

Allegany College of Maryland *Office of Student & Legal Affairs*

2016 ANNUAL SECURITY REPORT

(for January – December 2015)

PURSUANT TO THE *HIGHER EDUCATION ACT* AND THE CRIME
AWARENESS AND CAMPUS SECURITY ACT (OTHERWISE KNOWN AS
THE *CLERY ACT*) ~ INCLUDES SECURITY *and* FIRE SAFTY
INFORMATION

DATA COLLECTED & SUBMITTED SUMMER/FALL 2016

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Pennsylvania State Police, Student Services Directors of Pennsylvania Campuses
(Bedford County and Somerset County), On-site Counseling Partners, and the Office
of Student & Legal Affairs



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Introduction

Jeanne Clery Act Crime and Campus Safety Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to maintain a daily crime log, collect and report data related to certain crimes reported on/around their campuses, and to issue Timely Warnings in the event of an imminent threat of harm to persons or property. The purpose of the Act is to warn students, employees, and applicants to the institution of the risks related to crime – as well as to identify problems or trends that require action by officials at the institution. Allegany College of Maryland is fully compliant with the Clery Act. Each October, the Department of Education collects data from the preceding calendar year (January to December); Allegany College of Maryland operates using the fiscal year (ie., July – June), so this Report differs from the dates on other Student & Legal Affairs reports. The Violence Against Women Act (signed into law March 7, 2013) adds new crime statistic categories and requires colleges to include more information about policies, procedures, and programs in the annual crime report.

Jeanne Clery Act Fire Safety Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that, beginning in October 2009, requires colleges and universities to maintain a fire log, collect and report data related to campus fires, and to publish an annual Fire Safety Report. For purposes of fire safety reporting, a fire is defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” Allegany College of Maryland is fully compliant with the Clery Act. Each October, the Department of Education collects data from the preceding calendar year (January to December); Allegany College of Maryland operates using the fiscal year (ie., July – June), so this Report differs from the dates on other Student & Legal Affairs reports.

Allegany College of Maryland

General

Allegany College of Maryland, founded in 1961, is a publicly supported co-educational community college providing numerous career, technical, transfer, general education, and continuing education programs. Our students receive Associates Degrees, Certificates, Letters of Recognition, and Transfer Credits; many students pursue specific credit and non-credit classes for career development and personal enrichment.

The College consists of three campuses: the main campus in Cumberland, Maryland; the Bedford County campus in Everett, Pennsylvania (established in 1990); and the Somerset County campus in Somerset, Pennsylvania (established in 1989). The College also manages multiple teaching sites including the Bedford County Technical Center; the Gateway Center in downtown Cumberland which houses the Culinary Arts, Hotel & Restaurant Management, and the Hospitality Management programs; and Garrett County Memorial Hospital in Oakland, Maryland which graduates a cohort of twenty registered nurses every other year. Also, the College offers a wide variety of online and distance learning classes/programs, as well as extensive early college opportunities in local high schools. The College is a rarity among community colleges by offering on-campus housing.

Allegany College of Maryland’s Continuing Education programs attract nearly 10,000 registrants each year. To help students succeed personally and professionally, Continuing Education offers a wide array of classes in business, health and human services, wellness, professional development, workforce training, and personal enrichment. With opportunities offered at all three campus locations, Continuing Education offers countless options through customized contract trainings, open enrollment courses, professional conferences, certification and licensure courses, and job entry and advancement trainings.

The College is approved for operation by the Maryland Higher Education Commission in Annapolis (Maryland) and is accredited by the Commission on Higher Education, Middle States Association of Colleges & Schools in Philadelphia (Pennsylvania). Local governance is provided by the College’s Board of Trustees – appointed members of the local community (Allegany County, Maryland); Allegany College of Maryland is proud to have a highly engaged and inspired 2015 Board membership: **Kim Leonard (Chair), Jane Belt (Vice-Chair), Joyce Lapp, John J. McMullen Jr., James Ortiz, James R. Pyles, and Barry Ronan.**

Campus Security

Online Message from Security Coordinator, John Morley (retired effective 6/30/16)

At Allegany College of Maryland, we are committed to ensuring a safe environment for our students, faculty, staff, and visitors. The Security department's primary responsibility is the execution of crime prevention actions to keep our campus community safe. Working closely with our college's administration, student services, housing, and physical plant staff, as well as the local fire and police departments, we make every effort to keep our college a place where learning is not impeded by security and crime issues. We also believe that security is an individual responsibility, so we work with you to educate you and our campus community about personal and public safety. In addition to providing crime prevention tips to our students and staff, we promote personal safety wherever and whenever possible. We know that much has changed in our society since our college opened in the 1960's. With the increase of crime on college campuses across our nation, we've adjusted our security prevention measures accordingly, while continuing to keep your personal rights and liberties in mind. One measure of safety that has been adopted is our e-SAFE text messaging and email notification system. We encourage all staff and students to register so all can be notified when there is a major emergency, crisis situation or disaster, or a weather emergency closing or delay for the Allegany College of Maryland campuses. See detailed information about the services provided by Campus Security elsewhere in this report.

For your information, our department and the Office of Student & Legal Affairs ensure full disclosure of campus security information in compliance with the legal requirements of the Jeanne Clery Campus Safety Act. Our annual crime statistics report is available in the Office of Student & Legal Affairs, and our public crime log is available in our security office. Please feel free to view these reports during normal business hours, Monday thru Friday, 8:30 a.m. to 4:30 p.m.

Student & Legal Affairs

The MISSION of the Office of Student & Legal Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to maintain institutional compliance with laws and regulations. In 2015, the following departments reported to Student Affairs: Athletics, Campus Kids Child Care, Residence Life, and Student Life. The Office of Student & Legal Affairs has responsibility for the following services/tasks: student discipline, Campus Ban List(+ notifications), Willowbrook Woods No Trespassing List (+ notifications), Title IX compliance, Clery compliance, drug/alcohol compliance, student counseling program, residency reclassifications, background checks of current/former students by external entities, public court record checks for selected incoming students, voter registration reporting, student emergency assistance program, diversity plan progress report, student service appeals, wellbeing checks, Willowbrook Woods applications/contracts, off-campus student issues, information and referrals, community resources, legal issues related to students, FOIA requests, and First Amendment activities. Campus Security is a vital partner and works closely with Student Affairs personnel on a daily basis; the Dean of Student & Legal Affairs receives each Security report and directs appropriate follow-up. Additionally, the Dean of Student & Legal Affairs is the Colleges' Title IX Coordinator.

Part I - Crime Statistics

The following CRIME STATISTICS for all campuses (Cumberland (MD), Bedford County (PA), and Somerset County (PA) for calendar year 2015 will be reported to the United States Department of Education in October, 2016.

Crimes

Offense	On Campus*	Residence Halls	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Sex Offenses - forcible	1	1	0	0
Sex Offenses – non-forcible (incest, statutory rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault* <small>*Error discovered in original report. Corrected on 10/10/16. (No aggravated assaults; 6 simple assaults)</small>	0	0	0	0
Burglary	1	1	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	2	1	0	0
Stalking	1	1	0	0

*On campus numbers include housing numbers.

†The complete crime report lists hate crimes as detailed above for non-hate crimes, as well as additional offenses of larceny/theft, simple assault, intimidation, vandalism/destruction of property, and any other crime involving bodily injury. The complete report may be reviewed online at www.allegany.edu; the daily crime log may be reviewed by contacting the Coordinator of Security at (301) 784-5252. Notice of the availability of the report is posted on the College's website (under Student & Legal Affairs) year-round, and information about the availability of the crime report is printed in the Student Handbook, College Catalog, and all Allegany College of Maryland publications.

NOTE: Non-campus refers to off-campus property owned/operated by the College; public property refers to property open to the general public which borders the campuses and is easily accessible from the campuses (eg., roadways without fences).

Hate Crimes

Offense	On Campus*	Residence Halls	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Sex Offenses - forcible	0	0	0	0
Sex Offenses – non-forcible (incest, statutory rape)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

*On campus numbers include housing numbers.

Follow-up Data:

>> Hate crime by bias category.

Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0
Sex Offenses - forcible	0	0	0	0	0	0	0	0
Sex Offenses Non-forcible	0	0	0	0	0	0	0	0
Robbery	0	0	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
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Domestic 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

Unfounded Crimes

Offense	YEAR (when reported)	Basis of determination (ie., result of law enforcement investigation and evidence?)
Murder/Non-Negligent Manslaughter	0	
Manslaughter by Negligence	0	
Sex Offenses - forcible	2015	Case closed by law enforcement as victim requested.
Sex Offenses – non-forcible (incest, statutory rape)	0	
Robbery	0	
Aggravated Assault	0	
Burglary	2015	Law enforcement investigation (CPD #2105-01078)
Motor Vehicle Theft	0	
Arson	0	
Domestic Violence	0	
Dating Violence	0	
Stalking	0	

The following ARRESTS and Disciplinary Referrals for calendar year 2015 will be reported to the United States Department of Education in October, 2016.

ARRESTS

Offense	On Campus*	Residence Halls	Non- Campus	Public Property
Arrests: Weapons (carrying, possessing, etc.)	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0

*On campus numbers include housing numbers.

DISCIPLINARY REFERRALS

Offense	On Campus	Residence Halls	Non- Campus	Public Property
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	4	4	0	0
Disciplinary Referrals: Liquor Law Violations	7	7	0	0

*On campus numbers include housing numbers.

Part II - Crime Prevention

The following information about crime prevention and general safety applies at Allegany College of Maryland in 2015 as an important safety measure for students, staff, faculty, and visitors.

Campus Security / Services

The Security Department is located in the College Center of the Cumberland Campus, Room 160. The office phone number is (301) 784-5252 or dial 5252 from any campus network phone. For emergencies, call (301) 784-5555 or dial 5555 from any campus network phone. **Or call 911.**

Allegany College of Maryland's Campus Security has no law enforcement authority; however, it enforces College policy and can issue internal citations for minor, non-disciplinary offenses such as parking and ID infractions. Crimes and Code of Student Conduct violations are referred to local law enforcement and the Office of Student & Legal Affairs, respectively. See Part III – Crime Reporting, for more information.

Under the leadership of Security Coordinator and to assist any person including students and employees, this team of 12 Security Guards offers the following safety measures/services:

- Responding to emergencies and managing any safety incidents that occur
- Responding to requests for assistance
- Emergency telephones – one in each building on each floor as well as the outdoor track (details below)
- Dedicated Security phone number: (301) 784-5555
- E-Safe emergency notification system
- 24-hour Staffed Security Gatehouse at the gated Willowbrook Woods on-campus housing.
- Supplemental “Walking Security” at Willowbrook Woods during the weekends’ late night/early morning hours.
- Public criminal record checks for each applicant to student housing
- Public criminal record checks for selected academic programs
- Escort to/from classes and vehicles upon request by any person
- Campus patrols
- Presence at campus events (eg., athletic, theatrical)
- Restricted access to closed buildings after business hours
- Engraving of personal property (including electronics)
- Anonymous reporting of crimes, offenses, misconduct
- Providing personal safety information via brochures, announcements, guest lectures, and reminders
- Coordination with key departments including Student Affairs, Student Housing, and Physical Plant
- Coordination and communication with local law enforcement and fire departments

Facilities/ Physical Plant

- The main campus is protected by gates at the two entry/exit points which are closed and locked at 11:00 pm nightly at which time the campus is closed. All buildings on all campuses and teaching sites (such as the Gateway Center in Downtown Cumberland) are locked when scheduled activities for the day are concluded.
- Building and room keys are issued to employees only and with great care; the Physical Plant Department alone has the authority to issue keys to campus offices and buildings after receiving written request approved by the employee's supervisor. Lost/stolen keys must be reported immediately.
(Willowbrook Woods residents are issued and sign for 3 keys: apartment, bedroom, and mailbox key.)
- Building inspections and processing work orders – with health and safety matters as top priority
- Locking buildings at the close of daily business (including locking buildings housing only one or two classes in the evening – after classes begin)
- Landscaping around buildings to allow safe entry/exit
- Maintaining adequate campus lighting on walkways, building entrances, and parking lots

- Willowbrook Woods work orders – with health and safety matters as top priority
- Willowbrook Woods emergency night/weekend call sheet – with health and safety matters as top priority
- Routine communication with Campus Security regarding Physical Plant issues that could affect safety.
- Campus personnel coverage 12am-8am
- Assistance with safety emergencies

Personal Safety

Allegany College of Maryland welcomes thousands of students and visitors to its campuses each year to enroll in credit and non-credit classes, to enjoy athletic and cultural events, to use recreation facilities, to conduct research in the Library, to dine in the cafeteria, to attend meetings, and much more. College faculty and staff are committed to making each campus environment functional and safe. Campus security is highly capable of handling many emergencies and has direct communication with the Cumberland City Police. Maintenance personnel are vigilant to correct any obstructions or damages to College property. Nevertheless, given the high volume of traffic and the extensive hours of operation, accidents and acts of misconduct are inevitable. Happily, Allegany College of Maryland has a low rate of both accidents and crime. We strive to keep it that way, and we emphasize prevention as an essential tool for everyone's personal safety.

Information about personal safety is disseminated in the following ways: dedicated web page, Emergency Procedures "flip chart" issued to each employee, Student Handbook content, Student Services Brochure content, Willowbrook Woods applications, Willowbrook Woods Housing Guide, Willowbrook Woods orientations, personal safety brochure, Title IX brochure, Title IX trainings to employees, Title IX presentations to students, and email to all credit students and all employees near the beginning of each Fall and Spring semester.

Campus Security's dedicated web page provides the following information: contact information, introductory content, eSafe registration, emergency information, crime statistics link, Title IX link, crime prevention actions, and crime prevention tips,

The Student Handbook includes the following information: emergency and non-emergency contact, eSafe registration information, and some specific advice to students.

Please observe the following practices whenever you are on campus:

- *Always be aware of your surroundings.*
- *Avoid walking in areas that are isolated, poorly lit, unpaved, or containing debris/equipment.*
- *Do not walk alone at night. Walk in groups or call Security for an escort to your car.*
- *Do not leave populated areas with someone you do not know extremely well.*
- *If you feel uncomfortable or suspicious of a person or situation, get away!*
- *Do not leave your personal property unattended at any time, in any location.*
- *Keep a separate record of valuables (including serial numbers).*
- *Always lock your car, locker, and apartment door.*
- *Protect personal information such as social security number, locker combination, PIN numbers, etc..*
- *Make sure someone (a friend or relative) knows your schedule and travel habits.*
- *Evacuate buildings if you hear a fire alarm OR are directed by an official.*
- *Report dangerous situations, accidents, and crimes immediately to Police, not Security.*

If there has been an accident with injuries, call 911 and Security (ext. 5555).

If there has been an accident without injuries, call Security.*

If there has been a crime with injuries, call 911 and Security (ext. 5555).

If there has been a crime without injuries, call the police, Security, and the Dean of Student & Legal Affairs.*

**Incidents on the Pennsylvania campuses shall be reported to the Admissions/Registration Offices.*

Other Crime Prevention Measures

- » Allegany College of Maryland's Office of Student Life is responsible for the production of college photo IDs, which are an important security measure. Not only is every person present on a Maryland college required by

law to carry identification (and display it upon request), the use of college-issued IDs facilitates access to services – including some locations such as Willowbrook Woods, whose residents are required to obtain and carry their ID.

