

Campus Crime Report

September 2009

Howard Community College (HCC) is committed to providing a safe campus for its students, employees and visitors. The HCC Security Department provides 24 hour surveillance to protect its community. Surveillance occurs on foot, by bikes, by vehicles, and through use of camera and security systems. Emergency policies and procedures have been developed and are reviewed and updated on a regular ongoing basis. Security and emergency response teams collaborate with state and local law enforcement agencies to effectively respond to situations that impact the safety of the campus community. The mission of the Howard Community College Security Department is to create and maintain a safe and secure environment in which effective learning can take place consistent with the mission of the college.

The college must produce and distribute an annual report containing crime statistics and statements of security policies, pursuant to 20 United States Code section 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The following information is provided to meet the requirements of the Act and has been prepared by using the information obtained by the HCC Security Department as well as combined statistics supplied by the Howard County Police Department.

CAMPUS CRIME STATISTICS

Annually the college prepares a report of campus crime activity. This report contains categories of crime statistics for the campus and certain non-campus properties which have been reported to local police and campus security authorities for the most recent three calendar years. It is combined statistics from the college's Security Department and the local Howard County Police Department and includes on-campus, non-campus, and public property adjacent to the college's facilities. This report is distributed to current students and employees by a direct e-mail message stating where the report is posted on the college's Internet web site. Individuals may also request a paper copy of this report.

Criminal Offenses – On-Campus				
	Criminal Offense	Total Occurrences		
		2006	2007	2008
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses – Forcible	0	0	1
d.	Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	1	1	1
h.	Motor vehicle theft	1	3	1
i.	Arson	0	0	0

Criminal Offenses – Non-campus (Gateway, Laurel, Belmont)				
	Criminal Offense	Total Occurrences		
		2006	2007	2008
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses – Forcible	0	0	0
d.	Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	1	0	0
h.	Motor vehicle theft	0	0	1
i.	Arson	0	0	0
Criminal Offenses – Public Property				
	Criminal Offense	Total Occurrences		
		2006	2007	2008
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses – Forcible	0	0	0
d.	Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson	0	0	0
Hate Crimes – On-campus				
	Criminal Offense	Total Occurrences		
		2006	2007	2008
a.	Murder/Non-negligent manslaughter	0	0	0

b.	Negligent manslaughter	0	0	0
c.	Sex offenses – Forcible	0	0	0
d.	Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson	0	0	0
j.	Any other crime involving bodily injury	0	0	0
k.	Larceny-theft			0
l.	Simple assault			0
m.	Intimidation			0
n.	Destruction, damage, or vandalism of property			0
Hate Crimes – Non-campus				
	Criminal Offense	Total Occurrences		
		2006	2007	2008
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses – Forcible	0	0	0
d.	Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson	0	0	0
j.	Any other crime involving bodily injury	0	0	0
k.	Larceny-theft			0
l.	Simple assault			0
m.	Intimidation			0

n.	Destruction, damage, or vandalism of property			0
Hate Crimes – Public Property				
	Criminal Offense	Total Occurrences		
		2006	2007	2008
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses – Forcible	0	0	0
d.	Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson	0	0	0
j.	Any other crime involving bodily injury	0	0	0
k.	Larceny-theft			0
l.	Simple assault			0
m.	Intimidation			0
n.	Destruction, damage, or vandalism of property			0
Arrests – On-campus				
	Crime	Total Arrests		
		2006	2007	2008
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

Arrests – Non-campus				
	Crime	Total Arrests		
		2006	2007	2008
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
Arrests – Public Property				
	Crime	Total Arrests		
		2006	2007	2008
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	1	0	0
c.	Liquor law violations	0	0	0
Disciplinary Actions – On-campus				
	Crime	Total Actions		
		2006	2007	2008
a.	Illegal weapons possession	0	1	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
Disciplinary Actions – Non-campus				
	Crime	Total Actions		
		2006	2007	2008
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

Disciplinary Actions – Public Property				
	Crime	Total Actions		
		2006	2007	2008
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

CAMPUS CRIME REPORTING

The College encourages immediate and accurate reporting of crimes and incidents at all times. Students, employees and visitors to campus should immediately report all incidents to Security. You may report an incident by calling (410) 772-4882 from any outside telephone or by calling 4882 from any interior phone located on campus. In addition, you may use any **RED** interior emergency phones or any **BLUE LIGHT** exterior call boxes located in the parking lots. Incidents can also be reported anonymously through an incident report that can be accessed via the security web site www.howardcc.edu/students/security. A daily log is located on the Security web site where all campus crimes are reported. The log lists the nature, date, time, and disposition. The log can be accessed 24 hours a day 7 days a week and is located at http://www.howardcc.edu/students/security/daily_crime_reports.html.

