AACC

Public Safety
and Police

2026 ANNUAL SECURITY REPORT

CRIME PREVENTION PROGRAMS
TRAFFIC AND PARKING REGULATIONS

Developing a safe and secure environment where a quality education may be achieved is the responsibility of the entire community. It is the goal of the AACC Department of Public Safety and Police (DPSP) to do everything possible to create that environment where people can learn, work and visit. We believe one way to help create such an environment is to fully inform the campus population about issues, campus policies regarding safety and security, and the services that your campus DPSP provides.

The department exists to support the goals of the college and to assist those who seek and impart knowledge, as well as those who provide support to the mission of the institution. Our primary responsibility is campus security and safety.

Sean Kapfhammer
Chief of Police/Director of Public Safety

Central Services Building **410-777-2440**
Emergencies **410-777-1818**
TTY 410-777-1329
aacc.edu/campus-safety

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AACC DEPARTMENT OF PUBLIC SAFETY AND POLICE (DPSP)

PRIMARY CAMPUS SECURITY AUTHORITY

Anne Arundel Community College works to ensure a safe environment for students, faculty, staff and visitors. The Department of Public Safety and Police is an internationally accredited agency. Its police officers are empowered by state law to make arrests (Education Awrticle 13-601; and Title 2 Criminal Procedure article; Annotated Code of Maryland), investigate crimes and carry firearms. The college's special police officers are commissioned by the governor of Maryland as special police officers and have full police authority to make arrests, conduct investigations and otherwise enforce the law on all property owned or operated by the college.

The police officers are formally trained and patrol the college responding to calls for services to include crimes and emergencies. They are certified in basic first aid, CPR and AED. The officers have the legal authority under Maryland law to demand identification from any person who desires to use or enter the college property. They may deny access to the buildings and grounds to persons who trespass, disrupt or disturb the normal educational functions of the institution.

The Department of Public Safety and Police has a good working relationship with the Anne Arundel County Police Department and has a written Memorandum of Understanding with them. The college encourages accurate and prompt reporting of all crimes to the Department of Public Safety and Police at **410-777-1818**, including when the victim of a crime elects to or is unable to make such a report.

College police and public safety officers patrol the Arnold campus 24 hours a day. The office is open to the public from 7 a.m. to 11 p.m. seven days a week. AACC at Arundel Mills is patrolled by college officers during normal operating house. The Sarah E. Carter Building at the Glen Burnie Town Center and the Hotel, Culinary Arts and Tourism Institute are not routinely patrolled by college officers. Members of the college community requesting assistance in an emergency should call **410-777-1818** or use one of the code blue emergency phones. Members of the college community at GBTC and HCAT should call 911 in the event of an emergency.

ADDITIONAL CAMPUS SECURITY AUTHORITIES

Campus Security Authorities (CSA) are individuals with significant responsibility for campus and student activities such as campus police/security, coaches and club advisors, among others. CSAs provide a critical link to getting campus community members the information and support they need when a crime has occurred. You can report crimes to any of the following AACC CSAs: Public Safety and Police, dean of Student Development, director of the Office of Community Standards, dean of Student Success, health services staff, student club or organization advisors, director of Athletics and intercollegiate athletic coaches or trainers. A comprehensive list of all the CSAs on campus has been compiled by the vice president of Learner Support Services.

Pastoral and professional counselors are exempt from having to report crimes. The counselors are advised to inform their clients how to report crimes themselves if they choose to do so.

DPSP SERVICES

DPSP offers the following services in addition to crime prevention programs and its safety and security duties:

VEHICLE ASSISTANCE

DPSP officers can help jump-start vehicles that have a dead battery and open vehicles that have the keys locked inside.

COLOR GUARD SERVICES

The availability of our Color Guard is for special college events like Veterans Day and commencement, but they are also available upon request.

LOST AND FOUND

Lost items found at Arnold go to DPSP in the Central Services Building. Items found at AACC at Arundel Mills should be given to onsite DPSP officer. The Sarah E. Carter Building at the Glen Burnie Town Center is managed by the Anne Arundel County Government. Lost items at this location should be turned into the county security officer, per their regulations.

If a lost item has identification on it, DPSP will try to reach the owner by phone, U.S. mail, email or in person. Lost and found property is kept for at least 60 days. DPSP donates unclaimed items to charitable organizations. If you have lost property at the Arnold or Arundel Mills locations, call DPSP aat 410-777-2440 to see if it was turned in. If you have lost property at the Sarah E. Carter Building at the Glen Burnie Town Center, check with the onsite security officer.

Lost property may be claimed Monday through Friday from 7 a.m. to 11 p.m. during regular college business days. During weekends and holidays, call **410-777-2440** to schedule an appointment. To claim property held by DPSP, bring photo identification to DPSP in Arnold or AACC at Arundel Mills locations as informed.

CRIME PREVENTION PROGRAMS

DPSP and various campus organizations sponsor programs on dating violence, domestic violence, stalking, sexual assault, personal safety and theft prevention throughout the year. DPSP offers programs for students, parents, employees, new employee orientations, student organizations and community organizations.

At the beginning of each school year, DPSP educates the college community about crime prevention and its security programs through exhibits and presentations. Students, faculty and staff can register for Rape Aggression Defense (R.A.D.) System classes and receive crime prevention information and brochures. DPSP also offers active shooter training (Run, Deny, Defend) to the campus community.

Presentations and exhibits stress a common theme: Individuals are responsible for their own security and the security of others and are encouraged to report any unusual or suspicious persons or circumstances promptly to DPSP.

WHISTLE DEFENSE PROGRAM

Obtain a metal whistle at the DPSP office to use while walking to or from parking lots on campus or at off-campus AACC sites. If you see a crime in progress or are attacked, blow the whistle to attract attention. If you hear a whistle, call DPSP immediately.

LOT PATROL AND EVENING ESCORTS

DPSP officers provide regular patrols of the campus parking lots. Officers can provide safety escorts for students, employees and visitors of the college to and from campus buildings, vehicles or other campus locations. To request a safety escort, call **410-777-1818** and an officer will be dispatched.

SELF-DEFENSE TRAINING

DPSP coordinates the “Rape Aggression Defense System” (WMI-317) course in self-defense tactics and techniques. Certified R.A.D. instructors teach women about prevention, risk reduction, avoidance and hands-on defense.

