2014 ANNUAL CAMPUS SECURITY REPORT AND CLERY ACT STATISTICS
From the Director of Public Safety

Thank you for taking the time to read this 2014 Annual Campus Security Report designed to provide important safety information on our College’s Liberty campus and multiple learning locations. We have prepared the report in compliance with the 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, which requires a campus security report for 2014 to be published on Oct. 1, 2015. In addition to detailing the various public safety services available at Baltimore City Community College (BCCC), the report provides statistics regarding crime incidents on campus.

In any review of the statistics, the reader will gain the sense that BCCC has an extremely safe campus and learning locations. This level of safety on campus is due in part to the combined efforts of many different departments and individuals. Safety is a community responsibility; in this context, BCCC relies on every member of the community to contribute to security on campus by reporting suspicious activities and using common sense when going about daily activities.

The Department of Public Safety is primarily responsible for developing the services, programs, and strategies for maintaining a reasonably safe campus and learning locations. BCCC relies on our collaborative relationships with the community to fulfill that responsibility.

We hope you find this report informative and helpful, and that your visit to BCCC is enjoyable and safe. If you have questions or would like additional information, visit our website at www.bccc.edu or stop by Room 058 of the Liberty campus Main Building.

William Booth
Director of Public Safety
The Clery Act, Legal Requirements:

Policy for Reporting the Annual Disclosure of Crime Statistics. The Department of Public Safety prepares the annual campus security and fire safety report to comply with the 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, which amended the Higher Education Act of 1965. The Clery Act requires higher education institutions to make public their campus security policies and requires that crime and fire data are collected, reported, and disseminated to the campus community. The Clery Act is intended to provide prospective students and employees, current students and their families, and the rest of the Baltimore City Community College (BCCC) community accurate, complete, and timely information about safety on campus so they can make informed decisions. The full text of the report is published on our website and the report is prepared in cooperation with the Baltimore Police Department. Statistics contained in this report may also include crimes that have occurred in private residences or businesses which are not required to be reported. A procedure is in place to anonymously capture crime statistics disclosed confidentially. Each year by Oct. 1, an email notification will announce the location of where to view or receive the completed report. These alert notifications are made to students, faculty, staff and administrators. Prospective students and employees of the College receive information where they can view the statistics from the Admissions Office and the Human Recourses Department respectively.

Each member of the College community receives an email that describes the report and provides its address. For a paper copy, contact the BCCC Department of Public Safety at 410-462-7700.

The Department of Public Safety:

The Department of Public Safety is open 24 hours a day, 365 days a year. The telephone number for emergency calls as well as routine business calls is 410-462-7700. The department consists of Maryland Police and Correctional Training Commissions (MPCTC) Certified Police Officers and Public Safety Officers dedicated to providing the best professional service possible to the College community. Officers patrol campus locations on foot and in vehicles. Several officers and a supervisor are on duty 24 hours a day. The Command Center is staffed with trained dispatchers who answer calls for service, dispatch officers and provide other emergency services regarding incidents, and monitor intrusion detection and fire alarms. The department staff also carries out a variety of roles, including operating the campus escort program.

Working in partnership with the community, BCCC public safety officers are committed to providing the highest quality of service to the students, faculty, staff and visitors of the College by maintaining community peace, safety and quality of life. As a law enforcement department, our vision is to provide safety for our community and enhance the educational opportunities of our students through effective community policing and superior customer service. Through progressive training, proactive enforcement, and ethical conduct, our department provides and maintains the delivery of quality services.
The Department’s Mission and Values

**Humanity:**
BCCC respects life and liberty and is sensitive to the needs and concerns of the community, treating everyone with respect, compassion and dignity.

**Professionalism:**
The Public Safety Office is committed to excellence and professionalism, and maintains the highest standards of training, education, and discipline.

**Integrity:**
The department is guided by the principles of justice and honesty, and employs the highest staff ethical standards as it demands accountability, consistency, fairness to the community, and truthfulness in the pursuit of our mission.

**Campus Locations, Policing and Security Policies**

**BCCC Police Officers, Law Enforcement Authority, and Interagency Cooperation:**

BCCC Police Officers derive their law enforcement authority from State of Maryland statutes. Annotated Code of Maryland, Education Article §14-106. A BCCC Police Force was enacted July 1, 2006 under House Bill 1669. BCCC Police Officers have the same powers, privileges, immunities, and defenses as sheriffs, constables, police officers, and other peace officers including the powers of arrest.

BCCC Police Officers are required to complete a police training course approved and authorized by the Maryland Police and Correctional Training Commissions. MPTC-certified Police Officers are required to attend mandatory in-service training throughout the year to enable them to perform more efficiently and more safely. The non-sworn Building Security Officers attend a 40-hour professional development course that provides them the theories of campus locations security.
Campus Security Services

Interagency Cooperation:
The Department of Public Safety works closely with the Baltimore City Police Department and other police agencies. BCCC relies on these relationships for support on several levels. In addition to sharing critical information, the BCCC Public Safety Department has immediate contact with the Northwestern District of the Baltimore City Police Department. This arrangement provides BCCC immediate access to mutual aid and support from the Baltimore City Police Department and other first responder agencies. For confidential reporting of crime and other serious incidents, BCCC has several methods for individuals to report crimes and other serious incidents on a voluntary and confidential basis, such as the Anonymous Report of Sexual Assault. This process allows victims or witnesses to anonymously report an incident of sexual assault. This procedure enables the College to evaluate whether a Campus Safety Alert should be issued and collect valuable information about sexual assaults. This is a valuable resource available to any member of the community. To obtain the report form, contact the Department of Public Safety.

