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ANNUAL SECURITY REPORT

15/16

**HARFORD
COMMUNITY
COLLEGE**

Letter From the Director of the Department of Public Safety

Dear HCC Community:

Harford Community College (HCC) is committed to providing a safe and secure environment for our students, employees, and visitors. One of the many steps we take in our efforts to ensure campus safety is to publish an Annual Security Report.

The report contains crime prevention and safety tips, prohibited activities on campus, and policies and procedures for reporting a crime. The Annual Security Report is created by the Department of Public Safety and published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA).

I encourage you to read this important information and consider how the information can help you protect yourself from crime. Thank you for doing your part to keep HCC one of the safest community colleges in Maryland.



Christopher W. Swain, Esq.
Director, Public Safety



Christopher W. Swain, Esq.

Director, Public Safety

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Department of Public Safety Mission Statement

Harford Community College's Department of Public Safety is committed to maintaining a safe environment for all students, employees, and visitors on College property. The Department of Public Safety provides physical security, investigative services, public safety education, first aid, and other assistance in a professional and courteous manner.

Overview

The Department of Public Safety has the primary responsibility for serving the safety and security needs of the campus. In meeting this responsibility, all campus buildings and facilities are patrolled and inspected regularly to ensure a safe and comfortable academic environment where learning is the central focus. Public Safety Officers are on duty 24 hours a day, 365 days a year.

No community can be completely risk-free in today's society. Safety and security is everyone's responsibility. The collective efforts of students and employees in collaboration with the Department of Public Safety are necessary. Students, employees, and visitors are partners in maintaining an environment that is safe and conducive to the learning process. Everyone is asked to be alert, security conscious, and involved.

The Annual Security Report is a guide. Students and employees are required to abide by the Code for Student Rights, Responsibilities, and Conduct, as well as all College policies, regulations, and procedures.

Campus Geography

Main Campus	401 Thomas Run Road, Bel Air, MD 21015
Observatory	208 Thomas Run Road, Bel Air, MD 21015
Towson University in Northeastern Maryland	510 Thomas Run Road, Bel Air, MD 21015
WAGE Connection	975 Beards Hill Road, Aberdeen, MD 21001
Edgewood Library	629 Edgewood Road, Edgewood, MD 21040
APG	Building 4305, Aberdeen Proving Ground, MD 21005
University Center	1201 Technology Drive, Aberdeen, MD 21001





Reporting Crimes & Other Emergencies

Any criminal activity, suspicious activity, or emergency situation should be reported to the Department of Public Safety. The Department of Public Safety will make timely warnings to the campus community of any activity or situation that poses a threat. The warnings are typically sent through text and email messaging, but may also be, depending on the nature of the threat, broadcast on campus interior and exterior speaker systems.

In addition to reporting criminal or suspicious activity to the Department of Public Safety, for the purposes of having the activity included in campus crime statistics and to have a timely warning issued where appropriate, students and employees may report criminal or suspicious activity to any campus security authority. Campus security authorities are generally those individuals with significant responsibility for student and campus activities. Such reports may be made anonymously and will be forwarded to the Department of Public Safety for statistical purposes and for an assessment concerning the need for a timely warning. All College employees, including campus security authorities, are mandated to report to the Title IX Coordinator, all reports of dating violence, domestic violence, sexual assault and stalking. The Title IX Coordinator will not report the incident to law enforcement without the consent of the victim. The College does not employ pastoral or professional counselors and, therefore, students should not expect that crimes reported to such individuals will be reported to the Department of Public Safety specifically or the College generally.

Persons wishing to speak to a Public Safety Officer may come to the Public Safety office at any time. The Public Safety office is located on the first floor of the Library. An officer can be reached 24 hours a day by calling 443-412-2272 or x2272 from a campus telephone. The closest campus telephone is located in the vestibule adjacent to the Department of Public Safety office. 911 can be contacted directly in the event of an emergency. A person always has the option to contact local law enforcement directly.

Security of & Access to Campus Facilities

The Department of Public Safety (DPS) operates 24 hours per day, 365 days per year. Department of Public Safety Officers patrol the campus buildings and properties to identify potential problems. Evacuation procedures and interior safety zones are clearly posted within each building. Each classroom is equipped with a phone from which calls to 911 and the Department of Public Safety (x2272) can be made. The phones can also broadcast emergency messages received from the telephone paging system.

