

# Anne Arundel Community College

## SAFETY AND SECURITY INFORMATION

Department of Public Safety • 410-777-1818

### Campus Safety and Security

Anne Arundel Community College works to ensure a safe environment for students, faculty, staff and visitors. The college Department of Public Safety has primary responsibility for campus security and safety.

The department includes a director and deputy director who are legally empowered as a special police officers and uniformed Public Safety officers who are trained to respond to campus emergencies. Officers are certified in basic first aid, CPR and use of an AED, and can 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 a citizen's arrest.

Public Safety works closely with the Student Services division and staff of the physical plant to ensure a safe environment. In addition, the Public Safety Department works closely with the Anne Arundel County Police Department to promote personal safety.

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

The Public Safety office is open daily from 7 a.m.-11 p.m, located at the Central Services Building. Officers provide assistance 24 hours a day for emergencies including medical emergencies, emergency contacts for students on campus and providing escort services. Any time of day or night call **410-777-1818**. Or call **1818** from gray courtesy telephones located on the hallway walls in buildings, or the blue emergency telephones located in parking lots and on exterior building walls.

### Safety Tips

#### ***PROTECT YOURSELF:***

- Ⓢ Immediately report all crimes and suspicious activities to Public Safety.
- Ⓢ Carry your books in a book bag to keep your hands free.
- Ⓢ Walk assertively and pay attention to passersby and your surroundings.

- Ⓢ Avoid isolated and poorly lit areas.
- Ⓢ Walk to your vehicle with a friend – there's safety in numbers. Or, call Public Safety for an escort to your vehicle.
- Ⓢ Always approach your vehicle with keys in hand. Lock your doors as soon as you get in.
- Ⓢ If you are followed, change direction. Go to a well-lit area or place where there are people. Keep looking back to avoid being surprised from behind.
- Ⓢ If you are approached, don't take risks – no amount of money is worth taking chances with your life. You never know if a thief has a weapon.
- Ⓢ Trust your instincts. If a situation doesn't feel right, it probably isn't – get out!

**PROTECT YOUR PROPERTY:**

- Mark your property, such as tape recorders, calculators and radios, with your Maryland driver's license number or some other identification number. Write your name on the edge of your books.
- Lock your car.
- Store your belongings in the trunk of your car so they're out of sight.
- Don't leave books and valuables unattended – even momentarily.
- Check to see that you have all of your belongings with you when you leave class.
- Wear book bags or purses across your chest, not slung over a shoulder, so a thief can't easily remove them in one snatch.

## Crime Reporting

The college encourages accurate and prompt reporting of crimes and incidents at any time. Call **410-777-1818** from any outside telephone or pay telephone or call **1818** from any campus courtesy telephone or emergency telephone.

An officer will respond immediately to your call, take a report and, if necessary, notify the police to investigate. Police monitor crimes occurring at all off-campus college class locations and forward monthly reports to the Public Safety Department.

***Remember – By protecting your property, you reduce the opportunity for a thief to commit a crime.***

## Crime Statistics

Anne Arundel Community College publishes this information in accordance with 20 U.S.C 1092(f) the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The act requires the college to publish crime and arrest statistics on certain offenses and for designated locations.

The college will continue to keep the community informed of any violent crimes occurring on campus or any off-campus site. The administration may release information through a formal news release, memo, web site, flier, the college cable television system or as deemed appropriate.

## Crime by Location

### **Campus**

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.

### **Non-campus**

Any building or property (other than a branch campus) owned or controlled by AACC 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.

### **Public Property**

All public property within the same reasonably contiguous geographic area of AACC, such as a sidewalk, street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by AACC, or in a manner related to AACC's educational purposes.

## Crime Definitions

### **Murder**

The willful (non-negligent) killing of one human being by another.

### **Manslaughter**

The killing of another person through gross negligence.

### **Sexual Offenses**

#### **Forcible Rape–**

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

#### **Forcible Sodomy–**

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 youth, temporary or permanent mental or physical incapacity.

#### **Sexual Assault With an Object–**

To use 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 youth, temporary or permanent mental or physical incapacity.

#### **Forcible Fondling–**

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

**Nonforcible Sexual Offenses—**

Nonforcible sexual offenses are acts of unlawful sexual activity against persons incapable of giving consent. They include 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 a person is mentally or physically impaired or prevented from resisting another individual's demands or requests to engage in such conduct.

**Robbery** The taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Aggravated Assault** An unlawful attack by one person upon another where the offender uses a weapon or displays it in a threatening manner, or 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. An unsuccessful attempt to commit murder would be classified as an aggravated assault.

**Burglary (breaking and entering)** The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

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

**Motor Vehicle Theft**

The theft or attempted theft of a vehicle.

**Liquor Law Violation** Violation of law or ordinance prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of "driving under the influence" or "drunkenness").

**Drug Abuse Violation** Violation of law prohibiting the production, distribution and/or use of certain controlled dangerous substances and the equipment or devices utilized in their preparation or use.

**Weapon Possession** Violations of law or ordinance prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

# Drug and Alcohol Policy

Students, faculty and staff are expected and required to report to campus each day in an appropriate mental and physical condition, free of any illegal drugs and alcohol and capable of fulfilling their duties.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and the unlawful possession or use of alcohol on college property or as part of any college activity off-campus is absolutely prohibited. Any unlawful activity with controlled substances or alcohol by students, faculty and staff while involved with a college activity, on or off campus, will not be tolerated.