Reporting Criminal Incidents and Other Emergencies:
All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Public Safety by dialing extension 7700 on the Liberty campus. Individuals may report incidents in-person at the department’s Public Safety Office. The College has installed emergency two-way call boxes and blue light phones throughout the campus locations for use during emergencies. By pressing the red button on the stations, users can communicate directly with the Communications Center. The location of the station is digitally displayed to the Communications Officer.

If you are the victim of a crime and do not want to pursue action within the College’s Judicial System or the criminal justice system, you may still want to consider making a confidential report. You can file a report on the details of an incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual campus security and fire safety report for the institution.
Access to Campus Locations Facilities:
Access to campus locations buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The College encourages an open environment with limited constraints to ensure reasonable protection of all members of the community. Most campus facilities are open during weekday business hours. Individuals who wish to access the College’s buildings or property during non-business hours or for special events should contact the Department of Public Safety.

Security Considerations in the Maintenance of Campus Facilities:
BCCC is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus locations lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus locations during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within 24 hours or the next business day. BCCC encourages community members to report any deficiency in lighting to the Facilities Department at 410-462-8530. Any community member who has a concern about physical security should contact the Public Safety Department at 410-462-7700.

The BCCC Public Safety and Facilities Departments work together to identify inoperative locking mechanisms. BCCC encourages community members to promptly report any locking mechanism deficiency to the Facilities Department or Department of Public Safety. Maintenance staff members are available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions may also include unsafe steps or handrails, unsafe roadways on campus locations, and unsecured equipment.

Firearm Policy:
The unauthorized use, possession or storage of any weapon on College premises or at College-sponsored activities are strictly forbidden. This includes but is not limited to firearms, air rifles, slingshots, swords, hunting knives, etc.

Timely Warning Notices and Campus Safety Alerts:
To help prevent crimes or serious incidents, the Department of Public Safety, in conjunction with other departments on campus locations, issues Campus locations Safety Alerts in a timely manner to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Department of Public Safety so that a Campus Safety Alert can be issued, if warranted. If community members report crimes or serious incidents to other administrators, those administrators will notify the Department of Public Safety. Representatives of these offices should promptly notify and collaborate with the Department of Public Safety to issue a Campus Safety Alert, if one is appropriate.
Distribution of Campus Locations Safety Alerts:
The Public Safety Department distributes Campus locations Safety Alerts in various ways. Once the College determines that an alert will be issued, the department e-mails the alert to the all campus email addresses and posts the alert on its website at www.bccc.edu. The department also posts alerts on bulletin boards throughout locations, as well as sends e2Campus locations text messages to registered mobile devices (i.e., cellular phones). For information on how to register a mobile device, call 410-462-7700 at any time.

Daily Crime Log:
The Department of Public Safety maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus locations. The Daily Crime Log is available for public inspection at the department’s command center. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created. The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident.

Fire Drills:
The College requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuations may face disciplinary action. Since false alarms may lower evacuation responses, the College will analyze the cause or causes of false alarms and work to reduce their occurrence.

Rape Aggression Defense (RAD):
The Department of Public Safety will offer a Rape Aggression Defense (RAD) program, a self-defense class and nationally recognized course designed specifically for women to give them the skills they need to prevent and survive a violent attack. The department will begin offering the RAD Systems program each semester. Preventing crime through collaboration and cooperation with the community and crime prevention awareness is a top priority of the department. Together with other campus offices, the department provides programs to enhance personal safety, teach proactive crime-reduction strategies, and help community members develop self-esteem, which contributes to a healthy community.

The College’s crime-prevention strategy rests on a multilayered foundation of proactive area patrol of campus locations, crime prevention education and training, building and area security surveys, and property registration. This approach relies on the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging community members to take responsibility for their own and others’ safety. Members of the department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Listed below are some of the umbrella programs and services offered by the department:
Crime Prevention Promotions, Flyers, and other Marketing:
The department maintains a crime prevention brochure that outlines the many crime prevention programs and strategies available for the community. The department periodically chooses a special topic to highlight in flyers or on the department’s website site. Additionally, the Department of Public Safety conducts the Public Safety Community Awareness Series Workshops on crime prevention. Such topics include; Cyber Security, Personnel Safety, Gang Awareness and Sexual Assault. In 2011, the department hosted the Take 25 event co-sponsored by the National Center for Missing and Exploited Children and the National Organization of Black Law Enforcement Executives.

Emergency Blue Light Phones/ Emergency Phones:
These two-way call boxes are located strategically around campus locations. They allow an individual in need of assistance to speak directly with a member of the department. The communications officer will dispatch the appropriate emergency response team to the caller’s location.

Campus Locations Escort Program:
Community members may request an escort to any on-campus destinations during the hours of darkness (from dusk to dawn). Public Safety provides escorts for one or two students, either on foot or in a patrol car, depending on officer availability and the destination of student(s).