- » Willowbrook Woods is a secure facility with one gated entry point and one gated exit point staffed 24-hours by Security. Extensive crime prevention and security procedures exist for the safety of all residents. They include:
 - Careful screening of all applications which includes public criminal record check
 - Unique photo ID cards for Willowbrook Woods residents
 - Unique guest ID cards for their guests
 - Only residents, registered guests, approved staff members are permitted on housing property.
 - Guest procedures which include registration, photo identification, departure “curfew”, advance overnight permission, designated parking spaces, and requirement that guests are accompanied by hosts at all times.
 - Alcohol, drugs, and weapons are strictly prohibited.
 - Trunk searches as necessary.
 - No Trespassing List (some persons not permitted on the property for safety reasons)
 - Strict controls over access to and use of master keys
 - Fence line along the only open neighboring land
- » Orientations for new students and Willowbrook Woods residents include personal safety and crime prevention information.
- » Weapons: No one may possess or use on College property any firearms, guns (including BB guns), knives (except a penknife without switchblade), other dangerous or deadly weapons of any kind, explosive ammunition, or incendiary/explosive material or device (except as expressly permitted by the President). Also, if an ordinary usage item is wielded as a weapon, then it will be treated as a violation of this standard. **Code of Student Conduct #IV.C.1**
- » Application Review Committee is charged with determining whether an applicant to Allegany College of Maryland presents a safety risk to the campus community based; each applicant is required to disclose any criminal or disciplinary record (regardless of outcome). See Safety Risk Policy & Procedure in the Appendix.
- » Campus Ban List is comprised of individuals who have been deemed to present such a safety risk to the campus community that they are not permitted on any campus property at any time for any reason without advance permission from the Director of Campus Security or the Dean of Student & Legal Affairs; the list is populated by some applicants whose admission has been denied (see above), by students who have been dismissed from the College under the Code of Student Conduct, and by third parties who have engaged in dangerous behavior on campus or in the larger community. (Banned persons may petition to have their campus privileges restored.)
- » Technology Resources Policy applies to any person using technology resources provided by the College and forbids, among other things, the following behaviors: threatening, abusive, or disruptive messages, using credentials/passwords that are not assigned to you, attempting to disguise or obscure the identity or resources being used, attempting to gain access to unauthorized resources, tampering with resources, launching software attacks, deliberate acts which circumvent hardware/software security/data protection measures, using resources for personal gain, using resources to monitor or manipulate another users data/files/software, and to operate an unauthorized networks server. The policy also cross references other institutional policies such as the Sexual Misconduct and Sex Discrimination Policy, Code of Student Conduct, and [employee] Principles of Conduct.
- » Human Resources policies including the Principles of Conduct expressly prohibit many behaviors which could endanger others or constitute crimes (eg., negligence, unethical conduct, brutal treatment of others, dishonest practices, theft), Drug/Alcohol Policy, Sexual Misconduct and Sex Discrimination Policy, Campus Keys, Access to Closed Buildings, and accidents.
- » Students and employees experiencing personal health/mental health challenges can receive free help from the College. Information about the Student Counseling Program is provided in the Student Handbook, Student Services Booklet, and brochures located in racks across campus. Students can also contact the Office of Student & Legal Affairs in the College Center (#152) at (301) 784-5206 for detailed information or for a list of local mental health resources. Employees can contact Human Resources in the College Center (#166) at (301) 784-5231

***Always call 911 in an emergency.**

Part III - Crime Reporting

The following information about reporting crime and other concerns applies at Allegany College of Maryland in 2015 as an important safety measure for students, staff, faculty, and visitors.

Clery Act and Reporting Requirements

Summary: The Crime Awareness and Campus Security Act, enacted by Congress in 1990 and commonly known as the *Clery Act* and the *Violence Against Women Act*, requires Allegany College of Maryland to disclose its policies for reporting crime, its security of and access to campus facilities, and its campus law enforcement – if any. At this time, the College does not have its own law enforcement; criminal investigations are referred to local law enforcement agencies. The Cumberland campus has designated security officers, and Willowbrook Woods has 24-hour security at the entrance gate. Students, faculty, staff, and visitors are asked to report any crime to both local law enforcement and campus security. Additionally, the *Clery Act* requires certain faculty and staff (including security and persons with significant responsibility for student and campus activities) to report criminal acts to whomever is responsible for compiling crime data on campus; at Allegany College of Maryland, the Dean of Student and Legal Affairs has this responsibility. Reports should be made immediately; if not, then such reports should be made as soon after the crime as possible. All reported crimes (and Code of Student Conduct violations) shall be recorded. Campus security is required to maintain a daily crime log that is open to public inspection during business hours. Each year, the College submits a crime report to the U.S. Department of Education; this report is available in the Dean of Student & Legal Affairs' office.

Criminal Activity

Allegany College of Maryland (particularly Campus Security) strongly encourages any person to report both suspicious behavior/situations and actual crimes. Reports may be made in person, by telephone, by email, by facsimile, and anonymously. Prompt reporting is encouraged in multiple ways: security brochure stocked in racks all over campus and distributed to at all campus Orientation programs, Orientation sessions for new residents of student housing, a dedicated section in the Student Handbook, a dedicated section in the Housing Guide, at twice annual All College Meetings attended by faculty and staff, and whenever incidents occur. If there is an incident reported which is also a crime, both Campus Security and Student & Legal Affairs personnel advise the involved person(s) to contact local law enforcement – even making the call directly to assist the victim. Of course, if any College official witnesses a crime being committed or has other first-hand knowledge of criminal activity, the College will immediately contact local law enforcement.

The College strives to maintain a safe environment for students to learn, for faculty to teach, and for administration and staff to work by (1) having policies and procedures which may prevent crime, (2) reporting crimes to local law enforcement and assisting with those investigations, (3) initiating disciplinary action for any crimes committed by students, and (4) banning unsafe persons from campus. Any person who is the victim of a crime or who has information about the commission of a crime, should report the crime immediately.

Quick reference list of emergency contacts:

- Always call 911 in an emergency.
- Contact Campus Security at (301) 784-5555
- Contact Cumberland Police Department at (301) 777-1600.
- Contact the Office of Student Affairs at (301) 784-5206
- Report anonymously to Campus Security, the Office of Student & Legal Affairs, or Residence Life personnel.

Comprehensive List of ACM Emergency and Non-Emergency Contacts:

“Always give the location of the incident.”

Cumberland Campus and the Gateway Center

Emergency:

Call **911** for police, fire, or ambulance then **5555** to report it to campus security for

Non-Emergency (safety/security issues):

Call 5555 (campus phone) for security or **301-784-5555** from off-campus.

Bedford County Campus

Emergency:

Call **911** for police, fire, or ambulance then **814-652-9528, ext. 6200** or **814-977-6861** to report it to the physical plant office

Non-Emergency (safety/security issues):

Call **6200** (campus phone) or from off-campus call **814-652-9528, ext. 6218** or **ext. 6200**.

Somerset County Campus

Emergency:

Call **911** for police, fire, or ambulance then **814-445-9848, ext. 6107** or **814-442-2932** to report it to the physical plant office for Somerset County.

Non-Emergency (safety/security issues):

Call **6107** (campus phone) or from off-campus call **814-445-9848, ext. 6107** or **ext. 6100**.

Emergency Telephones (Cumberland Campus)

Emergency telephones are conspicuously located at the athletic field/each classroom building, college center, continuing education, gym and library. They are clearly marked and are to be used to call **911** in emergencies and campus security at **5555**.

Locations:

- Allied Health: (2 phones) canteen 1st floor- top of steps 2nd floor
 - Athletic Fields: on building right side of rear gym entrance
 - Auto Tech: lobby
 - College Center: at dining area entrance
 - Continuing Education: inside main entrance
 - Gym: main lobby
 - Humanities: inside main entrance
 - Library: lobby
 - Science Building: inside southeast entrance
 - Tech Building: (2 phones) canteen 1st floor- connecting hall 2nd floor
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Every Security report submitted at the College is advanced to the Dean of Student & Legal Affairs, who directs the appropriate follow-up; any matter involving health or safety is the top priority for action.

Any person who is aware of any other act of misconduct under the Code of Student Conduct *or other inappropriate behavior* (on campus or off-campus) by a student should contact Dr. Renee Conner, Dean Student & Legal Affairs at (301) 784-5206 or rconner@allegany.edu. The Code of Student Conduct for a detailed list of the standards of behavior expected of all Allegany College of Maryland students. (More information below.)

In the event of an active shooter on campus, the College will make every effort to issue alerts, warnings, and information to keep students, staff, and visitors safe. We also partner closely with local law enforcement. The Emergency Procedures “flip chart” published by Campus Security includes best practices as identified by the Federal Bureau of Investigation and the Maryland State Police, who have provided direct training to College officials. The guidance includes Run/Hide/Fight and how to respond when law enforcement arrives.

Cooperation with Law Enforcement

Allegany College of Maryland’s Campus Security has no law enforcement authority; however, it enforces College policy and can issue internal citations for minor, non-disciplinary offenses such as parking and ID infractions. Allegany College of Maryland maintains a close working relationship with local law enforcement in a variety of mutually supportive ways including information sharing (within the parameters permitted by the Family Education Rights and Privacy Act), committees/community relations, academic services with credit and non-credit programs. Of greatest importance is the highly collaborative relationship for reporting and managing crimes. As noted elsewhere in this document, the College *always* encourages victims of any crime to report the crime to law enforcement and to avail themselves of court processes including filing charges and seeking orders of protection. If the College is the crime victim, the College will report crimes to local law enforcement and participate fully in any subsequent court proceedings. If the College suspects a crime has occurred but has not identified the victim, the College will report the concern to local law enforcement. All such reports shall be accurate and prompt. The College has Memoranda of Understanding with each agency having primary responsibility for police response for that locality: Cumberland Police Department, Pennsylvania State Police (Bedford County Barrack), and Pennsylvania State Police (Somerset County Barrack). These MOUs detail the reporting and investigation of crimes and how the agency and the College will work together to resolve crimes.

Emergencies notwithstanding, the College will fully cooperate with law enforcement officials' requests for information when permitted by law and college policy.

Allegany College of Maryland does not employ pastoral or professional counselors. For counseling services, the College contracts with community partners with a fully implemented Memorandum of Understanding which states that the provider shall comply with their own reporting mandates and shall encourage crime victims/complainants to report the crime to local law enforcement and/or the College.

Institutional Response to Crime / Student Discipline

Allegany College of Maryland is an institution of higher learning dedicated to excellence; as stated in the College's mission statement, "Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society." Consequently, the College accepts its responsibility to provide a meaningful, safe, educational environment not only in the classroom but also in the library, in the residence halls, in the cafeteria, in the gym, and anywhere else we find students, faculty, staff, and visitors. To fulfill that responsibility, the College implements a Code of Student Conduct, which demands high standards in our Core Values: Respect, Integrity, Opportunity, Wellness, and Quality.

Allegany College of Maryland always urges a crime victim to report the crime to local law enforcement, to obtain peace or protective orders when threatened by another, and/or to settle disputes via the local courts. As previously noted above, the College will cooperate with local law enforcement and criminal prosecutions. If the College is the victim, it may pursue criminal charges independently. Sample protocols for responding to crime are in the Appendix.

A crime is also a violation of the Code of Student Conduct, so disciplinary action is initiated when a crime is reported. The Code of Student Conduct governs behavioral expectations and disciplinary procedures; it can be found in the Student Handbook. The Code of Student Conduct applies to crimes and misconduct committed by students on *and* off-campus. Each student is responsible for being familiar with its contents; ignorance of its provisions shall not be a defense to violating them. Naturally, each student is expected to follow *all* College rules and policies, as well as local, state, and federal laws.

All student discipline is overseen by the Dean of Student & Legal Affairs, although some matters that occur in Willowbrook Woods are managed by trained members of Residence Life Staff (ie., Area Coordinator = minor violations, Residence Life Director = mid-level violations). All Hearing Officers use the same templates for Investigation Notice, Victim/Witness Notice, and Decision Notice. The standard of proof for disciplinary investigations is preponderance of the evidence. All Hearing Officers strive for consistency in determining whether a student is responsible for violating the Code of Student Conduct and, if so, assigning sanctions. Whenever possible, educational sanctions are assigned in order to help the student learn and grow from the experience; when necessary, a student will be expelled from Willowbrook Woods or even dismissed from the College – although these sanctions are typically applied when safety is at risk or when other disciplinary measures have been ineffective. An overview of the disciplinary process is provided immediately below.

When appropriate (eg., ongoing conflict, allegation of a simple assault, threats, property violations, etc.) , a No Contact or No Negative Contact can be issued between two or more students; the purpose of these orders is to separate the parties, to protect all persons, and to prevent escalation of the situation. Any violation of the Order is a violation of the Code of Student Conduct (#IV.D.1 – Failure to Comply with the Direction of a College Official) and will result in more serious consequences.

For more information, see these appendices: Code of Student Conduct Executive Summary, Personal Crime Protocol, Property Crime Protocol

THE DISCIPLINARY PROCESS

Step 1: Alleged violation occurs and is reported.

Violations can be reported by the person victimized, a witness, a third party, faculty, and staff.

Violations can also be reported to local law enforcement, which conducts its own investigation. Obviously, the College is not obligated to wait for court cases to be resolved; not only does the criminal court process take too long to ensure the safety of our other students, faculty, and staff, but court processes and standards of proof are also vastly different from the College's.

*If circumstances warrant, the DEAN may request an immediate, interim suspension of the student(s) by the College President.

Step 2: Accused student is notified in writing.

The notice contains a description of the allegation(s), the Code of Student Conduct provisions which are alleged to have been violated, the student's rights/responsibilities, where to find the complete Code of Student Conduct, and Ombudsman* information. The student is directed to student(s) to schedule a hearing within a specific period of time (typically 3 days). (If an accused student does not make and keep the appointment, a decision must be made without hearing the accused's side, and the Code of Student Conduct makes such decisions final.) The notice may also contain special instructions (eg., no contact or no negative contact orders) or restrictions (eg., suspensions).

*The student may consult an Ombudsman prior to the hearing. The Ombudsman's role is to answer questions about the process; s/he is NOT an advocate and will not know the details of the investigation; Ombudsmen's names and contact information are included with the notice.

Step 3: Accused Student(s) attends hearing.

This hearing is the student's opportunity to tell his/her side of the story. S/he shall come to the hearing with a written statement, the names and contact information of any witnesses, and documentation that helps his/her case. The hearing is conducted in private with the Hearing Officer(s). According to investigation protocol, no one may accompany an accused student to the hearing – including attorneys, parents, friends, etc. – except the Ombudsman. We understand that these people are concerned and want to help, but the College considers helping its students become independent, responsible adults part of its educational mission. Each accused student has the right NOT to give a statement or to answer questions; of course, the investigation must continue, and a decision will be made with the information *available*. Students who have also been charged with a crime will be permitted a reasonable amount of time to contact an attorney prior to attending a hearing. Any false statements, admissions of other violations, or proof of additional violations from the same/related matter are subject to *immediate* disciplinary action without additional notice. The Hearing Officer(s) has the right to contact additional witnesses, verify documentation/records, and/or otherwise investigate the allegation(s). Every effort will be made to complete the investigation in a timely manner, but no deadlines are placed on the length of an investigation. FERPA applies to disciplinary matters, which means that the Hearing Officer will not discuss reports, investigations, or findings with any third party.

