



CECIL COLLEGE

2016 ANNUAL SECURITY REPORT

INTRODUCTION

Cecil College works to ensure a safe environment for students, faculty, staff and visitors. This document is designed to help maintain a safe environment for you and your property. We want you to become familiar with the College community, to understand the security policies and procedures that help promote safety and respect for others on the Cecil College campus, and to take appropriate precautions to minimize risk.

OUR COMMITMENT TO SAFETY

Cecil College understands the concerns of students, staff and the community about the safety of individuals on a college campus and accepts the responsibility to employ appropriate security measures. All members of the community should exercise good judgment and take reasonable precautions to ensure their own security and safety. Cecil College is committed to working with all members of the community to make our campuses safe and secure environments.

THE SAFETY AND SECURITY DEPARTMENT: ROLES AND RESPONSIBILITIES

As part of the Administrative Services Division, the Public Safety Department of Cecil College is responsible for protecting the property, students, staff and visitors of the College and works to provide a safe learning environment at all College sites. Cecil College employs a full-time Chief of Public Safety, 3 full-time officers and is supplemented by 4 part-time officers. The full time officers are sworn Maryland Special Police Officers. Cecil College does not have any residential facilities.

The Public Safety Department role includes ensuring that public safety and security procedures are followed; conducting follow-up investigations of all incidents/daily reports and recommending corrective action to resolve and prevent reoccurrence; reporting crime statistics/records; and acting as a liaison to local law enforcement agencies. Escort service on and about campus may be requested through the College switchboard operator or via cell phone access.

SECURITY AND ACCESS TO INSTITUTIONAL FACILITIES

During normal business hours the majority of the buildings and grounds are open to the public, provided there is no disruption to classes, staff or college events. To assure the College provides safety and security conducive for an institution of higher education, the College reserves the right to restrict access to any or all campus and non-campus buildings; parts of the campus or the entire campus as the need arises. After normal business hours the buildings are locked electronically and access to the buildings is prohibited except by authorized personnel.

Public Safety personnel monitor the parking lots and secure all buildings on the North East campus, Elkton Station, College Crossing, and the Family Education Center. Administrators of the College and the Public Safety Officers have the right and authority to ask persons for identification and to determine whether individuals have lawful business on Cecil College property.

The Public Safety staff enforces Cecil College policies, procedures, and parking regulations on campus. Sworn Public Safety personnel have arrest authority. Criminal incidents are handled at the Department level or are referred to the Maryland State Police, Elkton Police, or the Cecil County Sheriffs' Department, all of whom have jurisdiction on the campuses. The Public Safety Office maintains a close working relationship with all local law enforcement agencies in terms of security activities as well as investigations of criminal incidents.

General hours of Public Safety coverage at the North East campus are 7:00 am – 11:00 pm Monday thru Friday, 7:00 am – 4:00 pm Saturday, and on Sunday as required. Elkton Station has security coverage from 7:00 am through closing, Monday thru Friday. At closing, these facilities are locked and alarmed until the next business day. Facilities at College Crossing, Family Education Center and Bainbridge are patrolled periodically, and doors and alarm systems are checked. Public Safety also provides event coverage at the Milburn Stone Theatre, all athletic events, and any other special events such as graduation, as needed.

Select members of Cecil College staff (Administrators and Facilities employees) have access to all Cecil College buildings 24 hrs. per day.

MAINTENANCE OF THE CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Facilities staff members regularly inspect all Cecil College facilities to assess and initiate repairs of malfunctioning lights and other unsafe physical conditions. Other members of the Cecil community are helpful when they report equipment problems to Facilities.

Public Safety Staff monitor the parking lots, check for lighting outages, and secure all buildings on the North East campus, Elkton Station, College Crossing, and the Family Education Center.

REPORTING OF CRIMINAL OFFENSES, EMERGENCY & SUSPICIOUS ACTIVITY

Community members, students, faculty, staff and guests are encouraged to accurately and promptly report all crimes, emergencies and public safety related incidents to the Public Safety Office or the local police in a timely manner. Contact the Public Safety Office through the College Operator by dialing “0”, or (410) 287-6060. The operator will call “911” in addition to notifying Security. Community members can report crimes directly to the local law enforcement agency by calling 911. However, when possible, crimes should be reported directly to the Public Safety Office to ensure timely resolution and inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

If you have left campus and wish to report a non-emergency incident you can do so by email to safety@cecil.edu. Please give complete details and a call back number, someone from security will be in touch with you.

Parking lot blue phones and hallway mounted red phones all are direct dial contacts to the Cecil County 911 system. Any suspicious activity or person seen in the parking lots or loitering around vehicles, in or around buildings should be reported to the Public Safety Office. There are also emergency call phones in all elevators.

Response to Reports

In response to a call, Public Safety Office will take the required action, either dispatching an officer or asking the victim to report to Public Safety Office to file an incident report. All reports regarding College students are forwarded to the Office of Student Services and Institutional Effectiveness for review and follow-up. In matters requiring extensive investigation, local law enforcement will be called to campus to assist victims of crime in a timely manner.