The procedures for arranging an on-campus escort are as follows:
1. Call Public Safety at x7700 and tell the desk officer your name and starting and ending destinations.
2. Wait at the designated location and show the officer your ID card upon request.
3. Be patient. Officers are often handling other calls when escort requests are received.
The names of all people escorted, their destinations, and the beginning and ending times of the escort are recorded for the protection of the students and officers.

Security Surveys:
In the future, the Department of Public Safety will be conducting Security Surveys. These surveys will be conducted periodically with other members of the College community, including members of the Student Government Association. The primary goal of these surveys will be to identify areas of campus locations that may present vulnerabilities to the public safety. The department will work with the Facilities Department to address concerns noted in the surveys.

BCCC Alcohol Policy:
Students at BCCC are expected to be acquainted with and abide by State laws and College regulations regarding alcohol and drugs. Alcoholic beverages are strictly prohibited on any campus locations. The College’s alcoholic beverage policy is designed to be consistent with the laws of the State of Maryland, which, in general, prohibit the possession, consumption, and serving of alcoholic beverages by and to persons less than twenty-one (21) years of age.
BCCC Drug Policy

As outlined in the Student Handbook, BCCC does not condone the possession, use, manufacture, or distribution of illegal substances or drug paraphernalia of any kind in any amount. Students in violation of this policy may be jeopardizing their own well-being as well as the well-being of the college community.

Among those violations considered to be most serious are the manufacture, sale, or distribution of illegal drugs; any involvement in illegal drug use or traffic with minors, particularly from the local area; and possession or use of the more dangerous or highly addictive drugs.

BCCC policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs by any member of the College community. All community members are expected to fulfill their obligations and responsibilities pursuant to BCCC policy as well as federal, state, and local laws. Disciplinary action imposed by the College may be in addition to criminal penalties. Both students and employees are subject to the applicable state and federal laws.

Baltimore City Community College is in compliance with the Federal Drug Free Schools and Communities Act as Amendments of 1989 (Public Law 101-229) signed into law by President Bush on December 12, 1989. The College abides by all federal, state and/or local laws relating to alcohol and drugs.
Sexual Misconduct and Gender Based Violence

I. Overview of the Policy

The College is committed to creating a campus environment that is free from all forms of gender and sex-based misconduct, discrimination, and violence. The College is committed to achieving this environment through a multi-tiered approach that includes training, education and prevention programs, as well as through policies and procedures that encourage reporting of incidents and that prohibit retaliation.

Acts of sexual misconduct and gender based violence undermine the College’s mission by threatening the careers, educational experiences, and well-being of those associated with the College. Members of the campus community, guests, and visitors have the right to be free from all forms of sexual misconduct and gender based violence, and is expected to conduct themselves in a manner that does not infringe upon the rights of others. As such, students, faculty, staff and third party vendors are permitted to file a complaint under this policy.

II. Applicability

This policy applies to all members of the College community, including students, faculty and staff. It also applies to all third parties within the College’s control. This policy applies to sexual misconduct or gender specific violence:
• On campus premises, in any College facility or College property
• At any College sponsored, recognized or approved program, visit or activity, regardless of location

III. Notice and Policy of Non-Retaliation

A. Non-Retaliation

It is a violation of College policy to retaliate in any way against students or employees because they have raised allegations of sexual or other discriminatory harassment or conduct. Person(s) against whom the complaint is lodged also bear a responsibility to abstain from retaliatory behavior toward the complainant(s) and/or any individual participating in the investigation. Because a charge of discriminatory harassment or conduct may have serious consequences, complainant(s) must bring the charge in good faith and in accordance with College policy. A complainant whose allegations are found to be brought with malicious intent will be subject to disciplinary action.
Definitions

A. Consent means a knowing, voluntary and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give consent. Consent may be expressed either by words and/or actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that he/she has consent from the other party, and that the other party is capable of providing consent.

Lack of protest or resistance is not consent. Nor may silence, in and of itself, be interpreted as consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.

Previous relationships, including past sexual relationships, do not imply consent to future sexual acts.

Consent to one form of sexual activity cannot automatically imply consent to other forms of sexual activity.

Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.

Consent cannot be obtained by use of physical force, threats, intimidating behavior or coercion. Coercion is pressuring another person into sexual activity.

It is a violation of this policy to engage in sexual activity with someone you know, or should know, is incapacitated. Incapacitated, for purposes of this policy, means that the person’s decision-making ability is impaired such that they lack the capacity to understand the who, what, where, why or how of their sexual interaction. Incapacitation may result from: sleep or unconsciousness, temporary or permanent mental or physical disability, involuntary physical restraint, or the influence of alcohol, drugs, medication or other substances used to facilitate sexual misconduct.

B. Dating Violence encompasses a broad range of behaviors, including sexual assault, physical abuse and other forms of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant, considering the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

C. Domestic Violence encompasses a broad range of behaviors, including sexual assault, physical abuse and other forms of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or
intimate partner, by a person similarly situated to a spouse of the complainant, or by any other person against an adult or youth complainant protected from those acts by domestic or family violence laws of Maryland.

D. Relationship Violence encompasses a broad range of behaviors, including sexual assault, physical abuse and other acts, threats or a pattern of abusive behavior of a physical or sexual nature by one partner intended to control, intimidate, manipulate, humiliate, frighten, coerce or injure the other. These acts may be directed toward a spouse, an ex-spouse (also referred to as domestic violence), or by a current or former intimate partner (also referred to as dating violence”).