SEX OFFENDER REGISTRATION

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at, or employed by, higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

Under the law, state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated that they are either enrolled in, employed by or working at the institutions. A list of all registered sex offenders in Maryland is available from the state Department of Public Safety and Correctional Services at **dpscs.maryland.gov/onlineservs/socem/default.shtml** or from the county police department by writing: Attn: Central Records Manager, 8495 Veterans Highway, Millersville, MD 21108.

AACC requires individuals who are listed on the national Sex Offender Registry or the Maryland Department of Public Safety and Correctional Services Sex Offender Registry to register with required local and state agencies and inform DPSP and the dean of Student Development's office when they enroll.

The CSCPA amends the Family Educational Rights and Privacy Act (FERPA) of 1974 to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING PREVENTION AND RESPONSE

AACC is committed to providing a workplace and educational environment, as well as other benefits, programs and activities, that are free from sexual misconduct and retaliation. To comply with Title IX and the accompanying regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the college has developed the policy and procedures to provide a prompt, fair and impartial process for those involved in an allegation of sexual misconduct and retaliation. The college values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

AACC educates the college community about sexual assaults, dating violence, domestic violence and stalking through a variety of comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end the above listed crimes. This includes both primary prevention and awareness programs directed at incoming students and new employees, and ongoing prevention and awareness campaigns directed at students and employees. The college also provides programs for safe and positive bystander intervention. DPSP offers educational programs to students and employees on request. Literature on sexual assault, dating violence, domestic violence and stalking education, risk reduction, and the college's response is available through DPSP and the Health & Wellness Center.

AACC programs offered to educate the campus community about sexual assault, consent and bystander intervention include:

- 10 Signs of Healthy and Unhealthy Relationships
- The Tea on Consent
- Take Back the Night
- AACC Campus Day of Action Against Sexual Assault
- The Power of One: Active Bystander Intervention
- Stalking: Know it, Name it, Stop it
- Trauma-Informed Response Training

BYSTANDER AND RISK REDUCTION INFORMATION

BYSTANDER INTERVENTION

AACC strives to promote a culture of community accountability where bystanders are engaged actively in the prevention of violence without causing further harm. We may not always know what to do, even if we want to help. Listed below are some ways to be an active bystander. If you or someone else is in immediate danger, dial **410-777-1818**. This could be when a person is yelling at or being physically abusive toward another and it is not safe for you to interrupt.

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are "individuals who observe violence or witness the conditions that perpetuate violence." Bystanders are not directly involved but have the choice to intervene, speak up or do something about it.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, and/or try to initiate sexual contact with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses a sexual assault, abusive behavior or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health and counseling, or with legal assistance.

RISK REDUCTION AWARENESS

Take an active role in your safety! Here are some strategies to reduce the risk of sexual assault or harassment from the Rape, Abuse & Incest National Network, **www.rainn.org**.

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have money for a ride.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of surroundings, especially if you are walking alone.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening and leave together.
- If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you've left your drink, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from punch bowls or other large common containers.
- Watch out for your friends and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had or is acting out of character, get them to a safe place immediately.
- If you suspect you or a friend has been drugged, contact local law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things you can try:
  - » Remember that being in this situation is not your fault. You did not do anything wrong; the person who is making you uncomfortable is to blame.
  - » Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what you're comfortable with and what feels right to you.
  - » Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends and family then can come to get you or make up an excuse for you to leave.
  - » Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  - » Try to think of an escape route. How would you try to get out of a room? Where are the doors and windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
  - » If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

If you are a victim of sexual assault, dating violence, domestic violence or stalking at AACC, your first priority should be to get to a place of safety. DPSP strongly advocates that victims report the incident as soon as possible. Time is a critical factor for evidence collection and preservation. Report any of the previously mentioned crimes directly to any DPSP officer or call **410-777-1818**. The victim will be assisted in notifying the county police if requested. The victim also may decline to notify any law enforcement authority if they so choose.

A victim or another with knowledge of sexual harassment or sexual misconduct also may report it to the chief compliance and fair practices officer/Title IX coordinator at **410-777-1239** or **complianceofficer@aacc.edu**.

Filing a report does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from DPSP officers or the college. Filing a report will:

- Ensure that a victim receives the necessary medical treatment and tests at no cost.
- Provide an opportunity to collect evidence helpful in prosecution that cannot be obtained later (ideally, a victim should not wash, douche, use the toilet or change clothes until after a medical/legal exam).
- Ensure the victim has access to free confidential counseling from those specifically trained in the area of sexual assault crisis intervention.
- Inform the victim of their rights in writing and the institution's responsibilities for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court or by the institution.

When a victim contacts DPSP, a college police officer will respond and conduct an investigation. The victim may choose for the investigation to be pursued through the criminal justice system, the college's Student Code of Conduct or both. Investigations concerning allegations of sexual misconduct are pursued through the college's Sexual Misconduct Policy and Procedures under Title IX. The office of the Chief Compliance and Fair Practices officer handles such complaints. DPSP will provide information and resources to victims to help them make informed decisions about the incident. Counseling is available from the college health services office and the college employee assistance program. Counseling is available for students through the Personal Counseling Services. Contact the Anne Arundel County Sexual Assault Crisis Center, **410-222-6800**, for counseling and support resources beyond AACC.

The college will also provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and their right and options.

The college also will provide written notification to victims about options for and available assistance in changing academic, living, transportation, working situations or protective measures.

College disciplinary proceedings will allow the accused and the victim to have an advisor or support person present during the hearing. Both the victim and accused will be informed in writing of the outcome of the hearing. A student found guilty of violating the college's Sexual Misconduct Policy could be suspended or expelled. The college will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged violations of its Sexual Misconduct Policy.

TITLE IX POLICY AND PROCEDURES

For the complete Title IX policy and procedures, refer to the links listed below.

Sexual Misconduct Policy
aacc.edu/policies/sexual-misconduct/

Sexual Harassment and Misconduct Procedures
aacc.edu/media/college/documents/Title-IX-Procedures-FINAL.pdf

SECURITY AND ACCESS TO CAMPUS FACILITIES

DPSP works closely with college facilities and risk management staff to identify and correct any potential landscaping and maintenance problems that could affect AACC security and safety. If you see a possible hazard, such as an area needing better lighting, alert the DPSP office.

