



UNIVERSITY *of* MARYLAND, BALTIMORE

**POLICE FORCE**

# **ANNUAL CLERY CAMPUS SECURITY AND FIRE REPORT**

**2014**



UNIVERSITY *of* MARYLAND  
THE FOUNDING CAMPUS



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*University of Maryland, Baltimore policies, programs, and activities comply with federal and state laws and University System of Maryland policies prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability, and sexual orientation.*

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## 1.00 INTRODUCTION

The Federal Student Right-to-Know, Crime Awareness, and Campus Security Act now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” herein identified as the “Clery Act,” requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings or computer networks to all current students and employees, and all prospective students and prospective employees upon request. This publication contains the annual report concerning specific campus crime and arrest statistics as well as information about campus policies and practices intended to promote crime awareness, campus safety, and security.

Copies of this report may be obtained from the University of Maryland, Baltimore Police Force Headquarters at 214 N. Pine Street, Baltimore, MD 21201 or by visiting the University of Maryland, Baltimore Police Force Web page located at [www.umaryland.edu/police](http://www.umaryland.edu/police).

## 2.00 CRIME STATISTICS

*(Collection of Crime Statistics for the Annual Report)*

In compliance with the Clery Act, the University of Maryland, Baltimore Police Force (UMBPF) has the responsibility to report certain crime statistics to the Department of Education. Additionally, the UMBPF must also comply with other state and federal crime statistics reporting mandates. There is a vast difference in reporting requirements between the Clery Report and other state and federal crime statistics reporting mandates. Clery reporting requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement. Clery also mandates the collection of crime data from non-law-enforcement personnel identified as “Campus Security Authorities.” Refer to section 5.04.

This report contains crime statistics that have been compiled from the 2013 calendar year and of the two previous calendar years’ crime statistics. The statistics reported in **Section 2.02** have been compiled from data collected from three (3) reporting sources: (1) the University of Maryland, Baltimore Police Force, (2) the Baltimore Police Department, and (3) from University of Maryland, Baltimore (non-police) campus security authorities.

Crime statistics gathered by the University of Maryland, Baltimore Police Force are collected and reported on an annual/calendar year basis. Crime statistics for “**public property**” on each table have been collected from the Baltimore Police Department crime data. University of Maryland, Baltimore Campus Security Authorities convey (Section 5.04) “reportable crimes” using the CLERY INCIDENT REPORT form available at [www.umaryland.edu/police](http://www.umaryland.edu/police). Click on “Services” and then “Forms” to locate this document. Any reportable crime made to a campus security authority can be immediately transmitted to the UMBPF via fax machine or campus mail.

## **2.01 Reporting Locations/Offense Statistics**

### **#1 On-Campus:**

Any building or property owned, leased or under the control of University of Maryland, Baltimore is subject to statistics reporting.

### **#2 On-Campus Residential facilities:**

All on-campus residential buildings are subject to offense statistics reporting.

### **#3 Non-campus properties:**

Offense statistics are required for non-campus property or buildings owned or controlled by the University of Maryland, Baltimore that are frequently used by students and are not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.

### **#4 Public properties:**

Offense statistics for public property located immediately adjacent to and easily accessible from campus, including: thoroughfares, sidewalks, streets, lands, parks and beaches (property not owned or controlled by University of Maryland, Baltimore and not a private residence or business).

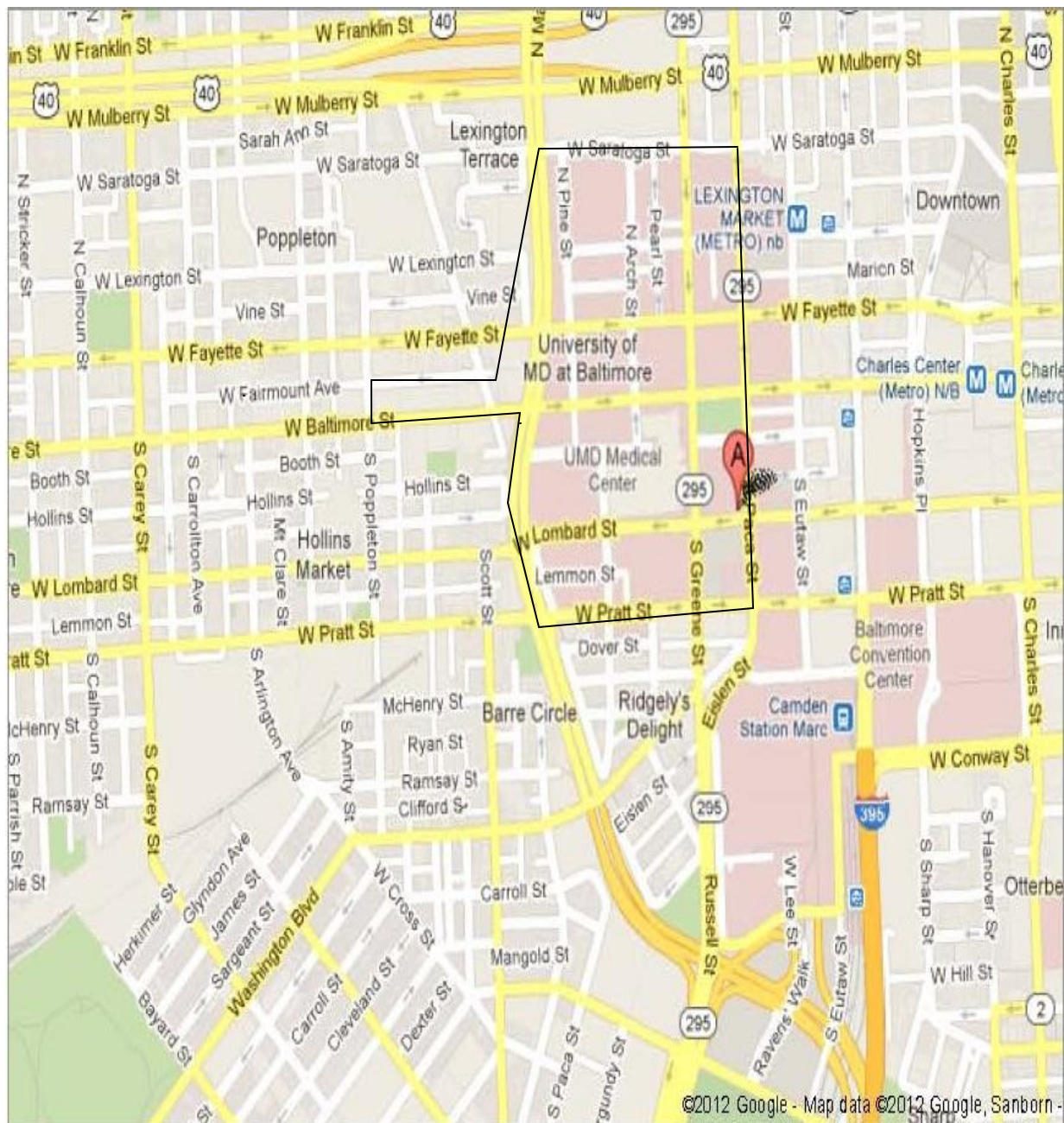
Public property reporting areas identified by University of Maryland, Baltimore are as follows:

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The University of Maryland, Baltimore campus is located within the Baltimore Police Department's Central, Western, and Southern districts. The area surrounding the campus is both residential and commercial. To access crime statistics from the Baltimore Police Department, visit the department's website at [www.baltimorepolice.org/](http://www.baltimorepolice.org/)

## Campus Boundary Map

University of Maryland, Baltimore Police Force are required to report crimes that occur within the campus boundary for buildings and property that are owned, leased, or controlled by the school and is used to support its educational purposes. The map below displays the campus boundaries. UMBPF has a concurrent jurisdiction agreement with the Baltimore Police Department. The agreement defines the areas of shared responsibility between the two police agencies. The concurrent jurisdiction area includes areas that expand beyond the campus boundaries which are not required to be included in this report.



## 2.02 Crime Statistics, Baltimore Campus—Three (3) Year Comparison

| Statistics                                     | Year | On Campus* | In Dorms, Residential Facilities | Non-campus Buildings Property | On Public Property | Total |
|--|------|------------|----------------------------------|-------------------------------|--------------------|-------|
| <b>CRIME REPORTS</b>                           |      |            |                                  |                               |                    |       |
| <b>Murder &amp; Non-negligent Manslaughter</b> | 2013 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2012 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2011 | 0          | 0                                | 0                             | 0                  | 0     |
| <b>Negligent Manslaughter</b>                  | 2013 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2012 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2011 | 0          | 0                                | 0                             | 0                  | 0     |
| <b>Sex Offenses - Forcible</b>                 | 2013 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2012 | 0          | 0                                | 0                             | 2                  | 2     |
|  | 2011 | 0          | 0                                | 0                             | 1                  | 1     |
| <b>Sex Offenses – Non-forcible</b>             | 2013 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2012 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2011 | 0          | 0                                | 0                             | 0                  | 0     |
| <b>Robbery</b>                                 | 2013 | 0          | 0                                | 0                             | 15                 | 15    |
|  | 2012 | 0          | 0                                | 0                             | 13                 | 13    |
|  | 2011 | 1          | 0                                | 0                             | 10                 | 11    |
| <b>Aggravated Assault</b>                      | 2013 | 0          | 0                                | 0                             | 10                 | 10    |
|  | 2012 | 0          | 0                                | 0                             | 6                  | 6     |
|  | 2011 | 1          | 0                                | 0                             | 5                  | 6     |
| <b>Burglary</b>                                | 2013 | 2          | 0                                | 0                             | 0                  | 2     |
|  | 2012 | 2          | 0                                | 0                             | 0                  | 2     |
|  | 2011 | 3          | 1                                | 0                             | 0                  | 3     |
| <b>Motor Vehicle Theft</b>                     | 2013 | 1          | 0                                | 0                             | 8                  | 9     |
|  | 2012 | 0          | 0                                | 0                             | 4                  | 4     |
|  | 2011 | 1          | 0                                | 0                             | 3                  | 4     |
| <b>Arson</b>                                   | 2013 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2012 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2011 | 0          | 0                                | 0                             | 0                  | 0     |
| <b>Hate Crimes</b>                             | 2013 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2012 | 0          | 0                                | 0                             | 0                  | 0     |
|  | 2011 | 0          | 0                                | 0                             | 0                  | 0     |



|                                      |      |      |   |   |    |    |
|--------------------------------------|------|------|---|---|----|----|
| <b>Domestic Violence</b>             | 2013 | 0    | 0 | 0 | 10 | 10 |
|                                      |      |      |   |   |    |    |
| <b>Dating Violence</b>               | 2013 | 0    | 0 | 0 | 0  | 0  |
|                                      |      |      |   |   |    |    |
| <b>Stalking</b>                      | 2013 | 0    | 0 | 0 | 0  | 0  |
|                                      |      |      |   |   |    |    |
| <b>ARRESTS</b>                       |      |      |   |   |    |    |
| <b>Liquor Law Violations</b>         | 2013 | 0    | 0 | 0 | 2  | 2  |
|                                      | 2012 | 0    | 0 | 0 | 0  | 0  |
|                                      | 2011 | 0    | 0 | 0 | 5  | 5  |
| <b>Drug Law Violations</b>           | 2013 | 0    | 0 | 0 | 88 | 88 |
|                                      | 2012 | 0    | 0 | 0 | 74 | 74 |
|                                      | 2011 | 1*** | 0 | 0 | 46 | 47 |
| <b>Illegal Weapons Possession</b>    | 2013 | 0    | 0 | 0 | 1  | 1  |
|                                      | 2012 | 0    | 0 | 0 | 4  | 4  |
|                                      | 2011 | 0    | 0 | 0 | 2  | 2  |
| <b>CAMPUS DISCIPLINARY REFERRALS</b> |      |      |   |   |    |    |
| <b>Liquor Law Violations</b>         | 2013 | 0    | 0 | 0 | 0  | 0  |
|                                      | 2012 | 0    | 0 | 0 | 0  | 0  |
|                                      | 2011 | 0    | 0 | 0 | 0  | 0  |
| <b>Drug Law Violations</b>           | 2013 | 0    | 0 | 0 | 0  | 0  |
|                                      | 2012 | 0    | 0 | 0 | 0  | 0  |
|                                      | 2011 | 0    | 0 | 0 | 0  | 0  |
| <b>Illegal Weapons Possession</b>    | 2013 | 0    | 0 | 1 | 0  | 1  |
|                                      | 2012 | 0    | 0 | 0 | 0  | 0  |
|                                      | 2011 | 0    | 0 | 0 | 0  | 0  |

\*On Campus—This category includes all on-campus incidents, including those listed in the category to the right, “In dorms, residential facilities.” Therefore the two categories are not cumulative, but duplicative.

2013: The 2013 statistics from Baltimore Police Department are included in the report.

2012: The 2012 statistics from Baltimore Police Department are included in the report.

2011: The 2011 statistics from Baltimore Police Department are included in the report.

\*\*\*The 2011 Drug Arrest statistics have been amended. The drug arrest occurred in a facility that the University did not own, the facility was being leased during this timeframe, thus overlooked.

### 2.03 Crime Statistics, Universities at Shady Grove—Three (3) Year Comparison

The Universities at Shady Grove (USG) is a regional center located in Rockville, Maryland, that supports programs from nine different institutions within the University System of Maryland. Students attend classes at USG but are still considered students of their “home campus.” In addition, employees at USG can be affiliated with any of the nine institutions.

Please access the link <http://www.shadygrove.umd.edu/about/public-safety/> for the USG *Annual Security Report* that is compiled and distributed annually in compliance with the *Clery Act*. This publication contains crime statistics and statements of security policy. Annually, prior to October 1st, current students and employees are sent an email message providing them with a link to this brochure and notification that the current edition of the *Safety & Security* publication has been posted on the Universities at Shady Grove website. Printed copies may be obtained from the 24-hour security desk located in the Camille Kendall Academic Center on the Shady Grove campus.

Crime statistics for USG are reported, in their entirety, by each of the nine institutions that conduct classes at USG.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (the *Clery Act*) mandates the manner and format in which statistics are to be collected and published. Statistical updates, if any, will be posted online (<http://www.shadygrove.umd.edu/about/public-safety/>).

| The Universities at Shady Grove <sup>(1)</sup> |      |           |                                  |                                |       |
|--|------|-----------|----------------------------------|--------------------------------|-------|
| Crime Report Statistics                        |      |           |                                  |                                |       |
| Category                                       | Year | On Campus | Non-Campus Buildings or Property | Public Property <sup>(2)</sup> | Total |
| Murder & Non-Negligent Manslaughter            | 2013 | 0         | 0                                | 0                              | 0     |
|  | 2012 | 0         | 0                                | 0                              | 0     |
|  | 2011 | 0         | 0                                | 0                              | 0     |
| Negligent Manslaughter                         | 2013 | 0         | 0                                | 0                              | 0     |
|  | 2012 | 0         | 0                                | 0                              | 0     |
|  | 2011 | 0         | 0                                | 0                              | 0     |
| Sex Offenses - Forcible                        | 2013 | 0         | 0                                | 0                              | 0     |
|  | 2012 | 0         | 0                                | 0                              | 0     |
|  | 2011 | 0         | 0                                | 0                              | 0     |
| Sex Offenses - Non-Forcible                    | 2013 | 0         | 0                                | 0                              | 0     |
|  | 2012 | 0         | 0                                | 0                              | 0     |
|  | 2011 | 0         | 0                                | 0                              | 0     |
| Robbery  | 2013 | 0         | 0                                | 0                              | 0     |
|  | 2012 | 0         | 0                                | 0                              | 0     |
|  | 2011 | 1         | 0                                | 0                              | 1     |

|  |      |   |   |   |   |
|--|------|---|---|---|---|
| <b>Aggravated Assault</b>                  | 2013 | 0 | 0 | 0 | 0 |
|  | 2012 | 0 | 0 | 0 | 0 |
|  | 2011 | 0 | 0 | 0 | 0 |
| <b>Burglary</b>                            | 2013 | 2 | 0 | 0 | 2 |
|  | 2012 | 2 | 0 | 0 | 2 |
|  | 2011 | 1 | 0 | 0 | 1 |
| <b>Motor Vehicle Theft</b>                 | 2013 | 0 | 0 | 0 | 0 |
|  | 2012 | 0 | 0 | 0 | 0 |
|  | 2011 | 0 | 0 | 0 | 0 |
| <b>Arson</b>                               | 2013 | 0 | 0 | 0 | 0 |
|  | 2012 | 0 | 0 | 0 | 0 |
|  | 2011 | 0 | 0 | 0 | 0 |
| <b>Hate Crimes <sup>(3)</sup></b>          | 2013 | 0 | 0 | 0 | 0 |
|  | 2012 | 0 | 0 | 0 | 0 |
|  | 2011 | 0 | 0 | 0 | 0 |
| <b>Domestic Violence <sup>(4)(5)</sup></b> | 2013 | 0 | 0 | 0 | 0 |
|  |      |   |   |   |   |
| <b>Dating Violence <sup>(4)(5)</sup></b>   | 2013 | 0 | 0 | 0 | 0 |
|  |      |   |   |   |   |
| <b>Stalking <sup>(4)(5)</sup></b>          | 2013 | 0 | 0 | 0 | 0 |
|  |      |   |   |   |   |

| <b>Arrest Statistics</b>                  |             |                  |   |                                       |              |
|---|-------------|------------------|---|---------------------------------------|--------------|
| <b>Category</b>                           | <b>Year</b> | <b>On Campus</b> | <b>Non-Campus Buildings or Property</b> | <b>Public Property <sup>(2)</sup></b> | <b>Total</b> |
| <b>Liquor Law Violation Arrests</b>       | 2013        | 0                | 0                                       | 0                                     | 0            |
|   | 2012        | 0                | 0                                       | 0                                     | 0            |
|   | 2011        | 0                | 0                                       | 0                                     | 0            |
| <b>Drug Law Violation Arrests</b>         | 2013        | 0                | 0                                       | 1                                     | 1            |
|   | 2012        | 1                | 0                                       | 0                                     | 1            |
|   | 2011        | 0                | 0                                       | 0                                     | 0            |
| <b>Illegal Weapons Possession Arrests</b> | 2013        | 0                | 0                                       | 0                                     | 0            |
|   | 2012        | 0                | 0                                       | 0                                     | 0            |
|   | 2011        | 0                | 0                                       | 0                                     | 0            |

| Campus Disciplinary Referrals <sup>(6)</sup> |      |           |                                  |                                |       |
|--|------|-----------|----------------------------------|--------------------------------|-------|
| Category                                     | Year | On Campus | Non-Campus Buildings or Property | Public Property <sup>(2)</sup> | Total |
| Liquor Law Violation Referrals               | 2013 | 0         | 0                                | 0                              | 0     |
|  | 2012 | 0         | 0                                | 0                              | 0     |
|  | 2011 | 0         | 0                                | 0                              | 0     |
| Drug Law Violation Referrals                 | 2013 | 0         | 0                                | 0                              | 0     |
|  | 2012 | 0         | 0                                | 0                              | 0     |
|  | 2011 | 0         | 0                                | 0                              | 0     |
| Illegal Weapons Violation Referrals          | 2013 | 0         | 0                                | 0                              | 0     |
|  | 2012 | 0         | 0                                | 0                              | 0     |
|  | 2011 | 0         | 0                                | 0                              | 0     |

**Footnotes:**

|   |   |
|---|---|
| 1 | The Universities at Shady Grove (USG) is a Regional Center for the University System of Maryland (USM). Degree programs from 9 of the 12 USM institutions are offered at USG. Students from each of these 9 institutions attend classes at USG and in some cases may attend classes on both campuses.   |
| 2 | Statistics listed in the "Public Property" category include those that took place off campus, on public property immediately adjacent to and accessible from the campus, but not on USG-owned property.   |
| 3 | Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D). Any numbers in small-print parentheses would indicate how many of the total number or reported incidents were motivated by each type of bias. |
| 4 | This category is new for reporting. Statistics for this crime were not collected for 2011 or 2012.  |
| 5 | The Montgomery County Police Department does not classify crimes into this category, but other crime incidents that could possibly have had elements of this category were reviewed with MCPD before inclusion or exclusion.  |
| 6 | Individuals not arrested, but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).  |

## 3.00 HATE VIOLENCE

### 3.01 Reporting Hate Violence

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to the University of Maryland, Baltimore Police Force. Under the Clery Act, each institution must report, by geographic location and by category of prejudice, any of the hate violence statistics for specified crimes of Murder, Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Simple Assault, Burglary, Motor Vehicle Theft, Arson, and any other crime involving bodily injury reported to the local police agencies or to the campus security authority, that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, whites, or
- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female, or
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists, or
- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals, or
- **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics, or
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury advanced age, or illness.