Step 4: Witnesses (if any) are interviewed and additional information (if any) is collected.

Step 5: Written Notice of Decision is issued which summarizes the findings of the investigation and the outcome.

- Not Responsible = Insufficient Evidence *or* Proof of Innocence = Dismissed
- Taken under advisement = sufficient evidence/proof but no action for specific period of time
- Responsible = Sufficient proof = Sanction & Permanent Record

Once a decision has been made, the student may accept the decision & comply with the sanction OR s/he may petition for an appeal to the next level. The petition requires the student to state the specific grounds for appealing AND to provide supporting documentation. Incomplete or unsubstantiated petitions will be denied by the Appealing Officer. Students who fail to participate in the investigation forfeit any appeal. If the student does not appeal or if the appeal petition is denied, the Hearing Officer's decision is final. The student is responsible for complying with any sanction(s) imposed.

Reporting Other Concerns

Allegany College of Maryland relies upon students, employees, and visitors to report any concerns related to health, safety, or overall well-being to the appropriate college official*. The College will accept all reports and take the appropriate action. The College will not retaliate against any person making a report and will not tolerate retaliation by others.

*If you are more comfortable reporting the concern to another member of the ACM faculty or staff, you may do so, and that official may accompany you or otherwise support you in making the formal report.

Allegany College of Maryland does not discriminate against students or prospective students for reasons of race, sex/gender, gender identity*, color, religion, national or ethnic origin, age, veteran status, conditions of disability, or sexual orientation in admission, educational programs and activities, scholarship and loan programs, or any terms and conditions of enrollment. The College complies with applicable state and federal laws and regulations prohibiting discrimination. If you are the victim of discrimination or if you have information about an act of discrimination perpetrated by the College, please contact Dr. Renee Conner, Dean Student & Legal Affairs (and the College Title IX officer) at (301) 784-5206 or rconner@allegany.edu.

*The addition of gender identity is pursuant to Maryland law that became effective 10/1/14.

Part IV – Sexual Misconduct & Sex Discrimination (Title IX)

The College’s Executive Summary for Title IX contains the following important, overview information:

Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; sexual misconduct, sexual harassment, and gender discrimination are forms of discrimination under Title IX. The College’s policy and procedures relating to sexual misconduct and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and other federal/state laws commonly referred to – collectively – as “Title IX”

ALLEGANY COLLEGE OF MARYLAND TAKES SEXUAL MISCONDUCT AND SEX DISCRIMINATION SERIOUSLY. *Sexual misconduct includes but is not limited to the following unacceptable behaviors: rape, sexual assault, sexual harassment, gender discrimination, gender-identity discrimination, stalking, relationship violence, and attempts to commit such acts. The College will not permit a hostile environment to exist and will not tolerate retaliation against any person who reports and/or cooperates with an investigation. A person accused of violating this policy may be subject to restrictions affecting classes, housing, and/or employment. Any person found responsible for sexual misconduct will be properly sanctioned; options that must be considered include suspension and dismissal from the College.*

- *ACM prohibits all forms of sexual misconduct, sex [gender]discrimination, and retaliation.*
- *ACM’s Sexual Misconduct & Sex Discrimination Policy and accompanying procedures comply with all legal mandates.*
- *ACM’s policy and procedures apply to all employees and students.*
- *All employees are required to be trained in Title IX*
- *Any employee with knowledge of sexual misconduct and sex discrimination must report it.*
- *Prevention & Education programming must be provided to students.*
- *All information related to Title IX compliance may be found at www.allegany.edu/titleIX . Topics include: the complete ACM policy, procedures, rights and responsibilities, interim measures, healthy relationships, risk reduction, consent, bystander intervention, and much more.*

The College’s Title IX compliance contains these key, broadly stated components: **education** and **response**. .

EDUCATION

The following wording has been inserted in every major college publication including all College applications, Willowbrook Woods applications, acceptance letters, employment applications, hire packets, and (starting in Fall 2016), course syllabi.

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM’s Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see www.allegany.edu/titleIX .

Exceptionally detailed documents including policy, procedures, and guiding, prevention information is on the College’s dedicated webpage: www.allegany.edu/title.IX

1. *Executive Summary*
2. *Policy*
3. *Title IX Coordinator, Team contact information*
4. *Procedures: Institutional Obligations*
5. *Procedures: Definitions*
6. *Procedures: Reporting Guidelines & Form*
7. *Procedures: Rights & Responsibilities*
8. *Procedures: Quick Reference Guide*

9. *Procedures: Interim Measures*
10. *Procedures: Amnesty (alcohol/drug use)*
11. *Procedures: Response Checklist >>for use by investigators*
12. *Procedures: Resolutions / Consequences*
13. *Procedures: Pregnancy*
14. *Procedures: Prevention, Education, and Training Plan*
15. *Campus Climate Survey Report*
16. *Frequently Asked Questions*
17. *Title IX Complaint Form*
18. *Information Sheets*
 - *Risk Reduction*
 - *Bystander Intervention*
 - *Consent*
 - *Criminal Charges / Protective Orders*
 - *Healthy Relationships*
 - *Do's and Don'ts*
 - *Resources*

Presentations to students regarding Title IX and the College's compliance are conducted at these forums at New Student orientations, Willowbrook Woods (on campus housing) orientations, Student-Athlete team orientations, Allied Health orientations. At each presentation, the Title IX Coordinator provides handouts, addresses each group including content specific to risk reduction and bystander intervention, refers all students to the online resources, highlights that every ACM employee is a responsible employee, encourages reporting of any concern, provides contact information, and answers questions.

Additional Strategies

Email from Title IX Coordinator:

To all students early in each semester (web page link + relevant program/event info)

To all employees early in each semester (web page link + relevant program/event info)

Poster: Reporting sexual misconduct and sex discrimination

To be displayed on each campus building's bulletin boards, Willowbrook Woods Clubhouse, and other prominent locations.

Publications:

Student Handbook: policy, comprehensive section + link to complete materials online*

Student Services Booklet: summary + link to complete materials online

Housing Guide: summary + link to complete materials online

College catalog

Decision-Maker

Employee Manual: policy + link to complete materials online*

Brochures:

- *Title IX*
- *Sexual Harassment*
- *Crime Prevention & Safety Tips*
- *Code of Student Conduct*

Employee Training:

Title IX Coordinator training (annually and ongoing)

Title IX investigator training(s) coordinated by Title IX Coordinator (annually)

Employee training: sessions provided by the Title IX Coordinator and HR representative were be mandatory for all employees in 2015-2016, then mandatory for new employees thereafter. HR: delivery of customized powerpoint

Employee training: Information and updates at All College meetings (annually)

Presentations/discussions with constituency groups (upon request)

*HR: Business Learning Resources, online web-based training center – mandatory trainings for employees on related topics
Code of Student Conduct training (Hearing Officers, Appeal Officers, Ombudsmen)*

Programs/Events:

Prevention Education programs are scheduled annually by the Office of Student Life and/or by institutional partners such as the Family Crisis Resource Center (local rape crisis/domestic violence agency which provides education, support, advocacy, and counseling). These events are intended for students but are open to all employees and members of the public. Examples include Equalogy Playwrights, The Hunting Ground, Escalation, Walk a Mile in Her Shoes, Scream Theater, Take Back the Night, Clothesline Project, and bystander education initiatives.

RESPONSE

Upon receiving a report of alleged discrimination and/or sexual misconduct, the College will

1. *Conduct an Intake Assessment*
2. *Take immediate and appropriate action to **stop the misconduct**; to **prevent its recurrence** for the safety, and to **remedy the effects** of the misconduct;*
3. *Provide information to the identified complainant and to the accused perpetrator (if a student or employee) about their rights as well as available resources;*
4. *Conduct a preliminary inquiry of the complaint;*
 - » *At the conclusion of the preliminary inquiry, the investigators shall determine if there is reasonable cause (ie., sufficient substantiating evidence) to proceed and, if so, whether a formal or informal resolution is required.*
5. *Conduct a formal prompt, adequate, reliable, and impartial investigation of the complaint where indicated;*
 - » *At the conclusion of any formal investigation, the investigators shall determine if the accused person violated the Code of Student Conduct (student) or HR policies (employees).*
 - » *The standard of proof shall be Preponderance of Evidence.*
 - » *If the accused person is found responsible, an appropriate consequence or sanction shall be imposed.*
6. *Follow all appropriate procedures as detailed in the Code of Student Conduct, Human Resources Manual, and other related institutional policies;*
7. *Encourage and support a report to local law enforcement;*
8. *Cooperate with any criminal investigation/prosecution; and*
9. *Comply with other legal and policy/procedure requirements.*

Allegany College of Maryland is committed to responding immediately to any act of sexual misconduct or sex discrimination and to providing immediate assistance and support. Interim measures designed to remedy the effects of the offense shall be offered and provided if requested by the victim/complainant. Our institutional partnerships include counseling providers (with free sessions for enrolled credit students as well as employees) and the Family Crisis Resource Center. The College also provides a list of medical resources and alternative mental health resources in the local community. While the complainant has the right to choose whether to notify law enforcement, Allegany College of Maryland strongly encourages victims of sexual assault, relationship violence, stalking and related Title IX crimes to report the crimes, to seek orders of protection from the court, and to actively participate in prosecutions. The College will assist with these measures – including enforcing court orders. The College also has internal disciplinary procedures if the assailant is a student* (Code of Student Conduct) and if the assailant is an employee (Human Resources disciplinary policies).

See the Appendix for additional information related to the College’s compliance with Title IX requirements.

VAWA OFFENSES

Offense	On Campus	Residence Halls	Non-Campus	Public Property
Domestic Violence	3	0	0	0
Dating Violence	3	2	0	0
Stalking	1	1	0	0

*On campus numbers include housing numbers.

Part V – Related Policies & Procedures

The following policies and procedures exist at Allegany College of Maryland in 2015 as an important safety measure for students, staff, faculty, and visitors.

PROCEDURE: TIMELY WARNINGS

- » The Clery Act requires colleges to alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes; any Clery-reportable crime against person *or* property that is (1) reported to campus security authorities or local police agencies **and** (2) is considered by the institution to represent a serious or continuing threat to students an employees requires the issuance of a Timely Warning. Allegany College of Maryland has a protocol created by and implemented with Campus Security for the issuance of any Timely Warnings; this protocol uses a Timely Warning Determination Form that assesses the nature of the crime/threat, indicates whether a Timely Warning will be issued (with written justification), indicates how the Timely Warning will be communicated, and is approved by 2 of the following ACM employees: Security Coordinator (now Director), Dean of Student & Legal Affairs, President (or designee). (See Appendix.)

Policy: Alcohol & Drug Use

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illicit drug use and free of unlawful alcohol use. The College supports the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission. It is the College's intention to provide and maintain a work environment for employees and students that is drug-free, healthful, safe, and secure. When a student is on campus, the student is expected to be in an appropriate mental and physical condition, free of any illegal drugs/alcohol and capable of fulfilling their daily duties. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (as defined by the Controlled Substance Act 21 U.S.C. section 802 and further defined at 21 C.F.R. sections 1300.11 - 1300.15) and the unlawful possession or use of alcohol on College property or as part of any College-sponsored activities off-campus is absolutely prohibited. Any unlawful activity with controlled substances or alcohol by students while involved with a College activity, on or off the campus, will not be tolerated.

Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes drug use and activity as a potential health, safety, and security problem. Students requiring assistance in dealing with drug or alcohol abuse or dependency are encouraged to seek counseling and/or medical assistance through the use of the College's health insurance plan, as may be appropriate, or through the Student Assistance Program which offers counseling and referral.

Certain student financial aid awards may only be made if the student is willing to certify or pledge that they will not engage in unlawful activities with regard to drugs and alcohol.

Violations of this Policy statement shall be immediately addressed by the College and may result in disciplinary action which could include expulsion. The College may also refer violations for criminal prosecution by civil authorities where circumstances warrant.

Prevention Program

- Education
- Intervention & Referral
- Alcohol & Drug Abuse Resource Manual published annually with hard copies available in the Office of student & Legal Affairs and posted online.
- Community resources including a comprehensive list of addiction services maintained in the Office of student & Legal Affairs.
- Biennial Review

Procedure: Missing Student

Allegany College of Maryland is committed to the safety and welfare of students and has a detailed protocol to implement if a student is reported missing or in danger. In summary, this protocol involves the following elements: determining if the student is missing, notification of essential persons including family and law enforcement, search/investigation, and timely warnings as appropriate. The detailed protocol is in the Appendix

Allegany College of Maryland had 1 report of a Missing Student in 2015; the student was quickly located unharmed.

Procedure: CAMPUS EMERGENCIES

Notification

- » Allegany College of Maryland has a systematic protocol for notifying the campus community/ties about emergencies and dangerous situations. In addition to the Timely Warnings discussed above for criminal activity, the College uses the following, additional means of communicating significant incidents: e-Safe (an emergency text messaging service), email, communications tree (verbal alerts), electronic message boards, fliers posted on bulletin boards, classroom announcements, and publicity statements released to local media outlets such as radio stations and newspapers.
- » Allegany College of Maryland's senior leadership, known as President's Staff, is charged with the creation of and compliance with this protocol, the determination of when and how such information is communicated, and – at times – the determination of the communication's content.

Incident Management

- » Allegany College of Maryland, in the event of a significant emergency or dangerous situation, will have a designated Incident Commander (typically the Security Coordinator or Physical Plant Director) who is responsible for organizing the response team, analyzing the situation, planning for needed resources, tracking the event, keeping records, and submitting information to be released. The Incident Commander reports directly to the Emergency Response Director (president, Dean, or dean) who supports the Incident Commander and has the authority to approve resources and expenditures as needed. Information appropriate for release during and after the incident (see immediately above for more details) is communicated to the campus community by the College's Public Information Officer.
- » When information is to be released, the Incident Commander, in consultation with President's Staff (or the appropriate, available members depending upon the circumstances) will consider many factors: safety (highest priority), preventing escalation of the event/incident, reassuring all constituencies, preventing interference with any ongoing response/investigation/rescue, safeguarding confidentiality/privacy, cooperation with other community officials, and more.
- » The College's protocol also includes follow-up Consequence Management which could be staff debriefing, psychological services, and procedure changes.
- » The persons/Organizations responsible for carrying out this process in 2015 were
 1. 911
 2. Dr. Cynthia Bambara, President
 3. Dr. Mona Clites, Vice President Administrative Services » until June 2015
 4. Dr. Renee Conner, Vice President Student & Legal Affairs » until June 2015, then Dean
 5. Dr. David Hinds, Senior Vice President Instructional Affairs » until August 2015
 6. Dr. Kurt Hoffman, Interim Senior Vice President Instructional Affairs » after August 2015
 7. Linda Price, Vice President Advancement » until June 2015
 8. David DeWitt, Vice President Finance
 9. John Morley, Security Coordinator
 10. Adam Phipps, Physical Plant Director
 11. Shauna McQuade, Public Relations Director

Pennsylvania Campuses

- » The Bedford County Campus Emergency Management Committee met several times during 2015 to continually update the Emergency Procedures posted in all areas along with the building evacuation diagram. Fire drills held annually were facilitated by the Everett Area Volunteer Fire Company.
- » The Somerset County Campus Emergency Management Committee met monthly in 2015 and [as noted above] worked with Pennsylvania State Police on a Memorandum of Understanding for emergency responses. Emergency response education is provided to staff and faculty through various meetings each semester: semester orientations, staff meetings, and workshops. Guidelines are given to all addressing numerous scenarios and appropriate responses. CPR/First Aid/AED trainings are offered annually through ACM's Continuing Education.