E. Responsible College Employee includes any College administrator, supervisor, faculty, member, campus police, coach, trainer, or anyone who has the authority to take action or redress sexual misconduct; or whom a student could reasonable believe has such authority or duty.

F. Sexual Assault (Non-consensual sexual intercourse or oral sex) means any act of sexual penetration with another individual without consent. Sexual penetration includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

G. Sexual Contact (Non-consensual sexual contact) means any unwanted intentional touching of the intimate body parts of another person or yourself; causing another to touch your intimate body parts; or the disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part that is touched in a sexual manner. Unwanted sexual contact includes attempted sexual intercourse.

H. Sexual Exploitation means taking non-consensual or abusive sexual advantage of another person for one’s own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.

I. Sexual Harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or unreasonably creating an intimidating, hostile, or offensive working or academic environment.

J. Sexual Intimidation means threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.

K. Sexual Misconduct is an umbrella term that encompasses dating violence, domestic violence, sexual harassment, sexual assault, sexual contact, sexual exploitation, sexual
intimidation, relationship violence and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in intimate or sexual relationship. Sexual misconduct can be committed by any person, regardless of gender identity, and can occur between people of the same or different sex, sexual orientation or gender expression.

L. Title IX Officer refers to the individual designated by the President of the College to: 1) oversee the College’s response to sexual misconduct reports and complaints and identify and address any patterns or systemic problems revealed by such reports and complaints; 2) conduct sexual misconduct investigations; 3) oversee, review, content, and in collaboration with other College offices, conduct training for students, faculty, and staff on sexual misconduct issues; 4) ensure that appropriate policies and procedures are in place for responding to complaints of sexual misconduct against faculty, staff and students; and 5) work with local law enforcement to ensure coordinated responses to sexual misconduct cases.

V. COMPLAINT PROCEDURES

For the purposes of these procedures, the Complainant is the person filing a Complaint. The Respondent is the person who is alleged to have violated this Policy.
SEXUAL HARASSMENT

A. Introduction
An individual who believes that they have been discriminated against or harassed, as defined in this policy, by another College employee or vendor, may seek resolution through the following complaint procedures. While these procedures contain reporting and response deadlines, please note that the Executive Director of Human Resources may extend for a reasonable period of time any of the deadlines specified in this section.

1. Any employee or student who believes that he or she has been the victim of sexual harassment or retaliation should report the alleged incident immediately to the Executive Director of Human Resources or any BCCC staff, faculty member, or supervisor.

2. Any BCCC employee who receives a report of sexual harassment or becomes aware of conduct in violation of the Policy has an affirmative duty to report immediately to the Executive Director of Human Resources any behavior that he or she believes is in violation of this Policy.

3. The Executive Director of Human Resources shall promptly contact and inform the complainant of BCCC’s policy prohibiting sexual harassment and of the procedures available to resolve a complaint of sexual harassment. Both informal and formal procedures for resolving a complaint of sexual harassment are available for use by employees, students, and volunteers.

4. An investigation of the complaint must be conducted immediately by the Executive Director of Human Resources or another designated official.

5. Complaints against students shall be brought to the attention of the Vice President for Student Affairs.

If a supervisor/advisor or other College office is contacted by a Complainant regarding allegations of sexual harassment, the individual in receipt of such information will promptly notify the Title IX coordinator. In order to meet the College’s legal obligations, the Title IX coordinator may determine that an investigation is warranted without a formal complaint if the College has sufficient notice that sexual harassment may have occurred and/or the allegations of sexual harassment are particularly serious (such as coerced sexual acts). Pursuant to its Title IX obligations, the College may take interim measures it deems necessary during an investigation to ensure the safety and well-being of the Complainant and/or College community.

B. Protective Measures and Confidentiality

1. Retaliation by College Faculty members, staff, or students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment, or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is
found to have engaged in retaliation in violation of this Policy, he or she will be subject to disciplinary action. Any individual who has been a victim of sexual harassment or retaliation shall immediately report such conduct to the Executive Director of Human Resources.

2. Complainants, Respondents, witnesses, and all persons involved in making investigations, or resolving a complainant of sexual harassment, shall use their good faith efforts to keep confidential all information relating to a complaint. Failure to maintain confidentiality may result in disciplinary action and/or other serious sanctions.

3. Allegations of sexual harassment are extremely serious, with potential for great harm if ill-conceived or without foundation. It is a violation of the policy for an individual to file an untruthful or bad faith claim of sexual harassment. The college community should not be discouraged from filing legitimate complaints of sexual harassment. An individual found to have filed an untruthful or bad faith complaint is in violation of this Policy and will be subject to disciplinary action.

C. Sanctions

1. Sanctions against BCCC faculty and staff for sexual harassment may range from reprimand to termination, depending on the severity of the conduct and the circumstances of the particular.

2. Sanctions against students and volunteers at the college for sexual harassment may include suspension or expulsion from BCCC programs.

3. All employees and students should be aware that they may be civilly or criminally liable if they engage in prohibitive conduct.