Campus Access

Harford Community College is an open campus and grants access to the facilities and grounds to the general public. During regular business hours, access to the HCC main campus is open to all active employees, registered students, persons attending HCC-sponsored events, and members of the community. HCC does not employ gated access, guard stations, or other forms of monitored access to the property. Students, employees, and visitors may be required by DPS to show identification while on HCC premises.

Individuals who have demonstrated that they are disruptive or may be dangerous may be banned from the property. The Department of Public Safety, in conjunction with the Harford County Sheriff's Office, enforces those banning orders.

The College's Facilities & Operations division, in coordination with the Department of Public Safety, determines what individuals have access to campus buildings beyond regular public access and during non-business hours. Access to the campus buildings is controlled through a combination of manual and automatic locking mechanisms with keys and swipe cards being issued judiciously to certain College employees.

The Department of Public Safety and the Facilities & Operations division work together to identify and address security concerns on campus. Note: Harford Community College does not have on- or off-campus housing.

Campus Law Enforcement

The Department of Public Safety's special police officers investigate the majority of criminal activity that occurs on campus. The Department's special police officers have authority to enforce Maryland law on campus and to make arrests for criminal violations. In addition, Harford Community College has entered into a Memorandum of Understanding with the Harford County Sheriff's Office outlining specific crimes for which the Sheriff's Office will assume primary jurisdiction on campus. Members of the campus community may choose to report campus criminal activity directly to local law enforcement to include the Harford County Sheriff's Office (410-838-6600) and the Maryland State Police (410-838-4101).

Each year the Department of Public Safety compiles statistics of campus crimes reported to Public Safety, campus security authorities, and local law enforcement. Statistics of Clery reportable crimes are then published in the College's Annual Security Report.

Harford Community College does not have any "off-campus student organizations" for which related criminal activity would be reported.

Timely Warnings and Emergency Notification & Evacuation

Harford Community College is committed to providing students and employees with timely and accurate information about credible threats to their health or safety while on campus. The Office of Public Safety is to receive all reports of potential threats from both internal and external sources. Once a potential threat is identified, public safety officials will assess the scope and credibility of the threat. Depending on the nature of the report, Public Safety's assessment may include an on-scene inspection by Public Safety or Campus Operations or consultations with external sources such as law enforcement, health officials, Harford County's Department of Emergency Services, and public utilities. Once the threat has been determined to be credible, the Department of Public Safety will determine the scope of the threat. Depending on the immediacy of the danger and taking into account the safety of the campus community, Public Safety will, alone or with input from Marketing and President's Staff, craft an emergency message. Public Safety will, without delay, send the emergency notification to members of the campus community impacted by the threat. In a rare situation, Public Safety may consider delaying a notification if it is believed that the notification may compromise efforts to respond to, contain, or otherwise mitigate the emergency. Depending on the nature and scope of the threat, the emergency notification will be sent using one or more of the following methods of communication: text, email, telephone, Facebook, twitter, internal and external speakers, electronic signage, and website postings. Notifications will be updated as pertinent information becomes available. Public Safety will follow the same procedures regardless of whether the threat calls for the notification to be communicated to the entire campus community or solely to individuals within targeted areas of the campus.

Timely warnings are distinguished from emergency notifications in that, as defined by the Clery handbook, timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. HCC will issue a timely warning for crimes committed on campus that are reported to the Department of Public Safety or come to the attention of HCC through local law enforcement and are considered by HCC to represent a serious and/or continuing threat to students and employees.

Drills, Testing & Evacuations

Harford Community College's emergency plans and capabilities are tested at least annually through drills and exercises. The results of such tests are analyzed by both the Coordinator for Campus Operations and the Director of Public Safety. Any deficiencies identified in the emergency plan or in the capabilities of employees or equipment are addressed.

Harford Community College's evacuation procedures are publicized on the Public Safety department's webpage. In addition, during the first class of each semester, each instructor provides his or her class with instruction on Harford Community College's active shooter plan and emergency evacuation procedures. The instruction, developed by the Department of Public Safety with input from Campus Operations, includes an evacuation diagram specific to the building in which the class is being held. Similar instruction is provided to all full-time employees of the College. Harford Community College also conducts annual evacuation drills in every academic building. Except for some coordination with deans to avoid exam periods, evacuation drills are unannounced. Documentation of the drills is maintained by the Coordinator for Campus Operations.