Publications

- » Allegany College of Maryland publishes an Emergency Procedures flip chart that includes specific information about maintenance/utility failures, notifying/reporting emergencies, suspicious behavior, crime or criminal behavior, fire, civil disturbance or demonstration, medical health emergencies, weather emergencies, hazardous material emergencies, hostage/barricade/active shooter, bomb threat, and evacuation/lockdown procedures. Each employee is issued their own copy of the multi-page flip chart and is encouraged to review it frequently and keep it in an easily accessible location in his/her designated work area.

Testing/Drills

- » Allegany College of Maryland has not engaged in regular testing of its emergency procedures.

Procedures: WILLOWBROOK WOODS

From the Housing Guide and related Residence Life publications

- » In addition to the 24-hour Security staffed Gatehouse at the gated entrance to Willowbrook Woods, Residence Life provides 24 hour support to all residents. Residence Life staff is comprised of Professional Staff and Resident Assistants. During the College's business hours (typically 8:30am – 4:30 pm Fall/Spring semesters), professional staff members are on campus and available to residents as needed. After business hours, a Resident Assistant is always on duty as a "first responder" to issues, concerns, problems, etc. in Willowbrook Woods; they may be assisted by Security and/or Maintenance personnel as needed. Furthermore, a member of the professional staff is always on duty after business hours to respond to emergencies and/or problems beyond the training/expertise of the Resident Assistants; the professional staff member is required to be within 15 minutes of campus when on duty.
- » To anticipate and prevent problems among roommates (including conflicts and misconduct), all residents are required to participate in the creation of a Roommate Agreement which covers the common sources of conflict with college roommates (ie., sharing personal belongings, noise, tidiness, cleaning chores, temperature, and more). The agreement becomes a social contract the residents must follow unless/until everyone agrees to change a term; in the event of conflict, the roommates should refer back to the Roommate Agreement for guidance.
- » If roommate conflicts are not resolved or include issues not covered in the Roommate Agreement, Residence Life Staff offers mediation as a vital service to restore harmony in the apartment and to prevent escalation of tensions. Informal mediation can be conducted with a Resident Assistant. Formal Mediation is conducted with 2 professional staff members
- » From the Housing Guide: Each resident should follow these fundamental personal safety practices:
 - Always lock doors and windows
 - Never open your door to a stranger OR enter a stranger's apartment or bedroom alone.
 - Be aware of your surroundings and the location of your belongings at all times.
 - Make sure your roommates/friends know where you are.
 - Get to know your neighbors.
 - Do not walk alone outdoors at night.
 - Do not leave cash or valuables unsecured.
 - Have your valuables (eg., computers, stereos, televisions) engraved by Security.
 - Maintain a detailed description of valuables to aid in identifying/recovering of any lost/stolen items.
 - Program Security's number into your cell phone (301-784-5555) and call anytime you feel unsafe.

▪ CALL 911 IN AN EMERGENCY!

- » Willowbrook Woods has a detailed list of guest procedures and careful, reasoned restrictions on the access of visitors – including host registration, guest badges, and mandated departure hours. Hosts are responsible for the actions of their guests whose presence in Willowbrook Woods is a privilege, not a right.
- » Willowbrook Woods maintains and posts a list of persons who are banned from Housing property. This list is extremely important for the safety of everyone since people can be banned for a variety of reasons – including past violent or otherwise dangerous behavior. Each resident is responsible for checking the list at least weekly, and residents are not permitted to host, accompany, or otherwise enable a banned person to be on Housing property. Residents who do so will face disciplinary action which could result in expulsion from Willowbrook Woods. Partly for this reason, we ask that all residents make sure they know the first and last names of every person with whom they associate – including visitors to their apartment and their roommates’ guests. If a resident (or any person) is aware that a trespasser is in Willowbrook Woods, the resident should exit the area and notify Security immediately. Allegany College of Maryland will prosecute trespassers, and the local judges have been imposing active jail sentences.
- » Allegany College of Maryland sponsors an E-Safe distribution list specifically for Willowbrook Woods.
- » Residents are not permitted to share or lend their assigned keys.
- » From the Housing Guide/Personal Interaction: Every resident is expected to treat others with dignity, courtesy, and respect at all times, while being cautious about taking risks with people you may not know well. The emotional bonds of closeness tend to be made quickly and easily in a college environment, but you should never allow yourself to be alone or isolated with someone who is – in reality – a stranger to you. You should also always make sure you know people’s full names (first and last); nicknames might be common, but someone who isn’t willing to tell you his/her full name likely has something to hide. Never, ever leave a drink unattended – as someone could spike it or put a dangerous drug in the drink. (Remember, alcoholic beverages of any kind are strictly prohibited at Willowbrook Woods!)
- » From the Housing Guide/Sexual Activity: Housing Staff will not get into your business, but we discourage all forms of casual sexual activity. If you choose to engage in sexual activity, be sure you are practicing the safest possible practices to avoid disease, pregnancy, and injury. The Allegany County Health Department is a neighbor to the College; that agency has free/reduced cost contraceptives and intimate health care within easy walking distance. **Obviously, any non-consensual activity is forbidden; assaults, harassment, and other forms of abuse are NOT tolerated. The College strongly encourages students to report such violations to both the police and to the College for immediate action.**
- » From the Housing Guide/Vehicle Searches: All vehicles entering Willowbrook Woods must comply with Maryland’s Motor Vehicle Code... Willowbrook Woods Security may, at random or due to a specific concern, search vehicles (including trunks) to stop non-residents and unwelcome guests from entering housing by hiding in a resident’s vehicle. If a driver does not cooperate with a search or vehicle has a mechanical failure, the car will be denied entry.
- » From the Housing Guide /Drug Sweeps: The College works with Cumberland Police, Maryland State Police, and the States Attorney to do random, unannounced searches of housing for illegal substances. This involves bringing C3I units onto campus and having trained drug dogs search housing [as part of their routine training]. Only if a dog indicates a positive alert on an exterior apartment door will police, with the consent of the student or management, do a search of the apartment for illegal substances. Any resident whose apartment, bedroom, vehicle, personal property, trash, etc. is “hit” by a trained drug dog will be subjected to disciplinary action under the **Code of Student Conduct**. – in addition to any criminal charges brought by local authorities. Unless the resident can adequately explain the “hit”, s/he can be held responsible for the presence of illegal substances and sanctioned accordingly.
- » See the Fire Report section of this report (below) for detailed evacuation information.

Part V – Fire Statistics



The following STATISTICS for calendar year 2015 will be reported to the United States Department of Education in October, 2016.

*Since this requirement was new for 2009, no Statistics were collected for calendar year 2008 or preceding years.

Fire	On Campus	Residence Halls	Non-Campus	Public Property
Number of Fires	2			
Cause = Intentional <i>(arson must also be reported in the Crime Report)</i>	0			
Cause = Unintentional	2			
<i>Cooking</i>	0			
<i>Smoking materials</i>	0			
<i>Open Flame</i>	0			
<i>Electrical</i>	0			
<i>Heating Equipment</i>	1			
<i>Hazardous Products</i>	0			
<i>Machinery/Industrial</i>	0			
<i>Natural</i>	0			
<i>Other</i>	1			
Cause = Unknown	0			
Number of deaths	0			
Number of injuries <i>*Requiring treatment at a medical facility</i>	0			
Value of Property Damage - \$\$	\$10,000 Private car fire			

Part VI – Policies & Procedures (Fire/Prevention)

The following [fire-related] POLICIES/PROCEDURES exist at Allegany College of Maryland to promote the safety and well-being of all persons at the institution.

CAMPUS FIRE RECORD

- » Allegany College of Maryland (via Student & Legal Affairs) maintains a Fire Record by compiling incident reports generated by Campus Security, local officials, and/or other personnel. Personally identifying and/or protected information shall be redacted as appropriate. Records are available for public inspection (upon request) during normal business hours. Fire Records shall be maintained for at least four years.
- » Allegany College of Maryland publishes an Emergency Procedures flip chart that includes specific information about maintenance/utility failures, notifying/reporting emergencies, suspicious behavior, crime or criminal behavior, **fire**, civil disturbance or demonstration, medical health emergencies, weather emergencies, hazardous material emergencies, hostage/barricade/active shooter, bomb threat, and evacuation/lockdown procedures. Each employee is issued their own copy of the multi-page flip chart and is encouraged to review it frequently and keep it in an easily accessible location in his/her designated work area.
- » The Bedford County and Somerset County campuses have independent Emergency Management Committees which develop protocols unique to each campus and provide emergency response training to faculty and staff at orientations, staff meetings, and workshops.
- » The Bedford County Campus Emergency Management Committee provided safety training programs at the campus. The Everett Volunteer Fire Company conducted a fire drill at the campus and provided feedback and suggestions to improve evacuation times. Evacuation and safety were presented and discussed at faculty orientations. Fire safety procedures are discussed during new student orientations. Staff and faculty annually receive an emergency procedures manual that describes response methods and practices.
- » The Somerset County Campus Emergency Management Committee provided fire safety education/training programs for the campus. Evacuation and fire safety were discussed at faculty meetings, New Student Orientation programs, and at monthly EMC meetings throughout the year. Fire drills were held on campus. Staff and faculty are annually given emergency procedures information including fire response instructions. All classrooms and offices house these materials.

Persons/Organizations to whom Fires must be Reported

- » 911
- » John Morley, Security Coordinator
- » Adam Phipps, Physical Plant Director
- » Dr. Mona Clites, Vice President Administrative Services » until June 2015
- » Dr. Renee Conner, Vice President Student & Legal Affairs » until June 2015, then Dean
- » David DeWitt, Vice President Finance (insurance purposes)
- » Dr. Cynthia Bambara, President
- » Shauna McQuade, Public Relations Director (inquiries & statements)

STUDENT HOUSING FIRE SAFETY SYSTEMS

- » Allegany College of Maryland offers student housing for 236 residents in a garden-style apartment complex organized into 5 buildings of 3 floors with 4 apartments per floor and a Clubhouse. Each apartment in Willowbrook Woods is fully equipped with smoke detectors, sprinklers, and a fire extinguisher. Each floor has a manual-pull fire alarm in the breezeway. Additionally, Willowbrook Woods is serviced by BFPE International, a private fire, safety, and security company which monitors the electronic systems and notifies both 911 dispatchers and designated College officials whenever the systems are activated. Fire extinguishers are tested each summer by Residence Life staff; if used during the year, they are immediately refilled. Other safety systems include the live-in Area Coordinator, 5 Resident Assistants who conduct regular, nightly rounds, a professional staff member on-call during non-business hours, Gatehouse Security, and walking Security during the overnight hours. All residents are provided the contact information for essential safety personnel and are

given critical fire safety information during the mandatory one day Orientation for all new residents at the start of each semester. All residents are provided a list of prohibited items which includes electrical appliances as noted below and other items which pose risk of fire safety (eg., gasoline powered items, smoking devices, grills, live Christmas trees, fireworks, oil lamps, combustible/flammable liquids, and candles/incense. Finally, the local Fire Marshall inspects Willowbrook Woods each summer prior to the residents' late August arrival.

STUDENT HOUSING FIRE SAFETY POLICIES/RULES

Health & Safety Inspections

- » Willowbrook Woods Residence Life Staff conducts periodic Residence Life Staff conduct periodic health and safety inspections; these inspections are conducted by Building and are always announced in advance. Additional inspections are conducted at Thanksgiving, Winter Break, Easter Break, and the end of Spring Semester. The purpose of the inspections is to prevent or correct conditions which can be dangerous to the welfare of residents, guests, and staff. Staff will be looking for signs of vermin/pests, fire/safety hazards, contraband, and the like.

Fire Drills

- » Willowbrook Woods' Residence Life Staff, led by the Area Coordinator and the Resident Assistants, notifies residents that it may conduct fire drills that includes all 5 buildings . These staff members are trained in the fire drill procedures, and the Housing Guide issued to all residents provides detailed information about fire drills & fire emergencies including mandatory evacuations, where residents meet (by building), minimum distance requirements, staying out of parking lots, and not interfering with rescue personnel.

Portable Electrical Appliances

- » Willowbrook Woods bans the following electrical items: space heaters, appliances with exposed heating elements, immersion coils, halogen lamps, and sun lamps.

Smoking

- » Effective August 19, 2013 and pursuant to a campus-wide policy, Willowbrook Woods does not permit smoking on any housing property (or Allegany College of Maryland property). Smoking devices such as hookahs are prohibited on any Willowbrook Woods property.

Open Flame

- » Willowbrook Woods does not permit open flames of any kind in any location. As noted above, grills, fireworks, candles/incense are prohibited. (However, candles for designated religious purposes are permitted for limited times/locations with prior approval by the Residence Life Director.)

Evacuation Procedures

- » In event of an uncontained fire or a fire drill, the Area Coordinator, Security, and Resident Assistants follow the following procedures:
 1. Determine the location/severity of the fire.
 2. Pull the fire alarm in the affected building.
 3. Call 911.
 4. Notify Gatehouse Security that 911 is called and why.
 5. Initiate emergency contact list.
 6. Assist with evacuating the affected building and assist staff ("pound" on each door, direct all students outside, close any doors left open).
 7. Direct residents away from the affected building to the pre-designated locations.
 8. Account for all residents [and guests] in the affected building.
 9. Keep students away from parking lots.
 10. Keep students from re-entering the building until fire officials have cleared the building.

Part VII – Education & Training

Campus Education & Training Programs (for Students, Faculty, and Staff)

- » Key documents to inform students, faculty, and staff include the Student Handbook, Student Services Booklet, Employee Manual, Housing Guide, Willowbrook Woods application packet, and numerous brochures which are distributed across campuses.
- » In 2015, the Somerset County Campus Emergency Management Committee (EMC) provided fire safety education/training programs for the campus. Evacuation and fire safety were discussed at faculty meetings, New Student Orientation Programs, and at monthly EMC meetings throughout the year. Fire drills were held on campus. Staff and faculty annually are given emergency procedures information including fire response instructions. All classrooms and offices house these materials.

