Title IX Coordinator) regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and
other services available for victims, both within the institution and in the community.

The College shall work with victims or their advocates to identify what interim measures are appropriate in the short term (e.g., during the pendency of an investigation or other school response), and shall continue to work collaboratively throughout the College’s process and as needed thereafter to assess whether the instituted measures are effective, and if not, what additional or different measures are necessary to keep the victim safe. The College will provide a written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and the community, and the availability of changes to academic, living conditions, transportation and working situations, or protective measures regardless of whether the victim reports to law enforcement.

The College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodation(s) or protective measures.

**What options do I have as the victim of a sexual assault?**

Crimes may be reported to any Carroll employee, coach, mentor, faculty member, or other employee considered by the College to be Campus Security Authorities (CSA’s). Each employee or CSA will assist the victim by calling the Sheriff’s Office or Carroll’s Campus Police, if requested by the victim, and will assist the victim as needed or requested. Other services and rights are elaborated in the Sexual Assault portion of this document.

In the event of a sexual crime, the victim may choose to contact Carroll’s Campus Police for assistance and a referral to the Carroll County Sheriff’s Office (CCSO); contact the Campus Police for assistance without notification to the CCSO; receive assistance in going to a S.A.F.E. hospital for medical assistance and/or a forensic exam; and choosing to either contact, or not contact, the CCSO upon arrival at the hospital. If the CCSO is not contacted at the hospital, evidence will be retained for 90 days pending a possible decision to request an investigation by the CCSO.

**Definition of Rape (FBI Uniform Crime Report)**

Although many serious crime reports are included in this report, the crime of rape is especially egregious, and must be defined for the benefit of our community. The FBI defines rape as:

“Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” The crime of rape includes the offenses listed below:

**Sexual Assault (Sex Offenses):**

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. In Maryland, the statutory age of consent is 16 years of age (which means the victim must be under 16); however, 14- and 15-year-olds may consent if the offender is less than four years older than the victim.

**Complaints Against Persons Outside Carroll Community College**

Complaints against students from other institutions or other campus visitors should be reported to Carroll’s Campus Police, who will investigate the complaint and take appropriate action (410-386-8123).

Complaints against employees of entities that do business with Carroll should be reported to the Chief of Campus Police (410-386-8249), who will investigate the complaint and take appropriate action.

**Protection of Complainants Against Retaliation**

Threats, intimidation, and retaliation against a complainant for bringing a sexual misconduct complaint are violations of this policy and thus may be grounds for disciplinary action.
The College will take steps to protect students and employees from reprisal by the accused. Such protection will need to be appropriate to the individual’s circumstances. For students, this may include the opportunity to change an academic schedule of the complainant or accused, drop a course, transfer to another section, complete the course independently, have a pass/fail option, have a third party grade the work, have another person assigned to write recommendations or references on behalf of the student, or have another person assigned as an advisor to the student.

**External Agencies That Address Sexual Misconduct**

Complaints of sexual misconduct may also be filed with the Federal Equal Employment Opportunity Commission or the Maryland Commission on Civil Rights. To protect the legal rights and remedies available to a complainant, a complainant must comply with certain time limits and deadlines. Affected persons should contact the relevant agencies to verify the time limits. Failure to meet required deadlines may result in a loss of rights to seek a legal remedy. Persons may also file complaints for violation of Title IX with the U.S. Department of Education, Office of Civil Rights.

Victims also have the option to notify and seek assistance from law enforcement authorities by calling 911. Victims have the right to request and receive accommodations including judicial no-contact, restraining and protective orders. Whether or not an incident report is filed, Carroll’s Campus Police and Office of Compliance and Integrity will take aggressive steps to protect students as required and as specified above.

Allegations of domestic violence, dating violence, stalking and sexual harassment are referred to the Title IX Coordinator for investigation and victim support. The College takes all matters involving sexual assault, harassment and discrimination seriously, and acts to safeguard the rights of the victim and the accused.