College Closings

1. General Guidelines

The President or senior College official in charge at the time of an emergency will decide when to close the College, when to resume normal operations, and other actions associated with the College closing. The campus community will be notified by the HCC AlertMe system and through the College website.

2. Instructor Guidelines

Faculty members/instructors have a unique role in emergency situations, in that they may be the first to recognize an emergency (such as physical confrontation, weapons possession, etc.) They also will be the campus personnel in direct contact with students in the event of other types of emergencies. Therefore, guidelines for faculty members/instructors are as follows:

- Maintain order.
- Call 911 and/or the Department of Public Safety by dialing x2272 (443-412-2272). Let the Department of Public Safety know if you already contacted 911.
- Provide clear instructions for the students.
- Evacuate the building when necessary. Assist any disabled individuals out of the building and to a safe area.

- If the building is evacuated, report any disabled individuals left in the building.
- Follow instructions from the Public Safety Officer, senior College official, or senior emergency response person at the scene regarding assembly, relocation to another area, safety precautions, College closing, etc.
- Observe and report any missing students or visitors.
- Do not leave the scene or permit students to leave until the senior College official at the scene has provided final instructions.

Evacuation

In the event of an emergency situation, police, fire or other emergency services may require roads within or around the College to be closed. It is important to note that, during an evacuation, the closest entrance/exit may not be available or be the quickest route for departure. In addition, sections of main roadways may be blocked off and/or traffic may be diverted by local law enforcement.

Harford Community College has seven entrances/exits. Entrances 1-5 are located on Thomas Run Road. Entrance #6 is located on Route 22 (Churchville Road) adjacent to the Wawa. #7 is the entrance/exit to Towson University in Northeastern Maryland (TUNE).

Buses

Harford County Transit provides bus transportation from the main campus to surrounding local areas. In the event of a weather-related or other emergency situation, buses may not be able to operate on campus. Harford County Transit bus route information can be found at <http://www.harfordcountymd.gov/services/transportation/>.

In the event of an emergency closing due to inclement weather, students who are waiting for transportation may wait on the first floor of the Library for up to two hours following the closing of the College.

Students and employees are strongly encouraged to familiarize themselves with alternate routes off campus and to the major roadways.



Safety & Support Resources

Upper Chesapeake Medical Center, SAFE Coordinator:

443-843-5000, ext. 5337

Sexual Abuse/Sexual Assault Resource Center (SARC):

410-836-8431 or
410-836-8430 (24-Hour Hotline)

Cecil County Domestic Violence/Rape Crisis Center:

410-996-0333

TurnAround, Inc.:

443-279-0379 (Domestic violence and sexual assault center in Baltimore)

Family Crisis Center of Baltimore County:

410-828-6390

Rape, Abuse & Incest National Network (RAINN):

Hotline: 1-800-656-HOPE

Additional Resources

The Esperanza Center (Immigrant resources)

430 S. Broadway, Baltimore, MD, 21231
410-522-2668

Maryland Legal Aid

103 S. Hickory Ave., Bel Air, MD 21014
410-836-8202

Harford County Health Department

120 S. Hays Street Bel Air, MD 21014
410-879-8322

Harford County State's Attorney's Office Victim/Witness Assistance Unit

20 W. Courtland Street, Bel Air MD 21014
410-638-3243

Sexual Assault, Domestic Violence, Dating Violence & Stalking

Harford Community College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as they are defined for purposes of the Clery Act. While Colleges like Harford Community College track incidents of dating violence, domestic violence, sexual assault and stalking according to definitions contained in the FBI's Uniform Crime Reports (UCR), the National Incident-Based Reporting System (NIBRS), and the Violence Against Women Act of 1994, Maryland law and Appellate Courts may define the terms differently. Maryland defines the terms as follows:

