



2015 ANNUAL
CAMPUS SECURITY REPORT
AND CLERY ACT STATISTICS



TABLE OF CONTENTS

	PAGE
From the Chief of Public Safety	2
The Campus Locations Security Act, Legal Requirements	3
The Department of Public Safety	3
Our Mission and Values	4
Campus Locations, Policing and Security Policies	4
Interagency Cooperation	4
Reporting Criminal Incidents and Other Emergencies	5
Access to Campus Location Facilities	5
Security Consideration in the Maintenance of Campus Locations Facilities	5
Timely Warning Notices/Campus Locations Safety Alerts	6
Firearm Policy	6
Distribution of Campus Locations Safety Alerts	6
Daily Crime Log	6
Fire Drills	6
Rape Aggression Defense (RAD)	7
Crime Prevention Promotions, Flyers and other Advertisements	7
Campus Locations Escort Program	7
Security Surveys	8
BCCC Alcohol Policy	8
BCCC Drug Policy	8
Sexual Misconduct and Gender Based Violence Policy	8
Definitions	9
Reporting Sexual Assault	12
Procedures for a Victim to Follow if a Sexual Assault Occurs	12
Procedures for Campus Disciplinary Actions in Cases of an Alleged Sex Offense	13
Appeals	14
Crime Statistics	15
Definitions	15
Definitions of Reported Crimes	15-17
Family Educational Rights and Privacy Act (FERPA)	17-18
BCCC Crime Statistics (Clery Act Statistics)	19-22



From the Director of Public Safety

Thank you for taking the time to read this 2015 Annual Security Report designed to provide important safety information on all of our College's campus locations. In addition to detailing the various programs Baltimore City Community College offers to the community, the report provides statistics regarding crime incidents on campus. In any review of the statistics, the reader will gain the sense that BCCC has extremely safe campus 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 services, programs, and strategies for maintaining reasonably safe campus 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 58 of the Liberty Campus Main Building.

Leonard A. Willis, Jr.
Interim Director of Public Safety

The National Campus Locations Security Act, Legal Requirements:

The Campus Locations Security Act requires colleges and universities to:

- publish an annual report each year by October that contains three years of campus locations crime statistics and certain campus security policy statements;
- disclose crime statistics for campus locations, public areas immediately adjacent to or running through the campus locations, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus locations police or security, local law enforcement and other college officials who have “significant responsibility for student and campus activities”;
- provide “timely warning” notices of “crimes that have occurred and pose an ongoing threat to students and employees”; and,
- disclose in a public crime log “any crime that occurred on campus locations . . . or within the patrol jurisdiction of the campus security department and is reported to the department.”

The BCCC Public Safety Department is responsible for preparing and distributing this report. BCCC works with many other departments and agencies such as the Division of Student Affairs and the Baltimore City Police Department, to compile the information. BCCC encourages members of the College community to use this report as a guide for safe practices on and off campus locations. It is available on the BCCC website at www.bccc.edu.

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 BCCC 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.

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, 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.

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.

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.

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.

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.

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.

Sexual Misconduct and Gender Based Violence Policy:

Baltimore City Community College (BCCC) is committed to providing a working and learning environment free from sexual misconduct, including sexual and gender-based harassment, sexual violence, dating violence, domestic violence, sexual exploitation, and sexual intimidation. BCCC prohibits and will not tolerate sexual misconduct. Sexual misconduct is a form of sex discrimination prohibited by State and Federal Laws, including Title IX of the Education Amendments of 1972 as amended (Title IX) and Title VII of the Civil Rights Act of 1964 as amended, and also may constitute criminal activity.

BCCC endeavors to foster an institution-wide climate free from sexual misconduct through training, education and prevention programs; through policies and procedures that promote prompt reporting, prohibit retaliation and promote timely, fair and impartial investigation and resolution of Sexual Misconduct cases, in a manner that eliminates the Sexual Misconduct, prevents its recurrence and addresses its effects. All BCCC community members are subject to this policy regardless of sex, sexual orientation, gender identity and gender expression. This includes all students, faculty, and staff of BCCC.

Definitions:

For purposes of this Policy, the following definitions apply.

A. Consent means a knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make a rational and reasonable judgment. Consent may be expressed either by affirmative words or actions, as long as those words or actions create a mutually understandable permission regarding the condition of sexual activity. Consent may be withdrawn at **ANY TIME**. Consent cannot be obtained by force, threat, coercion, fraud, manipulation, reasonable fear of injury or intimidation, or through the use of one's mental or physical helplessness or incapacity. Consent cannot be implied based upon the mere fact of a previous consensual dating or sexual relationship. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

B. 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 complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

C. Domestic Violence means 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 the domestic or family violence laws of Maryland.

D. Interim Measures means reasonably available steps an institution may take to protect the parties while a sexual misconduct investigation is pending.