D. Informal Procedures for Resolving a Complaint

1. A Complaint of an incident of sexual harassment or other behavior in violation of the Policy may be reported to any BCCC staff or faculty member, including the Complainant’s supervisor, department/division head, dean or any other College administrator. Students and volunteers are encouraged to report complaints to the Executive Director of Human Resources. Any BCCC employee who receives a report of sexual harassment or otherwise becomes aware of conduct in violation of the Policy shall immediately notify the Executive Director of Human Resources. (If the person alleged to have violated this Policy is the Executive Director of Human Resources, the complaint shall be brought to the attention of the President who shall investigate the alleged violation. The Executive Director of Human Resources shall promptly contact and inform the Complainant of the College’s Policy Prohibiting Sexual Harassment and of the procedures available to resolve a complaint of sexual harassment. While not required to initiate an investigation, the Complainant is strongly encouraged to submit a written, signed complaint as a means of achieving a comprehensive resolution.
2. Upon receipt of a complaint, the Executive Director of Human Resources shall, within ten days, conduct and conclude a confidential investigation of the facts, which will include: an interview with the Complainant, the Respondent, and any witnesses to the material events; the collection of all relevant documents; and consultation with BCCC’s General Counsel.

The ten-day period of investigation may be extended with the approval of the President.

3. At the conclusion of the investigation, the Executive Director of Human Resources will make reasonable efforts to resolve the Complaint to the satisfaction of BCCC, the Complainant, and the Respondent. If a mutually agreeable resolution is reached, the Complainant, the Respondent and the College will sign a statement acknowledging concurrence with the resolution of the Complaint.

4. The Executive Director of Human Resources shall retain Complaints processed through informal procedures in a confidential file separate from any personnel or student files. The confidential file should include: the name of the Complainant; the name of the Respondent; the nature of the Complaint; the incident date; the names of witnesses; and any other information relevant to the incident.

5. All administrators have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the college. In addition, each supervisor shall be required to report any complaint of sexual harassment to the individual or individuals designated in the procedures. All members of the BCCC community are required to cooperate in any investigation of a sexual harassment complaint.

E. Formal Procedures for Resolving a Complaint

1. A person wishing to process a Complaint of sexual harassment or other behavior in violation of the Policy through formal procedures shall file his or her Complaint with the Executive Director of Human Resources or Title IX Coordinator within thirty (30) days following the alleged violation(s) or within 30 days following the date on which the Complainant knew, or reasonably should have known, of the alleged incident.

2. The Complaint shall be signed by the Complainant and shall state: the allegations, including when and where the alleged conduct occurred; the name(s) of the person(s) alleged to have violated the Policy; the names of any witnesses to the violation; and the relief requested.

3. The Respondent shall be promptly furnished with a copy of the Complaint by the Executive Director of Human Resources or Title IX Coordinator and has ten (10) days to submit a written response to the allegations.

4. Upon receipt of a formal Complaint of sexual harassment, the Executive Director of Human Resources or Title IX Coordinator shall immediately consult with BCCC's General Counsel prior to taking any action to investigate or resolve the Complaint.
5. The Executive Director of Human Resources or Title IX Coordinator shall, within ten days of receipt of the formal Complaint and request, conduct and conclude a confidential investigation of the facts. The ten day period of investigation may be extended, with the approval of the President. The investigation will include: interviews with the Complainant, the Respondent and any witnesses; the collection of all relevant documents.

6. The Executive Director of Human Resources and Title IX Coordinator shall make every effort to keep the investigation confidential and shall notify all those who are contacted in the course of the investigation that it is a violation of the Policy Prohibiting Sexual Harassment to fail to maintain confidentiality with respect to both the facts of the investigation and any information that the individual provides to the Executive Director of Human Resources or Title IX Coordinator.

7. Within five (5) days from the conclusion of the investigation, the Executive Director of Human Resources or Title IX Coordinator shall issue to the Complainant and the Respondent a written report setting forth: findings of fact concerning the events that occurred or were alleged to have occurred; conclusions as to whether the events that did occur constituted a violation of BCCC's Policy Prohibiting Sexual Harassment; recommendation as to what disciplinary sanctions, if any, should be imposed.

8. In preparing this report, the Executive Director of Human Resources and Title IX Coordinator shall consult fully with BCCC’s General Counsel. If the Executive Director of Human Resources or Title IX Coordinator concludes that the Policy has been violated and recommends a disciplinary sanction, the Executive Director or Title IX Coordinator shall consult with the President and the Respondent's supervisor concerning the appropriate disciplinary sanction.

9. The Executive Director of Human Resources or Title IX Coordinator shall mail to the Complainant and Respondent the written report and a statement of the Complainant's and Respondent's appeal rights.

F. Disciplinary Actions

Recommended disciplinary action may include, but is not limited to: a letter of reprimand, a letter of apology from the Respondent to the Complainant; demotion of the Respondent; suspension of the Respondent; termination of Respondent’s employment with the College; suspension or expulsion of a student Respondent from the College.

G. Formal Hearing/Appeal

1. If either the Complainant or Respondent disagrees with the report of the Executive Director of Human Resources or Title IX Coordinator, either may request a formal hearing by filing a written request for a hearing with the President, Baltimore City Community College within five (5) days of the date of receipt of the report. The request for a hearing shall state with specificity the portions of the decision with which the person requesting the hearing disagrees.
2. If neither the Complainant nor the Respondent requests a formal hearing within the time stipulated above, the decision shall be implemented as the final decision of the College, unless the President directs otherwise.