Confidential Reporting

Persons who are a victim of a crime and do not want to pursue action within the College or the criminal justice system may still want to consider making a confidential report. With permission, the Public Safety Officer or a designee of Cecil College can file a report on the details of the incident without revealing a person’s identity. The purpose of a confidential report is to comply with an individual’s wish to keep the matter confidential, while taking steps to ensure the future safety of victims and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Reports filed in this manner are also used in the annual disclosure of crime statistics, The Clery Report. The institution has staff members on campus who do speak with and advise students on a regular basis. Public Safety sends a request each year to these employees encouraging them to inform the persons at Cecil College who they are

counseling of the procedures to report crimes to the Public Safety Department on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

EMERGENCY TELEPHONE NUMBERS

- Public Safety – NORTH EAST CAMPUS & BAINBRIDGE: extension 1601 (or 410-287-1601)
- Public Safety – ELKTON STATION extension 1602 (or 410-287-1602)
- Public Safety - Chief; extension 1605 (or 410-287-1605)
- Public Safety – Captain Extension 1469 or (410-287-6060 x1469)
- College Operator: 410-287-6060, 410-287-1000
- Maryland State Police: 410-996-7800
- Cecil County Sheriff's Dept.: 410-996-5500

DRUG AND ALCOHOL USE ON CAMPUS

The sale, distribution, use, manufacture, possession or abuse of illegal drugs and the abuse of alcohol and other substances is a violation of institutional policy and of federal and/or state laws and is prohibited at all times. Public Safety Staff enforce these policies and violators will be subject to arrest and prosecution by the local law enforcement authorities. Students, faculty and staff who are found guilty of violating federal and/or state laws on College property, or while on College business, will be subject to disciplinary action up to and including dismissal and/or termination. Penalties may include drug and alcohol education and referral to the Cecil County Alcohol and Drug Center or other treatment programs in lieu of dismissal or termination.

See Drug and Alcohol Abuse Prevention Policy at Cecil College.

ALCOHOL AND SUBSTANCE ABUSE EDUCATION

The College provides information and support to employees and students on problems with substance abuse in conjunction with "The Drug Free Schools and Communities Acts" and "The Drug Free Workplace Act". In addition, the College has entered into an agreement with the Upper Bay Counseling & Referral Services to provide students access for personal counseling including alcohol and/or drug abuse.

- Additional Information Resources Available in the Community:
- The Drug and Alcohol Center..... ..410-996-5106
- Family Services Association..... ..410-398-4060
- Union Hospital of Cecil County..... ..410-398-4000
- The Vet Center.....410-392-4485
- Upper Bay Counseling & Support Service .410-996-3450
- Cecil County Mental Health..... 410-996-3450

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Security awareness information, including but not limited to trends of crime patterns, methods to prevent crimes, and other information pertaining to campus safety and security is regularly distributed to members of the Cecil College community through the College newsletter, web site and MyCecil, the internal portal. In addition, Public Safety personnel visit with various college groups stressing security updates and policy. Students and employees of Cecil College are reminded that they are ultimately responsible for their own security and are encouraged to immediately report any criminal activity observed.

Cecil College distributes safety awareness and crime prevention information via handouts, brochures and videoboard. During New Student Orientation and Welcome Week, as well as in every course syllabus, information regarding the Code of Conduct, the Sexual Misconduct policy and Title IX and sexual assault awareness and prevention is distributed. Throughout the academic year awareness campaign about distracted driving, substance use and abuse awareness and other safety related information is displayed on campus. The Director of College Life serves as the conduct officer as well as the Title IX Deputy Coordinator and is available to assist students when needed.

POLICE CRIME LOG INFORMATION

The Public Safety Office, per the Clery Act maintains a log of all incidents that are reported. This list of incidents constitutes the Daily Crime Log. Access to the Daily Crime Log is available at the Public Safety Office and may be reviewed upon request.

EMERGENCY RESPONSE PROCEDURES

The College publishes an Emergency Procedures Guide that is distributed to all employees and copies are also available in the Security Office. The leaders of the institution have access to a Crisis Management Plan that includes operational guidelines and leadership command structure for the institution in the event of a campus emergency. The College conducts at least two emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the e2Campus notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are the Public Safety staff, the Maryland State Police, the Cecil County Sheriff's Department, Elkton Police Department and the North East, MD Fire Department. All of these agencies work together, and have trained and drilled together on Cecil College campuses. They respond and work to manage the incident. Depending on the nature of the incident, other Cecil departments and other local agencies could also be involved in responding to the incident.

Emergency Evacuation Procedures

Evacuation is always announced by **FIRE ALARM**.

Students, faculty and staff are expected to evacuate campus buildings if they hear a fire alarm or if they are notified by first responders or the campus administration that an evacuation is necessary. They receive information about evacuation and shelter-in-place procedures by text messaging, the e2Campus system, public address where available, and verbally by Administration or Security personnel in person or by phone. Information surrounding these procedures is also published in the Emergency Procedures Guide and is reviewed at the beginning of each academic year.

Shelter-in-Place Procedures – What it means to “Shelter-in-Place”

SHELTER IN PLACE is always announced by campus alerting system, PA systems, and/or e2Campus.

If an incident occurs in or around the buildings, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors. Thus, to “shelter in place” means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable until it is safe to go outside.

“Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, and time permits, take your personal belongings (purse, wallet, Cecil College ID Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the pre-designated evacuation point or to a safe location. If police or fire department personnel are on the scene, follow their directions.

The Registration Office or Public Safety Personnel can provide you with written instructions on how to shelter-in-place. These instructions are designed to be adhered to student and staff identification cards. These decals also provide important emergency phone numbers.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources;

At the North East Campus; Primary notification on the North East Campus will be by the Campus Wide Alerting System/Siren

Also utilized will be the Cecil College’s e2Campus Notification System which delivers emergency information to students, faculty and staff and via the PA systems in the classrooms.

All other campuses: are notified through e2Campus texting, PA systems, and personal communications.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay in the classroom or office you are in, or proceed to the nearest lockable area. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - an interior room
 - with the least number of windows
 - if there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters, and fans if possible.
5. Close vents to ventilation systems as you are able.
6. Make a list of the people with you and ask someone to call the list in to the Cecil College operator at extension “0” or 410-287-6060. In the event that the operator station cannot be manned, calls will be forwarded to an appropriate location.
7. Turn on a radio or TV, and also monitor e2Campus for further instructions.
8. Remain calm and make yourself comfortable.
9. Remain in place until released by College staff or Law Enforcement personnel.