Security will respond immediately to your call, take a report and if necessary, initiate an investigation and/or notify the local police to investigate. Police also monitor crimes occurring at off-campus college locations. Reports of incidents are also reported to the campus community.

CAMPUS SECURITY

Howard Community College works to ensure a safe environment for students, faculty, staff and visitors. The college's Security Department has primary responsibility for campus security and safety. The department consist of a director and uniformed campus security officers who are trained in basic first aid, CPR, and AED to provide medical assistance if they are the first to arrive at the scene of an accident or injury. Officers have arrest powers available to the general public to make citizens arrest.

Policies and procedures have been established to encourage accurate and prompt reporting of all incidents to security and if necessary, local law enforcement agencies. Security works closely with several internal departments and teams including emergency operations, risk management, plant operations and facilities, information technology, student services, and academic affairs to ensure a safe environment. In addition, the security department collaborates with the Howard County Police Department and the Maryland State Police to effectively respond to situations that impact the campus community as well as to promote campus safety. The college is currently developing a memorandum of understanding with local law enforcement agencies for the investigation of alleged criminal offenses.

Campus security officers patrol the campus and answer calls 24 hours a day, 7 days a week. Only faculty and staff are permitted after-hours entry to college buildings; and those entries are documented. An instructor must be present for students to remain in a classroom after the building closes.

The college's Security Office is opened 24 hours a day, 7 days a week. Officers provide assistance 24 hours a day for emergencies including medical emergencies and providing escort services. Security can be reached anytime by calling 410-772-4882 from an exterior phone or extension 4882 from an interior phone OR you may use any **RED** interior emergency phones located throughout the campus or any **BLUE LIGHT**

exterior call boxes located on the parking lots.

EMERGENCY RESPONSE AND NOTIFICATION

Howard Community College has developed a three (3) protocol system so that with any emergency or campus threat, the college will either: 1) evacuate (fire or bomb threat); 2) shelter-in-place (environmental hazard or weather incident); or 3) lockdown (criminal or violent act). The Emergency Quick Reference Guide can be found at: <http://www.howardcc.edu/students/security/College%20Emergency%20guide.pdf>. The college has also identified the most common threats to the campus and developed step-by-step procedures for each of those emergencies. The complete Emergency Operations Plan (EOP) is found on the Security webpage at: <http://www.howardcc.edu/students/security>.

Immediate emergency notification of the campus community is done through a redundant system of communication channels. First Alert channels include the mobile alert system, phone zone paging, e-mail, collegewide PA system, digital clock displays, and building monitors. Updates are provided through the emergency hotline, mobile alert system, walk arounds, command post debriefings, and building monitors.

The college issues an immediate notification to the campus community upon confirmation of a significant event involving the immediate threat to the health or safety of students and employees, unless issuing a notification will compromise the efforts to contain the emergency.

Training on emergency policies and procedures is offered to the college community monthly. In addition, college officials present materials to the students, faculty and staff through orientation, faculty development and professional development sessions. Emergency tests and drills are conducted each semester; and policies and procedures are reviewed and updated semi-annually.

CAMPUS SAFETY PROGRAMS

During the Fall and Spring semesters, the college's Security Department offers a program entitled: HCC's Security Awareness Series for students and employees. The program is coordinated with Student Life and the Wellness Center. This series offers crime prevention information on topics such as abduction, self-defense, domestic violence, car jacking, gang awareness, cyberstalking, and other subject matter related to campus and community safety. The program also promotes an awareness of sexual assault, rape and acquaintance rape issues. The Awareness Series is designed to make students and employees cognizant of community safety issues and help keep them informed on recent crime situations and prevention techniques.

In addition, the college conducts a program on the effects of drug and alcohol abuse. The program discusses the consequences of abusing these substances and offers resources to help with these problems. The Wellness Center has a variety of educational materials, hosts educational workshops, plans awareness activities, and provides services and student referrals. The Wellness Center continues to offer programs to promote campus safety by giving students the opportunity to participate in flu clinics, self defense demos, and domestic violence awareness. The center also features programs addressing suicide, depression, blood pressure screenings and support groups.

The college also has an emergency operations program, where emergency response team members and building monitors have been trained in various safety issues on campus. Each semester, emergency training and safety programs are provided on campus. In addition, the college's Safety Eight brochures as well as the new Emergency Quick Reference Guide are distributed to students, employees, and at faculty orientation.

Members of the college community are constantly reminded of safety issues through various channels of communications including campuswide, TV monitors, and mobile alert system, email, convocations, and emergency updates.