**Additional Resources:**

- **Campus Police** – Carroll Community College  
  Campus phone: 8123 | Other phone: 410-386-8123  
  or internally by dialing 8123 Front desk at A  
  Building or A137

- **Title IX Coordinator, Carroll Community College**, Barbara Gregory  
  Campus phone: 8524 | Other phone 410-386-8524  
  Email: bgregory@carrollcc.edu | Office: A102G

- **Carroll County Sheriff’s 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

**Legal Services:**

- **Carroll County Public Defender**  
  101 North Court Street, Suite 140 Westminster, MD,  
  21157 Phone: 410-871-3636  
  Fax: 410-871-3640  
  Purpose: To provide legal representation for indigent defendants at all stages of criminal, serious traffic, and juvenile proceedings in Carroll County.

- **Carroll County State’s Attorney**  
  55 North Court Street, Suite 100 Westminster, MD,  
  21157 or  
  PO Box 606 Westminster, MD, 21158  
  Phone: 410-386-2671  
  Fax: 410-876-9286  
  Purpose: To prosecute, on behalf of the state, all criminal cases in the District, Circuit, and Juvenile Courts, such as robbery, assault, and murder.

- **Carroll County Victim Witness Assistance Unit**  
  Carroll County State’s Attorney’s Office  
  55 North Court Street Westminster, MD, 21157  
  or  
  PO Box 606  
  Westminster, MD, 21158  
  Phone: 410-386-2671  
  Fax: 410-876-9286  
  Purpose: To provide support and assistance to victims and witnesses of homicide, sexual assault, child abuse, burglaries, serious assaults, and domestic violence and certain more serious misdemeanor cases.

**Support Services:**

- **Carroll Hospital, a LifeBridge Health Center**  
  200 Memorial Avenue Westminster, MD 21157 Phone:  
  410-848-3000 | TTY: 410-871-7186

- **Carroll County Domestic Violence Hotline**  
  Phone: 443-865-8031
Protection Order Advocacy and Representation Project (POARP)
Women’s Law Center of Maryland
55 North Court Street, Suite 208
Westminster, MD, 21157
Phone: 410-386-2440
Purpose: To support domestic violence clients as they navigate the legal process for obtaining peace and/or protection orders, and emergency evaluations.

Counseling / Intervention Services
Carroll County Youth Service Bureau, Inc.
59 Kate Wagner Road
Westminster, MD, 21157
Phone: 410-848-2500
Fax: 410-876-3016
Purpose: Outpatient mental health and substance abuse services to children, adolescents, families and adults.

Family and Children’s Services of Central Maryland
22 North Court Street
Westminster, MD, 21157
Phone: 410-876-1233
Purpose: To assist families who are facing separation, domestic violence, child sexual abuse, and other hardships that damage and disrupt their lives.

Domestic Violence Program
22 North Court Street
Westminster, MD, 21157
Phone: 410-876-1233
Purpose: To provide treatment for families experiencing physical and emotional abuse.

Maryland Crisis Hotline, Grassroots Crisis Intervention
6700 Freetown Road Columbia, MD, 21044
Phone: 800-422-0009
Purpose: to provide crisis intervention services to anyone in need, 365 days a year.

Maryland Coalition Against Sexual Assault (MCASA)
Website: mcasa.org

Rape Crisis Intervention Services of Carroll County
224 North Center Street, Room 102,
Westminster, MD, 21157
or
PO Box 1563
Westminster, MD, 21158
Phone: 410-857-0900
Fax: 410-876-9147
Purpose: to provide counseling and support services to people in the community hurt by sexual violence, and to eliminate sexual violence in Carroll county through education and advocacy.

Sexual Assault Forensic Examiner (S.A.F.E.) Program
Carroll Hospital, a LifeBridge Health Center
200 Memorial Avenue
Westminster, MD, 21157
Phone: 410-876-6655, or 410-848-3000
TTY: 410-871-7186

Student Assistance Program
Carroll Community College
Contact: Jonathan Rowe, Integrity and Judicial Affairs Advocate
Campus Extension: 8217, Phone: 410-386-8217
E-mail: jrowe@carrollcc.edu Office: A117

Substance Abuse Services:
Ambulatory Care Addictions Programming, Behavioral Health Services
Carroll Hospital, a LifeBridge Health Center
200 Memorial Avenue
Westminster, MD, 21157
Phone: 410-871-7110
Purpose: To provide substance abuse treatment, education, and support in a structured environment.