### 3.02 Procedures for Responding to Hate/Bias Incidents

University of Maryland, Baltimore has an established procedure for responding to hate/bias incidents on campus. Please refer to [Attachment IX](#) for the complete procedures.

## **4.0 UNIVERSITY OF MARYLAND, BALTIMORE POLICE FORCE**

### *(Policies Concerning Law Enforcement)*

The University of Maryland, Baltimore Police Force (UMBPF) is part of the University System of Maryland and has the authority and responsibility to enforce, on all property owned, leased, operated or under the control of the University of Maryland, Baltimore all applicable local, state, and federal laws. The UMBPF is comprised of the following:

- Office of Chief of Police
- Operations Division
- Support Services Division
- Professional Standards Division

#### **4.01 Police Authority**

**The University of Maryland, Baltimore Police Force** is a full service law enforcement agency that evolved from a security force in 1948 to its status as a police force in 1975. The UMBPF has the responsibility of providing a full range of both police and security services to the University community. The UMBPF has complete authority to apprehend and arrest students involved in illegal acts on-campus and areas immediately adjacent to the campus. The UMBPF may also refer students to the student affairs office of the appropriate school for violations of the University's/school's rules and student code of conduct or honor code. The 67 sworn police officers in the UMBPF are vested with full police authority under the provisions of **Title 13, Subtitle 6, Section 13-601 of the Education Article of the Annotated Code of Maryland**. The sworn police officers are all police academy graduates and are fully certified by the Maryland Police and Correctional Training Commission in all areas of law enforcement responsibility. In addition to providing protection and service to the University community, it is also the responsibility of the UMBPF to enforce state and local laws and campus regulations.

The University of Maryland, Baltimore Police Force has the responsibility for the investigation of most criminal incidents, which occur on the property of the University. Concurrent jurisdiction with the Baltimore Police Department allows the UMBPF to receive crime information that is reportable for Clery purposes. Any member of the University community who is the victim of a crime on campus, or who witnesses a crime on campus, should call the UMBPF **immediately at 410-706-3333 or 711 (from an on-campus phone) or by using one of the "blue light" emergency telephones** located throughout the campus. Besides being fully prepared to respond to any emergency and to investigate criminal offenses, the UMBPF emphasizes a philosophy of *quality service* to all members of the University community. The UMBPF has adopted the philosophy of community policing in an effort to improve the overall quality of campus life.

The University of Maryland, Baltimore Police Force assists with lost or found property by taking possession of any found property and documenting it by police report. Lost property reports are also completed. The UMBPF formed a bike patrol and now has officers trained in this program. The bicycle program uses specially equipped bicycles to complement the fleet of

marked patrol cars in the conduct of routine and directed patrol activities, selective enforcement, and police services at special events.

#### **4.02 Mission Statement**

The University of Maryland, Baltimore's Department of Public Safety supports the campus mission by controlling, preventing, and reducing crime and reducing the fear of crime, conducting crime prevention activities, and maintaining order on campus. The University of Maryland, Baltimore Police Force values honesty, fairness, integrity, and courage.

#### **4.03 Office of Chief of Police**

The Chief of Police is the chief executive officer of the University of Maryland, Baltimore Police Force and reports directly to the Vice President of Administration and Finance. The Chief is responsible for the overall management and administration of the agency, including operational efficiency, budgeting, planning, responding to the needs and inquiries of the public, and maintaining interactions with city, state, and federal agencies.

#### **4.04 Operations Division**

The Operations Division consists of, but is not limited to, the following units, personnel, and functions:

- A. Patrol Operations;
- B. Security Operations;
- C. Victim/Witness;
- D. Criminal Investigation; and
- E. Safety Awareness.

The University of Maryland, Baltimore Police Force employs security officers to provide skilled security services on campus and to supplement the sworn police force. Security officers are responsible for providing access control to campus buildings during the hours of operation and highly visible security patrols around campus.

The Operations Commander reports to the Assistant Chief of Police and has responsibilities that include, but are not limited to, the day-to-day operational efficiency of the uniformed functions assigned to the Operations Division.

#### **4.05 Support Services Division**

The Support Services Division consists of, but is not limited to, the following units, personnel, and functions:

- A. Police Communications;
- B. Records Management;
- C. Staff Review;
- D. Property and Evidence;

- E. Payroll;
- F. Education and Training/Planning and Research; and
- G. Recruitment and Selection.

Police Communications Operators staff the University of Maryland, Baltimore Police Force's Communications Section 24 hours per day/365 days per year. The support services commander reports to the assistant chief of police and has responsibilities that include, but are not limited to, ensuring the day-to-day operational efficiency of personnel and functions assigned to the Support Services Division.

#### **4.06 Professional Standards Division**

The Professional Standards Division consists of these components:

- A. Inspections;
- B. Internal Affairs Investigations; and
- C. Integrity.

The professional standards commander reports to the Chief of Police and is responsible for investigating all complaints against University of Maryland, Baltimore Police Force employees and conducts internal investigations ensuring the integrity of the employees. The commander is also responsible for the inspections program for all functions of the UMBPF.

#### **4.07 Allied Police Support**

Concurrent jurisdiction for law enforcement responsibilities between the University of Maryland, Baltimore Police Force and the Baltimore Police Department has existed since 1975. This clarifies police responses to emergencies, investigation of certain crimes, and jurisdictional boundaries. Due to the sophisticated investigative resources required to properly investigate certain crimes, the UMBPF will partner with allied police agencies on incidents of mutual concern.

### **5.00 REPORTING CRIMINAL ACTIVITY**

*(Policies for Reporting Crimes and Emergencies)*

The University of Maryland, Baltimore Police Force has primary jurisdiction and responsibility for investigating crimes and providing police services to the University community. Police services are available 24 hours per day, every day of the year. The UMBPF headquarters is located at 214 N. Pine Street. The Police Operations building is located at 222 N. Pine Street. In keeping with federal guidelines, it is the policy of the University that all crimes reported to any campus official must be relayed to the UMBPF (professional and pastoral counselors are exempted when acting in their official capacity).

The University of Maryland, Baltimore Police Force works cooperatively with both the Baltimore Police Department and the Maryland State Police in matters of mutual concern (see Section 4.07). A concurrent jurisdiction agreement has been established between the



UMBPF and Baltimore Police Department. The UMBPF will contact the Baltimore Police Department when needed per the concurrent jurisdiction agreement.

## 5.01 Emergencies

Any member of the University community who is the victim of a crime on campus, or who witnesses a crime on campus, should call the University of Maryland, Baltimore Police Force **immediately at ext. 6-3333 (410-706-3333) or 711 (from an on-campus phone)** or by pushing the **red** emergency button on any **blue light** emergency phone. The UMBPF has staff on duty and available to assist 24 hours per day, each day of the year. Anyone requiring police services on the University of Maryland, Baltimore campus, is to contact the UMBPF at ext. 6-3333 on campus or 410-706-3333 off campus. The UMBPF will contact any outside agency for assistance if necessary or direct the University member how to contact the appropriate agency.

## 5.02 Procedures

Whenever a crime is reported, a uniformed police officer is dispatched to conduct the initial investigation, gathering information and seeking physical evidence. The investigating officer attempts to determine the basic facts by questioning all persons involved in the incident as well as any witnesses. Basic and necessary information, including home address, telephone number, and date of birth, are obtained. Please bear in mind that the police officer, by asking detailed questions, is attempting to solve the crime and apprehend the person(s) responsible. The crime scene (the area where the incident occurred) must not be disturbed, in order to preserve physical evidence such as fingerprints.

Each member of the University community is asked to be observant and to pay attention to descriptions of persons, including clothing worn, and vehicles, including license plate numbers. Any suspicious person observed in or around your residence facility, classroom, office or work area should be reported to the UMBPF **immediately at ext. 6-3333 (410-706-6333) or 6-6882 (410-706-6882); at 711 (from an on-campus phone)** or by pushing the **red** emergency button on any **blue light** emergency phone.

If additional information is needed after the initial inquiry, a patrol officer or a detective from the University of Maryland, Baltimore Police Force will be assigned to conduct a follow-up investigation. UMB is committed to doing everything possible to assist crime victims and witnesses. When you report a crime to the UMBPF, or are interviewed as a witness, the investigating officer will provide you with a *Victim and Witness Assistance Guide*. This brochure contains important information to aid in coping with your experience. Information and assistance for victims and witnesses, including referral to counseling resources, both routine and emergency, as well as legal, medical, and social service referrals, are available from the UMBPF 24 hours each day. Additional services, such as case status information, court liaison, and security surveys are available by contacting the victim/witness coordinator at 6-5547 (410-706-5547).

### **5.03 Limited Voluntary/Confidential Reporting**

The University of Maryland, Baltimore Police Force encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the UMBPF cannot hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other University of Maryland, Baltimore campus security authorities, as defined in Section 5.04 of this report.

Professional and pastoral counselors are exempt from reporting requirements. UMB encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis to any Campus Security Authority (CSA) for inclusion in the annual security report.

### **5.04 Campus Security Authorities**

The Clery Act mandates that institutions disclose statistics for crimes reported to local police agencies and crimes reported to campus security authorities. The intent of including non-law-enforcement personnel as campus security authorities is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

A campus security authority is defined as:

- A campus law enforcement unit;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus security force, such as an individual who is responsible for monitoring entrance into school property (e.g., an access monitor);
- An individual or organization specified in a school's campus security statement as the individual or organization to which students and employees should report criminal offenses; and
- An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

*Campus Security Authority Cite 34 CFR 668.46(a)*

Although we encourage the reporting of campus criminal activity directly to the University of Maryland, Baltimore Police Force, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. Crime statistics are continuously gathered from UMB campus security authorities using the convenient and accessible "Clery Incident Report" form. This two-page form ([Attachment III](#)) is available from the UMB Police Force website at [www.umaryland.edu/police](http://www.umaryland.edu/police) in a downloadable PDF format. A crime reported to any campus security authority can be immediately conveyed to the UMBPF via e-mail, fax or campus mail. For reporting purposes at UMB, campus security authorities have been identified as:

## CSA's

University of Maryland, Baltimore Police Force  
Student Judicial Programs - Dean or Assistant Dean  
Student Affairs - Assistant Dean for each School  
Residential Life or Housing Officialty  
University Health Services - Director  
University Counseling Services - Director  
Academic Affairs - Assistant Deans  
Fitness and Recreation - Director

### **5.05 Staff and Faculty Disciplinary Referrals**

Regardless of criminal prosecution decisions, all criminal cases involving students are referred by the University of Maryland, Baltimore Police Force to the Dean of Student Affairs. When there is evidence that a student has committed a crime on campus, disciplinary action at the University may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped. For more information refer to the Code of Conduct policy in the Student Answer Book.

### **5.06 Annual Clery Notice Compliance**

The University's *Clery Notice* is distributed (directly) via Internet e-mail to all current students and current employees in October of each year. *The Annual Clery Report* is posted on the University of Maryland, Baltimore Police Force home page.

## **NOTICE OF THE ANNUAL CLERY CAMPUS SECURITY REPORT**

In accordance with the guidelines established by University of Maryland, Baltimore and pursuant to federal law, identified as the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998**, all currently enrolled students, campus employees, and all prospective students and prospective employees are entitled to request and receive a copy of the *University Annual Campus Security Report (Clery Report)*.

The report contains crime statistics about certain specified crimes/incidents that have been reported to the University of Maryland, Baltimore Police Force and/or campus security authorities over the past three years and which occurred either on-campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities/properties, and personal safety tips. The report encourages the reporting of all crime occurrences. The report describes how and to whom to report crimes. Copies of this

report may be obtained by calling 6-6882 (410-706-6882) or 6-3575 (410-706-3575), or in person from the UMBPF or online at the University of Maryland, Baltimore Police Force's website located at [www.umaryland.edu/police](http://www.umaryland.edu/police).

*The University's Clery Notice* is printed and distributed to all current students/employees and is made available to all prospective students/employees using a variety of methods to ensure campus wide dissemination to satisfy federal law mandates. The following summary outlines the various *Clery Notice* compliance mechanisms.

A. Current Students and Employees

1. Electronic mail

Annual (October) electronic mailing (e-mail) to all students, faculty, and staff

2. Web page postings

University of Maryland, Baltimore Police Force

3. Publications

Clery Report is available in hard copy at the University of Maryland, Baltimore Police Force headquarters building

B. Prospective Students and Employees

1. Web page postings

University of Maryland, Baltimore Police Force Web page

2. Publications

Clery Report is available in hard copy at the University of Maryland, Baltimore Police Force headquarters building

3. Human Resources

New Employee Orientation

### **5.07 Police Daily Crime Log**

A daily log of all criminal offenses reported on the campus is maintained by the University of Maryland, Baltimore Police Force and is available for public inspection between the hours of 8 AM and 4 PM, Monday through Friday at 214 N. Pine Street, excluding holidays when the University is closed.

The UMBPF may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

UMBPF's crime log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request.

## **6.00 CRIME PREVENTION**

### *(Programs to Inform About Crime Prevention and Programs About Security Practices)*

The University of Maryland, Baltimore Police Force, working in cooperation with other University departments and schools, has developed a very active and comprehensive program with the objective of preventing crime to the fullest extent possible through awareness and participation of the University community. While the UMBPF may offer advice and assistance regarding campus safety, each individual has the primary responsibility for his/her own safety.

The dedicated men and women of the UMBPF are committed to the principles of community policing. Crime prevention/awareness programs begin with new student or employee orientation presentations. Through the UMBPF website, special pamphlets, fliers, and the crime log, the University community is informed of crime trends, safety tips, and special programs. Special crime alerts (Timely Warnings) are also made through the University's electronic mail system as noted in Section 7.01.

Upon request from any department, student organization, or residence facility, the UMBPF will provide informational seminars, including speakers, on a variety of topics including the prevention of rape and sexual assault, theft and robbery prevention, drug and alcohol awareness, safety issues, and advice about personal defense. Members of the UMBPF also routinely participate in Safety Awareness Committee meetings on these and other crime prevention subjects. The UMBPF attends Student Government Association meetings upon invitation to answer any questions and provide information relative to crimes and crime trends on campus.

Operation Identification allows any member of the University community to have personal property engraved with a personally selected number to facilitate the recovery of property that is lost or stolen. Please contact the UMBPF at 6-6882 (410-706-6882) to request this service. Any academic or administrative department may also request that a security survey be conducted by the UMBPF to identify areas of potential risk and to offer recommendations to enhance security.

The University of Maryland, Baltimore Police Force offers the Rape Aggression Defense System (R.A.D.), a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a martial arts program. The UMBPF, in conjunction with University Recreation and Fitness (URecFit), notifies the campus community when the course will be taught.

Anyone wishing to request such crime prevention service, or desiring more information, should contact the UMBPF at 6-6882 (410-706-6882).

## **6.01 Campus Safety/Education**

The University of Maryland, Baltimore Police Force works closely with various campus departments, schools, and organizations to provide security and safety programs/presentations and workshops throughout the year. Numerous brochures and pamphlets relating to crime prevention and personal safety are made available. The following are just a few examples of the programs and materials made available each year to the campus.

### **Safety and Security Education Programs and Presentations**

**Community Meetings.** Agency liaisons periodically meet with formal community organizations in order to exchange information and ideas related to policing, security, and other related community concerns.

**Presentations.** Various groups are addressed with crime prevention information adapted to fit the audience. These programs include, but are not limited to:

**New Staff/Faculty.** An orientation program for newly hired staff and faculty members;

**International Student Orientation.** Crime prevention information, safety information, and information on American policing philosophies and operations is presented to new international students; and

**Day Care Center.** Safety presentations and literature are provided to the staff and children at the University's on-campus day care center.

**Students Promoting Awareness.** The USGA provides information through peer counselors concerning alcohol and drug abuse.

**Rape Aggression Defense System (R.A.D.).** This is a nationally known and respected program on realistic self-defense tactics and techniques for women. The R.A.D. System program is a comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk avoidance, while progressing on to the basics of hands-on defense training. It is taught to female students, faculty, and staff in a cooperative arrangement with University Recreation and Fitness.

**Operation ID.** Engravers are loaned to University community members to help prevent theft and to assist in recovering stolen property.

**Crime Prevention Through Environmental Design (CPTED) and Security Surveys.** Agency employees evaluate security related matters and make suggestions for improvements in physical security systems. This includes lighting and foliage surveys during "Night Walks," reviewing construction and renovation plans, and conducting related surveys of various academic, administrative, and support facilities on campus.

**UMBPF Internet Site.** The agency's website is regularly updated with crime prevention tips, crime statistics, crime alerts, and the agency's newsletter.

**Emergency Telephones.** Direct-connect emergency and [blue light](#) phones are strategically placed throughout the campus.