NOTIFICATION TO THE CECIL COMMUNITY ABOUT REPORTED CRIMES AND EMERGENCIES

In an effort to provide a timely warning notice regarding crimes that may pose a serious on-going threat to the community or an immediate notification alert for incidents and emergencies that may pose an immediate threat to the health and safety of the Cecil College community, the College will communicate with the campus community using the e2Campus system or via the PA systems in the classrooms. The e2Campus system includes communication options of phone mail messages, email, speaker systems, and a campus wide alerting system and the College will use some or all of these methods to communicate with the campus community in the event of an emergency or serious crime on campus. The Public Safety Staff or the VP of Finance are typically responsible for confirming that there is an emergency prior to issuing an alert and the College will issue an alert upon confirmation of an immediate threat to the health and safety of the community. The notices or alerts are generally written by the Chief of Public Safety or his designee. The Chief of Public Safety has primary responsibility for determining the content of the message, for initiating the e2Campus system, and for determining which segment or segments of the community will be notified, but in his absence, other staff such as the Director of Marketing are trained to initiate the systems and would be

assigned to send the notice or alert. If an alert is sent to the community, follow-up information may be sent out using the same systems that were used to send the message and/or Director of Marketing may update the website with follow-up information, depending on the nature of the emergency. The larger community, including parents and neighbors, can sign up for the email and SMS features of the e2Campus system.

Cecil College staff 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.

Timely Warning Notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by College. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Cecil community members and a Crime Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Public Safety Department. Crimes reported to the Public Safety Department are reviewed to determine if there is a serious on-going threat to the community and if the distribution of a timely warning notice is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Cecil College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Cecil College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official¹. In this context, Cecil College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

For a complete copy of Cecil College’s policy governing sexual misconduct, visit <http://www.cecil.edu/Catalog/Pages/Policies-and-Procedures.aspx> .

Definitions

There are numerous terms used by Cecil College in our policy and procedures.

Consent is defined as permission for something to happen or be done, an agreement about an opinion or about something that will happen or be done

Sexual Assault: Means an offense classified as a forcible or non-forcible sex **offense** under the uniform crime reporting system of the Federal Bureau of Investigation

Sexual Offense: (MARYLAND CODE, complete)

Article - Criminal Law

§3–305. Sexual Offense in the First Degree

(a) A person may not:

(1) engage in a sexual act with another by force, or the threat of force, without the consent of the other; and

(2) (i) employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon;

(ii) suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime;

(iii) threaten, or place the victim in fear, that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping;

(iv) commit the crime while aided and abetted by another; or

(v) commit the crime in connection with a burglary in the first, second, or third degree.

(b) A person may not violate subsection (a) of this section while also violating § 3–503(a)(2) of this title involving a victim who is a child under the age of 16 years.

(c) A person 18 years of age or older may not violate subsection (a) of this section involving a victim who is a child under the age of 13 years.

(d) (1) Except as provided in paragraphs (2), (3), and (4) of this subsection, a person who violates subsection (a) of this section is guilty of the felony of sexual offense in the first degree and on conviction is subject to imprisonment not exceeding life.

(2) A person who violates subsection (b) of this section is guilty of the felony of sexual offense in the first degree and on conviction is subject to imprisonment not exceeding life without the possibility of parole.

(3) A person who violates subsection (a) or (b) of this section is guilty of the felony of sexual offense in the first degree and on conviction is subject to imprisonment not exceeding life without the possibility of parole if the defendant was previously convicted of violating this section or § 3–303 of this subtitle.

(4) (i) Subject to subparagraph (iv) of this paragraph, a person 18 years of age or older who violates subsection (c) of this section is guilty of the felony of sexual offense in the first degree and on conviction is subject to imprisonment for not less than 25 years and not exceeding life without the possibility of parole.

(ii) A court may not suspend any part of the mandatory minimum sentence of 25 years.

(iii) The person is not eligible for parole during the mandatory minimum sentence.

(iv) If the State fails to comply with subsection (e) of this section, the mandatory minimum sentence shall not apply.

(e) If the State intends to seek a sentence of imprisonment for life without the possibility of parole under subsection (d)(2), (3), or (4) of this section, or imprisonment for not less than 25 years under subsection (d)(4) of this section, the State shall notify the person in writing of the State's intention at least 30 days before trial.

§3–306. Sexual Offense in the Second Degree

(a) A person may not engage in a sexual act with another:

(1) by force, or the threat of force, without the consent of the other;

(2) if the victim is a mentally defective individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the sexual act knows or reasonably should know that the victim is a mentally defective individual, a mentally incapacitated individual, or a physically helpless individual; or

(3) if the victim is under the age of 14 years, and the person performing the sexual act is at least 4 years older than the victim.

(b) A person 18 years of age or older may not violate subsection (a)(1) or (2) of this section involving a child under the age of 13 years.

(c) (1) Except as provided in paragraph (2) of this subsection, a person who violates this section is guilty of the felony of sexual offense in the second degree and on conviction is subject to imprisonment not exceeding 20 years.

(2) (i) Subject to subparagraph (iv) of this paragraph, a person 18 years of age or older who violates subsection (b) of this section is guilty of the felony of sexual offense in the second degree and on conviction is subject to imprisonment for not less than 15 years and not exceeding life.

(ii) A court may not suspend any part of the mandatory minimum sentence of 15 years.

(iii) The person is not eligible for parole during the mandatory minimum sentence.

(iv) If the State fails to comply with subsection (d) of this section, the mandatory minimum shall not apply.

(d) If the State intends to seek a sentence of imprisonment for not less than 15 years under subsection (c)(2) of this section, the State shall notify the person in writing of the State's intention at least 30 days before trial.