- 1. Dating Violence:** Neither Maryland statutes nor Maryland case law provide a definition for dating violence.
- 2. Domestic Violence:** Maryland law defines domestic violence "abuse" as the occurrence of one or more of the following acts between "family or household members": assault; an act that places a person in fear of imminent serious bodily harm; an act that causes serious bodily harm; rape or sexual offense; attempted rape or sexual offense; stalking; and false imprisonment.
- 3. Sexual Assault:** Maryland law defines "sexual assault" as a rape or sexual offense in any degree.
- 4. Stalking:** Maryland law defines stalking as a malicious course of conduct that includes approaching or pursuing another where the person intends to place, or knows or reasonably should have known the conduct would place, another in reasonable fear of serious bodily injury; of an assault in any degree; of rape or sexual offense or attempted rape or sexual offense in any degree; of false imprisonment; or of death; or that a third person likely will suffer any of the aforementioned acts.
- 5. Consent:** In Maryland, consent, as it relates to a sex act, is actually agreeing to the act of intercourse rather than merely submitting as a result of force or threat of force.

Victims of dating violence, domestic violence, sexual assault and stalking may decline to notify law enforcement of the incident. However, HCC encourages victims to report such incidents to



HCC's Department of Public Safety and the appropriate law enforcement agency. The Department of Public Safety will assist victims in the reporting of such incidents to local law enforcement. The Harford County Sheriff's Office is the primary law enforcement agency in Harford County and can be reached at 410-838-6600.

Victims are encouraged to take steps to preserve all evidence of dating violence, domestic violence, sexual assault and stalking. Evidence of correspondences between the victim and perpetrator such as emails, texts, and voicemails should be preserved, as should any photographic evidence of abuse or property damage related to an assault. Such evidence may be helpful in obtaining a protective order. In sexual assault investigations, some of the most valuable evidence is collected and preserved during a Sexual Assault Forensic Evidence (S.A.F.E.) examination. Victims of a sexual assault should undergo a S.A.F.E. exam as soon as possible. S.A.F.E. examinations must be conducted within 120 hours (approximately five days) of the assault. S.A.F.E. examinations are conducted at Harford Memorial Hospital, 501 S. Union Ave, Havre de Grace, MD 21078, 443-843-5000. S.A.F.E. examinations are conducted by specially trained nurses, not law enforcement personnel. Victims who choose to undergo a S.A.F.E. examination may decline to be identified and may decline to speak to the police about the assault. Victims are not charged for the examination, nor will their, or their parent's, insurance provider be notified. Victims who decline to be identified will be given a control number. Evidence will be stored for twelve months, during which time the victim may decide to report the assault to the police and have the evidence associated with his or her assault. Any time after the twelve months, the evidence is subject to destruction.

Employees of Harford Community College, including employees in the Department of Public Safety, are required to report to the Title IX Coordinator or Deputy Coordinators, all incidents of dating violence, domestic violence, sexual assault, and stalking that come to their attention. The Title IX Coordinator or Deputy

Coordinators will not report the incident to the police without the victim's consent. Victims may also report incidents directly to the Title IX Coordinator by calling 443-412-2233.

Victims of violence can generally file for a protective order against a person with whom they have a domestic relationship when threats of violence, false imprisonment, stalking, destruction of property, or harassment are perpetrated by another party in the relationship. The term "domestic relationship" can include spouses and former spouses, relatives,

those with whom a person recently had a sexual relationship, and those with whom one has a child in common. An individual may file for a protective order at the Harford County Circuit Court's Clerk's Office located at 20 West Courtland Street, Bel Air, MD 21014 (410-638-3426) or Harford County

District Court's Clerk's Office located at 2 S. Bond St, Bel Air, MD 21014. When the Courts are closed, an individual may file for a protective order at the District Court Commissioner's Office located at the Harford County Detention Center, 1030 N. Rock Spring Avenue, Bel Air, MD 21014 (410-638-4770).

A protective order is intended to provide a victim with protection from a perpetrator. As part of the protective order, a judge may order the perpetrator to stop threatening or abusing the victim. The judge may also order the perpetrator to stay away from the victim and to abstain from any contact with him or her. A judge can issue several other orders to the perpetrator designed to protect the victim. A victim who does not have or has not had a domestic relationship with the perpetrator can file for a peace order against the individual.



A peace order can offer protections similar to those of a protective order. A peace order must be obtained through the District Court Clerk's Office or the District Court Commissioner's Office. Individuals who receive a protective order or a peace order against an individual should file that order with Public Safety. Public Safety, in conjunction with the Harford County Sheriff's Office, will enforce any court orders. In addition to any court orders of protection, Harford Community College's Office of Student Services may issue an order to a student prohibiting him or her from contacting another student when, in the judgment of Student Services, a student's safety or well-being is at risk.