SECURITY ON CAMPUS

During normal business hours, the administrative and academic facilities at AACC are open and accessible to students, staff, faculty and visitors of the college. After normal business hours and during breaks, these facilities are locked and accessible only to authorized individuals. AACC does not have residence facilities nor does it have any officially recognized organizations with noncampus locations. DPSP personnel conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

AACC has many layers in place to make the campus safe. While it is an open campus, AACC has access control systems such as locks and proximity card readers. There also are security cameras in place around campus. In addition, the campus is staffed around the clock with officers whose methods of patrol include motorized, foot and bicycle.

Code Blue emergency phones are placed around the campus and are a direct line to request police assistance.

DPSP officers perform regular checks to ensure lighting is adequate and in working order, and that all safety hazards are corrected in a timely manner.

AFTER-HOURS ACCESS

AACC in Arnold is closed from 11 p.m. to 7 a.m. daily and during official college holidays. Only faculty and staff are permitted after-hours entry to college buildings and facilities; such entries are documented. For safety reasons, faculty and staff staying on college property after 11 p.m. must notify DPSP by calling **410-777-1818**. Employees may call DPSP at ext. **1818** from a campus emergency phone or **410-777-1818** to request access.

A faculty member must be present for students to remain in a classroom after the building closes.

COLLEGE CLOSINGS

When the administration decides to close AACC because of severe weather or other emergency conditions, DPSP notifies local radio and TV stations to run closing announcements.

When severe weather or other emergency conditions occur, the quickest and most reliable source of information is via text messaging. AACC students and employees are automatically enrolled to receive text messaging. Other options are the college's social media for closing announcements. For information visit **aacc.edu/campus-safety/campus-alerts/**.

Listen for specific mention of the college since it may not close when county public schools do. If public schools close for inclement weather or emergencies, all classes at public school locations are canceled. When the college closes, all AACC classes at off-campus sites are canceled. For information on college closing protocols, visit **aacc.edu/campus-safety/campus-alerts/**.

AACC POLICIES

The AACC board of trustees recognizes the importance of having policies that help to define priorities for the college. Many college policies have evolved over time and serve the best interests/preserve the fiduciary responsibility of the board and document compliance with various regulations. The president, working with the board, periodically reviews and updates the college's institutional policies to ensure they meet the needs of the board and the college.

An oversight committee was established in 2007 to guide the work of reviewing college policies. Working through this oversight committee, the board of trustees will continue to review these policies, make recommendations and officially implement them. New policies also may be introduced during this process, as appropriate.

All AACC policies apply to all AACC locations unless specifically stated. Policies are posted on the college website.

DRUG AND ALCOHOL USE

AACC is committed to providing and maintaining an environment for faculty, staff and students that is drug-free, healthy, safe and secure. Faculty, staff and students are expected and required to report each day in an appropriate mental and physical condition, free of any illegal drugs and alcohol and capable of fulfilling their daily duties.

The college complies with all local, state and federal laws related to drug and alcohol use. Employees, contractors, business invitees, visitors and students shall be free from the possession, distribution, use or influence of illegal drugs, marijuana or alcohol when on college property, when attending a college activity, or when representing the college and campus.

The college recognizes drug and alcohol dependency as an illness and a major health problem affecting society as well as a potential health, safety and security problem. AACC has established a substance abuse education program that addresses prevention, detection and treatment. Policy violators shall be subject to appropriate disciplinary action, up to and including dismissal, in accordance with college policies and procedures, and may also be subject to criminal prosecution.

The college's Substance Abuse Education brochure, available online and distributed to students and employees, outlines federal, state and local laws and provides information on the harmful effects of using or abusing drugs and alcohol. It also contains information on community-based agencies that offer assistance in treating this illness.

An individual who reports sexual harassment or sexual misconduct, either as a complainant or a third party reporter, will not be subject to disciplinary action by the college for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violation did not contribute to the incident and did not and does not place the health or safety of any other person at risk. The college may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

SEXUAL HARASSMENT

Anne Arundel Community College is committed to maintaining a working and learning environment free from all forms of sexual harassment. Sexual harassment by any employee, student and/or any individual who conducts business on behalf of the college is prohibited.

Sexual harassment is unwanted sexual contact, unwelcome sexual advances, requests for sexual favors and/or other unwanted communications or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendations
- Unwelcome physical contact, including unnecessary touching, patting, hugging or brushing against a person's body
- Inappropriate or unwelcome sexual remarks about a person's clothing, body or sexual relations
- The display in the workplace or classroom of sexually suggestive objects, pictures, posters, cartoons and like items which are without defensible educational purpose
- Inappropriate or unwelcome conversation, jokes or stories of a sexual nature
- Inappropriate or unwelcome remarks about one's gender or sexual orientation

Preventing and reporting sexual harassment are the responsibilities of the entire college community. Anne Arundel Community College encourages all employees and students who believe they have been or are being subjected to sexual harassment, or who are aware of an instance of sexual harassment, to pursue the appropriate course of action.

Any situation in which there is harassing conduct that is sufficiently severe, pervasive, persistent and objectively offensive that it alters the conditions of education or employment, from both a subjective (the complainant's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on the totality of the circumstances. These circumstances may include, but are not limited to:

- The nature, severity and frequency of the conduct
- Whether the conduct was physically threatening
- Whether the conduct negatively affected the complainant's mental or emotional state
- Whether the conduct was directed at more than one person
- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct unreasonably interfered with the complainant's educational or work performance
- Whether the speech or conduct deserves the protections or academic freedom

Sexual offenses also constitute an act of sexual harassment. Anyone who has knowledge of an alleged incident of a sexual offense shall immediately inform federal compliance officer and/or the Title IX coordinator at **410-777-1239** or **complianceofficer@aacc.edu**.