**CCTV Cameras.** The University is increasing its use of CCTV systems to detect, deter, and investigate crime.

**Brochures, Pamphlets, and Handouts Distributed Each Year to Students, Staff, and Faculty**

*Safety Begins With You* guide to personal safety

Flier about Maryland's child safety seat laws

Website information and Clery information

Students, faculty, and staff may contact the University of Maryland, Baltimore Police Force at 6-6882 (410-706-6882) to obtain more information.

## **6.02 Campus Residence Facilities**

The two residence facilities on campus are locked 24 hours per day. A key or access card is required to gain entry to the gated courtyard of the University Suites or through the doors of the Pascault Row Apartments, and to individual rooms. The facility manager or security officers are stationed in the entry building of the University Suites for the purpose of ensuring that only persons with official business to conduct are allowed to enter.

Campus residents are reminded that crime can happen anywhere, at anytime, to anyone. Residents must take personal safety issues very seriously. Crime prevention is everyone's responsibility. Residents should be especially mindful of the following:

- Keep room and apartment doors locked at all times. Never prop open the exterior doors or doors to your room.
- Secure all valuables out of sight.
- Do not leave personal property left unattended.
- Report all suspicious activity or persons immediately to the UMBPF.
- Never walk alone at night and always stay in well-lit areas.

UMB residence facilities have controlled access that requires the use of a valid campus identification card to gain access.

Emergency telephones have been installed throughout the campus. Everyone should be alert for any suspicious activity or other emergency and use a [blue light phone](#) for immediate contact with the UMBPF. Blue light telephone locations are available both online and on printed maps.

### **6.03 Escort Service**

The University of Maryland, Baltimore Police Force maintains a riding escort service that operates from 6 p.m. to 1 a.m. and follows a published on-campus route. The service is available by calling 6-6882 (410-706-6882). You may also contact the UMBPF to request a walking escort any time of the day.

### **7.00 CRIME ALERT BULLETIN**

*(Timely Warnings and Early Notifications)*

In order to safeguard the campus community, to increase crime awareness, and to meet our timely warning commitments (subject to the availability of accurate information), campus Crime Alerts shall be distributed as soon as possible following a reported incident. The circumstances of any particular situation coupled with the University of Maryland, Baltimore Police Force's evaluation of the situation/threat potential will dictate the need and manner for the issuance of a Crime Alert bulletin.

However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the UMBPF is of the opinion that the safety of the campus community is at risk, a Crime Alert will be issued. The alert process will at a minimum entail a combination of 1) all-campus electronic mail postings and 2) electronic posting on the UMBPF Web page at [www.umaryland.edu/police](http://www.umaryland.edu/police). Physical postings of bulletins in designated campus buildings and residential facilities by campus police security personnel may be an option depending upon circumstances.

#### **7.01 Timely Warnings**

The University of Maryland, Baltimore Police Force is tasked with making the decision whether to issue a Crime Alert. The alert shall include, but not be limited to, the following items if available:

- Description of the incident (type of crime, time, date, location, etc.);
- Physical description of the offender; and
- Safety notice (when practical) specific to the incident.

For a sample Crime Alert, see Attachment V.

#### **7.02 Distribution Procedures**

There is no single best method to distribute a campus Crime Alert. However, depending upon the circumstances of the particular case, a Crime Alert bulletin will often be limited to campus-wide electronic mail distribution. Other situations may necessitate the physical posting of bulletins in designated campus areas. All campus Crime Alerts are posted on the UMBPF's website at [www.umaryland.edu/police](http://www.umaryland.edu/police).



### **7.03 Emergency Management**

As part of the University's Emergency Management Plan, the campus uses several notification mediums designed to ensure that vital information is communicated quickly in an emergency. The system is capable of rapidly sending text and voice messages to identified devices and systems.

- Campus information phone line, 8622 (410-706-UMAB)
- University alerts—e2Campus Alert System
- Mass notification system (public address system)

In the event campus evacuation is recommended by the Emergency Management Team or the appropriate governmental authority and approved by the president of the University, the following actions will be taken: notification will be sent to the individual schools and administrative departments via the usual communication channels (telephone, Internet, e-mail, and voice mail); fire wardens and shelter in place coordinators will be notified to make sure the information is distributed. More information on the evacuation plan can be found at [http://www.umaryland.edu/alerts/docs/emergency\\_mgmt\\_plan.pdf](http://www.umaryland.edu/alerts/docs/emergency_mgmt_plan.pdf).

Exercises and drills are key parts of the University's emergency response management program. The emergency management director is responsible for scheduling and oversight of emergency exercises. Exercises are developed based on an assessment of which areas of emergency response capability need testing and will include appropriate internal and external groups needed to effectively test the University's response.

### **7.04 Distinction Between Timely Warnings and Emergency Notifications**

Federal law has required that colleges issue "Timely Warnings" of potential dangers to the campus community involving criminal activity. While such warnings must be "timely," they need not be immediate, and can await the results of investigations into the danger. Recent events have caused colleges to develop emergency notification systems that could quickly notify all or selected members of the campus community of immediate dangers including active shooters, fires or severe and dangerous weather incidents.

## **8.00 MISSING STUDENTS**

*(Campus Policies and Procedures on Missing Students)*

### **8.01 Scope**

This policy and procedure is established pursuant to federal law (20 USC § 1092 (j)) which requires any institution that participates in a Title IV federal student financial aid program and that maintains on-campus housing facilities to establish a missing student notification policy. This policy applies specifically to students ("Students" or "a Student") who reside in University on-campus residential facilities ("UMB Housing").

## **8.02 Policy**

Missing student reports should be reported immediately. Campus police receive missing person reports and make the determination for the University that a Student is deemed missing under this policy. University of Maryland, Baltimore will allow each Student to designate an emergency contact. All contact information will remain confidential accessible to authorized campus officials and law enforcement personnel in furtherance of a missing person investigation. UMB will notify the parent or guardian of a Student under the age of 18 within 24 hours after a Student is determined to be missing. UMB will notify appropriate law enforcement agencies and campus officials within 24 hours after a Student is determined to be missing.

## **8.03 Procedure**

Any person may make a missing student report. The report should be made immediately to the University of Maryland, Baltimore Police Force by calling 711 (from an on-campus phone), or 6-3333 (410-706-3333) or 6-6882 (410-706-6882) or visiting 214 N. Pine Street, Baltimore, MD 21201. The UMBPF is responsible for investigating each report and determining if a Student should be classified as missing. The UMBPF will initiate the report and notify the Associate Vice President of Academic and Student Affairs and the General Manager for University housing. UMB will notify the emergency contact within 24 hours after a Student is determined to be missing. UMB will notify the parent or guardian of a Student under the age of 18 within 24 hours after a Student is determined to be missing. UMB Missing Student Policy can be found at: <http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=150>

Questions or comments regarding the missing student policies or procedures can be directed to:

Dr. Roger J. Ward  
Associate Vice President for Academic and Student Affairs  
University of Maryland, Baltimore  
Southern Management Corporation Campus Center  
621 W. Lombard Street, Room 305  
Baltimore, MD 21201  
Phone: 410.706.2477  
E-mail: rward005@umaryland.edu

## **9.00 SEXUAL ASSAULT AND HARASSMENT PREVENTION (Campus Sexual Assault Policy/Programs)**

University of Maryland, Baltimore is committed to creating a safe and secure campus environment that is free from acts of intimidation or the fear of falling victim to a sexual assault or hate violence. The following offices contribute greatly toward this effort: Office of Academic Affairs, 6-1850 (410-706-1850), Student Counseling Center, 8-8404 (410-328-8404), and the University of Maryland, Baltimore Police Force, 6-6882 (410-706-6882).

## **9.01 Sexual Assault Safety Procedures**

Persons who believe they have been sexually assaulted or who have been the victim of any type of sex offense should immediately report the incident to the University of Maryland, Baltimore Police Force by dialing 6-6882 (410-706-6882) or 6-3333 (410-706-3333), the campus Title IX Coordinator by dialing 6-1850 (410-706-1850), or both. The Title IX Coordinator can assist with notification of off-campus authorities, obtaining medical attention, accessing counseling on and off campus, and providing information about additional campus resources and applicable policies and procedures. The following is strongly suggested:

Get to a safe place.

Call the police and/or the campus Title IX Coordinator immediately.

If you are not sure about prosecution, but you might want to prosecute later, you are encouraged to obtain a medical evidentiary examination. You are encouraged to file a police report and you always have the right to change your mind and not to pursue a criminal complaint.

If you are not sure what to do, you can call the National Sexual Assault Hotline at 1-800-656-HOPE (4673), or TurnAround, Inc., a Rape Crisis and Recovery Center, at 410-377-8111 or its Hotline at 443-279-0379. The advocate will provide you with options and you will not need to give your name.

Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing, and objects at the scene of the crime.

If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.

Refer to the UMB Procedures on Sexual Assault, Attachment IV, and the USM Policy on Sexual Assault, Attachment VI.

## **9.02 Physical Evidence**

The timely preservation of physical evidence is essential to the successful prosecution of most sex offenses. Considering the time sensitive nature regarding the preservation and collection of such evidence, it is essential that the University of Maryland, Baltimore Police Force be contacted as soon as possible.

Due to the sophisticated investigative resources required to properly investigate certain sex crimes, the UMBPF has a concurrent jurisdiction agreement with the Baltimore Police Department to take primary investigative responsibility for investigating first and second degree rapes and first and second degree sex offenses. The UMBPF will also assign an investigator to facilitate internal University incident management and internal judicial affairs protocols.

### **9.03 Campus and Community Resources**

Counseling, mental health, and other student services for victims of sexual assault are available both on campus and in the community. Below is a list of resources:

Student Counseling Center  
HS/HSL Library  
601 W. Lombard St., Suite 440  
Phone: 410-328-8404  
Fax: 410-328-5291  
Monday-Friday from 8:30am to 5:00pm  
[www.umaryland.edu/counseling](http://www.umaryland.edu/counseling)

Student and Employee Health  
408 W. Lombard Street between Eutaw and Paca Streets  
Monday –Friday 7:00am to 5:00pm  
Monday, Wednesday and Thursday 5:00pm to 7:00pm at Family and Community Medicine (29 S. Paca St.)  
Appointments: 410-328-1362  
After Hours (urgent questions, available 24/7): 410-328-8792  
Director: James Baronas, MD: 410-328-6791  
[www.umaryland.edu/health](http://www.umaryland.edu/health)

TurnAround, Inc. (Rape Crisis and Recovery Center)  
2300 North Charles Street  
Baltimore, MD 21218  
Phone: 410-377-8111  
Hotline: 443-279-0379  
[www.turnaroundinc.org](http://www.turnaroundinc.org)

National Sexual Assault Hotline  
1-800-656-HOPE (4673)

Maryland Coalition Against Sexual Assault  
Phone: 301-328-7023  
[www.mcasa.org](http://www.mcasa.org)

### **9.04 Sexual Assault Education/Prevention Programs**

A variety of crime prevention educational programs are provided to the University community throughout the year. Topics include personal safety, date rape, police services, crime prevention tips, and Rape Aggression Defense System (R.A.D.). Programs are accompanied by informational bulletins, posters, crime prevention books, and pamphlets that are posted around the University to promote campus crime prevention. Most information is targeted for a specific area or time frame, such as crime prevention tips for resident students, protecting employee

property, and working in open areas where non-employees have accessibility. Upon request, the director of public safety or designee will provide crime prevention recommendations and input to any requesting University group. For more information about campus safety, University security policies or crime prevention services, call the UMBPF at 6-6882 (410-706-6882). By being aware that crime does occur on campus, members of the University community can take positive measures to prevent crime. Such positive measures include locking doors, keeping valuables in a safe place, avoiding walking in areas that look unsafe or are not well lighted, using the campus escort service, and being alert to surroundings.

Upon request, the Office of Accountability and Compliance within the Office of Academic Affairs will also conduct presentations to faculty and staff members to educate them on Title IX and how it applies to UMB, reporting sexual misconduct, and ways they can prevent it. Lastly, all UMB faculty and staff members are required to complete an online Title IX training program. The purposes of this mandatory online training are to help employees recognize examples of sexual discrimination in higher educational settings, learn practical strategies for responding to sexual misconduct, and to model appropriate behavior according to UMB policy.

Additionally, the Office of Accountability and Compliance conducts monthly workshops open to all UMB students. The workshops include an overview of Title IX legislation, as well as UMB's obligations and students' rights under the law. The workshops also discuss UMB's policies and procedures related to sex-based discrimination, including sexual harassment and sexual violence, as well as how to report an incident. Lastly, the workshops include information on alcohol awareness, bystander intervention, how to recognize problem behaviors, and about the on and off campus resources for those who experience any form of sex-based discrimination.

### **9.05 Campus Procedures for Filing a Complaint and Investigation Proceedings**

A student with a complaint about sexual harassment or sexual violence, including sexual assault, should report to the Title IX Coordinator. If the Title IX Coordinator cannot be reached or there is a role conflict, the Deputy Title IX Coordinator may be used as an alternate:

Title IX Coordinator:

Dr. Roger J. Ward

Chief Accountability Officer and Vice President, Academic Affairs

Office of Academic Affairs

620 W. Lexington Street, Room 5110

Baltimore, MD 21201

Phone: 410-706-1850

Fax: 410-706-0234

rward@umaryland.edu

Deputy Title IX Coordinator:

Flavius R. Lilly

Assistant Vice President for Academic and Student Affairs

Office of Academic Affairs

620 W. Lexington Street, Room 5110

Baltimore, MD 21201  
Phone: 410-706-7767  
Fax: 410-706-0625  
flilly@umaryland.edu

The procedures for filing a complaint and campus investigation proceedings are found in the UMB Policy on Sex-Based Discrimination of Students, Attachment \_\_\_\_\_. The University is committed to working with a complaining student and a respondent through the investigation proceeding. During the campus investigation, both the complainant and the respondent are entitled to the same opportunities to meet with the investigative team, submit written statements, names of witnesses and other evidence, and consult with and obtain advice from personal and legal advisors. Both the complainant and the respondent shall be informed of the outcome of an investigation and the final determination regarding sanctions and remedial action. Proven sexual harassment or sexual violence, including sexual assault, will result in remedial and disciplinary action which may include but are not limited to suspension, expulsion or dismissal.

The Title IX Coordinator will assist a complainant with interim responsive action if needed, including but not limited to, arranging alternate academic or living situations, coordinating with Schools to reschedule assignments or exams, facilitating change of class sections, authorizing leave to attend counseling and health care appointments, etc.

### **9.06 Acquaintance Rape on College Campuses**

Although you may never have been personally involved in a sexually violent situation, chances are that someone you know has been. The following material will address the subject of acquaintance rape—a problem that is increasing on college campuses. It will define acquaintance rape, offer suggestions on how to avoid it, and give information on how to help a victim. Rape is not just a problem for women. Men and women must work together to bring about the changes needed to end sexual violence.

#### **Types of Rape**

People who are forced to have sexual contact against their will are victims of sexual assault. If the assault involves sexual intercourse by force or without consent, it is rape. Two types of rape are: Acquaintance Rape—rape by someone the victim knows (this type of rape occurs most often), and Stranger Rape—rape by someone unknown to the victim.

Rapists aren't always strangers. When someone you know—a date, steady boyfriend or casual friend—forces you to have sex, it's still rape.

#### **Preventing Acquaintance Rape**

There are no definite rules to avoid becoming a victim of acquaintance rape. However, if expectations and feelings about sex are clearly communicated, rape is less likely to happen. Here are some suggestions that will help clarify relationships:

Be careful not to let alcohol or other drugs decrease your ability to take care of yourself and make sensible decisions.

Trust your gut feelings. If a place or the way your date acts makes you nervous or uneasy, get out.

Check out a first date or a blind date with friends. Meet in and go to public places. Carry money for a phone call or taxi or take your own car.

Don't leave a social event with someone you've just met or don't know well.

Do not accept beverages from someone you don't know and trust. Always watch your drink and never leave it unattended.

Be assertive. Express your expectations and feelings clearly. Stand up for your rights without violating those of others.

Communicate clearly. Realize that it takes effort for two people to understand each other. Rape can happen when two people have different expectations and desires. For example, the man may think the woman is playing hard to get when she really means no.

Take responsibility. Say "YES" if you mean "YES" and "NO" if you mean "NO"—and know the difference.

Before you end up in a situation in which you are vulnerable, think about your alternatives.

### **As a Man, You Can:**

Accept a woman's decision when she says "NO." Don't see it as a challenge.

Ask yourself how sexual stereotypes affect your attitude and actions toward women.

Avoid clouding your judgment and understanding of what another person wants by using alcohol and other drugs.

Realize that forcing a woman to have sex against her will is rape, a violent crime with serious consequences.

### **What Men Want Women to Know:**

They are afraid of being rejected and don't like to always have to initiate sex.

They don't like to feel as if they need to go as far as women will let them.

Sex is not the most important part of a relationship.

They do want friendships with women.

### **What Women Want Men to Know:**

They would like to initiate dates without being labeled as easy or fast.

They are afraid of hurting men's feelings.

They may enjoy sexual contact—hugging, kissing, etc.—but may not want intercourse.

They don't like always being the one who says when to stop.

They do want friendships with men.

## **Date Rape Drugs and Alcohol**

### **Alcohol**

While under the influence of alcohol, men feel that they are more sexual.

Alcohol causes greater misperceptions by reducing the ability to process complex stimuli, resulting in **BAD DECISION MAKING**. And consuming alcohol can be used as an excuse for behavior (“I was drunk”).

Alcohol decreases the ability to resist an attack.

In more than 75 percent of college rapes, alcohol was involved in some way.

### **Rohypnol and GHB**

Rohypnol and GHB are called the date rape drugs because when they are slipped into someone’s drink, a sexual assault can then take place without the victim being able to remember what happened.

#### **Rohypnol**

Referred to as “roofies,” “roopies,” “circles,” and the “forget pills,” rohypnol works like a tranquilizer. It causes muscle weakness, fatigue, and slurred speech, loss of motor coordination and judgment, and amnesia that lasts up to 24 hours. It looks like an aspirin—small, white, round.

#### **GHB (GAMMA-HYDROXYBUTERATE)**

GHB (also known as “liquid X,” “salt water” or “scoop”) causes quick sedation. Its effects are drowsiness, nausea, vomiting, headaches, dizziness, coma, and death. It’s most common form is clear liquid although it can also be a white, grainy powder.

### **Dater's Bill of Rights**

1. I have the right to refuse a date without feeling guilty.
2. I can ask for a date without feeling rejected or inadequate if the answer is no.
3. I do not have to act macho.
4. I may choose not to act seductively.
5. If I don’t want physical closeness, I have the right to say “no.”
6. I have the right to start a relationship slowly, to say, “I want to know you better before I become involved.”
7. I have the right to be myself without changing to suit others.
8. I have the right to change a relationship when my feelings change. I can say, “We used to be close, but I want something else now.”
9. If I am told a relationship is changing, I have the right not to blame or change myself to keep it going.
10. I have the right to an equal relationship with my partner.
11. I have the right not to dominate or be dominated.