When a person is a victim of dating violence, domestic violence, sexual assault, or stalking, Harford Community College will make every effort to protect the confidentiality of that victim's personally identifying information (PII). The College's policy is that a victim's personally identifying information will not be included in any publicly available recordkeeping to include the Annual Security Report and the daily crime log. At times, the College may have to release some of the victim's personally identifying information to a third party as part of the College's obligation to provide students with accommodations and protection. The decision to release the information will be in the interest of the well-being of the victim. The Vice President for Student Services and Institutional Effectiveness must authorize the release of a victim's personally identifying information. Harford Community College will comply with all lawfully-issued subpoenas. To the extent allowed by law, Harford Community College will inform a victim when his or her personally identifiable information is released pursuant to a subpoena. It is the policy of Harford Community College to notify the victim of what information will be released and to whom it will be released before the information is released.

Employee victims are encouraged to take advantage of these resources and to avail themselves of the Employee Assistance Program offered through Human Resources.

Harford Community College is obligated to comply with a student victim's reasonable request for changes to his or her academic situation to include transferring to another section of a course and assistance in arranging for Incompletes or Withdrawals from one or more courses. Harford Community College is also obligated to assist an employee victim in arranging for an alternate employment assignment at the College. Finally, Harford Community College may comply with a student victim's reasonable request to have a "no contact" order issued by Student Services to a perpetrator. Any or all of the aforementioned requests will be accommodated if they are reasonable, and without regard to whether the crime occurred on or off campus or whether the victim reported the crime to the police. Because Harford Community College does not have residence halls and does not provide transportation to students, accommodations in living situations and transportation are outside of the College's ability to offer assistance. The Associate Vice President for Student Services, in consultation with the Title IX Coordinator, will determine what accommodations are reasonable and, thereby, determine which will be granted. Factors that might be considered in determining the reasonableness of the accommodation may include, but are not limited to, the specific need expressed by the complainant; the age of the students involved; the length of the class, the time of day of the class, and the severity or pervasiveness of the allegations; continuing effects on the complainant; whether the complainant and alleged perpetrator share the same class or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders). Harford Community College will provide student victims with written notifications of how to request the accommodations mentioned above. To the extent that confidentiality does not impair the institution's ability to provide accommodations, accommodations made to student victims will be kept confidential.



Student Disciplinary Proceedings Results

Conduct-related complaints brought against HCC students are processed through the HCC Code for Student Rights, Responsibilities and Conduct. Harford Community College prohibits all forms of sexual misconduct to include dating violence, domestic violence, sexual assault, and stalking. If the allegation falls under those categories, the Student Conduct Official will include the Title IX Coordinator and/or a Deputy Title IX Coordinator in an investigation and decision-making process.

sexual TITLE IX misconduct

In cases related to a sexual misconduct allegation, Harford Community College will make every effort to complete a full disciplinary proceeding within 60 days. This process includes conducting a fact-finding investigation, holding an administrative conference to determine if the alleged misconduct occurred, and whether it created a hostile environment. In addition, the conference will determine what actions HCC will take to redress the hostile environment and prevent its recurrence, including imposing sanctions against the alleged perpetrator and providing remedies for the victim and the broader HCC community. The 60-day timeframe does not include any appeals process.

Any individual who learns of possible sexual misconduct should report it immediately to the Title IX Coordinator or Deputy Coordinator. Victims of any of the aforementioned forms of sexual misconduct are encouraged to report the incident to Harford Community College's Office of Public Safety. All employees of HCC are required to report any alleged incident through such venues or to their supervisors. An individual may also file complaints against a student by utilizing the College's online reporting form in OwlNet, the College's intranet site. Complaints against students will be thoroughly investigated by a Student Conduct Official.