TOBACCO AND TOBACCO SUBSTITUTES USE AND PROMOTION POLICY

No person shall use tobacco, tobacco product(s), and/or tobacco substitute(s) on any property owned, operated, leased or managed by Anne Arundel Community College, including, but not limited to, buildings, parking lots, college-owned vehicles, fields/lawns and venues rented or controlled for college-sponsored activities. This policy further prohibits the promotion, marketing, advertising, sampling, distribution or sale of the tobacco products and substitutes by any person or company on any of the college properties described above. Smoking is only permitted inside your personal vehicle. Any person found in violation of this policy is subject to a citation in the amount of $50.

The board-approved policy and cessation resources can be found at **aacc.edu/policies**.

STUDENT CONDUCT CODE

Students shall at all times conduct themselves in a manner that demonstrates mutual respect and courtesy, displays appropriate standards of behavior and refrains from any actions or inactions that impinge on the rights of others or disrupt the teaching and/or learning process or the operations of the college. A student found in violation of this policy or any other college policy shall be subject to appropriate sanctions in accordance with the student conduct procedures which may involve a temporary or permanent ban from AACC property. DPSP officers have the authority to issue student code of conduct violation notices to students. Issued notices are forwarded to the director of student conduct for disciplinary review.

WEAPONS POLICY

No student, faculty, staff or visitor shall possess, keep, use, display or transport any weapon whatsoever, including but not limited to a rifle, shotgun, handgun, pellet or BB gun, stun gun, taser gun, knife, sword, billy club, makeshift or facsimile weapon, explosive, martial arts weapon, e.g., nunchaku, or any other instrument capable of inflicting physical harm, by any means, on any property or in any building owned, leased or used by the college or in any vehicle on college property.

Instruments required for use in college-sponsored activities, courses or employment, in accordance with approved procedural guidelines, are excluded from this policy. The president or his/her designee shall compile, maintain and keep current an inventory of such college-authorized usages.

This policy shall not apply to any federal, state or local law enforcement officer or college police officer authorized to wear, carry or transport a weapon on college property. **aacc.edu/policies/weapons**

AACC PROCEDURES

CRIME LOG AND SAFETY ALERTS

DPSP maintains a daily online crime log that lists crimes reported to or by DPSP by classification, case number, date, time, general location and disposition. Crime and safety alerts also are online and available at the DPSP office. Visit **aacc.edu/campus-safety/security-reports/** and select Daily Crime Log or Recent Crime Alerts.

CRIME REPORTING

DPSP encourages accurate and prompt reporting of crimes and incidents. Call **410-777-1818** from any outside phone or **ext. 1818** from a campus or emergency phone. An officer will respond immediately to your call, investigate the incident and take a report.

If you need emergency police assistance at The Sarah E. Carter Building at the Glen Burnie Town Center or the Hotel, Culinary Arts and Tourism Institute location, call 911. All other police related matters, call DPSP at **419-777-1818**.If you are a victim of or witness to a crime at an off-campus location, call 911. County police will respond and take a report. County police monitor crimes occurring at all off-campus class locations and forward monthly reports to DPSP.

CONFIDENTIAL REPORTING PROCEDURES

If you are a crime victim but don't want to pursue action through the college or criminal justice systems, consider making a confidential report to DPSP or filing a Silent Witness report. These reports are important. They help AACC have the most accurate picture of campus crime so DPSP can respond appropriately to minimize risk for others. Incidents are included in the annual crime statistics report.

The college recognizes that sexual harassment and sexual misconduct allegations are sensitive subjects for all parties involved. The college is committed to maintaining the privacy of the parties involved to the fullest extent possible under applicable law and the circumstances. There may be instances when the college determines it is required to investigate and take action even when the reporting/complaining party requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In such cases, the college will take all reasonable steps to investigate and respond to the report/complaint consistent with the reporting/complaining party's requests, and when it cannot do so, will keep the reporting/complaining party apprised, as deemed appropriate. In all cases, the college will take care to protect the identities of the parties by discussing the allegations only with those who have a legitimate administrative or legal reason to know.

If a report of sexual harassment or sexual misconduct reveals an immediate threat to the campus community, the college may issue a timely notice of the alleged conduct in the interests of the health and safety of the campus community. This notice will not contain the reporter/complaining party's name or any personally identifying information.

The Silent Witness program is a way to report crimes at AACC through the DPSP website. If you see a crime occurring on or off campus and would like to report it, fill out the form at **aacc.edu/campus-safety/** and select Report an Incident.

TIMELY WARNINGS/EMERGENCY NOTIFICATIONS

The primary method of contacting the campus community in the event of an emergency is through the emergency text messaging system. The emergency text messaging system is tested regularly to ensure its reliability. Students and employees are automatically enrolled in campus alerts.

The chief of police or his designee will issue a campuswide warning if a situation arises, either on or off campus, that he or she believes poses an ongoing or continuing threat. This will be determined by firsthand information, information from a victim or known source, or multiple reports from unidentified sources.

The content of the message you receive will depend on the type of emergency that exists and what information is available to authorities. This message will be disseminated without delay and will take into account the safety of the campus community. A message will not be sent out if doing so would compromise efforts to assist a victim, contain or respond to the emergency or otherwise mitigate the emergency.

If necessary, AACC also will make efforts to reach out to the larger community by contacting the media, using social media, using bullhorns and a public address system.

The emergency text messaging system will send out a text and an email message to registrants. This message, depending on the emergency, will advise the individual what type of emergency is occurring and what to do to remain safe. In the event of an emergency notification (e.g., armed assailant, impending tornado, gas leak) a computer scroll message also will come across all campus computers, a voice message will be emitted from all college phones, an audible message and alert tone will come from the college's Alertus boxes and the rooftop public address system also will send out the emergency alert message. The same message will be posted on the college website.

Emergency notifications are sent to all subscribers (students, employees, community members) unless the emergency impacts a specific campus only. The college tests its emergency notification system and emergency response and evacuation procedures on an annual basis.