§3–307. Sexual Offense in the Third Degree

(a) A person may not:

(1) (i) engage in sexual contact with another without the consent of the other; and

(ii) 1. employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon;

2. suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime;

3. threaten, or place the victim in fear, that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping; or

4. commit the crime while aided and abetted by another;

(2) engage in sexual contact with another if the victim is a mentally defective individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know the victim is a mentally defective individual, a mentally incapacitated individual, or a physically helpless individual;

(3) engage in sexual contact with another if the victim is under the age of 14 years, and the person performing the sexual contact is at least 4 years older than the victim;

(4) engage in a sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 21 years old; or

(5) engage in vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 21 years old.

(b) A person who violates this section is guilty of the felony of sexual offense in the third degree and on conviction is subject to imprisonment not exceeding 10 years.

§3–308. Sexual Offense in the Fourth Degree

(a) In this section, "person in a position of authority":

(1) means a person who:

(i) is at least 21 years old;

(ii) is employed as a full-time permanent employee by a public or private preschool, elementary school, or secondary school; and

(iii) because of the person's position or occupation, exercises supervision over a minor who attends the school; and

(2) includes a principal, vice principal, teacher, or school counselor at a public or private preschool, elementary school, or secondary school.

(b) A person may not engage in:

(1) sexual contact with another without the consent of the other;

(2) except as provided in § 3-307(a)(4) of this subtitle, a sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 4 years older than the victim; or

(3) except as provided in § 3-307(a)(5) of this subtitle, vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 4 years older than the victim.

(c) (1) Except as provided in § 3-307(a)(4) of this subtitle or subsection (b)(2) of this section, a person in a position of authority may not engage in a sexual act or sexual contact with a minor who, at the time of the sexual act or sexual contact, is a student enrolled at a school where the person in a position of authority is employed.

(2) Except as provided in § 3-307(a)(5) of this subtitle or subsection (b)(3) of this section, a person in a position of authority may not engage in vaginal intercourse with a minor who, at the time of the vaginal intercourse, is a student enrolled at a school where the person in a position of authority is employed.

(d) (1) Except as provided in paragraph (2) of this subsection, a person who violates this section is guilty of the misdemeanor of sexual offense in the fourth degree and on conviction is subject to imprisonment not exceeding 1 year or a fine not exceeding \$1,000 or both.

(2) (i) On conviction of a violation of this section, a person who has been convicted on a prior occasion not arising from the same incident of a violation of §§ 3-303 through 3-312 or § 3-315 of this subtitle or § 3-602 of this title is subject to imprisonment not exceeding 3 years or a fine not exceeding \$1,000 or both.

(ii) If the State intends to proceed against a person under subparagraph (i) of this paragraph, it shall comply with the procedures set forth in the Maryland Rules for the indictment and trial of a subsequent offender.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, 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.

Dating Violence: Means violence committed by a person—

(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress

A. Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Maryland;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;²
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The College has developed an annual educational campaign consisting of distribution of educational materials to all students; participating in and presenting information and materials during new employee orientation; participating in the Spring and Fall Faculty orientation program; presenting programs throughout the year on at least a quarterly basis, including sessions such as: clothes line projects, an annual poster series and web-

based training programs regarding the Role of Faculty in Assisting Students Who Disclose Abuse or an Assault.

The College offered the following **primary prevention and awareness programs for all incoming students** in 2015:

<u>Cecil College Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered</u>
New Student Orientation	1/15/2015 2 sessions	Technology Center	Yes	SH, SA, S, DoV, DaV
New Student Orientation	8/18/2015 2 sessions	Technology Center	Yes	SH, SA, S, DoV, DaV
New Student Orientation	8/20/2015 2 sessions	Technology Center	Yes	SH, SA, S, DoV, DaV

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking, SA – Sexual Assault, SH – Sexual Harrassment

The College offered the following **ongoing awareness and prevention programs for students** in 2015:

<u>Cecil College Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered</u>
Clothesline Project	4/15/2015	Quad Walkway	Yes	DoV, DaV, SA & S*
The Date Safe Project poster	January – December 2015	Various classrooms	Yes	DoV, DaV, SA & S*
We End Violence posters and pamphlets	January – December 2015	Various classrooms	Yes	DoV, DaV, SA *
Cecil County Domestic Violence Shelter Representative on Campus	Bi-weekly throughout 2015	Student Life Office	Yes	DoV, DaV, SA & S*

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **ongoing awareness and prevention programs for faculty** in 2014:

<u>Cecil College Program</u>	<u># of attendees</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
Faculty Fall Orientation	160	8/20/2015	Technology Center	Yes	SH, SA, S, DaV, DoV

Safety Handouts	All college	All year	All properties	Yes	DoV, DaV, SA, S, SH
Online Title IX training	All College	All Year	All properties	Yes	DoV, DaV, SA & S*

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

B. Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant³ and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students should contact Coordinator of Student Support and Conduct/Deputy Title IX Coordinator Catherine Q. Skelly in Technology Center 114 or at cskelley@cecil.edu while employees or students can contact Human Resources Executive Director/ Title IX Coordinator Colleen Cashill at Ccashill@cecil.edu.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Union Hospital, Harford Memorial Hospital, Christiana Hospital, or other hospital of choice. In Maryland, evidence may be collected even if you chose not to make a report to law enforcement⁴. Staff trained in the proper collections methods are on duty at these hospitals and secured storage areas are available for preservation of evidence. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police.

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire. Cecil College's campuses are in Cecil County, MD. The Law Enforcement Agencies with jurisdiction are all accessible by dialing 911 Center at the Cecil County Department of Emergency Services. Call takers will dispatch assistance to your location. Additionally, the Law Enforcement agencies in Cecil County are listed here.