The Student Conduct Official will include the Title IX Coordinator and/or the Director for Human Resources and Employee Development in an investigation and decision-making process. In addition, both the complainant and the individual accused may be accompanied through the investigation process by an advisor. If after an investigation into an allegation, the Student Conduct Official, based on reasonably





reliable information, believes the student may have violated one or more provisions of the Student Code, an administrative conference will be held. During the conference, the Student Conduct Official will make a decision as to whether the facts acquired in the investigation satisfy the “preponderance of evidence” standard used for assessing whether a Student Code of Conduct violation has occurred. If the Student Conduct Review Board determines that it is more likely than not that the student violated the Code of Conduct, the Student Conduct Review Board will recommend to the Student Conduct Official what, if any, sanction should be imposed. A finding of “more likely than not that the individual violated the Student Code of Conduct” subjects the individual to sanctions to include one or more of the following: a warning, probation, fine, restitution, an assignment of an educational project, assignment of a campus or community service project, and loss of privileges. In cases where the Student Conduct Official determines that the sanction for the violation should be suspension, expulsion, revocation of admission, credit or degree, or withholding a degree, the Student Conduct Official will refer the case to the Student Conduct Review Board (SCRB) for review and action.

During the course of the investigation and disciplinary process, protective measures such as transferring to another section of a course, withdrawing or receiving an incomplete, and having a “no contact” order issued may be afforded to the complainant in a sexual misconduct allegation. Both parties will be notified, in writing, of the outcome of the complaint and any appeal.

Harford Community College is committed to investigating and resolving all allegations of sexual misconduct in a timely, discreet, fair, and impartial manner. Title IX and Deputy Title IX officers receive annual training. All employees are required to complete Sexual Harassment training, which includes Title IX information. HCC staff complete preliminary investigations, but any formal investigation is completed by outside consultants who are trained in Title IX investigations. Members of the Student Conduct Review Board also receive training in handling sexual misconduct complaints. Students are offered full protections of due process when they are accused of a violation.

In the event of a hearing, both the complainant and the respondent will be notified, in writing, of the date, time, and place of the hearing. The burden of proof is on the complainant to establish that it is more likely than not that the respondent is responsible for the alleged violation. Neither party is permitted to personally question the other during a hearing. Both parties have the right to present witnesses and/or evidence that is appropriate or relevant to the case. Questions or statements regarding the prior sexual history of the complainant with anyone other than the respondent will be prohibited.

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Both the complainant and the respondent may be accompanied by an advisor. Any advisors invited by either the complainant or the respondent will be told that hearings will be held using a civil, rather than a criminal, process. Therefore, hearings will not be conducted in strict accord with legal rules of evidence, but instead to accomplish substantial justice. The respondent will not be allowed to have any more advisors than the complainant.

Both the complainant and the respondent have the right to appeal a decision to the Vice President of Academic Affairs or designee on the grounds that: (a) procedural error or previously unavailable, relevant evidence could significantly impact the outcome of the case; and/or (b) a sanction is substantially disproportionate to the finding. The appeal must be in writing to the Vice President of Academic Affairs or designee, and received within 10 workdays of the issuance of the decision. Both parties will be notified, in writing, of the outcome of the complaint and any appeal.

The Title IX Coordinator or Deputy Coordinator may also present an appeal directly to the President of HCC, whether or not either party appeals the decision. The President may gather evidence, may afford each side a chance to present a case, and may reach an independent decision in the case, either in support of or contrary to the decision of the Student Conduct Review Board (SCRB). The President's decision shall be final.

As noted in the Student Code, the College may disclose the decision of the disciplinary proceedings to the victim(s) when a student is found responsible for a crime of violence. The disclosure will include the name of the student, the violation committed, and any sanction imposed by the College against the student who committed the violation.

assault
1 in 16 men
retaliation
in five women
stalking
harassment
violence
coercion

Drug & Alcohol Policy

Harford Community College prohibits the possession, consumption, sale, and serving of alcoholic beverages on campus or at any College-sponsored or College-supervised activity except as authorized. The Department of Public Safety is responsible for enforcing this prohibition. Public Safety Officers will refer individuals who violate this provision to Student Services for possible disciplinary proceedings as a Code of Conduct violation. At the Officer's discretion, he or she may also report underaged individuals in possession of alcohol to the Harford County Sheriff's Office for possible criminal or civil sanctions.

Harford Community College prohibits the possession of illegal drugs or controlled dangerous substances on campus. Public Safety Officers will refer individuals who violate this provision to Student Services for possible disciplinary proceedings as a Code of Conduct violation. In addition, in keeping with the Memorandum of Understanding with the Harford County Sheriff's Office, Public Safety Officers will turn over any illegal drugs or controlled substances to the Harford County Sheriff's Office. The Harford County Sheriff's Office will decide whether or not to pursue civil or criminal charges against an individual found in possession of illegal drugs or controlled substances on campus.