E. Responsible Employee includes any employee who (1) has the authority to take action regarding sexual misconduct; (2) is an employee who has been given the duty of reporting sexual misconduct; or (3) is someone other than the individual could reasonably believe they have this authority or duty. At a minimum, Responsible Employees must include: the Title IX Coordinator and any Title IX team members; all institution administrators; all non-confidential employees in their supervisory roles; all faculty; all athletic coaches, institution law enforcement and all other non-confidential first responders.

F. Retaliation means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with rights or privileges secured by law or BCCC policy relating to sexual misconduct, or because an individual has made a report, testified, assisted, or participated in any manner in any investigation, proceeding, or hearing related to sexual misconduct. Retaliation includes retaliator harassment.

G. Sexual Assault

Sexual Assault I – Non-Consensual Sexual Intercourse

Any act of sexual intercourse with another individual without Consent. Sexual intercourse includes vaginal and anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Assault II –Non-Consensual Sexual Contact

Any intentional touching of the intimate parts of another person, causing another to touch one's intimate parts, or disrobing or exposure of another without Consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or another body part that is touched in a sexual manner. Sexual contact also 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 is any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when: (1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a BCCC institution, program or activity; (2) Submission to or rejection of such conduct by an individual is used as the basis for academic, employment, or activity- or program-related decisions affecting an individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning or sexually offensive working, academic, residential or social environment.

J. Sexual Intimidation means (1) threatening to sexually assault another person; (2) gender or sex-based Stalking, including Cyber-Stalking; (3) engaging in indecent exposure.

K. Sexual Misconduct is an umbrella term that includes Dating Violence, Domestic Violence, Sexual Exploitation, Sexual Harassment, Sexual Intimidation, Sexual Violence and Stalking.

L. Sexual Violence is a form of Sexual Harassment and refers to Physical Sexual Acts perpetrated without consent. Sexual Violence includes Rape, Sexual Assault, Sexual Battery, and Sexual Coercion. Sexual Violence, in any form, is a criminal act.

M. 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.

N. 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.

BCCC takes preventive measures to insure that Faculty, Staff, Students and Visitors are appropriately protected from such actions. This safe environment includes all campus locations and all off-campus related activities and sites. BCCC will establish and distribute detailed

procedures relating to the reporting and handling of cases of sexual assault and sexual harassment.

Procedures can be found in accordance with the College's disciplinary and appeal procedures. BCCC will investigate all complaints of sexual assault and sexual harassment, adjudicating them in accordance with the College's disciplinary and appeal procedures. In addition, BCCC will routinely assess the safety of the campus environment and will take corrective action to alter any identified potential problem areas. An informal complaint of an alleged incident of sexual harassment may be reported to any BCCCPD supervisor or faculty member. This includes the complainant's supervisor, Department Chairperson, Dean, or any other College administrator, as well as the Director of Human Resources or designee.

Prior to taking any action to investigate or resolve a complaint of sexual harassment, a BCCC supervisor who receives a report of an alleged incident of sexual harassment must immediately notify the Director of Human Resources or designee. The Director of Human Resources or designee shall promptly contact and discuss the incident with the complainant to resolve the issue. A formal complaint must be reported to the Director of Human Resources or designee. Failure by a BCCC employee to promptly notify the Director of Human Resources or designee of a complaint or an alleged incident of sexual harassment may result in disciplinary action against that employee. The BCCC community shall use its best efforts to preserve reasonable confidentiality for individuals reporting an incident of sexual harassment.

Upon receipt of notice of a complaint of sexual harassment, the Director of Human Resources or designee shall conduct a confidential investigation for the purpose of resolving the complaint. An investigation may include a discussion of the matter with the complainant, the respondent, witnesses to the incident, or character witnesses, as well as consultation with legal counsel for BCCC.

Every member of the College community should be aware that all sexual contact or behavior on the campus and/or occurring with a member of the College community must be consensual. Consent must be clear and verbal, voluntary, free of coercion or force, and may be communicated through verbal or non-verbal expression. In order to give consent, one must be of legal age of sexual consent and both parties must be sober and conscious enough to understand what is being agreed to. Consent may be withdrawn at any point.

The College will not tolerate sexual assault, sexual harassment, or any other form of sexual misconduct. Such behavior is prohibited both State and Federal law and College policy. The standard disciplinary sanction for any sexual conduct, including acquaintance rape, is dismissal from the College and/or termination of employment.

Sexual misconduct policies are enforceable for sexual misconduct that occurs on College premises or at College-sponsored events. Regardless of where sexual misconduct occurs, the College will process any complaints in accordance with applicable College policies. The College will not tolerate sexual assault, sexual harassment, or any other form of sexual misconduct. Such behavior is prohibited by both State and Federal law and College policy. The standard disciplinary sanction for any sexual conduct, including acquaintance rape, is dismissal from the College and/or termination of employment.

Sexual misconduct policies are enforceable for sexual misconduct that occurs on College premises or at College-sponsored events. Regardless of where sexual misconduct occur the College will process any complaints in accordance with applicable College policies.