Brochures List:

Crime Prevention and Safety Tips for Students
eSafe – information card
Allegany County Fire Safety in the Home
Stay Safe On and Off Campus – information card
Family Crisis Resource Center – information card
Title IX
Sexual Harassment on Campus
Student Counseling Program
Quick Reference Guide to Student Discipline
Dealing with Difficult Students (and Parents, Visitors, and Guests)
Drug & Alcohol Abuse Treatment Resources
Allegany County Health Department Service Directory

- » Allegany College of Maryland implemented a new campus-wide policy to ban smoking and tobacco use on all campuses and all property owned/managed by the College; this policy became effective August 19, 2013.
- » Allegany College of Maryland uses a committee structure in providing education and training to faculty and staff; Human Resources Development Committee selects, funds, and organizes workshops.
- » Allegany College of Maryland's Office of Student Life selects, funds, and organizes educational opportunities for students which includes the annual presentation of Equality Playwrights (professional plays on domestic violence and sexual assault).
- » Residence Life Staff (including student Resident Assistants) selects and organizes educational opportunities for Willowbrook Woods residents and routinely disseminates personal safety information – including, but not limited to, guidance on how to protect personal property during breaks when housing is closed.
- » Fire safety information is posted prominently in each Willowbrook Woods apartment.
- » Emergency telephone numbers are posted prominently in each Willowbrook Woods apartment.
- » Residence Life Staff produces and distributes via email a regular Willowbrook Woods newsletter containing information about numerous topics – including personal and community safety tips.
- » The Bedford County Campus Emergency Management Committee provided safety training programs at the campus. The Everett Volunteer Fire Company conducted two fire drills at the campus and provided feedback and suggestions to improve evacuation times. Evacuation and safety were presented and discussed at faculty orientations. Fire safety procedures are discussed during new student orientations. Staff and faculty annually receive an emergency procedures manual that describes response methods and practices.
- » The Bedford County Campus Emergency Management Committee met several times throughout the 2015 year and worked cooperatively with the Pennsylvania State Police to develop and improve emergency responses. Emergency response training is provided to faculty and staff throughout the year. All faculty and staff receive an emergency response manual annually.
- » The Somerset County Campus Emergency Management Committee provided fire safety education/training programs for the campus. Evacuation and fire safety were discussed at faculty meetings, New Student Orientation programs, and at monthly EMC meetings throughout the year. Fire drills were held on campus. Staff and faculty are annually given emergency procedures information including fire response instructions. All classrooms and offices house these materials.

- » The Somerset County Campus Emergency Management Committee met monthly in 2015 and worked with the Pennsylvania State Police on a Memorandum of Understanding for emergency responses. Emergency response education is provided to staff and faculty through various meetings each semester: semester orientations, staff meetings, and workshops. Emergency guidelines are given to all addressing numerous scenarios and appropriate responses. CPR/First Aid/AED trainings are offered annually through ACM's Continuing Education.

In accordance with the U.S. Department of Education Regulations, Allegany College of Maryland distributes an Annual Security and Fire Safety Report to all current students, staff, and faculty. In addition, the report is available to prospective students, staff, and faculty upon request. Contact the Dean of Student & Legal Affairs at (301) 784-5206 if you would like to receive a paper copy of this report.



Crime & Fire Report Appendices

- ❖ Clery/HEA Reporting Offenses
- ❖ Clery/HEA Reporting Authorities
- ❖ S&LA Incident Communication Form
- ❖ S&LA Student Concern Referral Form
- ❖ Safety Risk Policy
- ❖ Code of Student Conduct Executive Summary
- ❖ Ix3 Team Purpose & Protocol
- ❖ Timely Warning Determination Form
- ❖ Missing Student Protocol
- ❖ Personal Crime Protocol
- ❖ Property Crime Protocol
- ❖ Sexual Misconduct and Sex Discrimination Policy
- ❖ Title IX – Frequently Asked Questions
- ❖ Title IX – Quick Reference Guide

CLERY / HEA: REPORTING OFFENSES (ANNUAL CRIME & FIRE SAFETY REPORT)

CRIMINAL OFFENSES (on campus, housing, non-campus, public property)

- Murder / Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses – forcible
- Sex Offenses – non-forcible (incest, statutory rape only)
- Robbery (taking/attempt property from a person by force, threat of force, violence, or putting person in fear)
- Aggravated Assault (unlawful attack upon a person to inflict severe or aggravated bodily injury; usually with a weapon)
- Burglary (B&E + intent to commit theft or a felony)
- Motor Vehicle Theft (theft/attempt theft of motor vehicle)
- Arson (willful or malicious burning / attempt of dwelling, public building, vehicle, personal property)
- Domestic Violence
- Dating Violence
- Stalking

ARRESTS & DISCIPLINE (on campus, housing, non-campus, public property)

- Illegal Weapons
- Drug Law Violations
- Liquor Law Violations

HATE CRIMES (on campus, housing, non-campus, public property)

- Murder / Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses – forcible
- Sex Offenses – non-forcible (incest, statutory rape)
- Robbery
- Aggravated Assault
- Burglary (B&E + intent to commit theft or a felony)
- Motor Vehicle Theft
- Arson
- Any other crime involving bodily injury
- Larceny / Theft
- Simple Assault
- Intimidation
- Vandalism / Destruction of Property

Specify if hate crime targeted:

- » Race
- » Religion
- » Sexual orientation
- » Gender
- » Disability
- » Ethnicity / national origin

FIRE STATISTICS (on campus, housing, non-campus, public property)

Fire = any instance of open flame or other burning in a place not intended to contain it or in uncontrolled manner.

Number of Fires, injuries, deaths

Cause of each fire (intentional, unintentional, and unknown)

Value of Property Damage

On campus = owned/controlled by ACM & located on its campus

Noncampus = owned/controlled by ACM but not located on its campus

Public property = roads, streets, public thoroughfares, and parking that is located on campus, adjacent to campus, or accessed from campus

Housing = student housing owned/controlled by ACM

Allegany College of Maryland

**CAMPUS CRIME REPORT to the U.S. DEPARTMENT OF EDUCATION
REPORTING AUTHORITIES**

Educational institutions receiving Title IV funds must document certain types of crime that occur on campus property. Each entity/person described below is required by federal law to report any crime/suspected crime, and all reporting authorities must provide this data annually to the college official who completes the Campus Crime Report. At Allegany College of Maryland, that official is Dr. Renee Conner, Dean of Student & Legal Affairs. Failure to report crimes not only puts students and employees at risk, but it also violate the federal Jeanne Clery Act, thereby jeopardizing federal funding.

MANDATED REPORTERS:

- Allegany College of Maryland Security
- Dean of Student & Legal Affairs
- Director of Residence Life
- Area Coordinator
- Director Student Life
- Faculty/Staff *

* The Clery Act requires any individual with significant responsibility for student/campus activities to report criminal activity. Essentially, if you have frequent contact with students *outside* the classroom or your regular job duties, you are considered a reporter. If you are a club/organization adviser, you are considered a reporter. If you are involved in athletics, you are a reporter.

- Somerset County Campus Student Services
- Bedford County Campus Student Services
- Cumberland City Police
- Pennsylvania State Police (Somerset & Bedford)

Of course, if you hear about a crime in some other capacity, we still want you to report it! If you are unsure what to do, call Campus Security at x.5555 or Dr. Conner at x.5206.

In an emergency, always call 911 first; campus security should be your second call. In a non-emergency, local law enforcement should be contacted. Then contact the Dean of Student & Legal Affairs via phone, email, or office drop-in. You may use a Student Development Referral form right away; this form is in Public Folders via All College Folders / Forms/ S&LA.) You should also write a detailed statement for your own records – in case you testify in court.

Criminal matters may be handled by the police/courts **and** by the College's disciplinary system; these investigations are not mutually exclusive, and we often cooperate with each other. (Remember that rules of evidence/procedure and standards of proof are vastly different, so the outcomes of dual investigations may be different.) If FERPA permits, I will be happy to tell you what action, if any, was taken. Thank you for your help!

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

Incident/Information Communication Form (Documentation)

Any incident or significant information about a student shall be documented and forwarded to the appropriate College Official(s). Complete the form electronically and submit to Dr. Conner @ rconner@allegany.edu; don't forget the narrative!

YOUR NAME _____ Date of Report: ____/____/____
 DATE of incident/event ____/____/____ DAY of incident/event _____ TIME of incident/event: ____:____ am/pm
 LOCATION (be specific) _____
 INCIDENT/INFORMATION TYPE (SELECT ALL THAT APPLY)

- | | |
|---|---|
| <input type="checkbox"/> Accident/Injury
<input type="checkbox"/> Medical Emergency
<input type="checkbox"/> Mental Health Emergency
<input type="checkbox"/> Personal Problem
<input type="checkbox"/> Other / Describe: _____ | <input type="checkbox"/> Fire
<input type="checkbox"/> Crime
<input type="checkbox"/> Health / Safety at risk
<input type="checkbox"/> Code of Student Conduct Violation |
|---|---|

Who was present or involved? (include witnesses, staff members, guests, etc.; use additional sheets if needed)

Name	Contact (ie., phone # or room #)	Role (ie., victim, accused witness, staff, etc.)

Was anyone injured or was there any property damage/loss? No Yes» complete the boxes below

Name	Injuries	Location	Property Damage/Loss

Narrative/What happened? (ie., describe what happened in detail – including any specific action(s) you took and/or information you gave to any person such as referrals, brochures, etc.)

What, if anything*, do you think should happen next? (Please be specific including any particular reason(s)
 *If you do not want the College to take any action, you must state that preference very clearly; the College may or may not be able to honor your request.)

I HAVE READ THIS DOCUMENT IN ITS ENTIRETY. BY SIGNING / SUBMITTING, I CERTIFY THAT ALL THE CONTENTS AND ANY ATTACHMENTS ARE TRUE AND COMPLETE. ANY INACCURATE, MISLEADING, OR INCOMPLETE INFORMATION COULD RESULT IN THE MATTER BEING CLOSED WITHOUT ACTION AND/OR OTHER APPROPRIATE ACTION (INCLUDING DISCIPLINARY ACTION BY THE COLLEGE WHERE APPROPRIATE).

_____/____/____
Signature (submitting the form electronically is permitted; submission shall be treated as your certification)

Allegany College of Maryland **SAFETY RISK POLICY & PROCEDURES**

Safety Risk Policy - Adopted, Board of Trustees 10/17/05

Allegany College of Maryland strives to provide quality education and services in a safe and comfortable environment at a reasonable cost. Anyone who satisfies our admissions criteria and who is at least sixteen year of age is admitted to Allegany College of Maryland. ACM reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who ACM determines represent a safety risk to students, faculty, or staff.

Allegany College of Maryland strives to promote a college that enhances lives and the community through education and service. We welcome the public and service providers to our campus. All visitors are expected to conduct themselves appropriately and lawfully at all times. ACM reserves the right to deny entrance to the College or to remove persons from the College grounds who pose a safety risk to our students, faculty, staff, other visitors, or property.

ADMISSIONS

Implementation Protocol:

- Allegany College of Maryland's admission application will ask applicants questions about their criminal and disciplinary background. The signature portion of the application will include a certification that all information is true/accurate, that any omissions or inaccuracies could result in dismissal from the College, and that the applicant agrees to abide by all College rules, policies, and regulations as well as local, state, and federal laws. Applicants are required to disclose their complete criminal and disciplinary history – regardless of outcome.
- Any applications that disclose a history which demonstrates the applicant's presence creates a safety risk will be referred to the Applications Review Committee for review. Each application referred to the Committee shall be evaluated individually based upon the information available when application is submitted including but not limited to the applicant's statement, public court records, other information available to the institution at that time. The Committee may ask for additional information prior to making a decision, and applicants may submit new or additional information to supplement their original applications. Admission (or re-enrollment) may be granted, granted with conditions, or denied upon a majority vote of the committee. Applicants will be notified of the committee's decision in writing by the Director of Admissions/Registration.
- Applicants whose admission has been denied may appeal to the Admissions Committee by submitting a detailed letter stating the basis for their appeal as well as any supporting documentation. The Director of Admissions/Registration will forward all relevant paperwork to the Admissions Committee. Applicants will be notified of the committee's decision in writing by the Director of Admissions/Registration. Applicants whose admission is still denied may appeal to the College President. The Director of Admissions/Registration will forward all relevant paperwork to the College President, whose decision is final.
- All applications will be reviewed and decisions may be made on the basis of the written record; interviews are not required and may be conducted solely at the discretion of the Application Review Committee.
- Applicants who fail to disclose a criminal or disciplinary record (regardless of outcome) and are admitted under false pretenses will be subject to one of two procedures. If the false information, inaccuracies, or omissions are discovered before they enroll and classes begin, the application will be referred to the Application Review Committee for a determination as described above. The Application Review Committee may grant admission, grant admission with conditions, or rescind admission upon a majority vote of the committee. If the false information, inaccuracies, or omissions are discovered after the applicants enroll and classes begin, the matter will be referred for action pursuant to the Code of Student Conduct.

Procedure updated on November 2007 – appeal to Admissions Committee (formerly Student Service Appeal Committee)

Procedure updated in February 2015 – no interviews by Admissions Committee or College President (formerly optional)

VISITORS/PUBLIC

Implementation Protocol

- Anyone seeking to use our facilities for an event or activity must complete an application, which will be modified to require names, titles, addresses, and phone numbers of staffers, organizers, or anyone who will be a known participant. The signature portion of the application will include a certification that all information is true/accurate, that any omissions or inaccuracies could result in the event/activity being cancelled, and that the College reserves the right to deny entrance of any participant deemed to be a risk to the campus.
- Persons who are lawfully present on College property but deemed to be a safety risk based upon their actions while present on campus will be asked to leave and could be notified that they are banned from College property in the future. Law enforcement will be contacted as needed.
- Persons whose court/criminal record, disciplinary record, or actions demonstrate that their presence creates a safety risk may be notified that they are banned from College property. Law enforcement will be contacted as needed, and criminal trespassing charge(s) will be pursued as appropriate.
- Any person who is banned from College property may seek reconsideration of this decision by submitting a detailed letter stating the basis for their appeal as well as any supporting documentation to the Office of Student & Legal Affairs.

CODE OF STUDENT CONDUCT: EXECUTIVE SUMMARY

I. PHILOSOPHY

Allegany College of Maryland, hereinafter referred to as “the College” is an institution of higher learning dedicated to excellence; as stated in the College’s mission statement, “Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society.” Consequently, the College accepts its responsibility to provide a meaningful, safe, educational environment not only in the classroom but also in the library, in the residence halls, in the cafeteria, in the gym, and anywhere else we find students, faculty, staff, and visitors. To fulfill that responsibility, the College presents this Code of Student Conduct, which demands high standards in our Core Values: Respect, Integrity, Opportunity, Wellness, and Quality.

II. AUTHORITY

III. JURISDICTION

The Code of Student Conduct applies to all students on any of the College’s campuses* and to all students whose off-campus conduct (whether or not affiliated with the College or any College-sponsored activity) adversely affects the student’s fitness to be a member of the College community *or* is detrimental to the aims and objectives of the College. The Code of Student Conduct applies from enrollment (including between semesters) until the student graduates, withdraws from the College, or transfers to another institution without enrolling for further coursework at the College.

IV. STANDARD OF CONDUCT AND POLICIES

Students enrolling at any campus of Allegany College of Maryland assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. Conduct shall be consistent with the College’s Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. Each student is presumed to have fundamental knowledge of proper conduct, such as manners, keeping hands to oneself, respecting the property rights of others, listening in class, and obeying authority. Each student is likewise expected to follow all federal, state, and local laws. Furthermore, each student shall be presumed to have read the Code of Student Conduct; ignorance of its provisions shall not be a defense to violating them. Finally, the actions/behaviors prohibited in the lists that follow are not exhaustive, since every possible conduct action/behavior cannot be foreseen by College officials, and the College reserves the right to supplement the standards of conduct at any time with notice to the students. Any questions about the Code may be addressed to the Dean of Student & Legal Affairs.