As part of the Drug-Free Schools and Communities Act of 1989, Harford Community College distributes to employees and students annually, material related to drug and alcohol abuse and treatment. Those materials can be located at: www.harford.edu/drugfreeworkplace and www.harford.edu/drugfreecampus.

Weapons Policy

Possession or use of firearms, explosives, or any other dangerous or deadly weapon, or dangerous chemicals are prohibited on campus or at any College-sponsored or College-supervised function, except as expressly permitted in writing by the College. An instrument designed to look like a weapon, which is used by a student in a manner that harms, threatens, or causes fear to others, is included within the definition of weapon. Only authorized HCC employees or persons affiliated with law enforcement agencies who are licensed to carry weapons and have notified College officials are exempt from this prohibition.

This policy applies to all College employees and students, visitors, contractors, guests, and vendors on College property regardless of whether or not they are licensed to carry a concealed weapon.



Sex Offender Registration Policy

Harford Community College prohibits the enrollment of individuals listed on the Department of Public Safety and Correctional Services Sex Offender Registry. The Harford County Sheriff's Office's Offender Watch program notifies the College each time a sex offender registers with them. The names of those individuals are flagged in the College's record management system. Any registration attempt by a flagged individual will be rejected. Maryland's Sex Offender Registry may be accessed at <http://www.dpscs.state.md.us/sorSearch/>. Information about the Harford County Sheriff Office Sex Offender Registration program can be accessed at <http://harfordsheriff.org/safety/sex-offenders/>.

Crime Prevention Programs

Harford Community College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. In an effort to promote awareness and to educate students about preventing such crimes, Harford Community College provides to students during its mandatory new student orientation, two brochures; *Preventing and Reporting Sexual Misconduct* and *Keys to Success*. Both brochures outline information about sexual misconduct, Title IX, reporting resources, and Harford Community College's Student Code of Conduct. In addition, Peer Orientation Leaders discuss with new students the following topics: Title IX, sexual harassment, sexual bullying, and campus resources related to dating violence, domestic violence, sexual assault, and stalking. New student orientation attendees also view a video depicting different types of sexual harassment scenarios. New students are exposed to strategies for reducing the risk of dating violence, domestic violence, sexual assault, and stalking through a video presentation during new student orientation. Instruction that concentrates on positive options for bystander intervention is offered to all students in the fall through the *Music With a Message Bystander Intervention* program.

In an effort to promote awareness and to educate employees about preventing dating violence, domestic violence, sexual assault, and stalking, Human Resources provides Workplace Harassment and Sexual Misconduct training to all new employees. New employees also receive a copy of the College's Sexual Harassment and Misconduct policy which is redistributed to employees annually.

As part of its ongoing programs to promote education and awareness in an effort to prevent dating violence, domestic violence, sexual assault, and stalking, Harford Community College offers the following programs and materials to students:

- *Escalation*, a powerful, emotionally-engaging 90-minute film-based workshop that educates students about relationship violence is aired several times a year for student groups.
- "Enough is Enough" week is part of a nationwide effort to bring awareness to issues of relationship and domestic violence. Activities are scheduled throughout the week.
- Information is posted periodically on the Office of Student Affairs Facebook page about bystander intervention, relationship violence, and healthy relationships.
- The Student Activities tab of the College's intranet site has resources posted about stalking awareness.
- The Office of Student Affairs makes several brochures available to students, to include brochures on *Personal Safety on the College Campus*, acquaintance rape, drinking and sex, and emotional abuse.
- Student Conduct provides *Music With a Message Bystander Intervention* and a campaign focused on the meaning of consent, healthy relationships, and sexual assault.

The Department of Public Safety also provides crime prevention brochures outside the Public Safety Office. The brochures include:

- Crime Victims and Witnesses: Your Rights and Services
- The Key to Preventing Vehicle Theft
- Students & Sexual Assault Legal and Practical Issues
- Personal Safety on the College Campus
- Safe Dating
- Stalking: A Guide for Victims
- Club Drugs: From Rave to the Grave
- Carjacking. . . It Could Cost You More Than Your Vehicle
- Identity Theft

Security Awareness Programs

Harford Community College provides safety and security training to all incoming students and new employees. Generally, the training focuses on what is regarded to be the most effective responses to violence on campus. During the training, individuals are encouraged to be aware of their surroundings and to report suspicious persons and circumstances. This training is conducted at the beginning of each semester for students and is offered twice yearly for new employees.