Maryland State Police: North East Barrack

2433 West Pulaski Highway
North East, Maryland 21901-2799
410-996-7800
msp.northeast@maryland.gov

Cecil County Sheriff

Cecil County Sheriff's Office
107 Chesapeake Blvd.
Suite 112
Elkton, MD 21921

Contact Information: Emergencies dial 911

Non-emergency calls: 410-996-5500

Elkton Police Department

100 Railroad Avenue

Elkton, MD 21921

All Calls for Service - 911

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Deputy Coordinator, Catherine Q. Skelley in Technology Center Room 114, cskelley@cecil.edu, 410-287-6060, ext. 1988 and Public Safety (if the victim so desires.)⁵ The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection

from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his minds at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, such as change in class schedule, "No Contact" directive between both parties 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate 7. Institution will provide written instructions on how to apply for Protective Order 8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the 	Maryland Code.

	<p>complainant regarding timeframes for inquiry, investigation and resolution</p> <p>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</p> <p>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</p>	
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Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 	<p>Maryland Code.</p> <p>Stalking cases are referred to the Conduct Officer and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the stalking is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Code of Conduct.</p>
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 	Maryland Code

	<ol style="list-style-type: none"> 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 	<p>Dating Violence cases are referred to the Conduct Officer and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the dating violence incident is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the Colleges’ Code of Conduct</p>
<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 	<p>Domestic Violence Cases are referred to the Chief Conduct Officer and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the act of domestic violence is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct Board using the <i>preponderance of the evidence</i> standard.</p>

C. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will assist in the following ways;

- 1.) Provide a written explanation of their rights.
- 2.) Any person who obtains an order of protection from any court should carry a copy and when possible file a copy with the College Public Safety Department. A Protective or Peace order from any jurisdiction that has been served on the abuser, is still valid, and has not expired, will be honored and enforced. In order to facilitate said enforcement the affiant should meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.)

In Cecil County, Protection from abuse orders may be available through the District Court. The form that is necessary can be accessed here:

<http://mdcourts.gov/courtforms/joint/ccdcvpo001br.pdf>

The District Court is located at: **170 E Main St, Elkton, MD 21921**

Phone:[\(410\) 996-2700](tel:410-996-2700)

- 3.) To the extent of the victim's cooperation and consent, Cecil College offices, including Public Safety, Records and Registration and Student Life, will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling referrals and assistance in notifying appropriate local law enforcement, through the Public Safety or Student Life offices. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the names of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request to the Cecil College Director of Records and Registration.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

Disability and Support Services	Technology Center 301	rboettner@cecil.edu	410-287-6060 x2638
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Student Life	Technology Center 114	cskelley@cecil.edu	410-287- 6060 x1988
Public Safety	Technology Center 203	jcapozzoli@cecil.edu	410-287- 1605
Title IX Deputy Coordinator	Technology Center 114	cskelley@cecil.edu	410-287- 6060 x1988
Multicultural Student Affairs	Technology Center 114	lhoxter@cecil.edu	410-287- 6060 x1043

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

MD Coalition against Domestic Violence

<http://mnadv.org/>

MD Coalition against Sexual Assault

<http://www.mcasa.org/for-survivors/maryland-rape-crisis-and-recovery-centers-5/>

Rape Crisis Program – Cecil County Dept. of Social Services.

<http://www.cecilhelp4u.com/>

D. Adjudication of Violations

Any alleged violation of the Cecil College Sexual Misconduct Policy will be adjudicated under the procedures outlined by the Cecil College Student Code of Conduct in the case of an alleged violation by a student enrolled at Cecil College and by procedures otherwise applicable to adjudication of employee and third party alleged misconduct generally. The procedures, participants, sanctions and appellate process all apply to these proceedings related to alleged violations of this policy. However, to the extent such procedures are not otherwise specified and/or are in conflict with any procedures outlined by the Cecil College Student Code of Conduct or the procedures applicable to the investigation of employee or third party conduct, the following procedures specific to the adjudication of violations of this Sexual Misconduct Policy shall apply:

- Mediation shall never be appropriate in sexual misconduct cases.
- The parties to the proceeding shall have equitable rights including: notice of hearing(s) to both parties; on opportunity for both parties to present witnesses and other evidence, such as information about the specific alleged violation but not about the complainant’s prior sexual conduct with anyone other than the alleged perpetrator.
- The parties shall be afforded similar and timely access to information to be used during the proceeding.
- The parties are entitled to the same opportunities to have others present during the proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an adviser of their choice (the scope of any adviser’s role or potential involvement shall be explained to the parties).

- The preponderance-of-the-evidence (i.e., more likely than not) standard will be applied as the standard of review for determining findings of fact; used in any Title IX fact-finding and related proceedings, including any hearing.
- Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.
- The appeal process shall be equally available to the parties.

Any party participating in a proceeding may raise issues related to potential conflicts of interest of investigators or other individuals participating in the adjudication process by contacting the Title IX Coordinator.

As permitted by law, the institution must notify the parties concurrently, in writing, about the outcome of the complaint and whether or not sexual misconduct was found to have occurred. The institution must also concurrently inform the parties of any change to the results or outcome that occurs before the results or outcome become final, and the institution must inform the parties when the results or outcome become final. In addition, Cecil College shall not require either participant to abide by a nondisclosure agreement in writing or otherwise that would prevent the redisclosure of information related to the outcome of the proceeding.