Carroll County Health Department, Outpatient Treatment Services
Bureau of Prevention, Wellness, and Recovery
290 South Center Street
Westminster, MD, 21157
Phone: 410-876-4800
Fax: 410-876-4832
Purpose: To provide substance abuse education and treatment to Carroll County residents over the age of 18 who have substance use, abuse, and dependence disorders.
Carroll County Youth Service Bureau, Inc.
59 Kate Wagner Road
Westminster, MD, 21157
Phone: 410-848-2500
Fax: 410-876-3016
Purpose: outpatient mental health and substance abuse services to children, adolescents, families, and adults.

Mountain Manor Treatment Center, Westminster
Adult Outpatient
Carroll Plaza Shopping Center
Rt 140 and Englar Road, Suite 20C
Westminster, MD, 21157
Phone: 410-876-2425
Fax: 410-840-9388
Purpose: To provide outpatient drug and alcohol treatment, and inpatient assessments.

West Central Intergroup of Maryland, Alcoholics Anonymous
2 East Church Street
Frederick, MD, 21701
Phone: 310-662-0544
Purpose: To assist alcoholics through group meetings with other alcoholics.

SECTION VI
Campus Crime Statistics

This report contains categories of crime statistics for the main campus and non-campus properties, which have been reported to Campus Police, local police and Campus Security Authorities for the three most recent calendar years and includes combined statistics for on-campus, branch campus, non-campus, and public property adjacent to the College’s facilities. Crime statistics are requested from the police records of the Carroll County Sheriff’s Office, the Maryland State Police (Westminster Barrack), 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.

Reports are classified as either On-Campus, Non-Campus Buildings, or Public Property. Any report that is included in the statistics below will be designated as one of the 3 classifications listed.

Unfounded Reports
In some cases, according to the Memorandum of Understanding with the Carroll County Sheriff’s Office (CCSO), reports of serious crimes are classified as UNFOUNDED by the CCSO. This classification is only made by the CCSO after an extensive investigation, in which the investigator concludes that the crime or incident reported did not occur. The reporting person does not have to be charged with making a false report in order for the incident to be classified as unfounded.

Statistics by Campus
Statistics are collected from law enforcement agencies that have jurisdiction over the main campus and off-campus location, as well as internal College departments that are involved with Title IX, Student Conduct or Human Resources.
1. Main Campus: 1601 Washington Road
(On-campus statistics are included. No incidents were reported on public property. See the next page for the incident report at the non-campus location).

<table>
<thead>
<tr>
<th>Offenses</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
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<td>Murder/ Non-negligent Manslaughter</td>
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<td>Manslaughter by Negligence</td>
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Hate Crimes
(Hate crimes include all of the preceding categories as well as larceny; simple assault; intimidation; and destruction, damage, or vandalism of property, or any other crime involving bodily injury) – None were reported in 2017

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<td>Larceny—Theft</td>
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<td>Destruction/Damage/Vandalism of Property</td>
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VAWA Offenses
Domestic Violence | 0 | 0 | 0
Dating Violence   | 0 | 0 | 0
Stalking          | 1 | 1 | 2

Arrests and Referrals for Disciplinary Action
Arrests on Campus—Liquor Law Violations | 0 | 0 | 0
Arrests on Campus—Drug Law Violations   | 1 | 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 | 1
Disciplinary Actions—Illegal Weapons Possession | 0 | 0 | 0

Total | 3 | 1 | 3
2. Off-Campus Location: Multi-Service Center,  
225 North Center Street, Westminster, MD 21157  
No on-campus, off-campus or public property incidents were reported at this off-campus location in 2017.

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<td>Larceny—Theft</td>
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<tr>
<td>Intimidation</td>
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<tr>
<td>Destruction/Damage/Vandalism of Property</td>
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VAWA Offenses

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<th>Offenses</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<td>Domestic Violence</td>
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<td>Dating Violence</td>
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Arrests and Referrals for Disciplinary Action

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<th>2016</th>
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<td>Arrests on Campus—Liquor Law Violations</td>
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<tr>
<td>Arrests on Campus—Drug Law Violations</td>
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<td>Arrests on Campus—Illegal Weapons Possession</td>
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<td>Disciplinary Actions—Liquor Law Violations</td>
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<td>Disciplinary Actions—Drug Law Violations</td>
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<td>Total</td>
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