12. I have the right to act one way with one person and a different way with someone else.
13. I have the right to change my goals whenever I want to.

## **12 Myths That Contribute to Date Rape**

At a certain point a man cannot stop.

When a woman says “NO” it means “CONVINCE ME.”

When a woman teases a man it is acceptable to force a woman to have sex.

Unless a woman resists it is not rape.

It is not rape when a woman is drunk or passed out.

The way a woman dresses is a sign she wants to be raped.

If a woman has had sex with the person on another occasion, it cannot be rape.

If a woman did not take precautions it can't be rape.

If a woman agrees then changes her mind it's not rape.

If a guy or girl is too drunk to know what he or she is doing, it's not rape.

All rapists know that their actions are defined as rape.

Rape does not affect men.

## **10.00 REGISTERED SEX OFFENDER INFORMATION**

### *(Location of Registered Sex Offender Information)*

The Campus Sex Crimes Prevention Act is a federal law enacted Oct. 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

The act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act that requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Furthermore, it requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes took effect Oct. 28, 2002.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. These changes took effect Oct. 28, 2002, and this notice took place beginning with the annual security report due Oct. 1, 2003.

Lastly, the act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. It also requires the secretary of education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

To find the sex offender registry for Maryland, visit <http://www.dpscs.state.md.us/onlineservs/socem/default.shtml>. This website provides access to information on registrants employed or enrolled at Maryland institutions of higher education.

## **11.00 SUBSTANCE ABUSE**

*(Policies on Alcoholic Beverages, Illegal Drugs, and Drug/Alcohol Abuse Programs)*

### **11.01 Alcohol Policies**

Any person using alcoholic beverages while on the University of Maryland, Baltimore campus shall be responsible to all civil and University authorities for compliance with state and county laws and the University Alcohol Policy. It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol. It is also illegal in Baltimore to possess alcohol in an open container in any public area that has not been specifically designated as a location in which alcohol may be consumed.

### **11.02 Drug Policies**

The use, possession, and/or sale of illegal drugs are violations of the University's Substance Abuse Policy, the faculty contract, and the terms of employment of administrative, classified, and contingent staff. Faculty, students, and staff who use, possess or sell illegal drugs are subject to criminal prosecution as well as administrative disciplinary actions including mandatory counseling, suspension or dismissal.

### **11.03 Enforcement**

The possession, sale or furnishing of alcohol and illicit drugs on the University campus is governed by the University's Policy on Substance Abuse for Faculty, Staff, and Students (Attachment VIII), the University Code of Conduct for each school, and state and federal laws. These laws are strictly enforced by the UMBPF. Violators are subject to University disciplinary action, criminal prosecution, fines, and/or imprisonment.

### **11.04 Education**

Numerous drug and alcohol abuse prevention programs are presented each year through a cooperative effort of many University departments and schools. Alcohol counseling and drug rehabilitation programs and referrals are available at the Student Counseling Center ([www.umaryland.edu/counseling](http://www.umaryland.edu/counseling)). Students may participate in drug, alcohol, and other substance abuse education programs conducted by Student Health. Information may be obtained by visiting the Student Health website, [www.umaryland.edu/health](http://www.umaryland.edu/health).

## **12.00 CAMPUS FACILITIES ACCESS AND SECURITY**

*(Security of and Access to Campus Facilities)*

### **12.01 Access to Campus Facilities**

All academic buildings on campus are generally open from 7 a.m. to 11:45 p.m., Monday through Friday. Certain academic buildings are also open for weekend classes and special activities. All campus facilities and grounds are maintained in such a manner as to enhance security. While on patrol, police officers and security officers observing lights malfunctioning will submit work orders so the repairs are made in a timely manner.

### **12.02 Residential Life**

The University of Maryland, Baltimore is an urban campus with two residential facilities housing a maximum of 426 students. The UMBPF and Housing and Residential Life personnel work closely together to create a safe and comfortable living and learning environment.

Theft is the most common crime problem in the residential areas; therefore, precautions should be exercised at all times. Residents are encouraged to be watchful and cautious—be aware of your surroundings and the presence of unknown persons. Residents are reminded to always lock their doors to reduce the opportunity of crime.

### **12.03 Solicitors**

Door-to-door solicitation is prohibited at the University. Residents are encouraged to report the presence of such persons to residential life personnel and/or the UMBPF. Residents are also advised to keep their resident hall or apartment doors locked at all times. Residents are encouraged not to hesitate to ask for assistance from any residential life staff member, security officer or police officer.

### **12.04 Shuttle Bus Service**

University of Maryland *shuttle* provides the University community with a variety of bus routes that travel to neighborhoods such as Federal Hill, Mount Vernon, and the BioPark, transporting University of Maryland students, faculty, and staff and University of Maryland Medical Center employees to and from the University fare-free.

University of Maryland *shuttle* routes connect with Baltimore City public transportation such as the Charm City Circulator, the Maryland Transit Administration MARC train, Light Rail, Metro Subway, and local bus service. Visit the shuttle website at [www.umaryland.edu/shuttlebus](http://www.umaryland.edu/shuttlebus) for more information or call 410-706-BUSS.

## 12.05 Parking Structures

The University maintains seven parking garages on campus and has spaces for students in an off-campus garage. In order to reduce the chance of property loss, never leave your vehicle running or unlocked, and do not leave keys in the ignition or the windows down. Keep all valuables out of sight. Use security devices such as a car alarm, steering wheel lock and/or a fuel/electric cutoff switch. When approaching your vehicle, have your keys in your hand and remember to look inside your vehicle before you get in.

## 12.06 Fire Safety

At the University of Maryland Baltimore fire safety is a high priority. Fire and Life Safety System testing, fire safety inspections, fire drills, false alarm prevention activities and fire safety information for students helps to make on campus student housing safe from fire. The following information comprises the UMB Fire Safety report required by 34 CFR 668.49 for each on-campus student housing location.

### **Fire statistics for each on-campus student housing facility (three most recent calendar years) (34 CFR 668.49(2)(b)(1)):**

|   | Year | On-Campus Student Housing Facility |                                     |
|---|------|------------------------------------|-------------------------------------|
|   |      | Pascault Row                       | University Suites at Fayette Square |
| <b>Number of Fires<br/>(See details below for causal information)</b> | 2013 | 0                                  | 0                                   |
|   | 2012 | 0                                  | 0                                   |
|   | 2011 | 1                                  | 0                                   |
| <b>Number of persons receiving fire related injuries</b>              | 2013 | N/A                                | N/A                                 |
|   | 2012 | N/A                                | N/A                                 |
|   | 2011 | N/A                                | N/A                                 |
| <b>Number of deaths related to a fire</b>                             | 2013 | N/A                                | N/A                                 |
|   | 2012 | N/A                                | N/A                                 |
|   | 2011 | N/A                                | N/A                                 |
| <b>Value of property damage related to a fire</b>                     | 2013 | N/A                                | N/A                                 |
|   | 2012 | N/A                                | N/A                                 |
|   | 2011 | N/A                                | N/A                                 |

During the past three years there was only one fire in student housing on campus. The fire was a stovetop fire in an apartment in Pascault Row. The fire was limited to a pot of oil and was extinguished with a portable fire extinguisher. There were no injuries, deaths or property damage as a result of the fire.

**Description of each on-campus student housing facility fire safety system (34 CFR 668.49(2)(b)(2))**

There are two on-campus student housing facilities at the University of Maryland, Baltimore. They are the University Suites at Fayette Square and Pascault Row. The following information describes the fire safety system in each facility.

**University Suites at Fayette Square**

The University Suites at Fayette Square is protected with a wet pipe sprinkler system on occupied floors and a dry pipe system in the parking garage levels. The fire department connection is located on the East side of the building on Fayette Street. Fire department suppression equipment has access to the West, South, and limited East sides of the structures. These systems are supported by a 750 gpm fire pump located in the basement. Knox FDC caps have been installed on the fire department connection to prevent vandalism. Portable fire extinguishers are located throughout the facility.

A complete fire alarm system consisting of manual pull stations, audible voice/visible alarms, sprinkler water flow and valve supervisory devices and duct smoke detectors (supervisory signal only) has been installed. Single station local smoke alarms are located in all apartments.

A Fire Command Center (FCC) is located in the Ground Floor to the left of the elevator lobby.

**Pascault Row**

Pascault Row is protected with a residential wet sprinkler system. The system contains a water flow alarms, and valve supervisory switches connected to the building fire alarm system. Standpipes are located with hose valves on each level of the stairwells. The fire department connection is located on Lexington Street. Knox FDC caps are installed on fire department connections to prevent vandalism. Portable fire extinguishers are located throughout the facility.

The building is equipped with an interior fire alarm system consisting of manual pull stations, water flow devices and audible/visual devices which transmit a signal to the Pine Street Police Station. Each of the four handicapped units have smoke detectors which are interconnected with the fire alarm system. The handicapped apartments are also equipped with high intensity strobe lights which flash when the complex's fire alarm system activates. The balance of the living units have smoke alarms which sound only within the dwelling unit. Portable fire extinguishers are located in each apartment and exit corridors.

**Fire Drills (34 CFR 668.49(2)(b)(3))**

Fire Drills are conducted biannually for each building on campus.

**Institutional Policies on portable electric appliances, smoking and open flames in student housing, evacuation procedures and fire safety education (34 CFR 668.49(2)(b)(4-6))**

Each resident of any-on-campus student housing is given a copy of the UMB Housing handbook. The handbook dictates that residents must:

- Only use power strips with a UL seal and that are not frayed or worn.
- Limit the number of appliances that are plugged in or in use at one time.
- Not smoke or allow others to smoke in your room or anywhere in the building.

Further, Rules and Regulations incorporated and made a part of the License between UMB Housing and residents within on-campus student housing state:

1. Setting or fueling a fire of any size is prohibited. Resident shall give immediate notice to UMB Housing of fire, accident, damage, and dangerous or defective conditions. All Residents must evacuate the Building during a fire alarm. Falsely reporting a fire or any other emergency, including bomb threat, falsely reporting a serious injury, or pulling a fire alarm station when no fire is evident is prohibited. Fire warning devices and safety equipment are to be used only in the case of an emergency. Upon the sounding of a fire alarm, Resident should proceed according to the instructions posted in and about the Building. Intentional sounding of an alarm outside of an emergency situation or tampering with emergency equipment will be considered a criminal offense and the person or persons responsible will be treated accordingly. Tampering with smoke detectors is prohibited. UMB Housing reserves the right to impose additional charges, penalties or sanctions for tampering with fire or life safety equipment in addition to criminal and judicial action. Refusal to leave a building during a fire alarm, refusal to produce proper identification upon request of UMB Housing or UMB officials, refusal to cooperate with any reasonable request by the UMB Housing or University officials acting in performance of their duties is prohibited. Resident shall be responsible for fire alarms initiated by Resident and/or Resident's guests. If any charge for responding to a false alarm is assessed to UMB Housing, Resident will be charged a fine equal to that charge.
2. The use or storage of wood or charcoal stoves and/or flammable liquid, gas or electric space heaters within the Building is prohibited. The use of candles or other open flame devices, the use of hot plates, burning of incense and the use of halogen lamps are all prohibited anywhere in the Building or about the Property. All torchier-style lamps, including but not limited to those that use halogen, incandescent or fluorescent bulbs, are prohibited. Any style lamp that uses a halogen bulb, 101 watts or more is likewise prohibited. Connecting three or more sets of stringed lights, including but not limited to Christmas lights is likewise prohibited. Use of the stove, microwave and/or oven while the Apartment Unit is unoccupied is also prohibited. Charcoal and gas grills, or other open flame cooking devices are prohibited in the Premises and about the Property. More than twenty (20) people in any unit at any one time are prohibited.

### **Reporting a fire (34 CFR 668.49(2)(b)(7))**

Any resident of an on-campus student housing facility that sees smoke or flames in any university building, or when the fire alarm sounds, should follow the following procedures:

1. If you discover a fire, pull the manual fire alarm, if it hasn't already been activated.
2. Call the Department of Public Safety at 711 and give the location of the fire.
3. Fire extinguishers should only be used if you are trained to use them and only after the alarm has been pulled and 711 has been called.
4. Evacuate the building using the nearest stairwell. Do Not Use Elevators.
5. Make use of nearest exit door to the outside of the building, doors marked for emergency **should** be used; a fire alarm is an emergency!
6. Once outside, move across the street or down the sidewalk, away from the building entrance.
7. Do no re-enter the building until the all clear is given by the fire officer in charge or University Police.

### **13.00 UMB WEAPONS POLICY – PROHIBITING WEAPONS**

#### **XI - 2.00(A) - UMB Policy Prohibiting Weapons**

(Adopted June 28, 1994; Amended March 27, 2008; April 30, 2010)

1. The University of Maryland, Baltimore (UMB) prohibits the carrying of guns, firearms, ammunition, other weapons, or replicas of weapons at the UMB campus and in any other locations owned, rented, occupied or used by and under the control of UMB. This prohibition applies to employees, students, invitees, tenants, visitors, and other persons on UMB properties. Employees and students also are prohibited from carrying guns, firearms, ammunition, other weapons, or replicas of weapons at any off-campus location where they are assigned as part of employment or educational experience.
2. Exception: (a) UMB Police Officers and other law enforcement officers whose official duties require them to be at the UMB campus or at other locations owned, rented, occupied or used by and under the control of UMB may carry guns, firearms, ammunition, and other weapons consistent with and in compliance with the rules and regulation of their employing agencies. (b) An individual only with prior written approval from the UMB Chief of Police may display or engage in a demonstration using a weapon or replica of a weapon for educational purposes.
3. Violations of this policy should be reported immediately to the UMB Chief of Police or, in the Chief's absence or unavailability, to the UMB Police Department.

4. Employees or students in violation of this policy are subject to discipline, up to and including termination of employment or expulsion. Other persons in violation of this policy will be barred from the campus or other UMB locations for violation of this policy.
5. Criminal sanctions for violation of state, federal or local law relating to guns, firearms, ammunition, and other weapons will be sought where applicable.



## ATTACHMENT I CRIME DEFINITIONS

***Murder/Non-Negligent Manslaughter:*** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

***Negligent Manslaughter:*** the killing of another person through gross negligence.

***Sex Offense (Forcible):*** any sexual act directed against another person without the other person's consent. (Includes attempts).

- ***Forcible Rape:*** the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's free 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 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 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 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 Offense (Non-forcible):*** any unlawful, but consensual sex act with another person (includes attempts).

- ***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.
- ***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 or violence and/or by putting the victim in fear.
- ***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.

- **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 the 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 were later abandoned—including joyriding.)
- **Arson:** the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property *of another*.
- **Weapon Law Violation:** 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 (Demurral, methadone); 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 a 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.)

**ATTACHMENT II**  
**JEANNE CLERY ACT**

**20 U.S.C. § 1092(f) Disclosure of Campus Security Policy and Campus Crime Statistics**

(1) Each eligible institution participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42 shall on August 1, 1991, begin to collect the following information with respect to campus crime statistics and campus security policies of that institution, and beginning September 1, 1992, and each year thereafter, prepare, publish, and distribute, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request, an annual security report containing at least the following information with respect to the campus security policies and campus crime statistics of that institution:

A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

B. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

(C) A statement of current policies concerning campus law enforcement, including—

i. the enforcement authority of security personnel, including their working relationship with State and local police agencies; and

ii. policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies

(D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

A. A description of programs designed to inform students and employees about the prevention of crimes.

B. Statistics concerning the occurrence on campus, in or on non-campus buildings or property, and on public property during the most recent calendar year, and during the 2 preceding calendar years for which data are available—

(i) of the following criminal offenses reported to campus security authorities or local police agencies:

I. murder;

II. sex offenses, forcible or non-forcible;

III. robbery;

IV. aggravated assault;

V. burglary;

VI. motor vehicle theft;

VII. manslaughter;

VIII. arson; and

(IX) arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and

(ii) of the crimes described in sub-clauses (I) through (VIII) of clause (i), and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual

orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice.

A. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

B. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1011 i of this title.

(I) A statement advising the campus community where law enforcement agency information provided by a State under section 14071(j) of Title 42, concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.

- Nothing in this subsection shall be construed to authorize the Secretary to require particular policies, procedures, or practices by institutions of higher education with respect to campus crimes or campus security.

- Each institution participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42 shall make timely reports to the campus community on crimes considered to be a threat to other students and employees described in paragraph (1)(F) that are reported to campus security or local law police agencies. Such reports shall be provided to students and employees in a manner that is timely and that will aid in the prevention of similar occurrences.

(4)(A) Each institution participating in any program under this subchapter [20 U.S.C. § 1070 et seq.] and part C of subchapter I of chapter 34 of Title 42 [42 U.S.C. § 2751 et seq.] that maintains a police or security Force of any kind shall make, keep, and maintain a daily log, written in a form that can be easily understood, recording all crimes reported to such police or security Force, including—

- i. the nature, date, time, and general location of each crime; and
- ii. the disposition of the complaint, if known.

(B)(i) All entries that are required pursuant to this paragraph shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to the Force or a campus security authority.

- i. If new information about an entry into a log becomes available to a police or security Force, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police or security Force.

- ii. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

(5) On an annual basis, each institution participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42 [42 U.S.C. § 2751 et seq.] shall submit to the Secretary a copy of the statistics required to be made available under paragraph (1)(F). The Secretary shall—

A. review such statistics and report to the Committee on Education and the Workforce of the House of Representatives and the Committee on Labor and Human Resources of the Senate on campus crime statistics by September 1, 2000;

B. make copies of the statistics submitted to the Secretary available to the public; and  
(C) in coordination with representatives of institutions of higher education, identify exemplary campus security policies, procedures, and practices and disseminate information concerning those policies, procedures, and practices that have proven effective in the reduction of campus crime.

(6)(A) In this subsection:

(i) The term “campus” means—

I. any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

II. property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

(ii) The term “non-campus building or property” means—

I. any building or property owned or controlled by a student organization recognized by the institution; and

II. any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

(iii) The term “public property” means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

(B) In cases where branch campuses of an institution of higher education, schools within an institution of higher education, or administrative divisions within an institution are not within a reasonably contiguous geographic area, such entities shall be considered separate campuses for purposes of the reporting requirements of this section.

(7) The statistics described in paragraph (1)(F) shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Force of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act. Such statistics shall not identify victims of crimes or persons accused of crimes.