A. Personal Interaction

1. Assault / Assault & Battery
2. Aggravated Assault
3. Threat / Intimidation
4. Sexual Assault
5. Sexual Harassment
6. Harassment
7. Bullying
8. Other / Law

B. Respect for Property

1. Theft / Unauthorized Use
2. Trespassing
3. Unauthorized Entry
4. Breaking & Entering
5. Robbery
6. Vandalism / Destruction of Property
7. Other / Law

C. Health & Safety

1. Weapons
2. Disregarding Fire Safety
3. Drugs
4. Alcohol
5. Tobacco
6. Reckless Endangerment
7. Child Endangerment
8. Enabling

9. Unauthorized Possession/Duplication of Keys
10. Traffic Obstruction
11. Unsafe Driving
12. Unauthorized Parking
13. Animals
14. Infectious Disease
15. Other / Law

D. Peace & Order

1. Failure to Comply [Directions of College Official]
2. Probation Violation
3. False Statement
4. Fraud
5. Disorderly Conduct
6. Inappropriate/Unauthorized Computer Usage
7. Residence/Residency
8. Unauthorized Publications/Sales
9. Other / Law

E. Housing Regulations

1. Photo IDs
2. Guests
3. Quiet Hours
4. Smoking
5. Banned items
6. Exceeding occupancy
7. Unregistered Car

B. Disciplinary Procedures

- 1. Reporting:** All violations (or suspected violations) shall be reported. Reports should be made in writing when possible/practical. Once reported, all violations (or suspected violations) will be documented.
- 2. Initiation of Discipline:** Reports will be forwarded immediately to the appropriate Hearing Officer.
 - a. Student/non-resident violations (all) to the Dean of Student & Legal Affairs
 - b. Non-student violations to the Dean of Student & Legal Affairs
 - c. Student/resident Housing violations to Housing staff
 - d. When a reported violation involves violence, force, and/or a reasonable concern that a safety risk exists, the Dean of Student & Legal Affairs may request an Order of Immediate Interim Suspension from the College President. Such an Order requires that the accused student immediately leave College grounds (including housing) and may not return for any reason (including classes) without permission from the College President – typically when either the investigation is concluded or the safety risk no longer exists. Housing residents who are accused of conduct violations that necessitate their temporary removal from [only] housing (also for safety reasons) may be suspended by either the Director of Residence Life or the Dean of Student & Legal Affairs. These residents will be responsible for finding temporary accommodations and transportation to/from campus.
- 3. Notice:** Students accused of Code violations will be given written notice
 - a. Specific policy, regulation, rule, or law allegedly violated
 - b. Date (approximated, if necessary) of alleged violation
 - c. Hearing date, time, and location (not less than 24 hours) or directions for the accused student to schedule a hearing.
 - d. Notice shall either be sent by certified mail to the accused student's address of record OR be hand-delivered with a signed receipt/acknowledgment by the accused student.
 - e. Additional Notice may be waived in limited circumstances [false information and violations related to prior notice].
- 4. Investigation:** Assigned hearing officer conducts investigation*
 - a. Interview complainant/victim. The Hearing Officer shall ascertain whether, in fact, a violation is likely to have occurred. If there is no basis for the complaint, the matter will be dismissed immediately. False reports could trigger a new disciplinary proceeding against whoever made it.
 - b. Interview witnesses; witness names may be provided by the complainant/victim, the accused student, other witnesses, College faculty/staff, and/or the hearing officer.
 - c. Review incident or police report(s), if any.
 - d. Review documentation or other records, recordings, videos, etc..
 - e. Hearing with accused student.
- 5. Hearing:** Accused students are entitled to an impartial, closed hearing with the Hearing Officer who may be assisted by another College official to ensure accuracy. As stated below, the accused may be accompanied by an Ombudsman*
 - a. Students have the right to attend the hearing
 - (i) Failure to attend could result in decision without student's input
 - (ii) If a student is unable to attend a scheduled hearing for good cause or needs more time to prepare, s/he must contact the Hearing Officer to reschedule.
 - b. Students have the right to answer and admit/deny the allegation
 - c. Students have the right to decline to give a statement
 - (i) Students' failure to provide a statement will not end the process; decisions shall be made without the student's input.
 - d. Students have the right to present fact or character witnesses.
 - e. Students have the right to present relevant evidence
 - f. Students do *not* have the right to an attorney during any disciplinary proceedings, as College proceedings are non-legal in nature and are, therefore, not subject to the same rules, procedures, and standards of proof as legal proceedings.
 - g. Students have the right to seek procedural assistance and information from the Ombudsman, a neutral third party who is a member of the College staff appointed by the President, who does not advocate for any position or outcome, but who is well-versed in the Code of Student Conduct. The Ombudsman *may* meet with accused students (as requested) to prepare for the hearing and may attend the hearing.

*These rights apply at all hearings, including the Committee on Student Conduct.
- 6. Deliberation:** The Hearing Officer shall take the necessary time to decide and shall re-interview any person s/he deems necessary. The standard to be applied in making decisions is preponderance of the evidence (i.e., it is more likely than not that the accused student committed the violation(s) as alleged).
- 7. Decision:** The hearing officer shall notify the student in writing of the decision and the reasoning for that decision. It shall either be sent by certified mail to the appealing student's address of record or hand-delivered with a signed receipt/acknowledgement by the appealing student.
 - a. Findings: Not responsible/not in violation OR Responsible/in violation
 - b. If found not responsible, report/file will be closed and nothing will be noted in the student's official disciplinary records
 - c. If found responsible, sanction(s) shall be imposed.
- 8. Sanctions:** A response appropriate for the offense will be imposed.
 - a. Censure: A written reprimand placed in the student's disciplinary file.
 - b. Fine: A financial penalty.
 - c. Educational Sanction: An exercise intended to help the student learn.
 - d. Probation: A period of time when the student's conduct will be more closely monitored for compliance with all rules, regulations, policies, and laws. Specific terms and/or conditions that are intended to ensure safety, to compensate any victim, to deter this or any student from a similar course of conduct, or to educate the student may be placed upon a student for whom the sanction is probation. Examples of terms/conditions that may be imposed include (but are not limited to) restitution, letters of apology, counseling, written assignments, educational sanctions, community service, restriction of activities, and no contact with designated persons.
 - e. Suspension: A period of time when the student may not be present on campus (or at housing) for any reason without the prior, written permission of the Hearing Officer. The written decision will state when the suspension period expires. A student who is

suspended and who comes onto campus (or housing) could be arrested and prosecuted for criminal trespassing and could face additional disciplinary action.

f. Dismissal: The student is terminated from the College for an indefinite period of time and may be readmitted only with written approval from the College President. A student who is dismissed and who comes onto campus (or housing) could be arrested and prosecuted for criminal trespassing and could face additional disciplinary action. Any Willowbrook Woods resident who is dismissed from the College is automatically expelled from housing.

Ix3 Team Purpose & Protocol

At-risk Student Interdisciplinary Identification & Intervention

Approved by Board of Trustees 8/18/08

PURPOSE:

Allegheny College of Maryland recognizes that students exist in a world beyond the classroom and that their circumstances outside the classroom can and do affect how they perform within the classroom. The Ix3 Team is created to assist the students who have multiple challenges hindering their academic success at Allegheny College of Maryland. Challenges can include learning disabilities, medical/health problems (including psychiatric issues), difficulty adjusting to the demands of college, housing issues (ie., roommate disputes, minimal social skills, and independent living deficits), personal problems, family demands, extreme financial worries, and more. Where a student has only one dominant challenge to success, the faculty/staff responsible can address it singularly; however, where a student faces 2 or more of such challenges, one professional alone cannot adequately assist the student. Therefore, this Team will coordinate information and resources to give the at-risk student his/her best chance to succeed academically.

PROTOCOL:

Each department within the ACM community who has direct interaction with students will have an Ix3 Team representative who will serve as a primary Team member. Departments which should be represented* include Faculty, Student Success Center, Willowbrook Woods, Counseling, Admissions/Registration, Financial Aid, Recruitment, Security, and Athletics. Other individuals/departments may participate as necessary or appropriate, and persons unaffiliated with the College (eg., social worker, therapist, etc.) may also be invited to participate upon the execution of a valid release. Participation is voluntary but strongly encouraged.

*The entire team is not required to attend each meeting; only representatives of departments which are directly related to the areas in which the specific student is struggling, and if the primary Team member is unavailable, s/he may send a designee.)

When a staff or faculty member (or even a student himself/herself) identifies a student who is struggling with more than one aspect of college, s/he will refer that student to the Dean of Student & Legal Affairs, who initiates the intake process. (See the Intake & Process Form.)

Upon receiving a referral, S&LA will (1) collect information and any relevant documentation – particularly noting that 2 or more issues apply, (2) contact the student to advise him/her of the referral, and (3) schedule a meeting of the entire Ix3 Team and other necessary participants. Since time is often a factor, the Ix3 Team should be able to assemble quickly; ideally, no more than a week will pass between referral and meeting. (Hopefully, the faculty/staff member who referred the student will advise the student that a referral is being made.) The student will be invited to attend the meeting. Upon executing a valid release, s/he may invite other support persons from faculty/staff or family, case workers, etc..

The Ix3 Team will meet, discuss the difficulties with which the student is struggling, and devise a written intervention plan specific to that student's needs. The plan could include numerous strategies such as counseling, testing, community referral, mentoring, monitoring, and more*. Appropriate Team members will volunteer/be assigned responsibility for implementing particular tasks; S&LA will ensure that the plan is executed and maintain the records. If necessary, follow-up meetings may be scheduled. All Ix3 Team information and communications will be confidential in accordance with ACM's FERPA policy.

*Of course, in extreme circumstances, the plan might include a recommendation for the student to withdraw from the College; examples of such circumstances include severe medical challenges, severe personal problems that prevent learning, etc.. Allegheny College of Maryland is committed to helping students succeed, but it is a college – not a social service agency.

CLERY WARNING DETERMINATION FORM

Allegany College of Maryland is committed to the safety of our campus communities. Therefore, pursuant to the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, the College (via designated personnel) will assess threats to safety and issue Timely Warnings as appropriate.

Date of Incident: ___/___/___ Date Reported: ___/___/___ Date of Determination: ___/___/___

Brief Description of incident/issue (specify crime alleged, if applicable):

CRITERIA (check all that apply)

- Crime reported to Campus Security and/or local law enforcement.**
Any crime which must be reported* to the Department of Education under Clery and meets other criteria requires a Warning, but non-mandated crimes may also issue a Warning. (Clery crimes: murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson on campus, campus- owned property, or property immediately adjacent to campus)
- Threat to persons and/or property:**
 - Serious threat **and/or** Continuing threat
- Generalized risk to campus community? (versus specific risk to identified person(s))**
- Will alerting the campus community aid in the prevention of similar crimes?**

*No warning is needed if the suspect(s) are arrested, contained, and/or removed from campus. Appropriate information may be released and appropriate follow-up action will be taken (eg., disciplinary procedures, campus ban, etc.).

CLERY WARNING ISSUED?

YES: Content: type of crime, suspect(s) description, prevention tips, solicit any information, & contact info.

- Communication:**
- E-Safe Activated
 - Allusers email distributed / attached
 - LED announcement in cafeteria
 - Fliers posted on campus bulletin boards / attached
 - Fliers posted in Willowbrook Woods (gate, Clubhouse, mailboxes, and each building)
 - Publicity Statement released [from Advancement] / attached
 - Other: _____

NO >> EXPLAIN:

Authorized ACM Officials:
(ie., President, DEAN, Security Coordinator)

Signature

Counter-Signature (or attach email confirmation)

PROTOCOL: MISSING STUDENT

IS THE STUDENT MISSING?

- ⊙ Allegany College of Maryland is committed to the safety and welfare of our students (& staff/faculty)
- ⊙ This protocol will be implemented if ACM is notified by local law enforcement that a student (or staff/faculty member) is missing.
- ⊙ This protocol will be implemented if ACM determines that a student (or staff/faculty member) is missing as a result of, for example, an unsuccessful Wellbeing Check, the student's whereabouts cannot be verified, and/or there is evidence of foul play.

NOTIFICATION

- ⊙ Local law enforcement shall be notified immediately upon **confirmed** missing status
- ⊙ Parent, guardian, or other emergency contact person shall be notified immediately (if possible under the urgent circumstances) but no later than within 1 hour of **confirmed** missing status by an appropriate ACM official
- ⊙ Campus personnel: instructors, advisor, key offices, work-study site, housing staff (if Willowbrook Woods resident or regular guest) and/or other persons with a known association with the person will be notified and/or interviewed as appropriate and necessary to assist with attempts to locate the missing person
- ⊙ Non-ACM personnel: off-campus housing agent, roommate(s), employer, and/or other persons will be notified and/or interviewed as appropriate and necessary to assist with attempts to locate the missing person
- ⊙ Method of notification: 1st choice = phone, 2nd choice = fax/email, 3rd choice = letter

SEARCH/EFFORTS

- **Allegany College of Maryland will follow any and all directions provided by local law enforcement.**
- The College's Emergency Plan (including communication protocols) shall be implemented as needed.
- If the student was last seen on campus, ACM personnel shall conduct a thorough search of the campus(es) in cooperation with law enforcement; Campus Security shall coordinate the search. Areas to be searched include (but are not limited to) classrooms, offices, libraries, laboratories, storage rooms/buildings, closets, hallways, stairwells, campus vehicles, gymnasium, locker rooms, athletic fields, fitness trail, forested areas, and residential facilities.
- If foul play is reasonably suspected, ACM personnel shall issue a **Clery Warning** to the entire campus community. This Warning shall include a physical description of the missing student, a description of any vehicle the student operates or in which s/he is known to be a passenger, a description of any person/vehicle with which the student was last seen, and a phone number any person can call with information. When possible, fliers with the student's picture shall be printed and distributed on campus and in the larger community as appropriate.
- When it is reasonable to do so and would not interfere with law enforcement's actions, ACM personnel shall interview the missing student's friends, classmates, roommates, neighbors, and/or other known associates. Information which neither compromises the safety of any person nor irreparably harms a function or operation of the College but which may be helpful to locating the missing student shall be shared with law enforcement officials. All such interviews shall be documented; documentation shall be protected by FERPA *after* the emergency is resolved.
- Student & Legal Affairs personnel will implement the Wellbeing Check protocol in tandem with this protocol.