IMMEDIATE NOTIFICATION

All members of the AACC community must notify the Department of Public Safety and Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees. DPSP has the responsibility of responding – and summoning the necessary resources – to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the department has a responsibility to respond to such incidents to determine if the situation does pose a threat to the community. In case of a threat, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The AACC DPSP will inform the college, or the appropriate portion of the community if the problem is limited to a particular building or segment of the population, of any threat. The department will, without delay and taking into account the safety of the community, determine the content of the notice and initiate the notification system, unless issuing a notification will, in the professional judgment of the first responders (including, but not limited to: AACC Department of Public Safety and Police, the Anne Arundel County Police Department, the Anne Arundel County Fire Department and Emergency Medical Services), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY RESPONSE

The DPSP will take all steps necessary to isolate and mitigate any emergency or dangerous situations that may affect the campus community. All emergencies normally get reported through DPSP Communications by calling **410-777-1818**. Officers will be dispatched to the scene to determine the size and scope of the emergency. If the emergency is confirmed to be present and an immediate threat to the campus community, it is the policy of DPSP that the director and captain of operations or their designees will be notified and a mass notification will be sent to the community through the emergency text messaging system. Students and employees are automatically enrolled. For others, the process for opting into the emergency text messaging system can be found at **aacc.edu/campus-safety/campus-alerts**.

Some types of immediate threats:

1. Natural disasters that will directly and adversely affect the community
2. Active shooter or hostile armed intruder/robber in or around campus
3. Bomb threat or explosion
4. Civil disturbance
5. Terrorist attack
6. Chemical, biological or norovirus incident or attack
7. Gas leak, water main break or a power loss which could have a serious effect on campus
8. Fire event

EMERGENCY EVACUATION

AACC draws upon a nationally recognized standard of the Incident Command System (ICS) developed by the Federal Emergency Management Agency (FEMA). This system is widely used at the federal, state and local levels as well as at the college level. It lends consistency, efficiency and effectiveness to the manner in which the DPSP responds to an immediate emergency and/or a situation which may require the evacuation of all or part of AACC. Specific procedures are in place to respond, including by evacuating, to an immediate emergency or dangerous situation involving the health and safety of the AACC community. When buildings are ordered to be evacuated it is mandatory that all faculty, staff and students exit the building to the predesignated rally points at the direction of DPSP or floor monitors. These procedures are delineated in the Emergency Response Guide.

General evacuation procedures include the following directions for occupants of any college building. If a building evacuation is necessary, DPSP and floor monitors will respond to all emergency situations. They will notify appropriate first responders as needed. Occupants of all floors will evacuate the building immediately when requested to do so. In the event of an emergency evacuation, follow these instructions:

1. Remain calm and go to the nearest stairwell. Walk, do not run, on the right-hand side and exit the building. Go to the building's designated rally point. Note: Elevators will not be in service during a fire alarm condition.
2. Upon exiting, give information on any occupants with disabilities to DPSP or the responding agency.
3. Close all doors when leaving rooms.
4. Do not reenter the building until the "all clear" has been announced. This occurs after the responding agency give its all clear and DPSP has completed a safety survey.
5. DPSP will assist in the complete evacuation of the building and control the occupants in the building's designated rally point until the emergency has been abated.

6. In cases where there may be a prolonged evacuation, students, faculty, administrators and staff may be directed to supplementary assembly areas (gym, Hawk's Nest) after evacuating to the building's designated rally point.
7. In instances in which a campuswide evacuation is required, faculty, administrators, staff members and students will be sent home and the college will be closed until it is safe to return.
8. Emergency evacuation maps are posted in all the campus buildings and "Emergency Response Guidelines" are available in all the rooms on campus.
9. An annual testing of the emergency response plans will be conducted by the DPSP. These tests will vary from tabletop exercises to functional exercises to full scale exercises. The campus community will be made aware of the date and time of these tests and will be invited to participate.

CONTACTING STUDENTS ON CAMPUS

If there is an emergency that requires notification of a student, call DPSP. Officers will locate the student if it is determined the situation requires immediate action.

EMERGENCY PHONE SYSTEM

Reach a DPSP dispatcher 24 hours a day using the free emergency phone system. Phones are attached to stainless steel phone towers (blue) or wall-mounted units (blue, red, yellow and silver) with strobe lights at Arnold, AACC at Arundel Mills and The Sarah E. Carter Building at the Glen Burnie Town Center. Push a single button for immediate connection to the dispatcher to report emergencies, crimes, medical problems, car trouble, suspicious persons or activities, lost and found items, to request a safety escort, for information, or to seek building or room access after hours or on weekends.

MEDICAL EMERGENCIES

To report a medical emergency on campus, call **ext. 1818** or **410-777-1818**. Give detailed information regarding the nature and location of the incident. DPSP will dispatch appropriate medical assistance. To report a medical emergency off campus, call **911**.

ANNUAL CRIME STATISTICS

DPSP prepares this annual report in cooperation with the Anne Arundel County Police Department, which is the local law enforcement agency providing service to the college, and distributes the report in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The act requires the college to publish crime and arrest statistics on specific offenses and for designated locations. A copy of this report is available online at **aacc.edu/campus-safety** and at the DPSP office.

These statistics include those reported to DPSP, designated campus security authorities and local law enforcement agencies. Each year, an email notification is made to all enrolled students, faculty and staff that provides the website to access this report. The following definitions explain information in the chart of statistics, which appears on **pages 17-18**.

GEOGRAPHIC CRIME LOCATION

ON CAMPUS

- Any building or property owned or controlled by AACC within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes
- Any building or property that is within or reasonably contiguous to AACC that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes such as a food or other retail vendor

NONCAMPUS BUILDING OR PROPERTY

- Any building or property owned or controlled by a student organization that is officially recognized by AACC
- Any building or property owned or controlled by AACC that is used in direct support of, or in relation to, the college's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the instruction

NOTE: AACC has no officially recognized student organizations with noncampus locations.

ON PUBLIC PROPERTY

- All public property including thoroughfares, streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus

DEFINING AND CLASSIFYING CRIMES

Aggravated assault: An unlawful attack by one person on 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.

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.

Burglary: The unlawful entry of a structure to commit a felony or a theft

Criminal Homicide – Manslaughter by Negligence: The killing of another person through gross negligence

Criminal Homicide – Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Note: Maryland has no Dating Violence law.

Domestic Violence: A felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim
2. By a person with whom the victim shares a child in common
3. By a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Drug law violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (demerol, methadone), and dangerous nonnarcotic drugs (barbiturates, benzedrine).

Hate crimes: AACC must report any of these offenses and any other crime involving bodily injury reported to local police agencies or to a campus security authority if there is evidence victims were intentionally selected because of their actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity/national origin or disability. The following crimes, if determined to be hate-crime related, also must be reported: larceny, theft, simple assault, intimidation and destruction/damage/vandalism or property.