An individual possessing alcohol or illegal drugs on campus will be subject to campus, county, state and federal sanctions. Unauthorized possession of alcohol by students will be reported and processed according to the Student Rights and Responsibilities policy, published in the college catalog.

Illegal narcotics are prohibited on campus. Anyone caught possessing, transporting or selling a controlled substance is in violation of county, state and federal laws. The county police department will handle all incidents of illegal narcotics.

# Substance Abuse Education Available

Information on the college substance abuse education program is published in a brochure available from the **Substance Abuse Education office, Student Services Center Room 111 • 410-777-2527.**

**Report crimes and incidents • Call 410-777-1818**

# Sexual Assault Policy

**Anne Arundel Community College is committed to maintaining a working and learning environment in which students, faculty and staff can develop intellectually, professionally, personally and socially without fear of sexual assault. The board and the college acknowledge their educational and administrative responsibility to address the problem of sexual assault and prevention. Therefore, Anne Arundel Community College, in compliance with federal, state, and local law, has issued this Sexual Assault Policy.**

## **I. Prohibition**

The college prohibits and will not tolerate sexual offenses by an employee, student, or participant in a college-sponsored program, or by any individual present on college premises. College premises include any property that it owns or leases or that it has permission to occupy for the purpose of conducting a college-sponsored program.

## **II. Definition**

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.

Additionally, sexual offenses will always constitute an act of sexual harassment under the college's Sexual Harassment Policy. However, depending on circumstances, an act of sexual harassment that involves physical contact may not constitute a sexual offense under this policy.

## **III. Aid to Victims of Sexual Offense**

Students and employees who believe that they are victims of a sexual offense at any Anne Arundel Community College campus, center, or college-sponsored program or activity should notify any college administrator or the campus security office. If a college administrator is notified, the administrator shall immediately contact campus security if on the main campus or Anne Arundel County police if off campus. Campus security or county police shall immediately inform the individual (1.) of his or her right to notify the appropriate law enforcement authorities; (2.) his or her right to file criminal charges with the appropriate law enforcement authorities; (3.) of the importance of preserving evidence; and (4.) of the name and location of the nearest hospital equipped with the Maryland State Police sexual assault evidence collection kit (Anne Arundel Medical Center, Annapolis, or Baltimore Washington Medical Center, Glen Burnie).

The college shall assist the alleged victim of a sexual offense in notifying local law enforcement authorities and in obtaining appropriate medical attention, including transportation to the nearest hospital equipped with the Maryland State Police sexual assault evidence collection kit, unless assistance is refused by the victim. The college shall assist the victim of a sexual offense in obtaining immediate access to a professional counselor trained and experienced in handling sexual offense crisis management.

Students who allege that they have been a victim of a sexual offense may request a change in the time and location of their classes. The college will notify the students of the reasonable and available options for academic changes. To make a request for academic changes, students should contact the director of federal compliance or the assistant to the vice president for academic affairs.

#### **IV. Enforcement**

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 which may be brought against the offender. Sanctions for the commission of a sexual offense may include dismissal from employment, exclusion from academic or other college-sponsored programs, and/or denial of access to college facilities.

Anyone who learns of or has knowledge of an alleged incident of a sexual offense shall inform the director of federal compliance, who shall be responsible for contacting the victim and, in addition to assisting the victim as provided in Section III of this policy, informing the victim of his or her right to file a formal complaint and offering assistance in initiating a complaint. Failure of any college employee to comply with these requirements shall be treated as failure to fulfill his or her duties and may result in counseling and/or disciplinary action as appropriate.

#### **V. Procedures**

Anyone who has been the victim of a sexual offense in violation of this policy, may file a complaint with the college's director of federal compliance. All complaints will be investigated, and confidentiality shall be maintained to an extent consistent with the college's duty to investigate the complaint. Complaints of sexual offense shall be handled in accordance to the college's Sexual Harassment Policy. Both the victim of a sexual offense and the individual who is alleged to have committed the offense shall be informed, in writing, of the outcome of any disciplinary proceeding resulting from a charge of a sexual offense.

The college will not tolerate any retaliation against persons who file a sexual offense complaint. However, individuals who knowingly file a false complaint of sexual offense may be subject to appropriate administrative action, including dismissal from employment and/or any program of the college in which the individual participates.

#### **VI. Educational Program**

An educational and informational campaign to assist with the prevention of sexual offenses shall be developed yearly by the Health Services Dept, Department of Public Safety and the Office of Federal Compliance.

Literature, films and other materials about sexual offense prevention shall be readily available to college students and employees. The college shall routinely assess the safety of the campus environment and shall take corrective action to alter any identified potential problem areas.

## **Sexual Assault Disciplinary Procedures**

In cases of alleged sexual assault established college disciplinary procedures will be followed and amended to entitle the accuser and the accused to equal opportunities to have an adviser during the disciplinary proceedings.

*Note: In cases where a sexual offense has occurred, the Department of Public Safety shall issue timely warnings or notification to the college community without the use of the names of the individuals involved. Statistics on campus sex offenses shall be made available to students and employees under procedures developed in accordance with 20 U.S.C. 1092(f) the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."*

An equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call the disabled student services coordinator, 410-777-2307 or Maryland Relay 711, to request special accommodations. For information regarding Anne Arundel Community College's compliance, and complaints concerning discrimination or harassment, contact the assistant to the president for diversity and federal compliance, 410-777-2769 or Maryland Relay 711.