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the sexual misconduct policy occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions may be imposed upon those determined to have violated this policy. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: adjustment of class schedule, on-campus escort, and campus no-contact order. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. ⁶Violations of the Title IX Coordinator's

⁶ Applicable law requires that, when taking such steps to separate the complainant and the accused, the College must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by CECIL COLLEGE

Sex Offender Registration

ADVISING THE CAMPUS COMMUNITY ABOUT SEX OFFENDERS

Upon release from prison, individuals convicted of sex crimes may be required to register with law enforcement agencies (under laws referred to as “Megan’s Law”). If registered sex offenders are enrolled at or employed at a postsecondary institution (such as Cecil College), the offenders must also provide this information to the state of Maryland. The information is then provided by the state to Public Safety or to other law enforcement authorities in the jurisdiction where the Cecil College is located. Cecil College is required by “The Campus Sex Crimes Prevention Act of 2000” to afford the campus community the same availability of information about sex offenders as they would have in their home communities under any applicable Megan’s Law. In Maryland, full access to the sex offender registration data base is available at;
<http://www.dpscs.state.md.us/sorSearch/>.

Cecil College seeks a safe and healthy environment for all community members and visitors. Thus, Cecil College has developed a policy on sexual assault to set forth definitions, and to reaffirm the College’s commitment to providing education, reporting, adjudication, sanctions and community resources for support. Cecil College will also document information about incidents that occur on campus and provide a clear process for dissemination of that information to the College community in compliance with the law.

Reporting Procedures for Sexual Assault/Sexual Harassment

Community members, students, faculty, staff and guests are encouraged to accurately and promptly report all sex offenses to the Public Safety Office in a timely manner. Contact the Public Safety Office through above list phone numbers or the College Operator by dialing “0”, or (410) 287-6060. The operator will call “911” in addition to notifying Security. A victim can report crimes directly to the local law enforcement agency by calling 911. Cecil Public Safety staff will assist a victim in notifying local law enforcement, if assistance is requested. Incidents involving sexual harassment of any kind can also be reported to the Title IX Coordinator for the institution, the Vice President for Student Services and Institutional Effectiveness.

Guidelines for Assistance

IF YOU ARE RAPED OR SEXUALLY ASSAULTED:

- Get to a safe place as soon as you can.

- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to permit collection of important evidence in the event you may later wish to take legal action.
- Contact the local police to file a report.
- Talk with an advocate or a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.

Medical Attention: It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services: A special exam should be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. In some states, an exam can be conducted by a hospital without the involvement of law enforcement personnel, but in other states, law enforcement must be contacted by hospital personnel. The exam is typically performed by an emergency department physician or gynecologist. A nurse is typically present throughout the procedure, and a support person of your choice can also be present.

Non-Emergency Medical Procedures: Even if you do not have evidence collected at the Hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy.

Education Programs

Cecil College staff and students are provided access to policies (Sexual Misconduct, Code of Student Conduct) and are invited to participate in educational programs about sexual harassment and sexual assault through programs offered by the College Civility Staff. Programs range from handouts to partnering with local agencies to provide an opportunity to increase awareness of these issues. In addition, new employees receive information and copies of the policies at orientation sessions.

Disciplinary Process

Pursuant to the College's disciplinary procedures and as required by federal law, both the accuser and the accused have the same opportunity to have others present during the disciplinary process, and at Cecil, each person is entitled to have one advisor or support person present during the hearing. Students who allege sexual assault by a member of the Cecil community may request a change in their academic situations on campus after the alleged incident takes place if such changes are reasonably available (there are no residence halls, so the institution cannot provide a change in the victim's living situation). Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. For more details on these proceedings, consult the *Student Code of Conduct*.

Cecil College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

Cecil College sanctions will be imposed in accordance with Student Code of Conduct and/or grievance policies. The sanctions applicable should a member of the Cecil community be found responsible for committing a sex offense include suspension and expulsion as outlined in the Student Code of Conduct. In addition, an individual charged is subject to prosecution by the Office of the District Attorney under Maryland Criminal Statutes. Other important agencies to contact if an incident occurs:

- 911
- Maryland State Police (410) 996-7800
- Cecil County Sheriff Dept. (410) 996-5500

RESOURCES FOR SUPPORT AND ASSISTANCE WITH SEXUAL ASSAULT

Cecil County Department of Social Services Domestic Violence/Rape Crisis Unit

Cecil County DSS

P.O. Box 2137

Elkton, MD 21922

24 Hour Hotline, Information & Services: 410-996-0333 Fax: 410-996-0820

Services

- Attorney on staff (legal advice only)
- Counseling: Survivors (individual and group) and children (no cost)
- Shelter (no cost)
- [Batterer's Program](#): fee based on a [sliding scale](#)
- Court and hospital accompaniment by advocates
- Sexual Assault Services

Limitations: Does not accept males over the age of 14

Rape Crisis Program–Cecil County DDS
410-996-0333

Maryland Coalition Against Sexual Assault, Inc.
1-800-983-RAPE (7273)
www.mcasa.org

NOTE: See Sexual Assault Policy and the Sexual Harassment Policy in the College Catalog

DATE RAPE DRUGS

Date rape drugs can be placed in any drink, not just alcohol. Effects may range from a feeling of well being and short term memory loss to an apparent aphrodisiac and intoxication effect. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, even death. Some common side effects of these drugs include a drunken appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation and amnesia that lasts up to 24 hours.

If one suspects being drugged, or knows someone that has been drugged and/or assaulted, first, go to a safe place, call or go to the Public Safety Office or local police if off campus, or the local hospital's emergency room for immediate treatment of any injuries, plus urine, blood, pregnancy, sexually transmitted disease (STD) testing.

- Public Safety Office: at numbers listed above, or college operator ("0")
- State Police (410) 996-7800
- Cecil County Sheriff Dept. (410) 996-5500
- 911

DOMESTIC VIOLENCE

Domestic violence is any violent or controlling behavior by a person toward a spouse or partner. Although the partner is the primary target, domestic abuse also affects the children in the household, extended family members, and even the community at large. If anyone has ever been hit or abused by spouse, domestic partner, or boy/girl friend and they want to report it as a crime; they should immediately call the police. The victim or the police officer will need to go to the magistrate to see about getting an arrest warrant and/or restraining order. If a warrant is issued, the offending spouse or friend will be arrested. An arrest warrant charges someone with committing a crime, usually assault and battery. If you are a student or employee victim, please inform the Public Safety Office of any such warrant or restraining order.