DRUG AND ALCOHOL POLICIES

It is the intent and obligation of the college to provide a drug-free, healthy, safe and secure educational environment. Employees are expected and required to be in appropriate mental and physical condition for work. Students are expected to contribute to the desired environment by conducting themselves within the guidelines of the student conduct code as detailed in the Student Handbook.

The unlawful manufacture, distribution, sale, possession or use of illicit drugs and the illegal use of alcohol as a part of any Howard Community College activity whether on or off college premises is absolutely prohibited, in accordance with all applicable federal, state and local laws.

Violations of this policy by employees or students will result in disciplinary action, up to and including dismissal, consistent with normal college policy and procedures. In addition, any violations may have legal consequences consistent with local, state and federal law. The college will cooperate with appropriate health and law enforcement agencies.

The college recognizes drug or alcohol abuse as an illness and a major health problem. The college also recognizes drug or alcohol abuse as a potential safety and security problem. Students and employees needing help in dealing with such problems are encouraged to use their health insurance plans, the college's Academic Support, Counseling and Career Services Office and other appropriate community or campus assistance programs. A list of other county agencies, and descriptions of various health risks associated with the use of illicit drug or alcohol abuse, is available in the offices of the Academic Support, Counseling and Career Services, Student Life, Wellness Center, Human Resources and the Athletic Department.

Voluntary participation in an assistance program will not jeopardize continued employment or enrollment at the college and will not be noted in any personnel or student record provided that behavior is consistent with established standards. However, voluntary participation in an assistance program will not prevent disciplinary action for violation of the policy described here.

Employees, as a condition of employment, must abide by the terms of this policy and report any crimes for which they have been convicted under a criminal drug statute for violations occurring on or off college premises. Reports of convictions must be made within five days after the conviction.

For further information, the Drug-Free Campus brochures can be obtained in the Student Life Office. The brochure includes the effects and corresponding names of a variety of drugs and lists local service agencies which provide assistance and support to those seeking help.

SEXUAL HARRASSMENT

The Board of Trustees of Howard Community College recognizes that sexual harassment seriously damages the integrity of the educational institution, destroys the institution's positive work and educational atmosphere, and causes psychological and physiological damage to the victim. The Board condemns such illegal activity and is strongly committed to promoting an educational and work environment free from sexual harassment of any form.

For the purpose of these guidelines, the Board adopts the sexual harassment definition promulgated by the United States Equal Employment Opportunity Commission.

It shall be a violation of this policy for any member of the college staff to harass a student or employee through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or college employees through conduct or communications of a sexual nature as defined below.

If a student has a concern regarding sexual harassment, they should contact the Vice President of Student Services or designee in McCuan Hall (Administration Building), Room A200. If a staff or faculty member has a concern, they should contact the Human Resources Office.

Definitions of Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the college staff to a student or another employee or when made by a student to another student constitute sexual harassment when:

- a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's academic, professional or employment performance or creating an intimidating, hostile or offensive academic or employment environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person, with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demeaning sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

The college, upon receiving a sexual harassment complaint will ensure:

1. that the right to confidentiality, both of the complainant and of the accused, will be respected consistent with the college's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred;
2. that persons filing complaints of sexual harassment will be protected against reprisals, but that the deliberate filing of false accusations of sexual harassment shall be condemned and may lead to possible disciplinary action.

A substantiated charge against an employee of the college shall subject that employee to disciplinary action, including discharge.

A substantiated charge against a student of the college shall subject that student to disciplinary action including suspension or expulsion.

SEXUAL ASSAULT

The Board of Trustees of Howard Community College prohibits any form of sexual assault on campus. In accordance with state law, an individual charged with a sexual assault may be prosecuted under the Maryland State Criminal Code.

Sexual assault is any unwanted non-consensual physical contact of a sexual nature, whether by an acquaintance or stranger. Sexual assault can occur under physical force and/or coercion or when a person is physically or mentally unable to give consent. Howard Community College is committed to providing a working and learning environment, which is free from sexual assault and harassment and will take preventive measures to protect its students, faculty, staff, and visitors. The college will not tolerate and prohibits sexual offenses by a student, employee or any participant in a college-sponsored program, or by any individuals

present on college owned property.

Definitions of Sexual Assault

Sexual offenses are defined as nonconsensual, physical conduct of a sexual nature, whether with a member of the same gender or the opposite gender. A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will. Forcible sexual assault includes unwanted touching, rape, sodomy, sexual assault with an object or fondling.

Nonforcible sexual offenses are acts of unlawful sexual activity against persons incapable of giving consent. This includes statutory rape (sexual intercourse with a person who is under the statutory age of consent), sexual activity with a person who is incapable of appraising the nature of the conduct, or if the person is mentally or physically impaired or prevented from resisting another individual's demands or requests to engage in such conduct.