(8)(A) Each institution of higher education participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42 shall develop and distribute as part of the report described in paragraph (1) a statement of policy regarding—

- i. such institution's campus sexual assault programs, which shall be aimed at prevention of sex offenses; and
  - ii. the procedures followed once a sex offense has occurred.
- (B) The policy described in subparagraph (A) shall address the following areas:
- i. Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses.
  - ii. Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.
  - iii. Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.
  - iv. Procedures for on-campus disciplinary action in cases of alleged sexual assault, which shall include a clear statement that—
    - I. the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and
    - II. both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
  - i. Informing students of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses.
  - ii. Notification of students of existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community.
  - (vii) Notification of students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.
- (C) Nothing in this paragraph shall be construed to confer a private right of action upon any person to enforce the provisions of this paragraph.
- (9) The Secretary shall provide technical assistance in complying with the provisions of this section to an institution of higher education who requests such assistance.
- (10) Nothing in this section shall be construed to require the reporting or disclosure of privileged information.
- (11) The Secretary shall report to the appropriate committees of Congress each institution of higher education that the Secretary determines is not in compliance with the reporting requirements of this subsection.
- (12) For purposes of reporting the statistics with respect to crimes described in paragraph (1)(F), an institution of higher education shall distinguish, by means of separate categories, any criminal offenses that occur—
- A. on campus;
  - B. in or on a non-campus building or property;
  - C. on public property; and
  - D. in dormitories or other residential facilities for students on campus.
- (13) Upon a determination pursuant to section 1094(c)(3)(B) of this title that an institution of higher education has substantially misrepresented the number, location, or nature of the crimes required to be reported under this subsection, the Secretary shall impose a civil penalty upon the

institution in the same amount and pursuant to the same procedures as a civil penalty is imposed under section 1094(c)(3)(B) of this title.

(14)(A) Nothing in this subsection may be construed to—

- i. create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or
- ii. establish any standard of care.

(B) Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in any proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.

(15) This subsection may be cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”

**ATTACHMENT III**  
**CLERY INCIDENT REPORT (REPORTING FORM)**

CLERY INCIDENT REPORT (to be completed if victim/witness does not wish to report incident to the University of Maryland, Baltimore Police Force)

If the reported incident constitutes a threat to the safety of the UMB community, prior to completing this form, the CSA shall immediately telephone the UMBPF at 410-706-6882.

CAMPUS SECURITY AUTHORITY

UMB

One purpose of Clery is to encourage reporting and collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. This report form provides a uniform method of documenting the What, When, and Where of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred and have been reported to Campus Security Authorities (CSA) other than the University of Maryland, Baltimore Police Force (UMBPF). Data collected on this form is to be used to increase public safety, not to identify the victim; therefore, personal identifying information is not required. It is the policy of UMB to encourage victims and/or witnesses to report crimes to the police and/or to a designated CSA. A complete list of CSA's can be found in the Annual Clery Report, which is available at <http://www.umaryland.edu/police/crimestats.html>. For the purposes of CLERY, CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:

1. On-campus property: Offense statistics for any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purpose, including buildings or property the location described herein that is owned by the University but controlled by another person and which is frequently used by students. (Excluding residential life buildings.)
2. On-campus residential life buildings
3. Non-campus property: Offense statistics for non-campus property or building owned or controlled by the University that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.
4. Public property: Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands.

For CLERY purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 15 violations (see next page) occurs, documentation is required. CLERY documentation is not satisfied by simply directing/referring the reporting party to the UMBPF. In order for the UMBPF to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when any of the specified offenses listed are reported to them. In addition, a person reporting a crime shall also be encouraged to report the crime to the UMB Police Force.

NOTE: Certain individuals, specifically pastoral and professional counselors, are exempt from



this requirement to report certain crimes; however, to be exempt from disclosing reported offenses, pastoral and professional counselors must be acting in the official role of pastoral or professional counselor.

**INCIDENT DETAILS**

|  |  |          |        |
|--|--|----------|--------|
| Reporting Person<br>Campus Security<br>Authority   |  | Phone    |        |
| Incident (See<br>Violations)   |  | Date     |        |
| Name of victim or witness (write "refused" if they do not wish this info to be given to PD)        |  |          |        |
|  |  |          |        |
| Brief description of the incident  |  |          |        |
|  |  |          |        |
|  |  |          |        |
| Date, Time incident occurred   |  |          |        |
| Check the appropriate answer to the following questions  |  |          |        |
| Did the crime occur in a building or on the street?<br>Specify Location below.<br><b>Location:</b> |  | Building | Street |
| Did the crime occur on UMB owned, controlled, or<br>leased property?                               |  | Yes      | No     |
| Did the crime occur at a University sponsored activity<br>or event?                                |  | Yes      | No     |

|   |   |
|---|---|
| <p><u>CRIME DEFINITIONS:</u></p> <p>Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are <u>excluded</u>.</p> <p>Negligent Manslaughter: the killing of another person through gross negligence.</p> <p>Sex Offense (Forcible): any sexual act directed against another person without the other person's consent. (Includes attempts).</p> <p>FORCIBLE RAPE - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's free 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 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.</p> <p>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 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.</p> <p>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 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</p> <p>Sex Offense (Non-forcible): Any unlawful, but consensual sex act with another person. (Includes attempts) INCEST – Non-forcible sexual intercourse between persons who are</p> | <p>Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.</p> <p>Weapon Law Violation: 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.</p> <p>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 (Demurral, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).</p> <p>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).</p> <p>DEFINITION OF CAMPUS SECURITY AUTHORITY (CSA)</p> <p>a. A campus police officer or campus security officer of the University.</p> <p>b. Any individual who has responsibility for campus security but who is not a member of the campus Police Force or the campus Security Force.</p> <p>c. Any individual specified in the University's</p> |
|---|---|

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.

**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 or violence and/or by putting the victim in fear.

**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.

**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 the 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 were later abandoned – including joyriding).

statement of campus security policy as an individual to which students and employees should report criminal offenses.

d. An individual of the University who has significant responsibility for student and campus activities. (e.g. student housing, student discipline and campus student judicial officials)

**INSTRUCTIONS**

a. If the reported incident constitutes a threat to the safety of the UMB community, prior to completing this form, the CSA shall immediately telephone the UMBPF at 410-706-6882.

b. Confidential and anonymous reports are accepted. However, if the reporting party is a victim of a sex offense, he/she shall also be encouraged to report the crime directly to the police Force.

c. While second hand reports are inherently unreliable and are difficult to verify, such reports shall also be accepted. The potential for duplication of reported incidents shall not be a factor in determining whether or not a report is taken.

d. Clery reporting (this form) does not replace or change any existing reporting requirements or procedures for disciplinary referrals for student or employee misconduct.

e. Hate Crimes present a special reporting challenge. CLERY requires the CSA to document each reported crime occurrence, and CLERY also requires the CSA to record the category of prejudice.

**Send report:** To the UMBPF, Attention: Support Services Commander, 214 N. Pine Street, Baltimore, Maryland 21201 or through University mail or fax to 410-455-0952. Any questions concerning this form or the CLERY ACT should be directed to the Support Services Commander at the UMB Police Force – 410-706-6882.

**ATTACHMENT IV**  
**UMB PROCEDURES ON SEXUAL ASSAULT**

**VI - 1.30(A) - UMB PROCEDURES ON SEXUAL ASSAULT**

*(Approved by the President, effective July, 1994; revised June, 1996; revised May, 2000; revised January, 2007; revised January 11, 2013.)*

**I. Purpose and Scope**

The University of Maryland, Baltimore (UMB) Sexual Assault Procedures are designed to comply with the requirements of the USM Board of Regents' Policy on Sexual Assault, VI-1.30, and State and Federal laws. These procedures apply to all UMB faculty, staff and students.

**II. Educational Programs**

The University Police offers Rape Aggression Defense Training (RAD) on techniques for the prevention of becoming a victim of an attack and for defense. The classes are held two days a week. For more information, see the [University Police website](#).

**III. Reporting of Sexual Assaults**

- The University of Maryland, Baltimore Police Force, located at the Pine Street Station, is open 24 hours a day, 7 days a week. Alleged victims may access its Victim/Witness Assistance Program anytime of the day or night to report a sexual assault.
- The nearest facility equipped with the Maryland State Police sexual assault evidence collection kit is the University of Maryland Medical System Emergency Room.
- UMB recognizes that a student, faculty or staff member who has been sexually assaulted may choose to report the matter to an individual, either on or off-campus, with whom they are most comfortable. However, the campus encourages an alleged victim to report a sexual assault to the campus-based initial contacts as provided under VI-1.20(A) UMB Policy on Sex-Based Discrimination of Employees and VI-1.20(B) UMB Policy on Sex-Based Discrimination of Students:

For employees:

- (1) UMB Equal Employment Opportunity Manager  
(exempt and non-exempt staff and faculty);
- (2) Employee/Labor Relations (exempt and non-exempt staff);
- (3) School Dean's Office (faculty)

For students:

Associate Vice President, Academic Affairs, UMB Title IX Coordinator

- The initial contacts will encourage the alleged victim to contact appropriate law enforcement and/or medical personnel as soon as possible following the incident to receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and prosecution of assailants. Each initial contact will assist the alleged victim at their request with:
  - (a) notification of off-campus authorities;
  - (b) obtaining medical attention, including providing transportation;
  - (c) access to counseling both on and off campus;
  - (d) notification of the appropriate School or administrative unit in accordance to applicable campus procedures;
  - (e) notification of the appropriate authority regarding:
    - (1) possible absences from employment or the academic program; and/or
    - (2) to arrange an alternative academic, living or employment situation, if such alternative is available, feasible, and appropriate to the facts of the sexual assault reported.
- Sexual assaults may also be reported to the Baltimore City Police. Other off-campus organizations offering assistance to victims of sexual assaults are the Turn Around, Inc. and the House of Ruth.

#### **IV. Campus Disciplinary Procedures**

In addition to any criminal or civil remedies available, if the accused is a UMB student, faculty or staff member, the appropriate UMB policy and process will be initiated with regard to a sexual assault complaint. In general:

- Both the accuser and the accused are entitled to the same opportunities to have others present during the applicable campus process.
- Both the accuser and the accused will be informed of the outcome of any campus proceeding brought which alleges a sexual assault.

- Students, faculty or staff found in violation of the sexual assault policy will be subject to remedial and disciplinary action, including, but not limited to, expulsion or termination of employment.

## **V. Mandatory Reporting**

Alleged crimes must be reported according to federal and State laws, see:

<http://www.umaryland.edu/police/files/CLERY-INCIDENT-REPORT.pdf>. Data collected for Clery Act reporting is to be used to increase public safety, not to identify the victim; therefore, personal identifying information is not required.

## ATTACHMENT V TIMELY WARNING SAMPLE

UNIVERSITY OF MARYLAND, BALTIMORE POLICE FORCE

### UNIVERSITY ALERT

214 N. PINE STREET • BALTIMORE, MD 21201 • 410.706.6882 • EMERGENCY 711



**2010 - 11**

#### **Assault**

#### **Unit Block South Paca Street at Baltimore Street**

On September 13, 2010 at 3:55 P.M. a University of Maryland Medical Center employee was the victim of an "unprovoked" assault which occurred in the Unit block of South Paca Street. The victim was walking east on W. Baltimore Street and had crossed onto Paca Street near the McDonalds when an unknown male assaulted him. During the assault an employee of the University of Maryland, Baltimore witnessed the altercation and assisted a UMB Police Officer who was already on scene. The suspect was apprehended and arrested without further incident. The victim and the UMB Employee received minor injuries but refused medical treatment at the scene. This matter is being investigated by the UMB Police Force.

#### **Safety Tips**

- Report all crimes to the Police immediately.
- Travel in groups when possible.
- Pay attention to your surroundings.
- Don't put yourself in the position to become a victim.
- Be mindful of your surroundings

Anyone with information or having any knowledge of this incident is asked to call the University Police Criminal Investigation Division at 410.706.3573.

[www.umaryland.edu/police](http://www.umaryland.edu/police)

**ATTACHMENT VI**  
**UNIVERSITY SYSTEM OF MARYLAND POLICY ON SEXUAL ASSAULT**

VI-1.30 - UNIVERSITY OF MARYLAND SYSTEM POLICY ON SEXUAL ASSAULT

*(Approved by the Board of Regents, December 1, 1995, Replacement for Board of Regents Interim Policy on Sexual Assault, approved August, 27, 1993; Change approved by Board of Regents, December 4, 1999)*

**I. Purpose and Applicability**

The University System of Maryland and its constituent institutions adopt this policy on sexual assault, consistent with the requirements of (I) Section 484 (f) of the Higher Education Act of 1965, as amended by Section 486 © (2) of the Higher Education Amendments of 1992, and (ii) Section 11-601 of the Education Article of the Annotated Code of Maryland. This policy applies to all students and employees, both faculty and non-faculty, of the University System of Maryland or its constituent institutions.

**II. Definitions**

The following policy recognizes two levels of sexual assault.

**Sexual Assault I:** By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

**Sexual Assault II:** By stranger or acquaintance, the touch of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or through the use of victim's mental or physical helplessness of which the accused was aware or should have been aware.

**III. Responsibilities of the Chief Executive Officer**

**Executive Officer:** Each Chief Executive Officer of a constituent institution shall have the following responsibilities pursuant to this policy: (I) identification of the person responsible for coordinating the constituent institution's educational program to promote awareness of sexual assault; (II) identification of the person who will serve as the initial contact after an alleged sexual assault occurs; and (III) adoption of procedures to be followed should a sexual assault occur, including the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.



## **IV. Educational Programs to Promote Awareness of Sexual Assault**

Each institution in the University System of Maryland shall make available to its students, faculty and employees programs to promote awareness of what constitutes sexual assault, how to prevent it, and what the institution's procedures are for handling reports of alleged sexual assault. In addition to general educational programs for the campus community, each institution shall provide specialized training on the topic of sexual assault and the provisions of sexual assault procedures to those individuals who might be involved in providing services to or interacting with alleged victims so as to ensure timely, accurate and sensitive assistance to all concerned. The USM policy, together with the institution's procedures concerning sexual assault, shall be distributed to all students, faculty members, and employees and shall be posted in appropriate locations at the institution and in System publications.

### **A. Off-Campus Reporting of Sexual Assaults**

When a report of sexual assault is made to the institution's initial contact, that person will encourage the alleged victim to contact law enforcement or medical personnel as soon as possible following the incident to receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and prosecution of assailants. Campus authorities will assist in notification of off-campus authorities at the request of the alleged victim. Additionally, campus personnel will retain the right to contact law enforcement personnel directly when an issue of campus safety is involved. Campus personnel will also assist the alleged victim in obtaining medical attention, if the victim chooses, including providing transportation to the hospital or other emergency medical facility. Each institution shall designate one or more nearby hospitals which are equipped with the Maryland State Police sexual assault evidence collection kit.

### **B. Campus Disciplinary Procedures**

#### **1. Student Disciplinary Procedures**

- A. In addition to any criminal or civil procedures available under the law, any act of sexual assault is a violation of this University System of Maryland Policy on Sexual Assault and is subject to disciplinary proceedings under the institution's judicial system. The range of judicial system penalties shall include, but not be limited to, one or more of the following: alteration of class schedule, disciplinary reprimand, loss of privilege, restitution, disciplinary probation, disciplinary suspension, disciplinary dismissal, and disciplinary expulsion.
- B. The on-campus procedures shall provide that (1) the accuser and the accused are afforded the same opportunities to have others present during a campus disciplinary proceeding; (2) both the accuser and the accused are informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault, (3) the offense must be reported according to federal reporting mandates and Maryland State Law.

## 2. Faculty and Employee Disciplinary Procedures

In addition to any criminal or civil proceedings available under the law, any act of sexual assault is a violation of this University System of Maryland Policy on Sexual Assault and is subject to appropriate faculty and employee disciplinary procedures. The range of employment penalties for faculty and employees shall include, but not be limited to, one or more of the following: counseling, reprimand, suspension, or termination of employment.

## **VII. Services for Victims**

Faculty, employees and students who are victims of sexual assault shall be offered access to counseling through mental health services available at the institution, other victim service entities in the surrounding community, or the nearest state-designated rape crisis program. Each institution shall designate existing counseling, mental health and student services, both on campus and in the community, which are available to victims of sexual assault. After a sexual assault has been reported at the institution, and upon the request of the alleged victim, the victim shall be offered an alternative academic, living, or employment situation if such alternative is available, feasible, and appropriate to the facts of the sexual assault report.

## **VIII. Implementation and Reporting Procedures**

Each Chief Executive Officer shall identify his/her designee(s) as appropriate for this policy; shall develop procedures as necessary to implement this policy; shall communicate this policy and applicable procedures to his/her institutional community; and shall forward a copy of such designations and procedures and any subsequent changes in such designations and procedures to the Chancellor. (Approved by the Board of Regents, December 1, 1995, amended December 4, 1999)

## ATTACHMENT VII

### VI 1.20 (B) UMB POLICY ON SEX-BASED DISCRIMINATION OF STUDENTS

#### **I. Policy**

The University of Maryland, Baltimore ("UMB") prohibits sex-based discrimination of students by other students, faculty or staff. Sex-based discrimination includes, but is not limited to, sexual harassment and sexual violence. Academic decisions will not be based on stereotypes and assumptions about abilities, traits, or the performance of individuals on the basis of sex.

Furthermore, both intentional discrimination and neutral procedures that disproportionately exclude individuals on the basis of sex that are not school related are prohibited. Sexual harassment is an infringement of an individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. Sex-based discrimination including sexual harassment can result in a significant human resource drain for UMB, can hinder the scholastic efforts of students, and may violate the law of Maryland and the United States. UMB students who are also UMB employees should be aware of UMB's Policy on Sex-based Discrimination of Employees.

#### **II. Definitions**

UMB has adopted the standards of the U.S. Equal Employment Opportunity Commission and the U.S. Department of Education.

- Sex-based discrimination: Unlawful discrimination against a student because of his/her sex in regard to admission, dismissal, advancement, graduation, training, or any other term, condition, or privilege of student status.
- Sexual Harassment, including sexual violence: Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a UMB educational program; or
  - Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

#### **III. Examples of Sexual Harassment**

Sexual harassment includes sexual violence. Sexual violence means physical sexual acts perpetrated against a person's will or where a person cannot give consent. Sexual violence encompasses rape, sexual assault, sexual battery and sexual coercion. Sexual harassment, including sexual violence, can include any or all of the following behaviors, as well as others which are not listed:

- Harassment through public or private insult, sexually suggestive comments concerning a person's body or behavior, and sexual demands.
- Subtle or overt pressure to comply with demands of sexual activity.
- Remarks about another person's clothing, body, sexual activities, sexual preferences, gender identity, or sexual orientation, as well as teasing, jokes, remarks, or gestures which are sexual in nature.
- Unnecessary touching, pinching, patting, or exposure of another person's body.
- Unwarranted staring at another person's body.
- Unwanted communications of a sexual nature in writing, by telephone, or by other means.
- Requests or demands for sexual favors accompanied by implied or overt threats about grades, clinical assignments, class academic assignments, recommendations, student employment, etc.
- Repetition of unwanted invitations for dates.
- Physical assault of a sexual nature, up to and including attempted or actual rape.