Hazing: An intentional, knowing, or reckless act by a person or persons against another person or persons in connection with a membership in a student organization that causes the risk of physical or psychological injury beyond risk encountered in normal activities.

Campus Hazing Transparency Report: **aacc.edu/campus-safety/security-reports/**

Liquor law violations: Violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above.

Motor vehicle theft: The theft or attempted theft of a motor vehicle

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

Sexual offense: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent

- ***Rape –*** *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*
- ***Fondling –*** *The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity*
- ***Incest –*** *Nonforcible sexual intercourse between persons who are related to each other within the degrees where marriage is prohibited by law*
- ***Statutory rape –*** *Nonforcible sexual intercourse with a person who is under the statutory age of consent. (Consent means actually agreeing to the act of intercourse, rather than merely submitting as a result of force or threat or force. MPJI* – Cr 4:29)

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, one must be of legal age. Consent may be withdrawn at any time.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others
- Suffer substantial emotional distress

Unfounded crimes: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded" and should not be included in the institution's statistics.

Weapon possession: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., silencers; furnishing deadly weapons to minors; and all attempts to commit any of the above crimes.

AACC NUMBER OF REPORTED OFFENSES • 410-777-1818

AACC HAS NO RESIDENTIAL FACILITIES ON CAMPUS	ARNOLD CAMPUS				AMIL				GBTC			
TYPE OF OFFENSE	**2022**	**2023**	**2024**	**2025**	**2022**	**2023**	**2024**	**2025**	**2022**	**2023**	**2024**	**2025**
Criminal Homicide – Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide – Murder and Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offense	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	1	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	1	2	0	0	0	0	0	0	0	0	0
Hazing	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation Referral	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation Referral	0	2	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	1	0	0	0	0	0	0	0	0
Weapon Possession Referral	1	2	0	1	0	0	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	1	0	0	0	0	0	0	0	0
Dating Violence	0	2	2	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	8	3	3	2	0	0	0	0	0	1	0	0
Larceny	7	8	4	9	0	0	0	0	0	1	0	0
Assaults	0	1	0	3	0	0	0	0	0	0	0	1
Forgery/Counterfeiting	0	0	0	0	0	0	0	0	0	0	0	0
Fraud	0	2	17	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Receiving Stolen Goods	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	2	1	7	5	0	0	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Disorderly Conduct	6	6	9	11	0	1	2	0	0	1	0	0
Indecent Exposure	0	0	0	0	0	0	0	0	0	0	0	0
Other Offenses	7	1	2	5	0	0	1	0	0	0	0	1

AACC NUMBER OF REPORTED OFFENSES • 410-777-1818

AACC HAS NO RESIDENTIAL FACILITIES ON CAMPUS	PUBLIC PROPERTY					NONCAMPUS BUILDINGS			
TYPE OF OFFENSE	**2022**	**2023**	**2024**	**2025**		**2022**	**2023**	**2024**	**2025**
Criminal Homicide – Manslaughter by Negligence	0	0	0	0		0	0	0	0
Criminal Homicide – Murder and Nonnegligent Manslaughter	0	0	0	0		0	0	0	0
Sexual Offense	0	0	0	0		0	0	0	0
Rape	0	0	0	0		0	0	0	0
Fondling	0	0	0	0		0	0	0	0
Incest	0	0	0	0		0	0	0	0
Statutory Rape	0	0	0	0		0	0	0	0
Robbery	0	1	0	0		0	0	0	0
Aggravated Assault	0	0	0	0		0	0	0	0
Burglary	0	0	0	0		0	0	0	0
Arson	0	0	0	0		0	0	0	0
Hate Crimes	0	0	0	0		0	0	0	0
Hazing	0	0	0	0		0	0	0	0
Motor Vehicle Theft	0	0	0	0		0	0	0	0
Liquor Law Violation Referral	0	0	0	0		0	0	0	0
Liquor Law Arrests	0	0	0	0		0	0	0	0
Drug Abuse Violation Referral	0	0	0	0		0	0	0	0
Drug Law Arrests	2	0	0	0		0	0	0	0
Weapon Possession Referral	0	0	0	0		0	0	0	0
Weapons Law Arrests	0	0	0	0		0	0	0	0
Dating Violence	0	0	0	0		0	0	0	0
Domestic Violence	0	0	0	0		0	0	0	0
Stalking	0	0	0	0		0	0	0	0
Larceny	0	0	0	0		0	0	0	0
Assaults	0	0	0	0		0	0	0	0
Forgery/Counterfeiting	0	0	0	0		0	0	0	0
Fraud	0	0	0	0		0	0	0	0
Embezzlement	0	0	0	0		0	0	0	0
Receiving Stolen Goods	0	0	0	0		0	0	0	0
Vandalism	0	0	0	0		0	0	0	0
Prostitution	0	0	0	0		0	0	0	0
Gambling	0	0	0	0		0	0	0	0
Disorderly Conduct	0	0	0	0		0	0	0	0
Indecent Exposure	0	0	0	0		0	0	0	0
Other Offenses	0	0	0	0		0	0	0	0

TRAFFIC AND PARKING REGULATIONS

All provisions of Maryland Vehicle Law, Rules of the Road – Title 21, Section 101.1(2) apply to traffic on AACC roads, driveways, paths, parking facilities and grounds. DPSP is authorized to enforce state and AACC traffic and parking regulations. Parking and driving a motor vehicle on campus is a privilege.

Flagrant violations of state or AACC parking and traffic regulations may result in the loss of the privilege to operate or park a vehicle on campus.

County ordinances and state laws relating to motor vehicles also are enforced on campus. The campus speed limit is 15 mph; however, there are places where the speed limit is posted at 25 mph. Be alert to pedestrians crossing the roadways while driving on campus. Per Maryland law, drivers must yield to pedestrians crossing the roadway at marked crosswalks.

For information regarding the college's traffic and parking regulations, visit **aacc.edu/campus-safety/services/traffic-and-parking-regulation**.