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 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.

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.

A. 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).

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:

Criminal Offenses:

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 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 National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Definitions of Reportable Crimes:

Criminal homicide

- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter: The killing of another person through gross negligence.

Sex Offense Definitions

- Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.
- Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.

- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.

Sex Offenses – Non-forcible Unlawful, Non-forcible Sexual Intercourse

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Crime Reporting Areas

For the purposes of reporting statistics, institutions of higher education need to distinguish, by means of separate categories, criminal offenses that occur on campus locations; in or on a non-campus locations building or property; and on public property.

Other offenses

- **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 a 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 that could and probably would result in serious personal injury if the crime were successfully completed.)
- **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 larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)
- **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.

- **Liquor Law Violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)
- **Drug Abuse Violations.** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Weapon Law Violations.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

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—

(1) 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)).

The Department of Public Safety collects the crime statistics, which are disclosed via charts through a number of methods. Public safety staff members enter all reports of crime incidents made directly to the department. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only).

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.

<u>2013, 2014, 2015</u>	<u>Year</u>	Campus Location Reported Crimes			<u>Public Property*</u>	<u>Total</u>
		<u>Non-Campus Property</u>	<u>Campus Property</u> LIBERTY, HARBOR, RPC, Weatherization Hub, LSI at UMB Bio Park			
Crime Reports						
Murder & Non-Negligent Manslaughter	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		124	124
Negligent Manslaughter	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Sex Offenses – Forcible	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		106	106
Sex Offenses – Non-Forcible	2013	0	0		0	0
	2014	0	1		0	1
	2015	0	0		0	0
Robbery	2013	0	0		0	0
	2014	0	0		5	5
	2015	0	0		1426	1426
Aggravated Assault	2013	0	0		0	0
	2014	0	1		7	8
	2015	0	0		1,887	1,887
Burglary	2013	0	1		1	1
	2014	0	1		0	1
	2015	0	1		0	1
Motor Vehicle Theft	2013	0	0		0	0
	2014	0	0		3	3
	2015	0	0		1,662	1,662
Arson	2013	0	0		2	2

	2014	0	0		0	0	
	2015	0	0		0	0	
<u>2013, 2014, 2015</u>	<u>Year</u>	Campus Locations Reported Crimes (There were no reported Hate Crimes) for years 2013, 2014 or 2015				<u>Public Property</u>	<u>Total</u>
		<u>Non- Campus Property</u>	<u>Campus Property</u> LIBERTY, HARBOR, RPC, Weatherization Hub, LSI at UMB Bio Park				
Hate Crimes Involving Bodily Injury	2013	0	0		0	0	
	2014	0	0		0	0	
	2015	0	0		0	0	
Arrests							
Liquor-Law Violations Arrests	2013	0	0		0	0	
	2014	0	0		0	0	
	2015	0	0		0	0	
Drug-Related Violations Arrests	2013	0	0		0	0	
	2014	0	0		0	0	
	2015	0	0		0	0	
Illegal Weapons Possessions Arrests	2013	0	0		0	0	
	2014	0	0		0	0	
	2015	0	0		0	0	
Campus Locations Disciplinary Referrals							
Liquor-Law Violation Referrals	2013	0	0		0	0	
	2014	0	0		0	0	
	2015	0	0		0	0	
Drug-Related Violations Referrals	2013	0	0		0	0	
	2014	0	0		0	0	
	2015	0	0		0	0	
Illegal Weapons Possession Referrals	2013	0	1		0	1	
	2014	0	0		0	0	
	2015	0	0		0	0	

Reported HATE CRIMES

<u>2013, 2014, 2015</u>	<u>Year</u>	<u>Campus locations Reported Crimes</u>			<u>Public Property</u>	<u>Total</u>
		<u>Non-Campus Property</u>	<u>Campus Property</u> LIBERTY, HARBOR, RPC, Weatherization Hub, LSI at UMB Bio Park			
Crime Reports						
Murder & Non-Negligent Manslaughter	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Negligent Manslaughter	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Sex Offenses – Forcible	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Sex Offenses – Non-Forcible	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Robbery	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Aggravated Assault	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Burglary	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Motor Vehicle Theft	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0
Arson	2013	0	0		0	0
	2014	0	0		0	0
	2015	0	0		0	0

Hate Crimes Involving Bodily Injury	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<u>2013, 2014, 2015</u>	<u>Year</u>	Campus locations Reported Crimes		<u>Public Property</u>	<u>Total</u>
		<u>Non-Campus Property</u>	<u>Campus Property LIBERTY, HARBOR, RPC, Weatherization Hub, LSI at UMB Bio Park</u>		

Dating Violence	2014	0	0	0	0
	2015	0	0	0	0
Stalking					
	2014	0	1	0	1
	2015	0	0	0	0

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.

**Indicates new categories required beginning in 2014