Reporting a Sexual Offense

Students and employees who believe that they are victims of a sexual offense at Howard Community College should notify security office or any college administrator immediately. In the event an administrator is notified, the administrator shall notify security immediately. Security will follow the procedures listed in the college's Emergency Operations Plan for sexual assault.

If a counselor in the Counseling and Career Services Center is the first person notified, the counselor is required by the Maryland Department of Health and Mental Hygiene to maintain confidentiality and not to reveal the victim's identity, unless the victim gives written permission to do so.

If you are off campus, dial Howard County Police at 911. Police cannot investigate the crime unless you file a formal report. Reporting a crime does not necessarily obligate you to follow through with prosecution.

Campus security shall immediately inform the individual (a) of his or her right to notify the appropriate law enforcement authorities; (b) of his or her right to file criminal charges with the appropriate law enforcement authorities; (c) of the importance of preserving evidence (d) the nearest hospital equipped with the Maryland State Police sexual assault evidence collection kit to the college is Howard County General Hospital which is located on 5755 Cedar Lane, Columbia, Maryland (next to the college).

Survivors of Sexual Assault

If you are the survivor of a sexual assault, it is extremely important that you go to the nearest hospital (Howard County General Hospital 5755 Cedar Lane, Columbia, Maryland) if the assault involved sexual penetration or other physical injuries. Evidence can be collected several hours after an attack, but its value may be diminished. Survivors should **NOT** wash, change clothing or otherwise clean up. If available, survivors should take a change of clothing to the hospital because the clothes you were wearing at the time of the attack may be kept as evidence. Your follow-up medical care is crucially important. You may need to be tested for sexually transmitted diseases and pregnancy.

Professional counseling for survivor of sexual assault is available through the college's Counseling and Career Services area. Survivors will also be referred to the Sexual Trauma, Treatment, Advocacy and Recovery Center, Inc. (The STTAR Center, Inc.)

Survivors of a sexual assault may request a change in the time and location of their classes. The college will give the survivor the reasonable and available options for academic changes. To make a request for academic changes, students should notify the vice president of student services.

Investigation of a Sexual Assault Complaint

The college shall investigate all complaints of sexual offenses and adjudicate them in accordance with college policy and procedures, regardless of any criminal or civil action that may be brought against the

offender.

The college, upon receiving a sexual assault complaint will ensure:

1. that the right to confidentiality, both of the complainant and of the accused, will be respected consistent with the college's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred;
2. that persons filing complaints of sexual assault will be protected against reprisals, but that the deliberate filing of false accusations of sexual assault shall be condemned and may lead to possible disciplinary action.

A substantiated charge against an employee of the college shall subject that employee to disciplinary action, including discharge.

A substantiated charge against a student of the college shall subject that student to disciplinary action including suspension or expulsion.

SEX OFFENDERS

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

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. 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 and took effect October 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. This change took effect October 28, 2002 and was a requirement beginning with the annual security report due October 1, 2003. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose information about campus crime statistics and security policies. This information is available to the public and is also reported to the U.S. Department of Education.

In accordance with the Campus Sex Crimes Prevention Act, the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, colleges and universities are required to disclose certain timely and annual information about campus crime, security policies and procedures, and registered sex offenders. Schools must publish an annual report every year by October 1st that contains 3 years of campus crime statistics and certain security policy statements. This report is made available to all students and employees at www.howardcc.edu/students/security.

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; and 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, go to www.dpscs.state.md.us/sorSearch or access the web link through HCC's website security page listed above. This site provides information on registered sex offenders enrolled and/or employed at all Maryland institutions of higher education.

Supervisors are responsible for reviewing the aforementioned website prior to approving the hire of any employee since convicted sex offenders are not permitted to work for Howard Community College. The college will not hire any convicted sex offender; therefore, sex offenders should not apply for vacant positions. Every applicant is required to complete an "application for employment," which requires reporting criminal convictions. A sex offense conviction will make the applicant not eligible for employment or an employment interview. Failure of an employee to report a sex offense conviction during the application process or during his or her term of employment will result in immediate job termination. Disclosure of information provided to the security office will be reported to the vice president of administration and finance and the vice president of student services accordingly. Additional campus notifications will be initiated as deemed necessary.

Sex offenders are required to register at the college's security office prior to registering for any course or program at HCC. Disclosure of information provided to the security office will be provided to the vice president of administration and finance and the vice president of student services accordingly. Additional campus notifications will be initiated as deemed necessary. Failure to register with the college's security office will result in disciplinary action including expulsion, as outlined in the Student Code of Conduct.

The College works diligently to ensure a safe environment for all current and prospective students, employees and visitors.