



## **2007 CAMPUS SAFETY AND SECURITY REPORT: CECIL COLLEGE**

### **PREPARATION OF ANNUAL SECURITY REPORT**

Cecil College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at [www.cecil.edu/about/policies/Security.asp](http://www.cecil.edu/about/policies/Security.asp).

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 Campus Security Office located in the Technology Center, Room TC 203 or by calling (410) 287-6060, ext. 606. All prospective employees may obtain a copy from Human Resources in the Community Cultural Center Building, 3<sup>rd</sup> floor. A partial version of this report is located in the class schedule.

### **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 security measures to ensure that all students and staff enjoy their years at Cecil College as free as possible from threats to their safety or well being. Cecil College is dedicated to keeping the campus a secure and healthy place to work and study.

### **SAFETY AND SECURITY AT CECIL COLLEGE**

Cecil College is a community of more than 7,000 students located in a changing rural community in northeastern Maryland, with a combined population of more than 88,850 residents. As part of that larger community, the College shares many of the same interests and problems, including concerns about crime. Cecil has experienced minimal problems to date related to crimes on campus. Life on any college campus, however, is subject to some of the same risks and problems as life elsewhere.

Many positive steps have been taken to increase safety and security on campus:

#### 1. Communications

- Installed radios in multiple locations for weather/other emergency alerts.
- Updated and published Emergency Call Procedure Manuals for all College sites.
- Developed various safety related policies and procedures (communication of incidents, vehicle use, evacuation procedures etc.)
- Initiated 24/7 on-call systems for major incidents and emergency maintenance.

- Added safety and security section to College web site and includes links to related agencies.
2. Infrastructure
- Access control devices installed in all buildings, policy and procedures established.
  - Evacuation routes signage posted in all classrooms and elevator lobbies.
  - Installed eye wash stations in areas using chemicals.
  - Surveyed and modified instructional labs to comply with OSHA safety requirements
  - Emergency telephones (red) installed in all campus buildings.
  - Installed monitoring cameras inside North East campus buildings in sensitive areas.
  - Generator back-up, exterior cameras and emergency call telephones, front desk panic button and intercom system included in new facility of Elkton Station.
3. Planning/Personnel
- Safety and security audit completed in May 2003.
  - Established Critical Incident Team comprised of senior administrative staff and Safety and Security Advisory Committee of general staff.
  - Security Supervisor hired and tasked with establishing a professional Security Department.
  - 2 Full time Security Officers added to the staff in 2007
  - The full time staff is supplemented by 4 part time Security Officers.
4. Training
- County Emergency Response Training (CERT) provided to members of Critical Incident Team and Safety and Security Committee members.
  - Security Supervisor certified in CPR, attending numerous training seminars.
  - Conducted a college wide seminar on Violence in Society.

This document is designed to help assist you in maintaining 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.

### **THE SAFETY AND SECURITY DEPARTMENT**

As part of the Administrative Services Division, the Facilities Department of Cecil College is responsible for overall security functions at the College.

Cecil College employs a full-time Security Administrator who oversees the security initiatives at the college.

Their role is limited to monitoring the parking lots, checking for lighting outages and securing all buildings on the North East campus. Escort service to vehicles after dark may be requested through the College switchboard operator or via cell phone access. General hours of coverage are 5:00 – 11:00 pm Monday thru Friday, 7:00 am – 5:00 pm Saturday.

Elkton Station is covered from 5:00 – closing daily, and during any hours it is open on Saturday.

### **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.

Electronic computerized system was installed to lock and unlock campus buildings according to the scheduled use of these buildings during the academic year, as well as for special events. Employees' access to the institution's facilities is on an "as-needed" basis and incorporates strict key control procedures. Visitors to the campus seeking access to Cecil's buildings and facilities for special events must do so through an individual host, the sponsoring department or the Facilities Department.