Clery-Reportable Crime Definitions

CLERY-REPORTABLE CRIMES

1. **Criminal Homicide:**

- a. Murder and Non-negligent Manslaughter - the willful (non-negligent) killing of one human being by another.
- b. Manslaughter by Negligence - the killing of another person through gross negligence.

2. **Sexual Assault:** An offense that meets the definition of rape, including sodomy and sexual assault with a foreign object, fondling, incest or statutory rape.

- a. Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes rape of both males and females.
- b. Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- c. Sexual Assault With an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.
- d. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

- e. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- f. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

3. **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or by a person with whom the victim shares a child in common.

4. **Dating violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

5. **Stalking** is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress.

6. **Robbery** is 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.

7. **Aggravated assault** is 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.



- 8. **Burglary** is the unlawful entry of a structure to commit a felony or a theft.
- 9. **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.
- 10. **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

CRIMES

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons.

It is the perception of the offender, not the perception of the victim, that determines whether a crime is classified as a Hate Crime.

The following eight categories of bias are reported:

- 1. **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).
- 2. **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender; e.g. male or female.

- 3. **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- 4. **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).
- 5. **Sexual orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- 6. **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- 7. **National origin** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived country of birth.
- 8. **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.

For reporting purposes, hate crimes include any offense listed previously that is motivated by bias, as well as the following crimes only if they are motivated by one of the six categories of bias described above:

1. **Larceny-theft**
2. **Simple assault**
3. **Intimidation**
4. **Destruction/damage/vandalism of property**

In other words, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, are only included in Clery statistics if they are hate crimes.

1. **Larceny-theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
2. **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. **Intimidation** is to unlawfully place another person

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

4. **Destruction/damage/vandalism** of property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Violation of Weapons, Drug and Liquor Law Arrests and Disciplinary Referrals

The third category of crime statistics that must be reported is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

1. **Drug Abuse Violations**
2. **Liquor Law Violations**
3. **Weapons Violations**





Daily Crime Log

Harford Community College's Department of Public Safety is required to maintain and make available a Daily Crime Log. The purpose of the Daily Crime Log is to publish criminal incidents and alleged criminal incidents that are reported to the HCC Department of Public Safety. The Daily Crime Log publishes all criminal and alleged criminal activity, not just the Clery Act crimes. While the Clery Act requires crime statistics, the Daily Crime Log discloses specific information about a criminal incident. The information that is required to be published in the Daily Crime Log includes the crime classification; for example, theft, burglary, liquor law violation, etc. Also included is the case number, date/time reported, date/time occurred, if known, the general location where the incident occurred, and the disposition of the case. Changes to the Daily Crime Log must be made within two business days of when the information was reported to the Department of Public Safety. The Daily Crime Log must be made accessible. The HCC Department of Public Safety maintains both an electronic and a hard copy of the Daily Crime Log. The hard copy is available to view during hours that the College Library is open. The Daily Crime Log is posted on the window of the Department of Public Safety's reception area, which is located on the first floor of the Library, and can be seen from the Library side window. Any person can ask to see the Daily Crime Log and the hard copy will be presented upon request. The Department of Public Safety is not required to make photocopies of the Daily Crime Log or allow the Daily Crime Log to leave the site.

Crime Statistics

	On Campus			Non-Campus			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Criminal Offenses									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sexual Assault			0			0			0
Sex Offense Forcible/Non-Forcible	0	0	0	0	0	0	0	0	0
Domestic Violence			1			0			0
Relationship Violence			0			0			0
Stalking			1			0			0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Offenses									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sexual Assault			0			0			0
Sex Offense Forcible/Non-Forcible	0	0	0	0	0	0	0	0	0
Domestic Violence			1			0			0
Relationship Violence			0			0			0
Stalking		0	1		0	0			0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Damage or vandalism of property	2	0	0	0	0	0	1	0	0
Arrests									
Weapons Possession	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons Possession	0	1	0	0	0	1	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	1	0	0	0	0

Gray areas = not applicable



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