3. Upon receipt of a request for a hearing, the President shall appoint a three member Appeal Committee. The members of the Appeal Committee shall be selected from the Sexual Harassment Panel, a 15 member college-wide group. Each division shall appoint 3 members to serve alternatively on the Sexual Harassment Panel. Members of the Sexual Harassment Panel will not participate on an Appeal Committee that involves a Complainant or Respondent from his/her division. Each member of the Sexual Harassment Panel will be required to sign a Confidentiality Agreement. The President shall appoint one of the three members as the Committee Chair. No member of the appointed Hearing Committee may have served as an investigator, witness, or party in connection with the Complaint in question.

4. The Appeal Committee shall promptly conduct a hearing. The Committee Chair may limit the issues in the hearing to those issues or aspects of the report of the Director about which the parties disagree. The purpose of the hearing is to determine:

   a. the events that occurred;
   b. whether the events that did occur constituted a violation of the College's Policy Prohibiting Sexual Harassment; and
   c. if the Committee concludes that the Policy has been violated, the Committee's recommendations as to what disciplinary sanctions, if any, should be imposed.

5. Prior to the hearing and in preparing its report, the Committee shall consult fully with the General Counsel.

6. At the hearing, the report of the Executive Director of Human Resources shall be introduced as evidence. The person or persons asserting that there has been a violation of the Policy Prohibiting Sexual Harassment shall have the burden of ultimate persuasion, by the preponderance of the evidence, that the alleged events occurred and constituted a violation of the Policy.

7. The Complainant, the Respondent, and the Executive Director of Human Resources may all participate fully in the hearing. Each may present opening and closing statements; call, examine and cross-examine witnesses; and introduce documentary evidence. Hearing Committee members may question witnesses, and the Committee Chair may exclude irrelevant or unduly repetitious testimony. The College attorney may be present at the hearing to provide advice, education, and counsel to the Hearing Committee.

8. Within fifteen (15) days following the conclusion of the hearing, the Hearing Committee shall submit to the President a written report containing its findings, conclusions, and recommendation concerning the matters before it. That written report shall be mailed to the Complainant, the Respondent, and the Executive Director of Human Resources or Title IX Coordinator.
9. The report should contain: statement of the facts that occurred; the Committee's conclusions as to whether the conduct that occurred constitutes sexual harassment or other behavior that is a violation of the Policy; and a recommendation for disciplinary action, if any.

10. Within fifteen (15) days following the receipt of the report of the Hearing Committee, the President shall issue a final written decision that will be binding on all parties. The final decision shall be mailed to the Complainant, Respondent, Executive Director of Human Resources, Title IX Coordinator, and the members of the Hearing Committee.

H. External Filing Procedures

Should the individual wish to file a formal Complaint with an external agency, he or she may do so with one of the following agencies:

U.S. Equal Employment Opportunity Commission (EEOC)
1801 L Street N.W.
Washington, D.C. 20507

U.S. Equal Employment Opportunity Commission (EEOC)
Baltimore Field Office
10 South Howard Street, 3rd Floor
Baltimore, Maryland 21201
Reporting Sexual Assault:
People who believe they have been the victim of a sex offense, domestic violence, dating violence, sexual assault, or stalking should immediately report the incident to the BCCCPD or the Baltimore City Police Department by calling 911 or 410-462-7700. The following is strongly suggested. If a sexual assault occurs off campus, the victim should report the incident to the Police Department of the jurisdiction.

Get to a safe place and call the police immediately.

Regardless of whether you intend to prosecute, you are encouraged to obtain a medical evidentiary examination (SAFE Examination). The exam will be given at Mercy Hospital located at 345 Saint Paul Place, Baltimore, MD 21202, 410-332-9000.

In addition to medical assistance, important evidence can be collected that could aid in a future criminal prosecution. You always have the right to change your mind and not to pursue a criminal complaint if safe to do so; take precautions so as not to destroy or tamper with any evidence that may be used in a criminal prosecution or administrative action.

If you are not sure what to do, you can call the Rape Crisis Hotline at 410-828-6390 or the Maryland Coalition Against Sexual Assault at 1-800-938-RAPE (7273). The advocate will provide you with options and you will not have to give your name.

Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing and objects at the scene of the crime.

If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.

Victims have the option of reporting these incidents to Campus Security Authorities (CSAs) if they do not wish to report to the police. If the offense occurred off campus, BCCCPD or CSAs can assist victims in notifying local law enforcement authorities if the victim so chooses. Victims do have the option of declining to notify such authorities.

BCCCPD or local law enforcement authorities can assist the victim by providing written information concerning the rights of victims and the institution’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal or civil court.
Procedures for Campus Disciplinary Actions in Cases of an Alleged Sex Offense:
The accuser and the accused are entitled to the same opportunities to have others present during a
disciplinary proceeding. Both the accuser and the accused must be informed concurrently in
writing about the outcome of the complaint and whether or not sexual misconduct was found to
have occurred.

CHARGES AND HEARINGS
1. Any member of the College community may file charges against any student for misconduct
under this Code. Charges shall be prepared in writing, and directed to the Judicial Advisor
responsible for the administration of the College judicial system. Any charge should be
submitted as soon as possible after the event takes place.

2. The Judicial Advisor may conduct an investigation to determine if the charges have merit
and/or if they can be disposed of administratively by mutual consent of the parties involved on a
basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no
subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial
Advisor may later serve in the same matter as the judicial body or a member thereof.