The normal business hours are Monday thru Friday, 7:00 a.m. to 11:00 p.m. and Saturday, 7:00 a.m. to 5:00 p.m. The College is closed on Sundays, and on all official holidays recognized by the College. During inclement weather or extreme emergencies, the College may announce it is closed via radio and television broadcasts as well as on the College's website.

### **CAMPUS LAW ENFORCEMENT**

Cecil College and its security personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at the College as well as issue parking tickets. Safety and security personnel do not possess arrest power. Criminal incidents are referred to the Maryland State Police, who have jurisdiction on the campus.

The Campus Security Office has a close working relationship with the Cecil County Sheriff's Office and the Maryland State Police in terms of security activities as well as investigations of incidents.

### **REPORTING OF CRIMINAL OFFENSES**

Contact the Campus Security Office by dialing "0", or (410) 287-6060, ext. 606 for all non-emergencies. In addition, non-emergency incidents can be reported online at [www.cecilcc.edu/about/policies/security-form/security-incident.asp](http://www.cecilcc.edu/about/policies/security-form/security-incident.asp). All emergencies should be reported to outside emergency agencies by dialing 9-1-1, or by using the red emergency phones located inside the campus buildings. Any suspicious activity or person seen in the parking lots or loitering around vehicles, in or around buildings should be reported to the Campus Security Office.

**EMERGENCY TELEPHONE NUMBERS**

College Security Office: “0” or 410-287-6060, ext. 606

College Operator: 410-287-6060

Maryland State Police: 410-398-8101

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 federal and/or state laws and is prohibited at all times. Violators will be subject to arrest and prosecution. 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 Use and Alcohol Abuse Prevention Policy in the College Catalog:**

**ALCOHOL AND SUBSTANCE ABUSE EDUCATION**

Available to all members of the College community, the College supports Project Alert, a student-directed information program, providing education, individual and group support, and confidential referral to treatment and counseling services. Information projects, such as workshops, speakers and orientation programs, are designed and presented to develop awareness of the dangers and consequences of substance abuse. For additional information, contact the Student Services Division at (410) 287-1000.

- Additional Information Resources Available in the Community:
  - The Drug and Alcohol Center.....410-996-5106
  - Family Services of Cecil County.....410-398-4060
  - Union Hospital of Cecil County.....410-398-4000
  - The Vet Center.....410-398-0171
  - Cecil County Mental Health..... 410-996-5104

**See Drug Use and Alcohol Abuse Prevention Policy page in the College Catalog:**

**CRIME PREVENTION AND PERSONAL SAFETY PROGRAMS**

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, the campus web site, and other forums. 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.

Student communications are continuously distributed throughout the academic year surrounding special events such as the Health Fair, AIDS Awareness, and MADD information is available.

Extensive programming and promotional materials are made available to students at events and communications throughout the academic year in regards to Use of Drugs and Alcohol.

### **GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Office in a timely manner. To report a crime or emergency, call 9-1-1 and also contact the Campus Security Office by calling the College Operator "0" or (410) 287-6060, ext. 606. Crimes should be reported to the Campus Security Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

When a person asks for assistance or files a complaint, all pertinent information is obtained and officially documented in an Incident Report. All Incident Reports are maintained in the Campus Security Office. Reports are acted upon in a judicious manner and, based upon the nature of the incident, may be referred to the appropriate law enforcement agency.

### **POLICE CRIME LOG INFORMATION**

Crime Log information appears on the Cecil College website [www.cecil.edu/about/policies/Security.asp](http://www.cecil.edu/about/policies/Security.asp) and can be accessed by scrolling down to links for Daily Police Crime Log report summaries for the most recent 6 months. For those not having access to the Daily Police Crime Log through the internet, the Campus Security Office will make the hard copy of the Crime and Arrest Logs available for the most recent 60 day period open to public inspection during normal business hours, Monday through Friday, excepting holidays and closure of school. Any portion of the log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The only exceptions in the posting of crimes reported and/or investigated are:

- If the disclosure is prohibited by law, or
- If the disclosure would jeopardize the confidentiality of the victim.

Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of information would:

- Jeopardize an ongoing investigation,
- Jeopardize the safety of an individual,
- Cause a suspect to flee or evade detection, or
- Result in the destruction of evidence.

The information temporarily withheld from the log for any of the aforementioned justifications will be posted once the possibility of adverse or harmful effects are no longer likely to occur.

### **TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Office, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The primary method of notification is by use of the college wide e-mail system. As appropriate, notices may also be made through the College voice mail system, the College website and posted on bulletin boards. Anyone with information warranting a timely warning should report the circumstances to the Campus Security Office, by phone (410) 287-6060, ext. 606 or in person in the Technology Center, Room TC 203

### **SEX OFFENDER REGISTRATION**

In accordance to the "Campus Sex Crime Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, The Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, The Campus Security Office is providing a link to the Department of Public Safety and Correctional Services Sex Offender Registry. This act 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 that State at which the person is employed, carries a vocation, or is a student. Registrants must register with a supervising authority on or before the date that the registrant is released, or within seven days of moving into Maryland, or within 14 days of beginning employment or registering as a student in Maryland.

In addition, Child Sexual Offenders who are Maryland residents must register with the designated local law enforcement unit in the county in which they will reside within seven days of "release" or within seven days of registering with the supervising authority if moving into Maryland. Non-resident Child Sexual Offenders must also register within seven days with the designated local law enforcement unit in the county where they will work or attend school.

Follow the link below to access the Department of Public Safety and Correctional Services website:

<http://www.dpscs.state.md.us/onlineservs/sor/>

### **SEXUAL ASSAULT PREVENTION AND RESPONSE**

Cecil College seeks a safe and healthy environment for all community members and visitors. Thus, Cecil College has developed the following 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 provide for the documentation of information about incidents that occur on campus and a clear process for dissemination of that information to the College community in compliance with the law.

Cecil College will encourage all members of the academic community - faculty, staff, and students to participate in educational programs about sexual harassment and sexual assault through professional development. All new students will receive information at

orientation sessions.

If a sexual offense should occur, the victim should take the following actions:

- Go to a safe place.
- Call the Campus Security Office if the incident occurred on campus; call the local police if it occurred off campus.
- Contact a friend or family member.
- Do not shower, bathe, or douche.
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.
- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.
- Tell someone all details remembered about the assault.
- Write down all details remembered as soon as possible.

Once an incident is reported to the Campus Security Office, a professional staff member will be assigned to work with the victim in deciding whether or not to pursue legal action and in connecting with local programs and agencies, such as the Cecil County Department of Social Services Domestic Violence/Rape Crisis and the Rape Crisis Program–Cecil County DDS. The treating professional will also assist the victim in making any necessary changes in academic program or living situation.

Following an incident, victims are encouraged to make a report to the local police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to anonymity, when making a report through the Campus Security Office.

During campus judicial proceedings, both the victim and the accused may be present and may have a counselor, attorney and/or adviser present to provide support and advice. Both the victim and the accused will be informed of the results of the proceeding.

Cecil College sanctions will be imposed in accordance with student misconduct and grievance policies. These sanctions can include but are not limited to suspension, expulsion, and/or separation from the College. In addition, an individual charged may be 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) 398-8101
- Cecil County Sheriff Dept. (410) 996-5500

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

## **RESOURCES FOR SUPPORT AND ASSISTANCE WITH SEXUAL ASSAULT**

### **Cecil County Department of Social Services Domestic Violence/Rape Crisis**

Location:

Cecil County DSS

P.O. Box 2137

Elkton, MD 21922

Phone:

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](http://www.mcasa.org)

### **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 they or someone they know has been drugged and/or assaulted, first, go to a safe place, call the Campus Security Office or local police if off campus, go to the Campus Security Office or the local hospital's emergency room for immediate treatment of any injuries, plus urine, blood, pregnancy, sexually transmitted disease (STD) testing.