#### **IV. Campus Resources**

Sex-based discrimination and sexual harassment of students by students, faculty or staff will not be tolerated. Proven harassment will result in remedial and disciplinary action which may include suspension, expulsion or dismissal. The University will take steps to prevent the recurrence of sexual harassment and sexual violence considering a range of remedial and disciplinary sanctions, including but not limited to a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, a requirement to undergo training, suspension or dismissal. The University will take steps to correct discriminatory effects of sexual harassment and sexual violence on the parties and others, as appropriate and feasible, e.g., coordinate with program administrators to reschedule due dates of assignments or exams, allow distance learning in lieu of class attendance where available, facilitate change of class section, change of schedule, authorize leave to attend counseling and healthcare appointments, refer to campus police escort, etc.

Student questions about peer behavior that may constitute sex-based discrimination or sexual harassment and questions about disciplinary policies should be directed to the Title IX Coordinator (indicated below). If the Title IX Coordinator cannot be reached or there is a role conflict, the Deputy Title IX Coordinator may be used as an alternate.

For health emergencies, call 911 or go to the nearest emergency room

To report a crime or emergency, call 711 or 410-706-3333 or go to the nearest police officer.

Campus Police

Pine Street Police Station

214 N. Pine Street

Baltimore, MD 21201

For emergencies phone x 711 or 410-706-3333

TTD/TTY: 410-706-3416

[www.umaryland.edu/police](http://www.umaryland.edu/police)

Student Counseling Center

HS/HSL Library

601 W. Lombard St., Suite 440

Phone: 410-328-8404; Fax: 410-328-5291

[www.umaryland.edu/counseling](http://www.umaryland.edu/counseling)

Monday – Friday from 8:30 a.m. to 5:00 p.m. and limited evening hours Mondays and Tuesdays

Student and Employee Health

408 W. Lombard Street between Eutaw and Paca Streets

Baltimore, MD 21201

Monday – Friday 7:00 a.m. to 5:00 p.m.

Monday, Wednesday and Thursday 5:00 p.m. to 7:00 p.m. at Family and Community

Medicine 29 S. Paca St.

Appointments: 410-328-1362

After Hours (urgent questions, available 24/7): 410-328-8792

Director: James Baronas, MD: 410-328-6791

[www.umaryland.edu/health](http://www.umaryland.edu/health)

Title IX Coordinator

Dr. Roger J. Ward

Chief Accountability Officer

Vice President, Academic Affairs

Office of Academic Affairs

620 W. Lexington Street, 5th Floor

Baltimore, MD 21201

Phone: 410-706-1850

Fax: 410-706-0234

[rward@umaryland.edu](mailto:rward@umaryland.edu)

Deputy Title IX Coordinator

Flavius R. Lilly

Assistant Vice President for Academic and Student Affairs

Office of Academic Affairs

620 W. Lexington Street, 5th Floor

Baltimore, MD 21201

Phone: 410-706-7767

Fax: 410-706-0625

[flilly@umaryland.edu](mailto:flilly@umaryland.edu)

Employee Assistance Program

419 W. Redwood St., Suite 560

Baltimore, MD 21201

Phone: 410-328-5860

Fax: 410-328-1132

Monday – Friday from 8:00 a.m. to 5:00 p.m. (other times by appointment)

A counselor is available by pager 24 hours a day, 7 days a week – follow the instructions on voicemail.

[www.umb-eap.org](http://www.umb-eap.org)

Equal Employment Opportunity Manager

Sheila Greenwood

Human Resource Services

620 W. Lexington Street – 3rd Floor

Baltimore, MD 21201

Phone: 410-706-7302

[sheila.greenwood@umaryland.edu](mailto:sheila.greenwood@umaryland.edu)

**Article V. Filing a Complaint and Investigation Proceedings**

A student with questions or a complaint about sexual harassment/sexual violence should report to the Title IX Coordinator for sexual harassment/sexual violence complaints on campus. If the Title IX Coordinator cannot be reached or there is a role conflict, the Deputy Title IX Coordinator may be used as an alternate.

Timely reporting of allegations of sex-based discrimination or sexual harassment/sexual violence is crucial. It permits effective UMB intervention to protect students and educate and/or discipline offenders. Incidents of discrimination or harassment/violence should be documented promptly and reported as soon as practical.

Reporting an incident of discrimination or harassment more than thirty (30) days after it occurs can hinder the ability of UMB to investigate the matter. This reporting time may change if the alleged sexual harassment/violence incident is continuous. Nevertheless, UMB will investigate any complaint filed within a reasonable time.

The University may not attempt to resolve a sexual harassment/sexual violence complaint informally such as through a conference with the parties or mediation.

Students should refer to the procedures below to file a complaint so, if necessary, an investigation can begin as soon as practicable. UMB is committed to working with a complaining student and the respondent throughout the investigation. Good faith departure from standard practices, in order to better serve the needs of the student, the respondent, or UMB, will not invalidate the policy or procedures.

### **A. Filing a Complaint**

1. The student (“Complainant”) should provide an oral or written report of the incident underlying the complaint. The student may also provide pertinent records and documentation. Information that may be helpful to an inquiry and resolution of the complaint includes:

- Date, Time, Name, E-mail, Address and Phone Number of the Complainant  
School or unit with which Complainant is associated
- Complainant’s title or program /year of study
- Complainant’s role in the incident, e.g., target of alleged sexual harassment/violence, witness, friend Name of the alleged harasser (“Respondent”)
- School or unit with which Respondent is associated
- Respondent’s title or program/year of study
- Relationship between the Respondent and the Complainant
- Address where the alleged sexual harassment/sexual violence occurred
- Date and time when the alleged sexual harassment/sexual violence occurred
- A description of the alleged sexual harassment/sexual violence conduct, e.g., sexually degrading comments or gestures, inappropriate touching; sexual contact without consent, including sexual intercourse
- Other circumstances which contributed to the incident, e.g., physical disability, alcohol use
- Other incidents of hostile conduct by the Respondent, if any
- Other(s) involved in the incident as possible Complainant(s), witness(es) or additional Respondent(s)
- What action by the University does the Complainant seek in response to the harassing conduct
- Has the Complainant made a report to others, e.g., local or Campus Police, BETA Team, faculty, students, others
- Has the Complainant requested partial or complete confidentiality

2. The University must make a prompt, thorough and impartial inquiry, regardless of whether or not the Complainant has already reported the matter to the police, or makes a formal report to the campus Title IX Coordinator, desires an inquiry, or requests that no inquiry be made.

3. A request for confidentiality may limit the University’s ability to respond to the complaint. The University will take reasonable

steps to investigate and respond to the complaint consistent with the Complainant's requests, as long as doing so does not prevent the University from responding effectively to a hostile environment and preventing hostile behavior that may be directed toward others.

4. The University will comply with law enforcement requests for cooperation and such cooperation may require the University to temporarily suspend the fact-finding aspect of the sexual harassment/sexual violence complaint while law enforcement is in the process of gathering evidence. The University will promptly resume its investigating the sexual harassment/sexual violence complaint as soon as notified by law enforcement that it has completed the evidence gathering process, which may delay the University's investigation by ten calendar days or longer depending on the circumstances. While law enforcement evidence gathering is conducted, the Title IX Coordinator will issue a reminder to persons involved, about the importance of complying with the investigation process; the presumption of innocence of the parties; the need to consult with the Title IX Coordinator before taking interim responsive action; the prohibition against retaliation; and the obligation to treat the matter in strict confidence for the protection of both the Complainant and the Respondent. The University will implement appropriate interim responsive action during the law enforcement evidence gathering period to provide for the safety of the Complainant and the campus community and the avoidance of retaliation.

## **B. Preliminary Review of the Complaint**

1. The Title IX Coordinator will determine whether the allegations in the complaint are allegations of sexual harassment or sexual violence subject to this process or are instead allegations falling entirely under other policies and procedures, such as those relevant to employment complaints. In the latter case, the student making the allegation will be referred to the alternative policies and procedures, or the allegations shall be referred to appropriate administrators for resolution.

2. If it is not apparent from the content of an allegation whether or not it relates to sexual harassment or sexual violence, or if it warrants initiation of an Investigation, the Title IX Coordinator may conduct a Preliminary Review. The Title IX Coordinator will determine whether to conduct a Preliminary Review or proceed directly to an Investigation within ten (10) working days after receiving an allegation, when feasible. If a Preliminary Review is undertaken, it shall be concluded within thirty (30) calendar days after it is commenced unless extended for good cause. In the Preliminary Review, the Title IX Coordinator, or a person designated by the Title IX Coordinator, may interview the Complainant (if known) and the Respondent (if known). Complainant and Respondent will be offered an equal opportunity to participate in the Preliminary Review. A written summary should be made of the information gathered. Notice of the outcome of the Preliminary Review will be provided to the parties. In the event the Title IX Coordinator decides to conclude the complaint process after the



Preliminary Review, and without referral to any other due process for further action, either party may appeal for reconsideration in writing to the Title IX Coordinator who will issue a written response.

3. Based on the result of the Preliminary Review, the Title IX Coordinator will decide either to (1) proceed with an Investigation, or (2) conclude the complaint process under this procedure. The Title IX Coordinator may conclude the complaint process due to (a) insufficient evidence to support a finding of sexual harassment or sexual violence by a preponderance of the evidence; or (b) finding the complaint involves matters which are beyond the scope of applicable University sexual harassment/sexual violence policies. Documentation of the Preliminary Review and the reasons for the decision of the Title IX Coordinator will be kept for at least 3 years following conclusion of the matter.

4. At any time, the Title IX Coordinator may implement, or recommend to appropriate University administrators, measures to prevent a sexually discriminatory environment and prevent sexually harassment and sexual violence that may be directed toward others.

### **C. Investigation**

1. Upon deciding to proceed with an Investigation, the Title IX Coordinator shall appoint an investigative team as expeditiously as possible, but in all cases within thirty (30) calendar days following the determination to proceed.

2. The investigative team will develop an appropriate investigational plan depending on the circumstances surrounding the complaint class (e.g., familiarity with location, unit, school, and curriculum). If a complaint involves persons from more than one school or operational unit of the University, the investigative team may consult appropriate University administrators about the investigational plan.

3. a. The Title IX Coordinator will provide the Complainant, Respondent, University administrators with authority over the Complainant or Respondent (e.g., a Dean or Vice President), and persons whose decisions or actions are the subject of the complaint with notice of the investigation, a copy of this Policy, and information about the appointment of the investigative team. In so doing, the Title IX Coordinator will also issue a reminder about the importance of complying with the investigation process; the presumption of innocence of the parties; the need to consult with the Title IX Coordinator before taking interim responsive action; the prohibition against retaliation; and the obligation to treat the matter in strict confidence for the protection of both the Complainant and the Respondent.

b. In cases where a University administrator with authority over the Complainant or Respondent (e.g., a Dean or Vice President) has a conflict of interest, the Title IX Coordinator may select an alternative to assume the role of University Administrator for the purposes of this policy. This is to ensure that each step of the investigation and appeal involving a determination by the University Administrator will be conducted in an impartial manner by an impartial decision-maker.

4. The Complainant and Respondent will each have an opportunity to meet separately with the investigative team to discuss the complaint and the investigative process, and to submit written statements, names of witnesses and other evidence.

5. Where the Complainant seeks anonymity, the investigation team will attempt to maintain that anonymity to the degree compatible with accomplishing the fact-finding purpose of the investigation and as long as doing so does not prevent the University from responding effectively to a sexually discriminatory environment and preventing sexually discriminatory behavior that may be directed toward others.
6. The investigative team will investigate the complaint, interview the parties and witnesses, review evidence, look at the record as a whole and at the totality of the circumstances.
7. The investigative team will complete its investigation as expeditiously as possible. An Investigation must be completed within sixty (60) calendar days of its initiation unless circumstances clearly warrant a longer period. If this deadline cannot be met, a request for extension which includes a report of reasons for the request, a description of the progress to date and an anticipated schedule for completing the Investigation shall be filed with the Title IX Coordinator, and all involved persons shall be informed of the time extension by the Title IX Coordinator.
8. The investigative team will prepare a report summarizing the administrative process including what evidence was reviewed, names of persons interviewed, summary of interviews, discussion of the evidence, and findings, conclusions and recommendations for sanctions and remedial action. The investigative team will use a “preponderance of the evidence” standard.
9. The Respondent, the Complainant and persons whose decisions or actions are the subject of the complaint will be given a copy of the investigative report and will have fifteen (15) calendar days to comment in writing on the report. Comments shall be made part of the record.
10. Persons involved in the investigation will be expected to cooperate and provide information, records, and other pertinent data at least to the extent such cooperation is required by applicable school policy (including codes of conduct) and University policy. However, the investigative team and the Title IX Coordinator have no subpoena power or other power to compel cooperation.
11. All participants are free to consult personal advisors and legal counsel, each at their own expense. Advisors and attorneys will not be present in meetings with the investigative team or with the Title IX Coordinator. The schedule for the investigation will allow time for the participants to consult with and obtain advice from personal and legal advisors.
12. Timely access to documents considered relevant to the investigation will be provided to the Complainant and the Respondent and persons whose decisions or actions are the subject of the complaint. Particularly sensitive material may be available for inspection only in order to ensure no unauthorized distribution of copies. All material will be considered confidential and shared only with those with a need to know.
13. Records of the Investigation, including copies of evidence and related communications, are confidential and shall be kept secure in the office of the Title IX Coordinator or a place directed by the Title IX Coordinator.
14. The investigative team’s report and any written comments received on the report will be submitted to the Title IX Coordinator. The Title IX Coordinator may consult with Deans, VPs and other administrators in charge of the schools or units involved. After reviewing the report, the Title IX Coordinator may accept it as final or may return the report to the investigative team for further investigation or clarification.

15. The Title IX Coordinator will mark the report “Confidential” and deliver it to the Complainant, Respondent and any University administrator in charge of the school or administrative unit of the Respondent and the Complainant (e.g., Dean/Vice President). This shall be done within 10 business days unless good cause can be shown for any delay.
16. The University administrator(s) in charge of the school or administrative unit of the Respondent and of the Complainant (e.g., Dean/Vice President) cannot change the findings or conclusions but will make the final decision about sanctions and remedial action to be taken by the school or administrative unit, and implement the decision. The University administrator will inform the Title IX Coordinator of the outcome.
17. The Title IX Coordinator will inform the Complainant and the Respondent of the University administrator(s)’ decision and advise them of their appeal rights.
18. The Complainant and the Respondent each may appeal for reconsideration of a University administrator’s decision to which they are subject, on the basis of: 1) failure of due process, or 2) availability of new evidence which could not reasonably have been presented during the original investigation. The appeal for reconsideration must be submitted in writing to the University administrator (with notice to the Title IX Coordinator) within 7 calendar days following the date of the notice of the University administrator’s decision.
19. The University administrator in consultation with the Title IX Coordinator will consider the documents submitted on appeal and issue a final determination or other appropriate action regarding sanctions and remedial action within 10 business days.
20. The Title IX Coordinator will ensure that the Complainant and Respondent have been informed of the University administrator’s final decision about sanction and remediation.
21. The Title IX Coordinator will maintain records regarding sexual harassment/sexual violence complaint investigations for at least three years.
22. To ensure appropriate due process and prompt, equitable resolution of complaints, formal rules of evidence will not apply and the investigative team and Title IX Coordinator may limit repetitive and irrelevant evidence.

## **VI. Confidentiality**

The University will take reasonable steps to protect the confidentiality of the parties involved in a complaint. Persons involved will be advised of the necessity of keeping information related to a complaint confidential. However, persons should be aware that the University may need to disclose information in order to conduct an investigation, resolve a complaint and comply with applicable law.

## **VII. No Retaliation**

The University does not tolerate or condone any form of retaliation against a person whose complaint is made in good faith or against any person who participates in good faith in an inquiry or investigation of a complaint under this procedure.

### **VIII. Exceptions**

This procedure does not supersede policies and procedures addressing issues specifically governed by other University policies, such as: school grade appeals and school dismissal appeals, disability and reasonable accommodation complaints. Students are expected to present such complaints in accordance with the applicable school and University policy and procedure.

### **IX. Complaints Involving Affiliates' Employees and Other Third Parties**

Many University students will be supervised by employees of University affiliates and teaching sites during their educational experiences and may have interactions with other third parties while participating in a program at the University. If a student is aggrieved by sexual harassment/sexual violence behavior of a third party, the behavior may affect the student's equal opportunity in education at the University. Such complaints should be reported to the Title IX Coordinator as described in the policy. The University will attempt to resolve the situation and take reasonable steps to prevent harassment and violence that may be directed toward the complainant and others. The University will attempt to reassign the student to a different preceptor or teaching site if a prompt resolution of a complaint involving an affiliate is not feasible.

### **X. Filing Complaints with Outside Agencies**

For further information on non-discrimination, or to file an equal opportunity complaint directly with the U.S. Department of Education, contact:

Office for Civil Rights  
U.S. Department of Education  
The Wanamaker Building, Suite 515  
100 Penn Square East  
Philadelphia, PA 19107  
Phone: 1-800-421-3481  
Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

### **XI. UMB Mandatory Reporting Requirements**

If a UMB administrator, faculty or staff member receives an oral or written complaint of sex-based discrimination or sexual harassment/violence involving UMB faculty, staff, student or a UMB affiliate, that person has an affirmative responsibility to promptly inform the Title IX Coordinator. The Title IX Coordinator will respond to the report in accordance to the guidelines and procedures as stated in this policy.

The Title IX Coordinator is responsible for ensuring that crimes reportable under the Clery Act (20 U.S.C. §1092(f)) are timely reported to the Campus Police. An optional form for making the report can be found at:

<http://www.umaryland.edu/police/files/CLERY-INCIDENT-REPORT.pdf>.

Data collected for Clery Act reporting is to be used to increase public safety, not to identify the victim; therefore, personal identifying information is not required.

## **XII. Education and Consultations**

Through the Title IX Coordinator, sex-based discrimination or sexual harassment/violence educational programs for students can be arranged.