STUDENT CRIMINAL ACTIVITY OFF CAMPUS

Cecil College does not monitor or record student off-campus criminal activity.

FIRE SAFETY

Fire safety is a major concern and affects all members of the Cecil College community. All campus buildings are equipped with automatic smoke detection systems that report to Facilities. Fire exit drills are conducted on each campus so that students and employees become familiar with proper building evacuation procedures.

The following buildings contain sprinkler systems:

- Community Cultural Center
- Theatre
- Technology Center
- Arts & Sciences – limited to janitorial closets and storage rooms
- Physical Education Complex
- Elkton Station
- Family Education Center
-

ANNUAL CRIME STATISTICS

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the Cecil College community obtained from the following sources: the Maryland State Police; Cecil County Sheriff's Department; Public Safety Staff; and Public Safety Authorities (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Public Safety Authorities (as defined by federal law) and local law enforcement agencies. All statistics are gathered, compiled, and reported to the Cecil College community via the Annual Security Report (ASR). The College submits the annual crime statistics published in the ASR to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The Chief of Public Safety prepares the annual report which is approved by the Vice President of Finance prior to publication.

Cecil College Student Life Office, acting for Public Safety sends an email to every enrolled student and current employee on an annual basis. The email includes the current Annual Security Report. The email also includes the direct URL for the ASR and a hard copy may be obtained by making a request to the Public Safety office via phone or in person.

Specific Information about Classifying Crime Statistics

The following statistics in the ASR are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

Main Campus (Northeast Campus)

Offense	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	3	0	3
	2014	2	0	2
	2015	2	0	2
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Liquor Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Drug Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence – reported to Public Safety or Police.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence – reported to Public Safety or Police	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking – reported to Public Safety or Police	2013	1	0	1
	2014	1	0	1
	2015	0	0	0

Hate Crimes – North East Campus

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability in 2013, 2014, or 2015 as prescribed by the Hate Crime Statistics Act (28 USC 534).

Elkton Station Campus

Offense	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	1	0	1
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Liquor Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Drug Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence – reported to Public Safety or Police.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence – reported to Public Safety or Police	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking – reported to Public Safety or Police	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Hate Crimes – Elkton Station Campus

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability in 2013, 2014, or 2015 as prescribed by the Hate Crime Statistics Act (28 USC 534).

Family Education Center (FEC)

Offense	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2016	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Liquor Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Drug Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence – reported to Public Safety or Police.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence – reported to Public Safety or Police	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking – reported to Public Safety or Police	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Hate Crimes - F. E. C. Campus

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability in 2013, 2014, or 2015 as prescribed by the Hate Crime Statistics Act (28 USC 534).

Bainbridge Center

Offense	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Negligent Manslaughter	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sex Offenses, Non Forcible	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Robbery	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Aggravated Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Burglary	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Motor Vehicle Theft	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Arson	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Liquor Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Drug Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Law Arrests	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence – reported to Public Safety or Police.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence – reported to Public Safety or Police	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking – reported to Public Safety or Police	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Hate Crimes – Bainbridge Campus

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability in 2013, 2014, or 2015 as prescribed by the Hate Crime Statistics Act (28 USC 534).

DISTRIBUTION OF ANNUAL SECURITY REPORT

Cecil College prepares this report (the ANNUAL SAFETY REPORT) to comply with the Jeanne Clery Disclosure of Public Safety Policy and Crime Statistics Act. The full text of the report can be located on our website at

<http://www.cecil.edu/about/policies/campus-safety-and-security-report.pdf>.

Faculty and staff may also view the report on MyCecil under the Employees tab/Security. Each year, an e-mail notification is made to all enrolled students as well as faculty and staff that provide the web site to access this report. Notices are also posted in classrooms. Copies of the report may also be obtained in the Public Safety Office located in the Technology Center, Room TC 203 or by calling (410) 287-6060, ext. 1601. All prospective employees may obtain a copy from Human Resources in the Community Cultural Center Building, 3rd floor. A partial version of this report is also published in the Schedule of Classes each semester.

RELATED POLICIES AND PROCEDURES

Cecil College publishes its policies and procedures in their Catalog which can be downloaded from the college web site at