MISSING STUDENT TRACKING FORM

Name of missing student (or faculty/staff): _____

Name of person who reported the student missing: _____

Date & Time of report: ___/___/___ @ ___:___ am/pm

Report information: _____

RESPONSE PROTOCOL VERIFICATION

- | | Initials |
|--|----------|
| <ul style="list-style-type: none"> • ACM notifies law enforcement OR is notified by law enforcement [] <ul style="list-style-type: none"> ACM official(s) in communication w/law enforcement Law enforcement agency: _____ Responding officer(s): _____ Police action: _____ | |
| <ul style="list-style-type: none"> • Parent, guardian, or other emergency contact person notified (within 1 hour of confirmed missing status) [] <ul style="list-style-type: none"> » N/A <i>if</i> the parent, guardian, or other person is who notified ACM that the student is missing | |
| <ul style="list-style-type: none"> • Clery Warning Determination (if foul play is reasonably suspected and/or crime has been committed) [] | |
| <ul style="list-style-type: none"> • If student was last seen on campus, Security coordinates campus-wide search with law enforcement [] <ul style="list-style-type: none"> » Be sure to document participants » Campus Search completed at @ _____ am/pm [] » Results: _____ | |
| <ul style="list-style-type: none"> • If possible that student is somewhere on campus, Security coordinates search of appropriate campus locations [] <ul style="list-style-type: none"> » Results: _____ | |
| <ul style="list-style-type: none"> • Appropriate College personnel notified and/or interviewed for information [] <ul style="list-style-type: none"> » Be sure to document all conversations and information | |
| <ul style="list-style-type: none"> • Student was located by _____ @ _____ am/pm on ___/___/___ @ _____ [] <ul style="list-style-type: none"> » Be sure to document this information, including who confirmed | |
| <ul style="list-style-type: none"> • Parent, guardian, or other emergency contact person notified [] | |
| <ul style="list-style-type: none"> • Appropriate College personnel notified [] | |

NOTES/INFORMATION

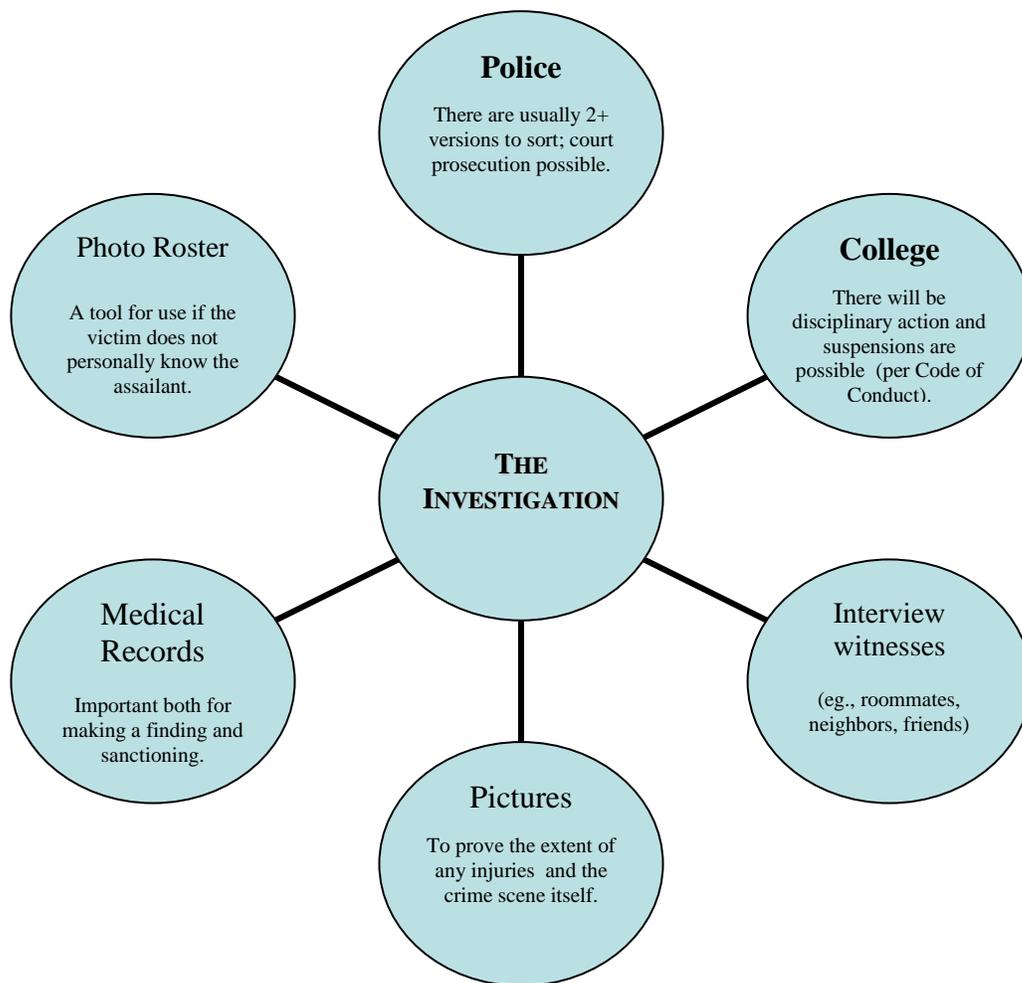
PROTOCOL: PERSONAL CRIME

PREVENTION:

- Ⓞ Read the College’s brochure, “Crime Prevention & Safety Tips”.
- Ⓞ Program **Campus Security**’s phone number in your cell phone. **(301) 784-5555**
- Ⓞ Call Campus Security for an escort *anytime*.
- Ⓞ Do not engage in confrontations. If you have an issue with someone, ask for help in S&LA.
- Ⓞ If someone confronts you, try to get away and/or get help. Never escalate the situation!
- Ⓞ Do not associate with people of questionable character and/or history of suspicious behavior.
- Ⓞ Report any suspicious behavior you observe. Safety depends on everyone’s vigilance!

IF YOU ARE VICTIMIZED (ie., any kind of assault or violent crime) :

- Ⓞ Immediately report the crime to the proper authorities: **911 and Campus Security**
- Ⓞ Get medical attention if you are injured, have a medical condition, or are in shock.
- Ⓞ Cooperate with authorities by providing all information you have about the crime, answering questions, helping to identify suspects, etc. Be thorough and honest.
- Ⓞ Obtain counseling via the College’s free program to help cope with the trauma. We encourage you to contact your parents, too.
- Ⓞ Let your family and friends help you – especially if you need to spend a night or two elsewhere.
- Ⓞ Be patient. Thorough and fair investigations might take some time.



ACM takes **all** crime seriously. We will do the best we can to help you & hold the correct person(s) responsible.

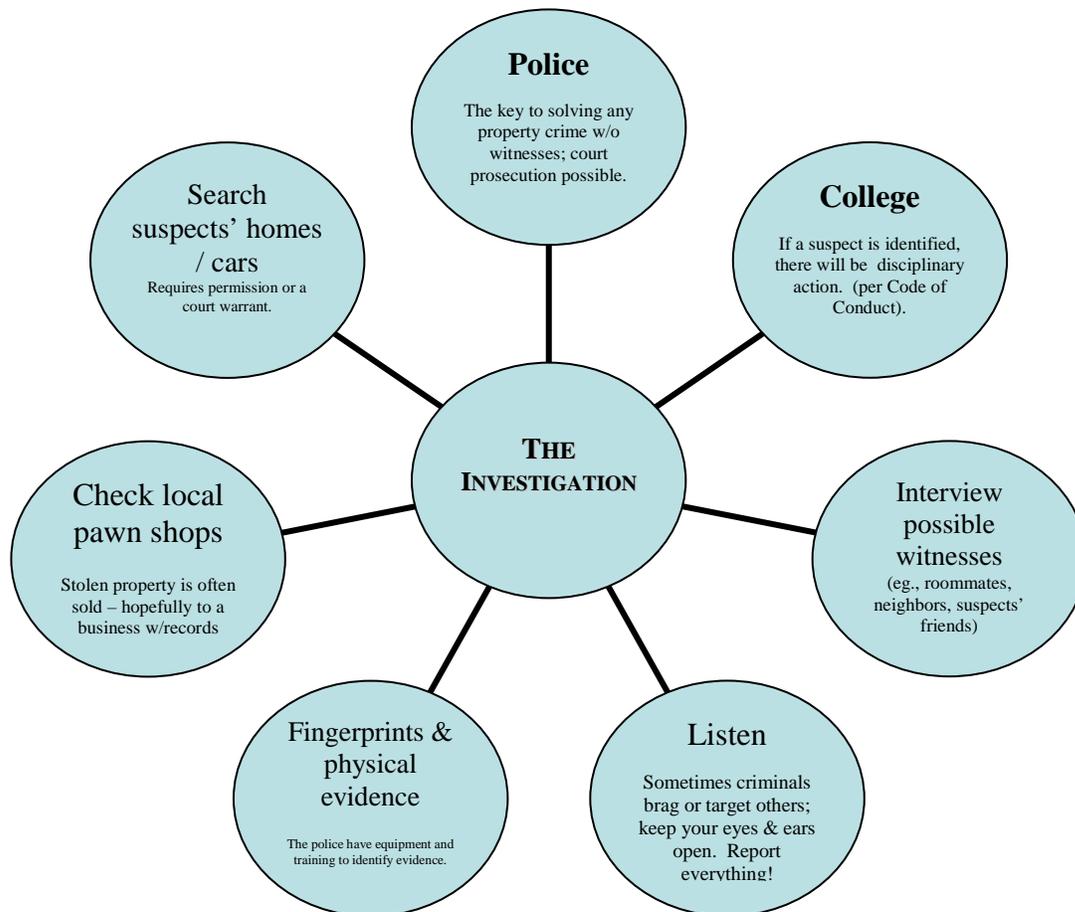
PROTOCOL: PROPERTY CRIME

PREVENTION:

- Ⓞ Read the College’s brochure, “Crime Prevention & Safety Tips”.
- Ⓞ Program **Campus Security**’s phone number in your cell phone. **(301) 784-5555**
- Ⓞ Keep a record of your valuable property (eg., brand, serial numbers, description, etc.) and have electronics engraved by Campus Security.
- Ⓞ Keep doors, windows, and cars locked at all times. Never give others your keys.
- Ⓞ Do not “advertise” your valuables and/or your possession of cash, checks, credit cards.
- Ⓞ Do not associate with people of questionable character and/or history of suspicious behavior.
- Ⓞ Report any suspicious behavior you observe. Safety depends on everyone’s vigilance!

IF YOU ARE VICTIMIZED (eg., theft, burglary, vandalism) :

- Ⓞ Immediately report the crime to the proper authorities: **911 and Campus Security**
- Ⓞ Cooperate with authorities by providing all information you have about the crime, answering questions, helping to identify suspects, etc.
- Ⓞ Make a list of everything that was taken/damaged (along with replacement/repair costs).
- Ⓞ Notify your private insurance carrier ASAP. Crime-related losses are usually covered.
- Ⓞ Document any out-of-pocket expenses for restitution if the criminal is caught.
- Ⓞ Be patient. Property crimes are very difficult to solve if there are no witnesses. *Proof is required.*



ACM takes **all** crime seriously. We will do the best we can to help you & hold the correct person(s) responsible.

Allegany College of Maryland

SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY

[Policy mandated by federal & state authorities]
Approved by Board of Trustees 5/11/15
Implementation Date 7/1/15

BACKGROUND AND PURPOSE

Allegany College of Maryland is committed to providing a healthy and safe community for learning and engagement for all students, employees, and guests. It is the responsibility of every person to ensure his/her actions do not compromise the health and safety of any person or the campus community. Allegany College of Maryland takes discrimination, sexual misconduct, gender discrimination, and all forms of exploitation, harassment, and relationship violence seriously. This policy is designed to promote the prevention of such misconduct, to protect the well-being of the Allegany College of Maryland community, to stop reported misconduct, and to respond to any allegation of such misconduct with fundamental fairness. This policy incorporates both the civil rights and due process models for managing and investigating the forms of misconduct to which the policy applies. The College will adopt and follow procedures to fully implement this policy and to comply with federal and state laws and regulations including Title IX of the Education Amendments of 1972 as amended (“Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII” - employment discrimination based on sex including sexual harassment in the workplace), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) which includes the Violence Against Women Act (“VAWA”). For purposes of this policy and related procedures, **Title IX** shall be the term to capture all these laws which implicate sexual misconduct and sex discrimination.

POLICY

I. Non-Discrimination Statement

The College complies with applicable non-discrimination state and federal laws including Title IX as well as regulations prohibiting discrimination against any individual or group of individuals subject to legal protections. (See the College’s general non-discrimination policy.) Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Sexual harassment and sexual misconduct are forms of sex discrimination under Title IX.

II. Prohibition of Sexual Misconduct, Sex Discrimination, and Retaliation

Allegany College of Maryland prohibits all forms of sexual misconduct and sex discrimination which includes but is not limited to sexual violence, sexual harassment, gender-based harassment, dating violence, domestic violence, sexual exploitation, sexual intimidation, and stalking. Sexual misconduct is a form of sex discrimination prohibited by state and federal laws. These acts may also constitute crimes which could be reported to local law enforcement. College also prohibits retaliation in any form against a complainant, respondent, witness, investigator, or any other person associate with a report. The College complies with applicable state and federal laws including the Clery Act as well as related regulations. Nothing in this policy shall be construed to permit other behaviors expressly prohibited by the Code of Student Conduct or Employment policies.

III. Institutional Obligations

The College will take steps to prevent the occurrence of sexual misconduct and sex discrimination. If sexual misconduct and/or sex discrimination occurs, the College – upon receiving notice – shall take immediate, appropriate steps to end the misconduct and/or discrimination, to prevent its recurrence, and to remedy its effects. The College shall encourage any crime to be reported to the appropriate law enforcement agency; the College shall cooperate with criminal investigations to the greatest extent permitted by law; and the College shall comply with all Clery mandated data collection and reporting requirements. The College’s institutional response to sexual misconduct and/or sex discrimination shall

be independent of any law enforcement and/or court action. All College employees are required to report any sexual misconduct and/or sex discrimination in accordance with the policy provision specified below.

IV. Procedures

Allegany College of Maryland shall adopt comprehensive procedures to implement this policy. Such procedures shall include but are not limited to the following elements: definitions of terms (particularly any terms by federal and/or state authorities), how to file a complaint, responsible employees, the role of law enforcement/crime reporting, interim measures, amnesty, confidentiality, notifications of parties, prompt and fair preliminary inquiry and investigation practices, prohibited investigation activities, timelines, possible remedies, possible resolutions/consequences, resources, and record-keeping.

V. Title IX Coordinator

Allegany College of Maryland's Title IX Coordinator is responsible for the College's compliance with federal and state laws and/or regulations related to Title IX and the Clery Act as enacted in this policy and accompanying procedures. The Title IX Coordinator shall be the Dean of Student & Legal Affairs whose name and contact information shall be included in accompanying Procedures as well as publications and educational/training materials for students, faculty, and staff. The College may identify additional College employees to function as Title IX officers or team members to assist with the implementation of this policy and to conduct investigations as needed; contact information for these employees will also be published in appropriate materials. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator, and complaints that the College has discriminated on the basis of gender may be made to the Office for Civil Rights.

VI. Education and Training

Allegany College of Maryland shall provide ongoing prevention and awareness education to students, faculty, staff, and other relevant parties. This education shall be designed to inform the campus community about what constitutes sexual misconduct and sex discrimination, how to reduce the occurrence of sexual misconduct and sex discrimination, safe bystander interventions, consequences of engaging in sexual misconduct and sex discrimination, and how to report sexual misconduct and sex discrimination. The College shall also secure or provide annual training for College employees who are charged with responding to, investigating, and/or adjudicating sexual misconduct and sex discrimination.