**ATTACHMENT VIII**  
**POLICY ON SUBSTANCE ABUSE FOR FACULTY, STAFF, AND STUDENTS**

**University System of Maryland Policy**

The University System of Maryland, as an employer, strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances (as defined pursuant to Controlled Substances Act, 21 U.S.C. Sections 801, et. seq.) Unlawful manufacture, distribution, dispensation, possession or use of controlled substances by university employees in the workplace is prohibited under university policy. In addition to any legal penalties under federal and state law, employees found to be in violation of this policy or the Maryland Governor's Executive Order on Substance Abuse, 01.01.1991.16, may be subject to corrective action under applicable university personnel policies. The university supports programs aimed at the prevention of substance abuse by university employees. Employees are encouraged to seek assistance for substance-dependency problems. Employee-assistance counseling and leaves of absence to attend rehabilitation programs are appropriate means of dealing with these problems.

**UMB Policy**

**VII - 1.10(A) - UMB SUBSTANCE ABUSE POLICY**

(Approved by the President, August 1990)

**PURPOSE:** The UMB Substance Abuse Policy is designed to: (1) observe state executive orders and State and Federal laws; (2) promote a campus free of illegal drug use; (3) stress moderation, safety, and individual accountability by those who choose to drink alcohol; (4) provide a campus atmosphere free of coercion for those who choose not to drink alcohol; (5) maintain a community where the effects of abuse are minimal and where problem behavior is reduced; (6) provide information and education on the health risks associated with drug and alcohol abuse; and (7) provide confidential and effective guidance and counseling for those with special needs related to substance abuse.

**SCOPE:** This policy applies to all faculty, staff and students of the University of Maryland, Baltimore. The University of Maryland, Baltimore, as an institution dedicated to the study of medical, legal and social problems and issues and the development of professionals in these fields, recognizes its role in establishing itself as a model to the community, the State of Maryland and the nation in the effort to promote a campus free of drug and alcohol abuse.

**BACKGROUND:** Substance abuse is a serious national crisis which has had a detrimental effect on the lives of many of our citizens, and has exerted a negative effect on the operation of academic institutions. Every university experiences a loss of productivity due to drug and alcohol related absenteeism, injuries on the job, decreased work quality and wasted dollars. Substance abusing employees and students function below established standards, may make impaired decisions, may have negative effects on their co-workers and peers, and are not as alert as non-using employees and students. The illegal use of the University campus as a marketplace for

drugs endangers the health, safety and welfare of all individuals associated with the campus. Every university must maintain an environment which eliminates this waste and supports the health, well-being and productivity of all its employees and students as they carry out their responsibilities. A campus free of substance abuse is fundamental to promote efficient, effective and responsive education, research and service.

**HEALTH RISKS:** Substance abuse is recognized as the number one public health problem in the United States. Approximately 30% of all admissions to general hospitals and 50% to psychiatric hospitals have detectable substance abuse. Substance abuse accounts for approximately 150,000 deaths annually. This includes deaths from stroke, disease of the heart and liver, and all alcohol and drug related suicides, homicides and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse.

**DEFINITIONS:** In this policy, the following words have the meanings indicated:

- A. "Substance" means alcohol and/or drugs.
- B. "Alcohol" means ethyl alcohol (ethanol).
- C. "Drugs" means any substance, including controlled dangerous substances but excluding alcohol, that when taken into the body may impair one's mental faculties or cause changes in mood and/or physical performance.
- D. "Substance Abuse" means:
  - 1. A pattern of intentional and inappropriate use of any substance, legal or illegal, that interferes with any of several major life functions, including an individual's educational and/or job performance;
  - 2. Any illegal drug use;
  - 3. Intentional misuse of any over-the-counter drug, in cases where such misuse impairs job performance; or
  - 4. Use of any prescription drug in a manner inconsistent with its medically prescribed, intended use, or under circumstances where use is not permitted.
- E. "Campus" means a UMB premise owned or utilized for official UMB business.
- F. "Employee" refers to faculty, associate staff and classified regular, contractual, temporary or if-and-when-needed appointees.
- G. "Student" refers to any individual enrolled at UMB either full-time or part-time, regardless of the length of the program of study.
- H. "Conviction" means any disposition by a court of law other than a dismissal or a finding of not guilty.

**POLICY:**

- A. The unlawful manufacture, distribution, dispensing, possession or use of drugs is prohibited at UMB.

- B. Alcohol may only be used legally and responsibly on campus or in any location while the employee or student is on official UMB business. Organizers of any on-campus functions where alcohol is served must present a plan to the administration responsible for that particular area (i.e. Dean's Office if the function is in a School, Office of Campus Life if the function is held in the Student Union).
- C. All employees and students must report to work, class or any other official UMB activity and remain, whether on or off campus, in a fit condition to perform. Reporting to work, class or any other official UMB activity or working while impaired by drugs or alcohol is a violation of this policy and shall subject the employee or student to the appropriate disciplinary or rehabilitative action.
- D. As a condition of employment every employee must abide by the terms of this policy and notify his/her supervisor of any drug or alcohol related conviction.
  - 1. Such notice should be given no later than five days after such conviction.
  - 2. For all employees working on a Federal Grant:
    - a. Within ten days of receiving notification of a criminal drug statute conviction which occurred in the workplace, UMB will report the conviction to the granting agency.
- E. As a condition of enrollment every student must abide by the terms of this policy and notify his/her Dean's office of any drug or alcohol related conviction.
  - 1. Such notice should be given no later than five days after such conviction.
- F. UMB will take either or both of the following actions after receiving notice of a conviction
  - 1. Require the convicted employee or student to participate in a substance abuse assistance or rehabilitation program, and/or,
  - 2. Subject the convicted employee or student to the appropriate administrative/ disciplinary action, up to, and including, termination or expulsion.
- G. UMB will impose administrative/disciplinary sanctions on employees and students and, if appropriate, referral for prosecution for violations of the standards of conduct required by paragraphs A.-D. of this policy. The sanctions, not listed in any order, may be progressive or consistent with the nature of the violation and include, but are not limited to:
  - 1. Employees—counseling, reprimand, suspension, demotion, denial of pay increment, denial of promotion, unsatisfactory performance evaluation, reassignment, termination; and/or employee assistance program (EAP) referral, completion of an appropriate rehabilitation program.
  - 2. Students—counseling, reprimand, suspension, reassignment, community service, withholding or unsatisfactory references for licensing and certification or employment, related academic assignment, permanent or temporary entry in student files, denial or



withdrawal of financial aid, denial of or removal from University housing, expulsion; and/or Student Assistance Program (SAP) referral, rehabilitation program.

H. UMB will establish alcohol and drug abuse awareness programs to inform employees and students about:

1. The dangers of drug and alcohol abuse on the campus;
2. UMB's policy of maintaining a campus free of drug and alcohol abuse;
3. Any available counseling, rehabilitation, and employee or student assistance programs; and
4. The penalties that may be imposed upon employees or students for drug and/or alcohol abuse violations occurring on the campus.

I. UMB will give each employee and student a copy of this policy. A biennial review will be conducted to determine the program's effectiveness and the consistent imposition of sanctions.

**LEGAL SANCTIONS:** Students and employees at the University of Maryland, Baltimore are subject to federal, state, and local laws for the possession and distribution of illegal drugs.

Federal law 21 USCA, sections 841 and 844 to 845a (1990), states that it is unlawful to possess any controlled substance, including marijuana, cocaine, or heroin, for any illegal purpose. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1000 and/or imprisonment for up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done so near a public or private elementary, vocational, or secondary school, or a public or private college or university. Additionally, any person who violates this law shall also be liable to the U.S. for any amount up to \$10,000 in civil penalties.

In addition to the federal laws, the State of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances.

Art. 27, Section 286, Ann. Code of Maryland (1989 Supp.)

For the manufacture, distribution, dispensation, or possession with intent to distribute the following:

- a) 50 pounds or more of marijuana
- b) 448 grams or more of cocaine or cocaine mixture
- c) 28 grams or more of morphine or opium mixture
- d) 1000 dosage units of lysergic acid diethylamide or mixture
- e) 16 ounces or more of phencyclidine in liquid form
- f) 448 grams or more of any mixture containing phencyclidine
- g) 448 grams or more of methamphetamine or mixture

## Penalty

### 1st Offense

No less than 5 years  
or if "drug kingpin"

### 2nd Offense

Twice that otherwise  
authorized by law

not less than 20 years nor more than 40 years; fine of not more than \$1,000,000

A person who manufactures, distributes, dispenses or possesses with the intent to distribute a controlled dangerous substance in, on, or within 1000 feet of an elementary or secondary school will be subject to an additional term of not more than 20 years or a fine of not more than \$20,000 or both for a first offense, and a term for not less than 5 or more than 40 years or a fine of not more than \$40,000 or both for a second offense. [Art. 27, Section 286, Ann. Code of Maryland. (1990)].

Art. 27, Section 287, Ann. Code of Maryland

## Miscellaneous

Individuals who have been convicted of a controlled dangerous substance offense on or after January 1, 1991 are required to disclose that fact when applying for a license or a license renewal. The licensing authority may refuse to issue the license or impose appropriate conditions on the license (except for noncommercial driver's licenses). Drug Enforcement Act of 1990, House Bill 515.

Md. Ann. Code Art. 27, section 286 (1989), states that any person who unlawfully manufactures or distributes any controlled dangerous substances may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense. Also, in Baltimore City, under Article 19, section 58C of the City Code, it is illegal to loiter in a certified drug free zone, with penalties of imprisonment of up to 30 days and a fine of up to \$400.

Students and employees at the University of Maryland, Baltimore are subject to state laws for drinking and obtaining alcohol.

It is illegal in the State of Maryland, Md. Ann. Code Art. 27, sections 400 to 403B, for any person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them. It is also illegal in most situations to furnish alcohol to a person under 21, or to obtain alcohol on behalf of a person under 21. The penalty is a fine of up to \$500 for a first offense, and up to \$1000 for repeat offenses.

Also, it is illegal in the State of Maryland, Md. Ann. Code, Transportation Article, section 21-902, for any person to drive or attempt to drive while intoxicated or under the influence of drugs and/or alcohol. The penalty is a fine of up to \$1000 and/or 1 year of imprisonment for a first offense, \$2000 and/or 2 years for a second offense and \$3,000 and/or 3 years for a third offense.

Maryland Ann. Code Article 27, Section 211, states that it is illegal in the State of Maryland to drink alcohol on any public property or shopping center, mall, or other retail establishment, with a penalty of a fine up to \$100. Section 207 states that it is illegal to be intoxicated and create a disturbance or endanger the safety of property or another person. The penalty is a fine of up to \$100 and/or imprisonment not exceeding 90 days.

This section describing Legal Sanctions is not intended to be exhaustive of all laws regarding drug and alcohol related offenses.

**ATTACHMENT IX**  
**UNIVERSITY OF MARYLAND, BALTIMORE PROCEDURES FOR RESPONDING TO**  
**HATE/BIAS INCIDENTS**

**I. Purpose and Applicability:**

- A. The essential nature of the University requires an atmosphere of tolerance and understanding of diverse groups, ideas, and opinions. Acts of destruction, violence or harassment which are racially, ethnically, religiously, and/or otherwise motivated against the personal property of others or which infringe on the rights and freedom of others will not be tolerated at UMB. Individuals committing such acts at the University are subject to campus judicial and personnel action including suspension, expulsion or termination.
  
- B. The University will investigate and report hate/bias incidents or crimes, required by applicable laws and regulations including Maryland Code Crimes Article Section 10-303 and Maryland Code Public Safety Article Section 2-207.

**II. Prohibitive Conduct:**

Acts of harassment, violence and/or destruction of property because of another's race, color, religion, age, national origin, sex, sexual orientation or disability are prohibited.

**III. Reporting Hate/Bias Incidents:**

- A. Anyone who is a victim of or learns of a hate/bias incident should report the incident to any of the following offices on campus:

|                            |  |
|----------------------------|--|
| University Police          | 410-706-3333 (emergency)<br>410-706-6882 (non-emergency) |
| <b>UMB Housing</b>         | <b>410-706-5523</b>                                      |
| Office of Human Resources  | 410-706-7302 (faculty and staff)                         |
| Office of Academic Affairs | 410-706-2477 (students)                                  |

- B. **UMB Housing** or the Office of Human Resources or any school official will notify the University of Maryland, Baltimore Police Force.
  
- C. The University of Maryland, Baltimore Police Force will conduct an initial investigation and assessment to determine if the matter should be handled by police or another campus office.
  
- D. If the UMBPF determines that the incident does not involve criminal activity, it will contact the Office of Human Resources, the Office of Residential Life or the appropriate school authority as determined by the status of the alleged victim and status of the alleged perpetrator (e.g. student, faculty, staff, visitor, etc.),

so that the appropriate administrative action, if warranted, can be taken pursuant to existing procedures.

#### **IV. Communication With University Administration:**

A. The UMBPF, the Dean of Student Affairs, Legal Counsel and the Office of Human Resources responding to the complaint will communicate information about the incident promptly to the Behavioral Evaluation and Threat Assessment Team (BETA) and the Office of the President.

B. The nature of the incident will dictate the appropriate courses of action:

**1. Criminal Behavior:**

If the incident is determined to be a crime, the UMBPF will conduct a criminal investigation and offer support services to the victim. University Police will make the appropriate notifications of an incident to other University administrators. If the person responsible for the crime is a student, faculty, or staff member, in addition to criminal prosecution, appropriate referrals will also be made to the Office of Residential Life and/or the Office of Human Resources, and/or the school's Dean of Student Affairs for necessary action.

**2. Violation of Residence Facility Rules and Contract:**

The Office of Residential Life will determine if an incident is in violation of residence facility rules and if so, determine appropriate disciplinary action.

**3. Violation of UMB Personnel Policies and Procedures:**

An incident occurring in the work environment will be subject to review and action by the Office of Human Resources.

**4. Violation of the UMB Code of Student Conduct:**

The Office of Student Judicial Programs for each UMB School administers the Code of Student Conduct. Incidents found to be in violation of the individual codes will be subject to disciplinary action up to and including suspension or expulsion from the University.

#### **V. Ongoing Educational Programs:**

The Office of Human Resources is charged with designing and implementing educational programs and cross cultural activities designed to promote tolerance and an appreciation of diversity for faculty and staff. The Office of Student Life is charged with designing and implementing educational programs and multicultural activities for students.

#### **VI. Behavioral Evaluation and Threat Assessment Team:**

A. The University has established a Behavioral Evaluation and Threat Assessment Team (BETA). The purpose of the team is to provide a coordinated multi-disciplinary response

to acts of hate/bias. The Hate/Bias Response Team shall meet on a periodic “as needed basis” to review and respond appropriately to reported hate/bias incidents.

B. The composition of the response team is as follows:

**Core BETA:**

Asst. Vice President, Public Safety  
Director, Student Counseling Center  
Vice President, Academic Affairs  
Manager, Employee Assistance Program  
Director of Employee Health  
Asst. Director for Human Resources  
Office of University Counsel

It is the responsibility of BETA to identify any patterns, trends, or upsurges in hate/bias activity. The BETA will work with other departments and schools on campus to develop action-oriented steps to address identified patterns.

**ATTACHMENT X**  
**POLICY ON THREATS AND VIOLENCE**

*Section XI - 3.00(A) UMB BEHAVIORAL EVALUATION AND THREAT ASSESSMENT POLICY*

**I. Purpose**

This Policy (Policy) is intended to promote a safe environment for all University of Maryland, Baltimore (UMB) students, faculty, staff, volunteers, visitors, and affiliate employees. This Policy establishes (a) a zero tolerance philosophy for threats and acts of aggression or violence; (b) guidelines for conduct; (c) the requirement to report threats and acts of aggression or violence; and (d) the requirement to be sensitive to and consider reporting warning signs of threats and acts of aggression or violence.

**II. Definitions**

**A. Affiliate:** (1) a faculty practice organization (or its subsidiary) established with authorization of the Board of Regents, (2) the University of Maryland Medical Center (UMMC), (3) University Physicians, Inc., (4) the Baltimore Veterans Administration Medical Center (VAMC), or (5) any affiliated entity, foundation, or alumni organization established with authorization of the Board of Regents.

**B. Affiliate Personnel:** A person who is an employee, agent, contractor, invitee, or volunteer of an Affiliate.

**C. Aggression:** Oral or written statements or physical actions that intentionally or recklessly create reasonable fear or apprehension of, or cause, (1) bodily harm, (2) threat to the safety of another person, or (3) damage to physical property.

**D. BETA Team:** Behavioral Evaluation and Threat Assessment Team

**E. Campus:** Any location on the UMB campus (including UMMC). Also, any work or education site owned, leased, operated, or controlled by UMB.

**F. Off-campus Sites:** Locations other than the Campus where students, faculty or staff are assigned to work or study (for example, clinical placement sites, Shady Grove, hospitals other than UMMC). The VAMC is an Off-campus Site.

**G. Educational Interest:** A School Official's legitimate need to review an education record in order to fulfill his or her professional responsibilities for UMB. These responsibilities include, for all employees, maintaining the safety and security of the campus. This exception applies whether or not there is an emergency situation.

**H. Education Records:** Records in paper, electronic, photographic and other formats which contain information directly related to a student and which are maintained in official working files by UMB. This includes University Associate's Reports (see VII.E.3.j.) kept by the BETA Team. Information gained by UMB about a student through observation of or through conversation with the student or others is not an Education Record unless reduced to writing.

**I. School Official:** (1) A person employed by UMB or the University System of Maryland administration in an administrative, supervisory, academic, or research position (including law enforcement personnel and health staff); (2) a person or company acting as UMB's contractor to provide a service that otherwise would or could be provided by UMB employees or officials (for example, attorneys, auditors, health care providers, and collection agents); (3) a person employed by a management company for UMB affiliated housing located on UMB-owned property; (4) a person serving on the Board of Regents; or (5) a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a School Official in performing his/her professional responsibilities for UMB.

**J. Threat:** An intentional or reckless indication that a person may commit an act of Aggression or Violence toward a person or thing.

**K. Threatening, Aggressive or Violent Behavior:** Conduct (whether or not intended to be humorous) which is objectively or reasonably perceived by another as a Threat, as Violence, or as Aggression.

Examples of such conduct include, but are not limited to, the conduct described below:

1. Unwelcome name-calling; disparaging or excessively obscene language; hate speech; and other abusive language.



2. Direct or indirect Threats.
3. Carrying or possessing a gun, firearm, ammunition, other weapon or replica of a weapon on Campus or at Off-campus Sites, excluding law enforcement officers required to do so or individuals with prior written approval from the UMB Chief of Police.
4. Physically intimidating actions, including but not limited to acts such as obscene gestures, “getting in someone’s face,” and fist shaking.
5. Touching another person (by direct contact or with an object) in an intimidating, malicious or sexual manner. This includes, but is not limited to, acts such as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.
6. Throwing objects in the workplace, regardless of the size or type of object being thrown and whether a person is the target of the thrown object.

**L. University Associates:** Students, faculty and staff of UMB on Campus and at Off-campus Sites; also, volunteers, visiting students and scholars, Affiliate Personnel, and invitees on Campus (for example, vendors, applicants, clients, patients, museum visitors).