- Campus Security Office: "0" or 410-287-6060
- 911
- State Police (410) 398-8101
- Cecil County Sheriff Dept. (410) 996-5500

### **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 Campus Security Office of any such warrant or restraining order.

### **VOLUNTARY CONFIDENTIAL REPORTING**

Persons who are a victim of a crime and do not want to pursue action within the College System or the criminal justice system may still want to consider making a confidential report. With permission, the Campus Security 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 your 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 the manner are counted and disclosed in the annual crimes statistics for the institution.

### **LIMITED VOLUNTARY REPORTING**

Cecil College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Police reports are public records under state law..

### **STUDENT CRIMINAL ACTIVITY OFF CAMPUS**

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

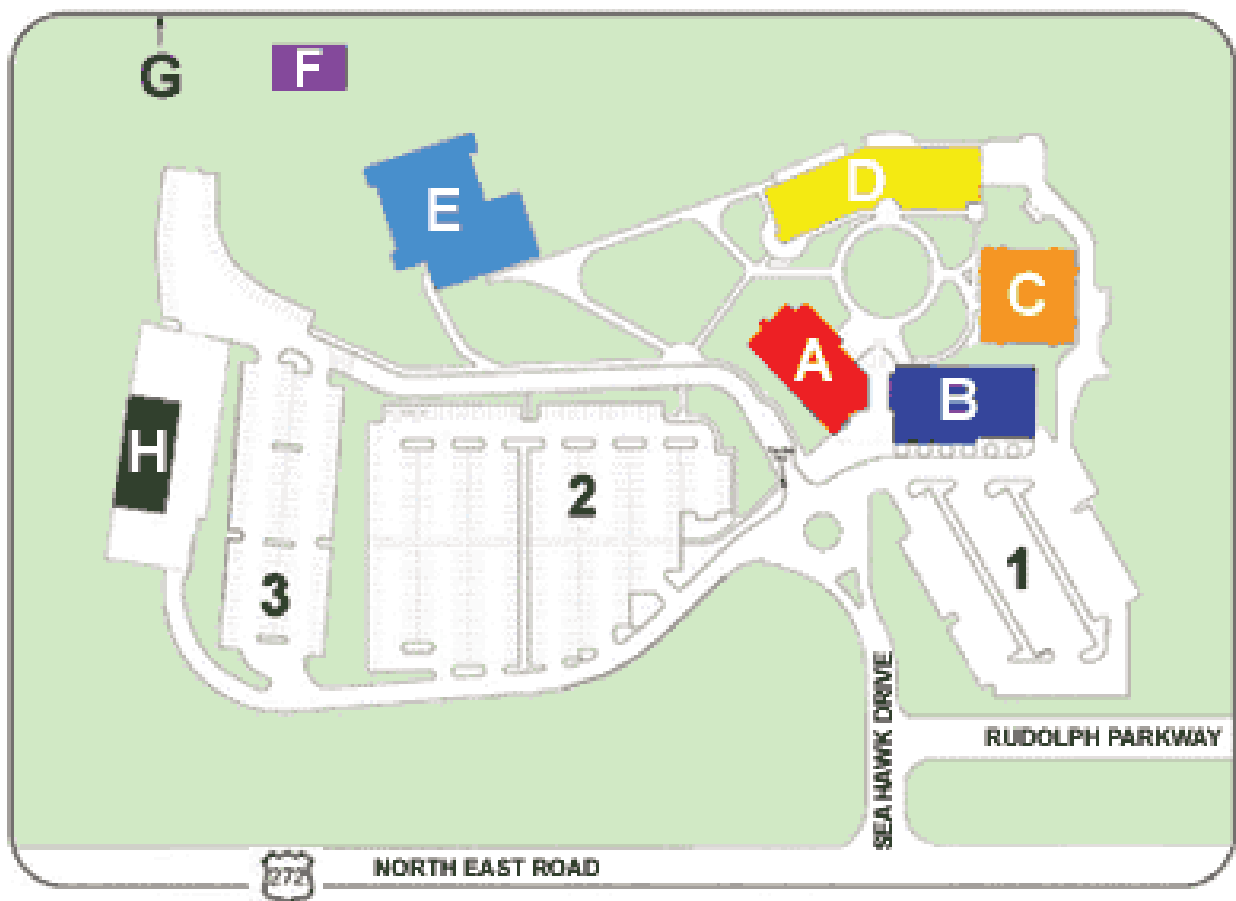
### **FIRE SAFETY**

Fire safety is a major concern and affects all members of the Cecil. 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