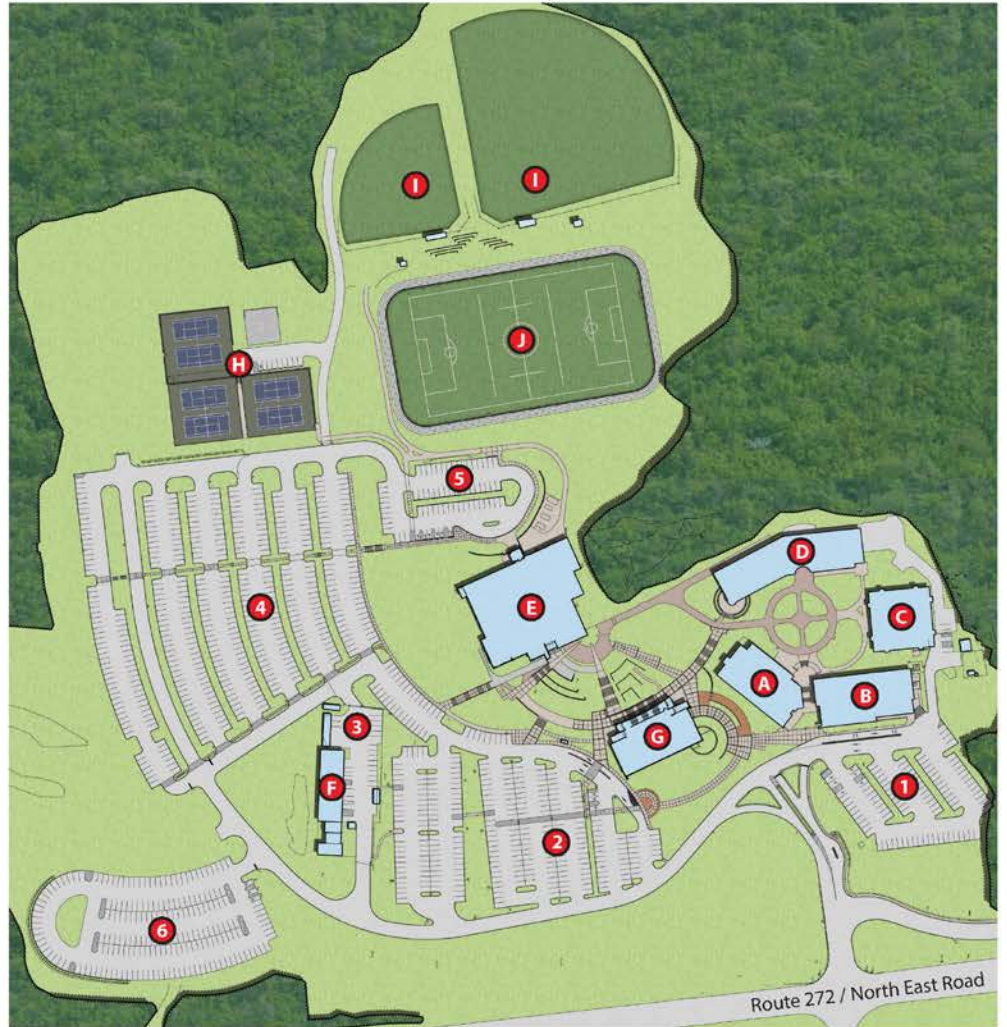
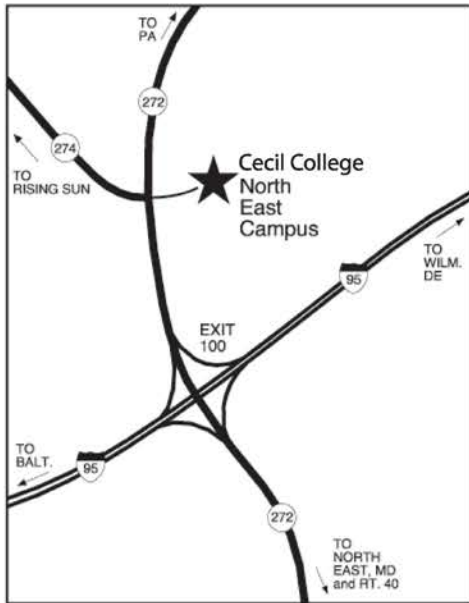
<http://www.cecil.edu/course-schedule/catalog.pdf>.

These include the following:

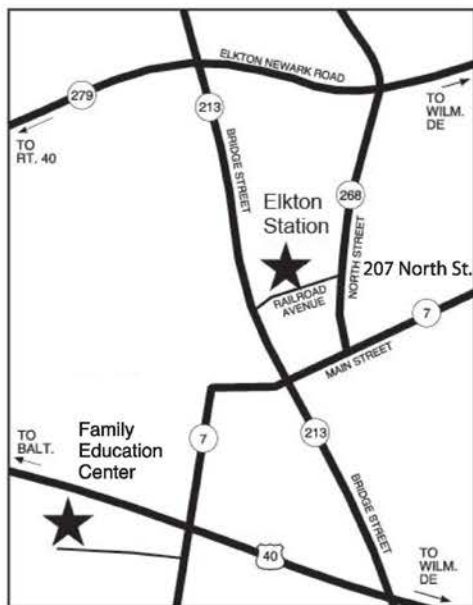
Drug Use and Alcohol Abuse Prevention
Responsible Use of Information Technology Resources
Sexual Misconduct
Student Code of Conduct

All of the policies described in this report apply to all locations owned or leased by the College unless otherwise noted.

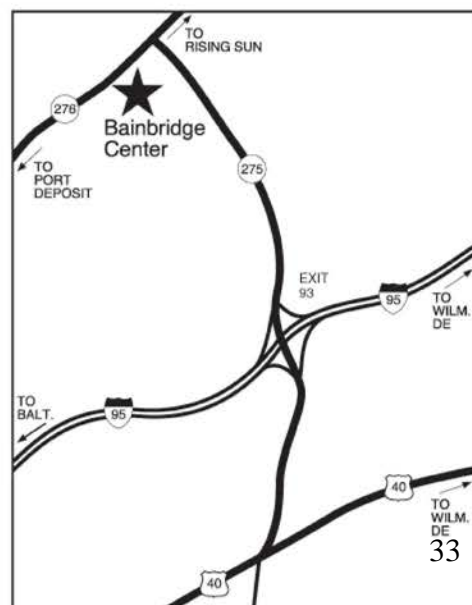
North East Campus



Elkton Station • Family Education Center



Bainbridge Center



Appendix

Sex Offenses Definitions

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

SEX OFFENSES—FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

SEX OFFENSES—NON-FORCIBLE

Unlawful, non-forcible sexual intercourse.

Incest

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

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

As Per the Uniform Crime Reporting Handbook

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Offense Definitions relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Geography definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building Or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Cecil College crime statistics do not include crimes that occur in privately owned homes or businesses around Cecil College facilities.