EMPLOYEE VEHICLE REGISTRATION

Employee parking permits are for use at the Arnold campus only. Employees must register the vehicles they park on campus, including motorcycles and scooters, with DPSP for each academic year (Sept. 1-Aug. 31) regardless of vehicle ownership. DPSP will issue a free parking permit that must be displayed on the vehicle's rearview mirror.

Do not deface or alter parking permits in any manner. Securing or using a permit through misrepresentation or fraud will result in the loss of parking privileges. The employee who registers a vehicle is responsible for any violation involving the vehicle. Having a permit does not guarantee use of a campus parking space. Lack of space is not considered a valid excuse for violating parking regulations.

PARKING REGULATIONS

AACC does not guarantee a parking space for students or accept liability for damages sustained to vehicles using college parking facilities. Irresponsibility regarding traffic and parking regulations may result in a citation, restriction, suspension and/or towing of the vehicle at the owner's expense.

- Park vehicles only in clearly designated, lined, legal parking spaces.
- Student parking is permitted during weekday business hours in any space in lots A, B, C, D, E, F, G, H, M excluding the following areas:
  - Those posted or marked by yellow curbs as reserved for the physically disabled, loading zones, visitors and motorcycle parking
  - Areas marked by cones or other temporary markings as being reserved
  - Students may park in faculty/staff spaces after 7 p.m. weekdays and all day on weekends.
- Lot L is strictly for handicap parking only.

HANDICAP PARKING

It is against college policy and Maryland Vehicle Law to use a handicap placard or handicap registration plates issued to another person unless that person is in the vehicle.

- The number of handicap parking spaces on campus is limited. Do not use these spaces unless you have a handicap placard or plates issued in your name, the person to whom they were issued is in the vehicle, or you have received a special college handicap permit from DPSP.
- The law states that placards must be displayed on the vehicle's rearview mirror and the person issued the placard/plates must carry the application for the permit with them. The law and college policy give enforcement authority to police and DPSP officers. If the person asked cannot produce the application or the application is in the name of someone not present, the officer will advise the person to move the vehicle from the handicap space. Anyone who violates provisions of this law is guilty of a misdemeanor and subject to a fine.
- DPSP can issue special college handicap permits on a temporary basis to faculty, staff and students with physical disabilities who lack state-issued handicap plates or placards. A physician's written statement is required.

NO PARKING AREAS

Parking is prohibited on the grass, at intersections, crosswalks, sidewalks, posted bus zones, posted no-parking zones, fire lanes, fire hydrants, areas not designated as a parking space and all areas marked by yellow or red curbs.

TOWING

AACC reserves the right to remove any vehicle on campus parked in a driveway, fire lane, blocking a loading dock or trash dumpster, or illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. The owner is responsible for towing and storage costs. Personal vehicles abandoned on college property for 48 hours without approval may be subject to towing. The college is not responsible for any damage to a towed vehicle.

VIOLATIONS

$15 FINE

- Failure to display a proper permit
- Parking on grass
- Parking over the line (marked boundary) of a parking space
- Failure to register a vehicle designated for the physically disabled with DPSP

$35 FINE

- Displaying an expired, lost, stolen or revoked permit
- Parking in a reserved or faculty/staff space
- Parking in a loading zone
- Parking or driving on a walkway
- Parking in an area designated no parking any time
- Failure to park in a designated parking space
- Parking at yellow curb
- Parking in a space designated for the physically disabled
- Improper use of a handicap placard/registration
- Parking in a fire lane
- Blocking a fire hydrant
- Disregarding one-way sign
- Exceeding the posted speed limit
- Failure to yield to a pedestrian
- Driving in an unsafe manner
- Failure to stop at a stop sign
- Driving or parking against traffic flow
- Failure to drive on the traveled portion of the road
- Crossing a double yellow line to pass
- Unattended vehicle left in operation
- Obstructing traffic

PAYMENT AND PENALTIES

Fines are due within 28 calendar days of the issued citation. Pay fines at the cashier's office in Student Services Center Room 120. A $10 late penalty is assessed beginning the 29th day and assessed again every 14 days until the fine is paid or a maximum fine of $100 is reached.

Unless all fines are paid, a student will not be permitted to register, graduate or receive transcripts. Employees who don't pay fines may lose campus parking privileges.

Campus visitors who receive a citation can avoid a fine by taking the ticket to the DPSP office or returning it to the college office they were visiting. The college office then will forward it immediately with an explanation to the DPSP office.

VIOLATION NOTICE AND APPEALS

Anne Arundel Community College citations can be appealed within 14 days from the date the citation was issued using the online **Traffic/Parking Citation Appeal** form. The appeal will be reviewed by the DPSP appeal's officer. After the citation is evaluated, a decision of either "Granted" or "Denied" will be submitted electronically to the email address provided on the appeal form.

If an initial appeal is denied and you believe there were extenuating circumstances not taken into consideration, you may file a second and final appeal to the AACC Chief of Police. Submit an email request to **policechief@aacc.edu** and forward the denied appeal with any additional information. This appeal must be received by the Chief of Police within 14 calendar days from the date of the initial denial email. A copy of the denial email must accompany the review request.

If the Chief of Police denies your review request, you have 14 calendar days from the date of the second denial email to pay the fine or late fees will be added. If not paid, a Business Office Hold will be placed on the student or employee account. Final authority rests with the Chief of Police. For more information, visit Traffic and Parking Regulations.

Only AACC traffic and parking citations may be appealed with this process. Maryland State traffic and parking citations issued by College Police Officers must follow the State process. For information on State issued citations, visit the **District Court of Maryland Traffic Citation** webpage.

For information about the college's traffic and parking regulations, visit **aacc.edu/campus-safety/services/traffic-and-parking-regulation**.

COMMUNITY SERVICE UNIT

The Community Service Unit, led by the department's crime prevention specialist, instructs Rape Aggression Defense System (R.A.D.) classes, conducts security assessments, analyzes crime trends, provides safety and protective tip information to the campus community, and manages the college's CCTV and alarm systems.

CRIME PREVENTION TIPS

AT AACC

- Keep your purse, cell phone, books, backpack and other valuables with you at all times.
- Do not leave your phone number or address visible.