# North East Campus Map



**A** - Student Services / Library /  
Administration

**B** - Milburn Stone Memorial  
Theatre / Gallery

**C** - Arts and Sciences

**D** - Technology / Conference  
Center

**E** - Physical Education  
Activities Building

**F** - Tennis Courts

**G** - Athletic Fields

**H** - Facilities Management &  
Receiving

**1** - South Parking

**2** - Main Parking

**3** - North Parking

## SECURITY 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:

- Alcohol and Controlled Substance Testing
- Contacting Students in Emergency Situations
- Drug Use and Alcohol Abuse Prevention
- Hazardous Substances Communications
- Issuing College Property and Access to the College
- Responsible Use of Information Technology Resources
- Sexual Assault
- Sexual Harassment
- Student Misconduct Regulations
- Use of College Facilities
- Use of College Vehicles

## **POLICY AND PROCEDURES FOR DEVELOPING INFORMATION FOR THIS REPORT:**

The Campus Security Office conducts the statistical gathering of crime data from students as well as those with significant responsibilities for students and campus activities.

Likewise, the Maryland State Police report pertinent statistics from the required geographical area to Cecil College annually upon request. All figures reported are incorporated in the preceding statistical tables. .

### **Cecil College Crime Statistics in Accordance with the Campus Security Act**

<b>Criminal Offenses - On Campus</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
a. <a href="#">Murder/Non-negligent manslaughter</a>	0	0	0
b. <a href="#">Negligent manslaughter</a>	0	0	0
c. <a href="#">Sex offenses - Forcible</a>	0	1	0
d. <a href="#">Sex offenses - Non-forcible (incest and statutory rape only)</a>	0	0	0
e. <a href="#">Robbery</a>	0	0	0
f. <a href="#">Aggravated assault</a>	0	0	0
g. <a href="#">Burglary</a>	0	1	2
h. <a href="#">Motor vehicle theft</a>	0	0	0
i. <a href="#">Arson</a>	0	0	0

<b>Criminal Offenses - Public Property</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
a. <a href="#">Murder/Non-negligent manslaughter</a>	0	0	0
b. <a href="#">Negligent manslaughter</a>	0	0	0
c. <a href="#">Sex offenses - Forcible</a>	0	0	0
d. <a href="#">Sex offenses - Non-forcible (incest and statutory rape only)</a>	0	0	0
e. <a href="#">Robbery</a>	0	0	0
f. <a href="#">Aggravated assault</a>	0	0	0
g. <a href="#">Burglary</a>	0	0	0

h. <a href="#">Motor vehicle theft</a>	0	0	0
i. <a href="#">Arson</a>	0	0	0

Public Property – All public property, including thoroughfares, street, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. This property is not owned or controlled by Cecil College and does not include private residences or businesses

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

### **CRIME PREVENTION TIPS**

Students are reminded that safety is a shared responsibility. The College encourages all members of the campus community to use common sense and caution to protect themselves and their property. Cecil College is working hard to keep our campus safe, but needs your help to reduce thefts and to keep others from becoming victims.

Upon request of any student, faculty, staff members or guest, Cecil College will provide escort after dark from one building to another and to and from the parking lots.

Remember:

- Avoid isolated areas
- Do not prop doors open
- Protect your valuables- hold them close to your body
- Always lock your car – lock valuables in the trunk
- Park in well lighted and open areas
- Use walkways in well lighted areas
- Report any suspicious people/activity on campus to the nearest staff member.