**M. Violence:** Any intentional or reckless act that causes (1) pain or injury to another person; or (2) damage to property

### **III. Warning Signs** *[that may precede or be indicative of violent behavior]*

**A.** University Associates are encouraged to be alert to Warning Signs below and to report Warning Signs exhibited by another University Associate to appropriate School/Department administrators and/or UMB offices trained in evaluating such behavior. University Associates, regardless of their professional training and experience, are encouraged *not* to attempt to evaluate and respond to Warning Signs without seeking assistance from UMB resources.

**B.** Unfortunately, there is no proven method of predicting when someone may become violent. It is important to keep this in mind when attempts are made to identify Warning Signs. It is particularly important to consider the context of things considered to be Warning Signs. For example, voice tone, level of familiarity with the person making troubling statements, and the

presence of other Warning Signs should all be considered. Below are some indicators that warrant closer attention and may warrant intervention and/or reporting.

1. Making threats of suicide or statements about hurting one's self. Threats might be direct, or indirect (for example, hints).
2. Making implied threats of Violence.
3. Expressing fascination with firearms, other weapons, or bombs, or asserting ownership of firearms, other weapons, or bombs, or the materials to manufacture them.
4. Expressing fascination with weaponization of chemical or biological materials, or asserting the ability to produce such weapons.
5. Having a known history of Violence.
6. Preoccupation with computer games, movies, television, music, and/or stories about Violence.
7. Identification with criminal or terrorist individuals, acts and/or philosophy.
8. Making frequent or recurrent suggestions that incident of publicized Violence may be repeated at UMB.
9. Maintaining a preoccupation with incidents of publicized Violence (for example, collecting articles and photos, showing fascination with perpetrators of Violence).
10. Intimidating others; acting with belligerence or defiance toward others; frequently becoming confrontational.
11. Crossing professional and personal boundaries (for example, excessive phone calls, text messages, or e-mails; excessive impromptu visits; giving gifts inappropriately).
12. Being easily provoked; showing sudden or erratic agitation with others.

13. Blaming others for anything that goes wrong; failure to acknowledge any personal responsibility for disappointments or difficulties.
14. Showing recent, marked academic (or job) performance decline.
15. Demonstrating notable changes in personality, mood or behavior.
16. Giving away personal possessions.
17. Showing notable decline in personal hygiene and personal appearance.
18. Abusing alcohol or other drugs, particularly marked increase in substance abuse.
19. Behavior reflecting social isolation/alienation.

**C.** In addition, listed below are some situational contexts that would not be considered Warning Signs in and of themselves. Knowledge of such contexts may influence judgment about the level of risk indicated by Warning Signs. Knowledge of some of these contexts may indicate that more proactive efforts are needed to increase support in an effort to prevent Violence against one's self or others.

1. Anticipation of severe consequences, such as failing out of school or being expelled due to serious conduct code violations (especially if shame or embarrassment is heightened due to situational and/or cultural factors).
2. Lack of support regarding a history of actual or perceived victimization (discrimination, bullying, or other forms of oppression around race, nationality, religion, sexual orientation, gender identity or expression, physical characteristics, mental functioning, disability, etc.).
3. Severe stressors in personal life (for example, financial, health, family or marital problems).

**D.** Each School will provide its students with instructions concerning a School contact that can assist a student in reporting Warning Signs exhibited by a fellow student.

#### **IV. Policy**

**A.** University Associates must feel secure at the Campus and in Off-campus Sites in order to focus on their studies, research, duties, and responsibilities. Threatening, Aggressive or Violent Behavior by any University Associate toward another University Associate, or toward the community on Campus or at an Off-campus Site, will not be tolerated.

**B.** Any University Associate having knowledge of Threatening, Aggressive or Violent Behavior toward another University Associate on Campus *must* report the behavior immediately to the University Police. The University Associate also may report the behavior to a BETA Team member, the Employee Assistance Program, the UMB Counseling Center, an appropriate school/department administrator, the Office of the Vice President for Academic Affairs, Employee/Labor Relations - Human Resource Services, or the Office of Student and Employee Health.

**C.** University Associates are encouraged to report Warning Signs exhibited by another University Associate. Warning Signs may be reported to a BETA Team member, the Employee Assistance Program, the UMB Counseling Center, an appropriate school/department administrator, the Office of the Vice President for Academic Affairs, Employee/Labor Relations - Human Resource Services, or the Office of Student and Employee Health.

**D.** A University Associate who is a victim of Threatening, Aggressive or Violent Behavior may be assisted, with limited confidentiality, by administrative and counseling (for faculty, staff and students of UMB) services available at the Campus. Any University Associate responsible for Threatening, Aggressive or Violent Behavior will be subject to appropriate administrative/disciplinary action up to and including expulsion from school (for students), termination of employment (for faculty and staff of UMB), and removal from UMB premises (for volunteers and other invitees).

**E.** UMB will not condone any form of retaliation against a University Associate who reports in good faith Threatening, Aggressive or Violent Behavior or Warning Signs. Similarly, UMB will not condone the deliberate filing of false reports of Threatening, Aggressive or Violent Behavior or Warning Signs.

**F.** Reports of Threatening, Aggressive or Violent Behavior by a UMB faculty, staff or student at an Off-campus Site are subject to this Policy as well as the policies of the Off-campus Site and applicable local laws. Reports that a person affiliated with an Off-campus Site, or Affiliate

Personnel, is responsible for Threatening, Aggressive or Violent Behavior toward a UMB faculty, staff or student are subject to this Policy to the extent practical in order to protect the UMB faculty, staff, or student and/or to remove him or her from a potentially harmful Off-campus Site.

**G.** If a University Associate reports Threatening, Aggressive or Violent Behavior by Affiliate Personnel, UMB will notify appropriate officials of the Affiliate and seek cooperation from the Affiliate to investigate and resolve the matter.

**H.** Nothing in this Policy will be interpreted to require the UMB Police or any other law enforcement unit to delay investigations, arrests, or other appropriate law enforcement actions for the protection of University Associates or the public.

## **V. Confidentiality**

Under UMB policy and applicable law, it is permissible for School Officials to disclose personally identifiable information to other School Officials who have an Educational Interest in order to fulfill a professional responsibility to UMB and/or University Associates. Similar disclosures may be made to appropriate individuals outside UMB in connection with a health and safety emergency after considering the severity of the matter, the need for information, the time required to deal with the emergency, and the ability of those to whom a disclosure is made to deal with the emergency. Institutional investigations of charges may require the complainant's identity to be known by the accused. Information gained by UMB about a student through observation of or through conversation with the student or others and not reduced to writing should be treated sensitively but is not confidential.

## **VI. Behavioral Evaluation and Threat Assessment (BETA) Team**

**A.** The Behavioral Evaluation and Threat Assessment (BETA) Team coordinates activities responsive to reports of Threatening, Aggressive or Violent Behavior. The BETA Team consists of appointed, standing representatives of the following offices: Employee/Labor Relations - Human Resource Services (410-706-7302); Employee Assistance Program (410-328-5860); UMB Counseling Center (410-328-8404); University Police (24-hour emergency service at x 711, 410-706-6882, 410-706-3333); Office of the Vice President for Academic Affairs (410-706-1850); and Student and Employee Health Services (410-328-2686). An attorney from the UMB Office of University Counsel (410-706-5353) will serve as legal advisor to the BETA Team and will involve the Office of the Attorney General of Maryland as necessary. The BETA Team

Chair may include a representative from the Office of External Affairs (410-706-5020) on a case by case basis. The BETA Team Chair may add other representatives on an ad-hoc basis. The BETA Team roster will be posted on the UMB website and other designated places.

**B.** All standing and ad-hoc members of the BETA Team are considered to be (1) School Officials who have legitimate educational interests in accessing the education records of a student involved in an incident referred to the BETA Team; and (2) UMB officials with a legitimate interest in accessing the employment records and/or other personal information of a University Associate other than a student involved in an incident referred to the BETA Team.

**C.** The representative from the University Police will chair the BETA Team. The BETA Team will hold regular meetings on a bi-annual basis. Special meetings to address reports of Threatening, Aggressive or Violent Behavior may be called by the Chair or designee, at the request of any BETA Team member(s), or at the request of the UMB President, a Dean, or Vice President. Special meetings may be held in person, by conference call, or by a combination thereof. Alternates may participate if a BETA Team member is unavailable; at least four members or their alternates must participate to achieve a quorum.

## **VII. General Procedures**

**A.** A University Associate who has been subject to Threatening, Aggressive or Violent Behavior on Campus must report the incident immediately to the University Police. A University Associate may make an additional report about the incident to a BETA Team member (link roster on the UMB website), the Employee Assistance Program, the UMB Counseling Center, an appropriate school/department administrator, the Office of the Vice President for Academic Affairs, Employee/Labor Relations - Human Resource Services, or the Office of Student and Employee Health.

**B.** A University Associate who has been subject to Threatening, Aggressive, or Violent Behavior off campus and is concerned that the behavior may lead to Aggression or Violence on Campus or at an Off-campus Site must report incidents immediately and seek assistance, as appropriate, from the University Police. In such cases, reports should also be made to the security or police unit having jurisdiction over the site where the Threatening, Aggressive, or Violent Behavior took place, or the Off-campus Site involved. Matters occurring off campus, including at Off-campus Sites, are not under the jurisdiction of University Police.

**C.** All reports and identities of involved University Associates will be shared with others only on a need-to-know basis. (See Section V. Confidentiality)

**D.** Reasonable precautions will be taken to protect victims of, and those reporting, Threatening, Aggressive or Violent Behavior.

**E.** Responsibilities

1. Responsibilities of University Associates Who Have Been Subject to Threatening, Aggressive or Violent Behavior.

a. Notify:

- i. the University Police immediately to report Threatening, Aggressive or Violent Behavior (see definitions in Sections II. C.,J.,K.,M.); and
- ii. also, at the option of the University Associate, the Employee Assistance Program, the UMB Counseling Center, appropriate school/department administrator, and/or a member of the BETA Team, to report incidents of Threatening, Aggressive or Violent Behavior (see Sections II. C.,J.,K.,M.), or Warning Signs (see Section III) and of the need for assistance.

b. If necessary, discuss with appropriate school/department administrator and/or Employee/Labor Relations - Human Resource Services, options available for scheduling, leave, work location, academic assignment location, classes, means of travel to and from work/school, parking assignment, return to duty, activities on campus, etc. that may reduce risk of exposure to continuing Threatening, Aggressive or Violent Behavior.

c. If possible, provide to University Police a recent photograph of the individual perpetrating the Threatening, Aggressive, or Violent Behavior.

d. Maintain close communications with the assigned BETA Team liaison (see Section VII.E.3.b.) to report any developments and to receive assistance.

2. Responsibilities of School/ Department administrators

- Be aware of Warning Signs (see Section III) of University Associates, and, if appropriate, make referrals to Employee Assistance Program, UMB Counseling Center or other health services.
- Be alert to and report real or potential Threatening, Violent or Aggressive Behaviors of University Associates.
- Be aware of unusual absences of University Associates.
- Be aware of any signs of physical abuse of University Associates.
- Be available to support University Associates who wish to discuss and may need to report Threatening, Violent or Aggressive Behavior on the University Associate's Report Form (attached).
- Complete and submit the University Associate's Report Form (attached) if aware that it has not or will not be submitted by the involved University Associate.
- Consult the University Police and/or a representative of the BETA Team to discuss observations and concerns and to discuss a strategy to deal with Threatening, Violent or Aggressive Behavior.
- Maintain confidentiality of any involved University Associate or anyone reporting Threatening, Aggressive or Violent Behavior, except as required by this Policy and otherwise on a need-to-know basis (See Confidentiality, Section V.)
- Honor all civil protection orders (restraining orders or other court ordered sanctions) by coordination and contact with the University Police.
- Ensure that a reporting University Associate has provided information including a recent photograph of the threatening person, if available, to the University Police.



- Be sensitive to the reporting University Associate's needs and to the seriousness of the situation. Be prepared to make modifications to work or class schedules, locations and other operational situations on at least a temporary basis.
- Provide the reporting University Associate with a copy of this Policy and other supporting information.
- Maintain close communications with the BETA Team to report any developments and to receive assistance.

### 3. Responsibilities of the BETA Team

- When a report is received by any BETA Team member, that member will contact the Chair, who will call a special BETA Team meeting promptly to share information with BETA Team members and, if appropriate, conduct an assessment of the reported incident and develop a strategy and plan.
- Assign a member to act as resource and/or liaison to both the reporting University Associate and the school/department administrator in handling the situation.
- Cooperate and communicate regularly with the reporting University Associate and the appropriate school/department administrator.
- Develop a safety plan for the reporting University Associate.
- Work with the school/department to develop administrative options and arrangements.
- If a reporting University Associate and/or UMB student, faculty or staff responsible for the reported behavior has been referred to a shelter or counseling resource, maintain liaison with the resource and the person(s) referred.

- Maintain confidentiality of any involved University Associate or anyone reporting Threatening, Aggressive or Violent Behavior, except as required by this Policy and otherwise on a need-to-know basis. (See Confidentiality, Section V.)
- Coordinate BETA Team effort with action under other relevant policies (for example, sexual harassment policy, school judicial board policies).
- Regularly review strategies and plans, as necessary, for on-going situations/incidents.
- Keep records of reports and BETA Team actions to assess risk and to evaluate UMB response to Threatening, Aggressive or Violent Behavior. Copies of documents will be maintained by the Chair of the BETA Team.

## F. Administrative/Disciplinary Process/Consequences

1. A University Associate reported to have committed incidents of Threatening, Aggressive or Violent Behavior may be subject to appropriate administrative/disciplinary processes. Staff members are governed by appropriate policies for non-exempt and exempt staff which could result in penalties up to and including discharge. UMB students or faculty will be referred to the appropriate School's Dean for action under established School and UMB procedures, which could result in penalties up to and including expulsion of students or termination of faculty appointments.

2. Administrative/disciplinary remedies available to address Threatening, Aggressive or Violent Behavior by UMB students include, but are not limited to: (a) administrative counseling; (b) reprimand, suspension, reassignment, or community service; (c) withheld or unsatisfactory references or certifications for post-degree training or employment, licensing, and employment-related academic assignments; (d) permanent or temporary entry of notations in student files; (e) denial of, or removal from, UMB-operated or affiliated student housing; (f) expulsion; (g) voluntary or mandatory UMB Counseling Center referral and treatment; or (h) psychological or psychiatric evaluation.

3. Administrative/disciplinary actions available to address Threatening, Aggressive or Violent Behavior by UMB faculty or staff include, but are not limited to: (a) administrative counseling; (b) reprimand, suspension, and/or demotion; (c) denial of pay increase or promotion; (d) unsatisfactory performance evaluation; (e) reassignment; (f) termination; (g) voluntary or mandatory Employee Assistance Program referral and treatment; or (h) psychological or psychiatric evaluation.

4. UMB students, faculty and staff are subject to arrest and criminal prosecution for unlawful conduct. Arrest and criminal prosecution will be considered in cases of Threatening, Aggressive or Violent Behavior. Administrative and disciplinary processes are independent of criminal prosecutions.

5. Persons who are not UMB students, faculty or staff who commit incidents of Threats, Aggression, or Violence at the Campus will be removed from the Campus under authority of the President. In addition, they are subject to arrest and criminal prosecution for unlawful conduct.

## APPENDICES

### RECOMMENDED PREVENTIVE PRACTICES

Preventive measures can include pre-employment screening, identifying problem situations and risk factors, and security preparations.

Pre-employment screening: Identifying and screening out potentially violent people before hiring is an obvious means of preventing workplace violence.

Pre-employment screening practices must, however, be consistent with privacy protections and anti-discrimination laws.

To ensure that practices are consistent with privacy protection and anti-discrimination laws, it is strongly recommended that you discuss these practices with the Office of Human Resources Services. As an applicant is examined, the following should be taken into consideration as potential areas of concern.

- Indications of current abuse of drugs or alcohol.
- Past conflicts (especially if violence was involved) with coworkers.
- Past convictions for violent crimes.
- Indications of a defensive, hostile attitude.
- A history of frequent job changes and
- A tendency to blame others for problems.

Operation of effective Employee and Student Assistance Programs to aid in early identification and intervention efforts for those employees or students who may be displaying signs of emotional stress or who may be experiencing one or more of the life experiences commonly associated with psychological or emotional trouble.

#### **Recognizing Inappropriate Behavior**

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels.

Employees who exhibit the following behaviors should be reported and disciplined in accordance with organizational policy:

- Unwelcome name-calling, obscene language, and other abusive behavior. Intimidation through direct or veiled verbal threats.
- Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object.
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing.
- Physically intimidating others including such acts as obscene gestures, “getting in your face” and fist-shaking

## **Warning Signs of Potentially Violent Individuals**

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they are usually exhibited by people experiencing problems.

- Irrational beliefs and ideas.
- Verbal, nonverbal or written threats or intimidation.
- Fascination with weaponry and/or acts of violence.
- Expressions of a plan to hurt himself or others.
- Externalization of blame.
- Unreciprocated romantic obsession.
- Taking up much of supervisor's time with behavior or performance problems.
- Fear reaction among coworkers/clients.
- Drastic change in belief systems.
- Displays of unwarranted anger.
- New or increased source of stress at home or work.
- Inability to take criticism.
- Feelings of being victimized.
- Intoxication from alcohol or other substances.
- Expressions of hopelessness or heightened anxiety.
- Productivity and/or attendance problems.
- Violence towards inanimate objects.
- Steals or sabotages projects or equipment.

Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.

### **DO**

- Project calmness: move and speak slowly, quietly and confidently.
- Be an empathetic listener: encourage the person to talk and listen patiently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.
- Ask for small, specific favors such as asking the person to move to a quieter area.
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).

- Be reassuring and point out choices. Break big problems into smaller, more manageable problems.
- Accept criticism in a positive way. When a complaint might be true, use statements like, “You’re probably right” or, “It was my fault.” If the criticism seems unwarranted, ask clarifying questions.
- Ask for his recommendations. Repeat back to him what you feel he is requesting of you.
- Arrange yourself so that a visitor cannot block your access to an exit between you and the person.

## **DO NOT**

- Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, and robot like communication, going strictly by the rules or giving the runaround.
- Reject all of a client’s demands from the start.
- Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger-pointing or long periods of fixed eye contact.
- Make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.
- Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.
- Criticize or act impatiently toward the agitated individual.
- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.
- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.
- Invade the individual’s personal space. Make sure there is a space of 3 to 6 feet.

Note: much of the material in this document has been taken from two main sources: The International Association of Chiefs of Police Model Policy on Workplace Violence and The U.S. Force of Justice, Federal Bureau of Investigation publication entitled Workplace Violence, Issues in Response.