OUT AND ABOUT

- Whenever walking or driving, stay alert and tuned in to your surroundings.
- Wear comfortable clothing that allows easy movement.
- Walk with confidence and show you are in control.
- Trust your instincts. If something doesn't feel right, it's not.
- Walk with a friend and stay in well-lighted areas. Don't take shortcuts.
- Always lock your vehicle and roll up the windows when you drive and park. Place valuables in the trunk or out of sight.
- When approaching your vehicle, have the key ready and look into the vehicle before entering. Once inside, lock the doors.
- If you think someone is following you, don't go home. Go to the nearest police or fire department, gas station or other well-lighted populated place.
- Don't pick up hitchhikers. Don't hitchhike.
- Carry a cell phone for added safety.
- If your vehicle becomes disabled or you lock your keys in the car, notify DPSP for assistance.

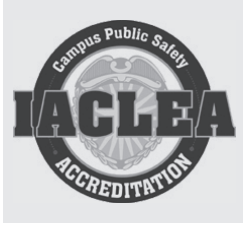
AT WORK AT AACC

- If you are working late past college closing time, notify DPSP where you are and what time you expect to depart.
- Always lock your office door when you leave, even if you will be away briefly.
- Never leave your office keys in sight.
- Lock your valuables in a desk or cabinet out of sight.
- If you see anyone suspicious, contact the DPSP immediately.
- If you are working late, ask for a DPSP escort to your vehicle or leave with another employee.
- Always make sure the windows and exterior doors are locked securely when leaving.

CRIME PREVENTION SELF-TEST

1. Do you know how to contact the DPSP office on campus, off campus or by an emergency telephone?
2. Do you request identification of persons who say they are workers or repair persons and want to enter your area? Emergency notifications? Escort service? Helping retrieve keys locked inside vehicles? Lost and found?
3. Do you think your office has adequate locks that can be used as security measures?
4. Do you have an area in your office to lock up your valuables?
5. Do you mark your valuables with an identifiable number and record these or serial numbers, keeping a copy for your records?
6. Do you keep track of the office, house and/or vehicle keys in your possession, storing them in a secure place and not giving them to unauthorized persons?
7. Do you place valuables out of sight or in your trunk and lock your vehicle when you leave?
8. Do you walk only in well-lighted areas and in groups at night?
9. Have you made any recommendations yet to help reduce property losses in your work area?
10. Do you know the locations of emergency phones near your class or office?
11. Do you know how, and to whom, you would report burned-out lights or broken locks?
12. Do you know the location of all fire exits in your building?
13. Do you have your vehicle or house key in hand as you approach your vehicle or home?
14. Do you check the back seat and floor of your locked vehicle before entering?
15. Do you avoid displaying large amounts of cash or valuables?
16. Do you think campus parking areas are well-lighted?
17. Did you know that DPSP can provide an escort to your car so you don't have to walk alone?

If unsure of the answers to any of these questions, call DPSP!



The Anne Arundel Community College's Department of Public Safety is internationally accredited through the International Association of Campus Law Enforcement Administrators (IACLEA).

On Sept. 26, 2008, the Anne Arundel Community College Department of Public Safety received its initial international accreditation and became the first community college in the country to receive this distinction from IACLEA.

The overall purpose of the accreditation program is to improve delivery of public safety service thorough compliance with 229 standards, developed by law enforcement and public safety practitioners, covering a wide range of up-to-date law enforcement and public safety topics. Accreditation is a coveted award that symbolizes professionalism, excellence and competence

IACLEA currently represents over 1,200 colleges and universities located in 20 countries. Its purpose is to make college and university law enforcement and public safety departments more professional by providing educational resources, an accreditation program and professional development programs.

The Anne Arundel Community College Department of Public Safety received its first reaccreditation in 2011. In September 2014, the department successfully attained its second reaccreditation. In October 2019, after a lengthy process transitioning to a police department and applying more applicable standards, the Department of Public Safety & Police received their third reaccreditation. And in October 2023, the department received their fourth reaccreditation from IACLEA.

The period of accredited status for the department is four years. During this time, the agency must submit annual reports that document continuing compliance with applicable standards. The achievement of accreditation for the department has resulted in improvements in structure, leadership, organization, general direction and accountability. The process of intensive self-assessment has united the department in its commitment to serve the college community through well-written policies and procedures, objective management and conscious recognition of the need for public safety professionalism.

ARNOLD CAMPUS MAP

101 COLLEGE PARKWAY | ARNOLD, MD 21012

East Campus Buildings

- **ANX A** Annex A
- **ANX B** Annex B Classrooms
- **ASTR** Astronomy Lab
- **CRSC** Careers Center
  - Help Desk
- **CSB** Central Services Building
  - Receiving
  - Police
- **CCIT** Clauson Center for Innovation and Skilled Trades
- **DRGN** Dragun Science Building
- **GYM** Jenkins Gymnasium
- **HLSB** Health and Life Sciences Building
- **HUM** Humanities Building
- **HANK** Henry "Hank" Libby Building
  - AACC Foundation
- **JOHN** Johnson Building
- **LBRY** Truxal Library
- **LUDL** Ludlum Hall
  - College Administration
- **MATH** Math Building
- **MOD** Modular Building
- **PCPA** Pascal Center for Performing Arts
  - Robert E. Kauffman Theater
- **PLNT** Physical Plant
  - Sculpture Studios
- **RESM** Resource Management Building
- **SSVC** Student Services Center
  - Admissions
  - Advising
  - Registration
  - Financial Aid
- **SUN** Schwartz Student Union
  - AACC Bookstore
  - Hawk's Nest

West Campus Buildings

- **CADE** Cade Center for Fine Arts
- **CALT** Center for Applied Learning and Technology
- **FLRS** Florestano Building
- **MLK** Dr. Martin Luther King Jr. Memorial

Public Safety & Police 410-777-1818
Campus Information 410-777-AACC

Download the AACC mobile app to help find your way around campus.

Available at the iTunes Store and Google Play.

ANNE ARUNDEL COMMUNITY COLLEGE

NONDISCRIMINATION STATEMENT: Anne Arundel Community College is committed to providing a welcoming, inclusive and accessible environment and prohibits discrimination, harassment or retaliation in its programs, services and employment. Additional information, including policies and reporting options, is available through the Office of Compliance and Fair Practices at **aacc.edu/campus-safety/title-ix**. 9/26