3. All charges shall be presented to the accused student in written form. A time shall be set for a
hearing, not less than five nor more than 15 calendar days after the student has been notified.
Maximum time limits for scheduling of hearings may be extended at the discretion of the
Judicial Advisor.

4. Hearings shall be conducted by a judicial body according to the following guidelines:
a. Admission of any person other than the accused student, to the hearing shall be at the
discretion of the judicial body and/or its Judicial Advisor.
b. In hearings involving more than one accused student, the chairperson of the judicial body, at
his or her discretion, may permit the hearings concerning each student to be conducted
separately.
c. The complainant and the accused have the right to be assisted by any advisor they choose, at
their own expense. The advisor may be an attorney. Nevertheless, the complainant and/or the
accused is responsible for presenting his or her own case by calling witnesses, cross-examining
witnesses, presenting written documents and making opening and closing statements. An advisor
present at a hearing before a judicial body is permitted to advise his or her client as to what, if
any, statements should be made before the judicial body. However, an advisor is not permitted to
cross-examine witnesses, present documentary evidence or make opening and closing
statements.
d. Pertinent records, exhibits, and written statements may be accepted as evidence for
consideration by a judicial body at the discretion of the chairperson.
e. All procedural questions are subject to the final decision of the chairperson of the judicial
body.
f. After the hearing, the judicial body shall determine (by majority vote if the judicial body
consists of more than one person) whether the student has violated each section of the Student
Code which he/she is charged with violating.
g. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.

6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

Appeals:
1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to the BCCC Judicial Appeals Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that a Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

b. To determine whether the decision reached regarding the accused student was based on substantial evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

3. If an appeal is upheld by the Judicial Appeals Board, the matter shall be remanded to the original judicial body and Judicial Advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
Procedures for a Victim to Follow if a Sexual Assault Occurs

Self-Care and Safety:
It is important to get to a safe location. After an assault, the victim may be in a state of shock. Although the first reaction may be to clean up, **DO NOT**. Instead, the victim is advised to wrap in something warm, such as a blanket or coat.

Staying warm, instead of cleaning up right away, will help in recovering from shock and it is less likely that the evidence will be disturbed or destroyed if one decides to report the assault to law enforcement.

It is important for a victim to seek medical attention as soon as possible after a sexual assault. A medical exam will ensure that the victim receives appropriate medical treatment. A Sexual Assault Forensic Exam is essential in the collection of physical evidence if the victim decides to make a formal report to law enforcement.

Preserve any evidence. Do not disturb any evidence on the body or the location where the assault occurred. Do not shower, bathe, eat, drink, brush your teeth or gargle, change clothes, urinate or defecate, brush/comb hair or smoke. Bring any clothing to the hospital you (the victim) were wearing at the time of the assault or immediately after the assault. If you have already changed clothes, put them in a paper bag. Write down anything you can remember about the assailant and the assault.

Call someone. You are advised to call someone for support immediately. Reactions to sexual assault vary. Whatever the reaction, you may make better decisions by talking to a trusted friend or relative or someone who is professionally trained to deal with sexual assault. This person can serve as a vital source of emotional support.

Baltimore City Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the result of any disciplinary hearing conducted by Baltimore City Community College against the student who is the alleged perpetrator of the crime or offense.

If the alleged victim is deceased as a result of such crime or offense, Baltimore City Community College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.
Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Watterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to make this list available. Maryland’s registry can be reviewed at: http://www.dpcs.state.md.us/onlineservs/socem/default.shtml

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

Violence Against Woman Reauthorization Act of 2013 (VAWA) President Obama signed the VAWA (Public Law 113-4) on March 7, 2013. Among other provisions, this law amended Section 485(f) of the Higher Education Act of 1965. The statutory changes require institutions to compile statistics for instances of sexual assault, domestic violence, dating violence and stalking that are reported to campus security authorities or local police agencies. Additionally, institutions will be required to include certain policies, procedures and programs pertaining to these crimes in their Annual Campus Security Reports. Violations of the sexual misconduct policy are serious and although there are no standard sanctions outlined for violations of this policy, suspension and/or expulsion from the College for students and disciplinary action up to and including termination for faculty, administrator and staff members are likely outcomes.

Crime Statistics:
The Department of Public Safety maintains a close relationship with the Baltimore City Police Department to ensure it is notified of any crime report made directly to them. The Department of Public Safety will disclose any crime report made directly to any local law enforcement agency by a member of the College community.

Definitions:
The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook.

The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

**Arson** - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Criminal Homicide - Manslaughter by Negligence is the killing of another person through gross negligence.

Criminal Homicide - Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

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

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed. This category also includes “assault with disease” when a perpetrator knowingly infects another with a deadly disease.