VII. Application of the Policy

This policy applies to (1) all Allegany College of Maryland students, faculty, staff, and third parties under the College's control; (2) any College-owned or College-managed facility or property; (3) any College sponsored, recognized, or approved program, visit, or activity regardless of location; (4) any policy-defined misconduct that impedes equal access to any College program or activity; (5) any policy-defined act of sexual misconduct and sex discrimination that adversely impacts the health, safety, and/or employment of a member of the College community. The College shall provide notice of this policy to students, employees, applicants, and other relevant persons.

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, College will make a good faith effort to comply with all mandates; however, this policy shall take precedence unless otherwise required by law. Related policies: Code of Student Conduct, Personnel/HR policies, Non-Discrimination Policy, Admissions Policy, Safety Risk Policy, FERPA Policy, and First Amendment Policy.

VIII. Policy Changes

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

IX. Reporting

Any employee with information about sexual misconduct and sex discrimination shall report it promptly to Title IX Coordinator, Campus Security, other identified Title IX official, and/or the Office of Student & Legal Affairs. Any person with information about sexual misconduct and sex discrimination may report it to any Allegany College of Maryland official who shall promptly forward the report to Title IX Coordinator, Campus Security, other identified Title IX official, and/or the Office of Student & Legal Affairs. The College will assist any person needing assistance to make a report or complaint. **The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement / call 911 immediately.**

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS – Title IX

FREQUENTLY ASKED QUESTIONS
SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY

1.) What is Title IX?

Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; sexual misconduct and sexual harassment are forms of discrimination under Title IX. The College's policy and procedures relating to sexual misconduct and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and related laws are commonly referred to – collectively – as "Title IX"

2.) What is the most important thing I need to know?

It is all important, but everyone should know that –

- ACM's Sexual Misconduct & Sex Discrimination Policy and accompanying procedures comply with all legal mandates. *All information related to Title IX compliance may be found at www.allegany.edu/titleIX.*
- ACM prohibits sexual misconduct and sex discrimination, and retaliation.
- Any person with knowledge of sexual misconduct and sex discrimination shall make a report.

3.) What do I do if someone tells me s/he was a victim of sexual misconduct or sex discrimination?

Education and training will be provided to students and employees, and information will be published and posted online on these subjects including what constitutes sexual misconduct and sex discrimination, safety/security procedures and resources, bystander intervention, risk reduction, consequences if found responsible, and receiving, reporting and handling complaints.

4.) To whom do I report sexual misconduct or sex discrimination?

Any ACM employee – who must forward the report to the Title IX Coordinator for appropriate action.

5.) Who is the Title IX Coordinator?

Dean of Student & Legal Affairs: Dr. Renee Conner
12401 Willowbrook Road SE / Cumberland, Maryland 21502
College Center #152 / (301) 784-5206 / rconner@allegany.edu

6.) Will the police be involved?

Maybe. ACM strongly encourages complainants to report crimes to local law enforcement, and ACM will assist complainants in contacting police. Complainants will not be compelled to contact police. (NOTE: ACM strongly urges complainants to get necessary medical treatment; doing so will not automatically involve the police.)

7.) Will the accused person be removed from campus?

Maybe. ACM's top priority must be to stop the sexual misconduct or sex discrimination and to prevent its recurrence. Therefore, the accused person's removal from campus may be necessary. Factors to be considered include the nature of the complaint, the extent of harm to the complainant, and the extent of risk to any other person or the campus generally.

8.) What if no one knows who is responsible for the sexual misconduct or sex discrimination?

A Timely Warning under the Clery Act using e-Safe and other communication methods may be issued, and ACM will make every effort to identify the person with the help of law enforcement if the complainant agrees to involve the police. (See above.)

9.) Will the campus be notified that sexual misconduct or sex discrimination occurred?

Probably not – unless a Timely Warning is issued. Generally, ACM will honor confidentiality to the greatest extent possible to protect the privacy of the people involved, the rights of the complainant and the accused person, and the integrity of the process. However, ACM submits its crime statistics to the federal government and publishes a crime report annually; that information is available to anyone via www.allegany.edu, <http://ope.ed.gov/security/>, Campus Security, and the Office of Student & Legal Affairs.

10.) How can I help?

Participate in all the education and opportunities; intervene if you see something happening – anywhere; and help us create a campus climate where sexual misconduct and sex discrimination never happens.

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS – Title IX

PROCEDURE: QUICK REFERENCE GUIDE
SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY

You have been identified as a complainant or accused person in a serious incident of alleged sexual misconduct or sex discrimination which implicates the Code of Student Conduct and criminal law including (but not limited to) state criminal charges and federal Title IX, Title VII, Violence Against Women Act, and the Clery Act. The nature of the allegation mandates certain investigative and response procedures in addition to the standard process described in the Code of Student Conduct. (As noted in that document, where the Code of Student Conduct is inconsistent with federal or state regulatory requirements or laws, the College will comply with and defer to the appropriate federal or state regulatory requirement or laws. Similarly, where College Human Resources policies or procedures are inconsistent with federal or state regulatory requirements or laws, the College will comply with and defer to the appropriate federal or state regulatory requirement or laws.

READ THIS QUICK REFERENCE GUIDE, ANY LETTERS OR NOTICES YOU RECEIVE, THE CODE OF STUDENT CONDUCT (STUDENTS), AND HR POLICIES (EMPLOYEES) CAREFULLY. FOLLOW ALL DIRECTIONS.

Statement of Principles:

The College complies with applicable non-discrimination state and federal laws including Title IX as well as regulations prohibiting discrimination against any individual or group of individuals subject to legal protections. Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Allegany College of Maryland takes sexual misconduct and sex discrimination seriously. Sexual misconduct includes but is not limited to the following unacceptable behaviors: rape, sexual assault, harassment, stalking, relationship violence, and attempts to commit such acts. Any person found responsible for sexual misconduct will be properly sanctioned; options that must be considered include removal from on-campus housing, suspension from the College, and dismissal from the College. The College will not permit a hostile environment to exist and will not tolerate retaliation against any person who reports and/or cooperates with this investigation.

Sexual Misconduct Response:

Upon receiving a report of alleged discrimination and/or sexual misconduct, Allegany College of Maryland will

10. Take immediate and appropriate action to stop the misconduct;
11. Take immediate and appropriate action to prevent its recurrence for the safety of the individuals involved as well as the campus generally including the issuance of any essential warnings;
12. Take immediate and appropriate action to address the effects of the misconduct;
13. Provide information to the identified complainant and to the accused perpetrator (if a student or employee) about their rights as well as available resources;
14. Conduct a preliminary inquiry of the complaint;
 - » At the conclusion of the preliminary inquiry, the investigators shall determine if there is reasonable cause (ie., sufficient substantiating evidence) to proceed and, if so, whether a formal or informal resolution is required.
15. Conduct a prompt, adequate, reliable, and impartial investigation of the complaint where indicated;
 - » At the conclusion of any formal investigation, the investigators shall determine if the accused person violated the Code of Student Conduct (student) or HR policies (employees).
 - » The standard of proof shall be Preponderance of Evidence.
 - » If the accused person is found responsible, an appropriate consequence or sanction shall be imposed.

16. Follow all appropriate procedures as detailed in the Code of Student Conduct, Human Resources Manual, and other related institutional policies;
17. Encourage and support a report to local law enforcement;
18. Cooperate with any criminal investigation/prosecution; and
19. Comply with other legal and policy/procedure requirements.

Rights & Responsibilities

Complainant's Rights:

- For the sexual misconduct to be stopped
- To file a criminal complaint and/or to seek an order of protection from local authorities
- To receive interim protective and/or corrective measures. Examples include alternate housing arrangements if you live on campus, academic or employment accommodations or changes, no contact order, and Security escort on campus. A more detailed list of Interim Measures is available; Interim Measures are determined on a case-by-case basis and will be provided when possible.
- To receive counseling via the Student Counseling Program or Employee Counseling Program
- Students: To consult a College Ombudsman for guidance about the disciplinary process
 - » The Ombudsman's role is to answer questions about the process. The Ombudsman is NOT your advocate and will not know the details of the investigation. See the list below of qualified Ombudsmen; it is *your* responsibility to initiate contact and to accommodate the Ombudsman's schedule.
 - » **Joshua Getz @ 301-784-5129 * Additional Ombudsman volunteers needed in FY17**
- To consult an advisor or support person, who *may accompany* you to any college proceeding but who *may not participate* in the proceedings; you are welcome to consult this person at any time in private. You must provide the name and title (if any) of your advisor to the Title IX Coordinator one business day before any meeting.
- To receive written notification when an investigation commences
- To provide a statement, information, witnesses, documents, and other evidence
- To receive timely updates about the progress of the investigation
- To have the investigation concluded within a reasonable period of time (*typically* no more than 60 days)
- To receive written notification of the outcome including any sanctions imposed
- To be free from retaliation or harassment by any person
- Complainants and witnesses shall not be subject to disciplinary action for drug/alcohol violations IF (a) violation occurred during/near time of assault, (b) assault report/participation is in good faith, and (c) violation was "not an act that was reasonably likely to place the health or safety of another individual at risk"
- For your privacy/confidentiality to be protected when possible

Your Responsibilities (both complainant *and* accused):

- To cooperate with the investigation so it can be fair, accurate, and thorough.
- To be truthful.
- To comply with any directives/orders issued for safety reasons
- To report any new concerns or problems – particularly any retaliation or harassment

Your Rights as an accused person/respondent:

- To be informed of the nature of the allegation(s) against you
- To receive written notification when an investigation commences
- To receive counseling via the Student Counseling Program or Employee Counseling Program
- Students: To consult a College Ombudsman for guidance about the disciplinary process
 - » The Ombudsman's role is to answer questions about the process. The Ombudsman is NOT your advocate and will not know the details of the investigation unless you share them. It is *your* responsibility to initiate contact.
 - » **Joshua Getz @ 301-784-5129 * Additional Ombudsman volunteers needed in FY17**
- To consult an advisor or support person, who *may accompany* you to any college proceeding but who *may not participate* in the proceedings; you are welcome to consult this person at any time in private. You must provide the name and title (if any) of your advisor to the Title IX Coordinator one business day before any meeting.
- To provide a statement, information, witnesses, documents, and other evidence
- To receive timely updates about the progress of the investigation

- To have the investigation concluded within a reasonable period of time (*typically* no more than 60 days)
- To receive written notification of the outcome including any sanctions imposed
- To be free from retaliation or harassment by any person
- For your privacy/confidentiality to be protected when possible
- Student: To have escorted access to your on-campus housing as needed to retrieve personal property if you are suspended from campus or Willowbrook Woods (due to limited staffing, arrangements must be made in advance)
- Employee: To have escorted access to your workplace as needed to retrieve personal property if you are suspended.
- To file a criminal complaint and/or to seek an order of protection from local authorities

Process Summary:

I. Intake Assessment

» Determining whether the complaint is a Title IX case or whether another policy/process applies.

II. Immediate Action

» If Title IX, implementing corrective/safety measures (eg., interim measures), collecting basic information, determining complainant's wishes. Exit possible under certain circumstances.

III. Preliminary Inquiry

» Notification of the Accused person, collection of written statements, collection of evidence, interview of witnesses. Review of all available information.

» Gatekeeper Determination:

- (a) Reasonable cause to support an accusation of sexual misconduct or sex discrimination?
- (b) If so, informal resolution OR Formal investigation?

III. Formal Investigation

» Disciplinary action (student) via Code of Student Conduct

Standard: preponderance of the evidence

» Disciplinary action (employee) via Human Resources Policies

Standard: preponderance of the evidence

Resources & Suggestions:

- ❖ **Medical Care** – Get whatever medical treatment you need; follow your doctor's directions. ACM will cooperate with and facilitate your getting appropriate medical attention (including helping arrange transportation to the hospital). A list of local medical providers (Cumberland area) is available in the Office of Student & Legal Affairs as well as online at www.allegany.edu.
- ❖ The nearest hospitals equipped with PHYSICAL EVIDENCE RECOVERY KITS (sexual assaults) are
Cumberland campus:
Western Maryland Regional Medical Center

12500 Willowbrook Road
Cumberland, Md. 21502
240-964-7000

Bedford County Campus:
UPMC Bedford Memorial
[10455 Lincoln Highway](#)
[Everett, PA 15537](#)
814-623-6161

Somerset County Campus:
Somerset Hospital
225 S Center Ave
Somerset, PA 15501
(814) 443-5000

- ❖ **Counseling** - you can call anyone* you like or use ACM's free program.
 - Western Maryland Health System: (240) 964-8585
 - *5 free personal counseling sessions/semester. Call for an appointment.
 - Family Crisis Resource Center*: (301) 759-9244
 - *On campus Monday mornings and Thursday afternoons in College Center Room #150. No appointment necessary for crisis counseling
 - Bedford County, Pennsylvania MH/MR: (814) 652-9528 ex.t 6202
 - Somerset County, Pennsylvania MH/MR: (814) 445-9848 ex.t 6106
 - Veterans Services: Contact Ronald Platt in Admissions/Registration: (301) 784-5209
 - *A list of mental health providers (Cumberland area) is available in the Office of Student & Legal Affairs and online at www.allegany.edu

- ❖ Confide in a parent, spouse, relative, friend, neighbor, or other caring person in your life. You are NOT alone, and the support of others will be important in the coming days/weeks.

- ❖ Exercise caution at all times and follow personal safety practices; Campus Security publishes a personal safety booklet that can be found in brochure racks all over campus, or you can get one at Campus Security (College Center #169) or the Office of Student & Legal Affairs (College Center #152). Report any problems or concerns you have right away!

- ❖ Call **911** in an emergency; then call Campus Security at (301) 784-**5555**

- ❖ File a police report and/or contact Campus Security if feel unsafe or if are the victim of a crime. You can also seek a peace/protective order and/or file criminal charges by contacting the Court Commissioner at (301) 723-3150 or go directly to the office to file charge(s) at 123 S. Liberty Street (First Floor) Cumberland. Hours are 7am-6am Monday-Friday and 8am-4pm Saturday/Sunday.

- ❖ Report any theft, loss, or property damage to your insurance company.

- ❖ Students: Read the Code of Student Conduct – found in the Student Handbook (available online at www.allegany.edu)

- ❖ Employees: Read the Human Resources Manual – online at <http://services.allegany.edu/hr/collegehrmanual/>

- ❖ Follow all directions issued by the College and/or the court.
- ❖ Cooperate with law enforcement if there is a parallel criminal investigation.
- ❖ If you retain an attorney, the attorney may serve in the role of your advisor/support person; however, the College's proceedings are administrative in nature, so court procedures/rules do not apply to this process.
- ❖ Students: Contact your instructors to manage your coursework, especially if you will be absent; contact your academic advisor and/or the Student Success Center if you find yourself struggling academically or if you need a little extra help catching up (eg., tutoring).
- ❖ Students: If you choose to withdraw from ACM, consult Admissions/Registration Office to submit the proper paperwork (taking note of dates when you can withdraw without receiving "F" grades as well as tuition refund deadlines), the Financial Aid Office to be aware of any consequences to your current and future aid packages, the Residence Life Office *if you live in Willowbrook Woods* to obtain a Request for Release Petition from your housing contract, and your academic advisor to plan how/where to continue your education elsewhere. Withdrawing from ACM may or may not result in this matter being closed without further action. No outcome regarding the disciplinary process, your student status, your housing status, or any financial obligation is guaranteed. (The same is true if you are the accused student and are ultimately dismissed from the College.)