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a theft or felony; breaking and entering with intent to commit a theft; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Weapon Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Liquor Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations - Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests can be made for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Sex Offenses - Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.
Sex Offenses- Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

a. **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

b. **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Sex Offenses-Non forcible - Unlawful, non-forcible sexual intercourse.**

c. **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

d. **Statutory Rape**-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

*These new categories have been added to the Report at the direction of the Department of Education:*

a. **Domestic Violence**: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Maryland, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic violence laws of Maryland.

b. **Dating Violence**: Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

c. **Stalking**: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable persons mean a reasonable person under similar circumstances and with similar identities to the victim.
Crime Reporting Areas

For the purpose of reporting statistics, institutions of higher education need to distinguish, by means of separate categories, criminal offenses that occur on campus; in or on a non-campus building or property; on public property; and in dormitories or other residential facilities for students on campus. These newly established geographic areas are defined as:

a. **Campus - Residence and Non-residence**

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

b. **Non-campus Building or Property**

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

c. **Public Property**

All public property, including thoroughfares, streets, sidewalks and parking facilities, that are on campus, or immediately adjacent to and accessible from the campus.
Hate and Bias Crime Reporting

We report hate crimes that fall into one of these criminal categories; homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority. Evidence that the victim was intentionally selected because of the perpetrator’s actual or perceived bias towards a disability, ethnicity, gender identity, national origin, race, religion, or sexual orientation will be assessed.

Revised regulations added the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in the hate crime statistics. The FBI’s Uniform Crime Reporting Hate Crime Collection Guidelines will continue to be the source for definitions.

Family Educational Rights and Privacy Act (FERPA) of 1974

The College abides by the Family Educational Rights and Privacy Act of 1974 which contains guidelines for the handling and confidentiality of student records. FERPA gives students certain basic rights. To review the College’s policy concerning FERPA, consult the College catalog. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Conditions that apply to disclosure of information in health and safety emergencies:

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in this Act or this part shall prevent an educational agency or institution from—
Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or wellbeing of that student, other students, or other members of the school community;

(2) Disclosing appropriate information maintained under paragraph (b) (1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or,

(3) Disclosing appropriate information maintained under paragraph (b) (1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

(c) In making a determination under paragraph (a) of this section, an educational agency or institution may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination the Department will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination. (Authority: 20 U.S.C. 1232g (b) (1) (I) and (h)).

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BCCC CRIME STATISTICS
These statistics are compiled in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act).

CLERY ACT STATISTICS
The Clery Act mandates the manner of and format by which statistics are to be collected and published.

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*No Crime Statistics for Public Property for 2013 were available. ** New Category for 2014 Report

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## REPORTED HATE CRIMES

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### Crime Reports

- Murder & Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses – Forcible
- Sex Offenses – Non-Forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
For Emergencies, call the Department of Public Safety & Police: Extension 7700, BCCC Liberty campus and Harbor location. For off-campus locations, call the Baltimore City Police/EMS: 911.

CRIME PREVENTION TIPS

AT BCCC …

• Keep your purse, cell phone, books, backpack and other valuables with you at all times.

• Do not leave your phone number or address visible.

OUT AND ABOUT …

• Whenever walking or driving, stay alert and tuned in to your surroundings.

• Wear comfortable clothing that allows easy movement.

• Walk with confidence and show you are in control.

• Trust your instincts. If something doesn’t feel right, it’s not.

• Walk with a friend and stay in well-lighted areas. Don’t take shortcuts.

• Always lock your vehicle and roll up the windows when you drive and park. Place valuables in the trunk or out of sight.

• When approaching your vehicle, have the key ready and look into the vehicle before entering. Once inside, lock the doors.

• If you think someone is following you, don’t go home. Go to the nearest police or fire department, gas station or other well-lighted populated place.

• Don’t pick up hitchhikers. Don’t hitchhike.

• Carry a cell phone for added safety.

AT WORK AT BCCC …

• Always lock your office door when you leave, even if you will be away briefly.

• Never leave your office keys in sight.

• Lock your valuables in a desk or cabinet out of sight.

• If you see anyone suspicious, contact the DPSP immediately.

• If you are working late, ask for a DPSP escort to your vehicle or leave with another employee.

• Always make sure the windows and exterior doors are locked securely when leaving.
CRIME PREVENTION SELF-TEST

1. Do you know how to contact the DPSP office on campus, off campus or by an emergency telephone?

2. Are you familiar with DPSP services such as jump-starting cars that have dead batteries? Emergency notifications? Escort service? Helping retrieve keys locked inside vehicles? Lost and found?

3. Do you think your office has adequate locks that can be used as security measures?

4. Do you have an area in your office to lock up your valuables?

5. Do you mark your valuables with an identifiable number and record these or serial numbers, keeping a copy for your records?

6. Do you request identification of persons who say they are workers or repair persons and want to enter your area?

7. Do you keep track of the office, house and/or vehicle keys in your possession, storing them in a secure place and not giving them to unauthorized persons?

8. Do you place valuables out of sight or in your trunk and lock your vehicle when you leave?

9. Do you walk only in well-lighted areas and in groups at night?

10. Have you made any recommendations yet to help reduce property losses in your work area?

11. Do you know the locations of emergency phones near your class or office?

12. Do you know how, and to whom, you would report burned-out lights or broken locks?

13. Do you know the location of all fire exits in your building?

14. Do you have your vehicle or house key in hand as you approach your vehicle or home?

15. Do you check the back seat and floor of your locked vehicle before entering?

16. Do you avoid displaying large amounts of cash or valuables?

17. Do you think campus parking areas are well-lighted?

If unsure of the answers to any of these questions, call DPSP!
Baltimore City Community College
Department of Public Safety
2901 Liberty Heights Ave.
Room 058
Baltimore, MD 21215
410-462-7700