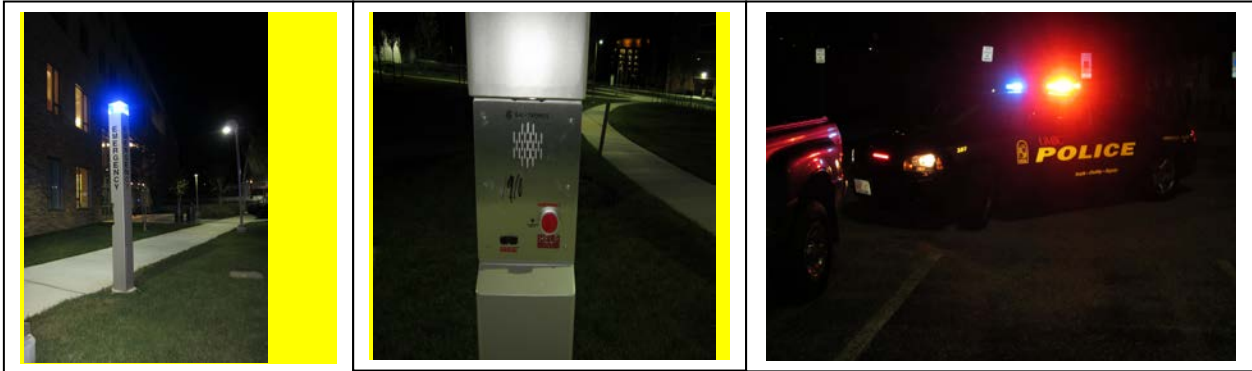


## Section 3.00 REPORTING CRIMINAL ACTIVITY

The fastest response comes from using a “BLUE LIGHT” campus emergency telephone, or by calling the University Police immediately at 410-455-5555

- Citizens can call 911.
- Any victim or witness to a crime on campus is asked to call the police.
- **If you “see something, say something.”**



The UMBC Police Department has primary jurisdiction and responsibility for providing police services to the UMBC community.

### 3.01 Procedures

- When a crime is reported, a uniformed police officer is dispatched to conduct the initial investigation.
- The investigating officer determines basic facts by questioning any person involved in the incident as well as any witnesses.
- Basic and necessary questions are asked; including home address, telephone number and date of birth.
- Please bear in mind that the police officer asks detailed questions in order to solve the crime and apprehend suspects.
- The officer will gather the witness statements, information and collect physical evidence.
- In order to preserve physical evidence; such as fingerprints, the crime scene (area where the incident occurred) must not be disturbed.

Be observant, and to pay attention to descriptions of persons, including:

- the description of the clothes the suspect is wearing,
- and vehicles **including license plate numbers.**

**Immediately** report suspicious persons observed on campus by pushing the red emergency button on any blue light emergency phone.

If additional information is needed after the initial inquiry, a patrol officer or a detective from the University Police Department will be assigned to conduct a follow-up investigation.

## **Section 3.00**

### **REPORTING CRIMINAL ACTIVITY**

UMBC is committed to doing everything possible to assist crime victims and witnesses. When you report a crime to the University Police, or are interviewed as a witness, the investigating officer will provide you with a [Victim and Witness Assistance Guide](#). This brochure contains important information to aid in coping with your experience. Information and assistance to victims and witnesses, including referral to counseling resources, both routine and emergency, as well as legal, medical and social service referrals, are available from the University Police Department 24 hours each day.

#### **3.02 Limited Voluntary/Confidential Reporting**

The UMBC Police Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the UMBC Police Department cannot withhold reports of a crime in confidence. Confidential reports can generally be made to other UMBC campus security authorities for the purposes of inclusion in the annual disclosure of crime statistics.

#### **Professional and Pastoral counselors are exempt from reporting requirements.**

UMBC encourages counselors and clergy; if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis to any Campus Security Authority (CSA) for inclusion in the Annual Security Report.

#### **3.03 Campus Security Authorities**

The Clery Act mandates that institutions must disclose statistics for crimes reported to local police agencies and crimes reported to campus security authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals. A Campus Security Authority is defined as:

1. A campus law enforcement unit;
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus security department, such as an individual who is responsible for monitoring entrance into school property (e.g. an access monitor)
3. An individual or organization specified in a school's campus security statement as the individual or organization to which students and employees should report criminal offenses; and;
4. An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

[source: Campus Security Authority Cite 34 CFR 668.46(a)]

**Section 3.00**  
**REPORTING CRIMINAL ACTIVITY**

Although we encourage the reporting of campus criminal activity directly to the UMBC Police Department, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. Crime statistics are continuously gathered from UMBC Campus Security Authorities using the convenient and accessible "[Clery Incident Report](#)" form. Any reportable crime made to any Campus Security Authority can be immediately conveyed to the UMBC Police Department via email, fax machine or campus mail.

For reporting purposes at UMBC, **Campus Security Authorities** are identified as:

- |  |   |
|--|---|
| 1. University Police                         | 12. Vice Provost – Continuing and Professional Studies      |
| 2. Student Judicial Programs - Director      | 13. Assistant Provost – Enrollment Management               |
| 3. Student Affairs - Vice President          | 14. Associate Provost - Student Support Services            |
| 4. Assistant Vice Presidents                 | 15. Athletics, Physical Education and Recreation - Director |
| 5. Residential Life                          | 16. Senior Associate Athletic Director                      |
| 6. Student Life                              | 17. Associate Athletic Director for Operations              |
| 7. The Commons                               | 18. Associate Athletic Director - Communications            |
| 8. University Health Services – Director     | 19. Student Support Services - Director                     |
| 9. University Counseling Services - Director |   |
| 10. Vice Provost – Academic Affairs          |   |
| 11. Vice Provost - Undergraduate Education   |   |

**Coaches/ Athletic Department**

- Baseball Coaches
- Men's and Women's Basketball Coaches
- Cross Country Coach
- Men's and Women's Lacrosse Coaches
- Men's and Women's Soccer Coaches
- Softball Coaches
- Swimming & Diving Coaches
- Men's and Women's Tennis Coaches
- Track and Field Coaches
- Volleyball Coaches
- Sports Medicine - Athletic Trainers/assistant trainers
- Strength and Conditioning - Coach

**Spirit**

- Cheerleading – Director
- Dance Squad – Coach
- Pep Band - Conductor

**Section 3.00**  
**REPORTING CRIMINAL ACTIVITY**

**3.04 Staff and Faculty Disciplinary Referrals**

Regardless of criminal prosecution decisions, all criminal cases involving students are referred to the University's Office of Student Judicial Programs by the University Police Department. When there is evidence that a student has committed a crime on campus, disciplinary action at the university may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped. For more information, see [The Code of Student Conduct](#)

**3.05 Annual "Clery Notice" Compliance**

**NOTICE OF THE ANNUAL CLERY CAMPUS SECURITY REPORT**

In accordance with the guidelines established by UMBC and pursuant to federal law, identified as the "*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*," (click here to read the [Jeanne Clery Act of 1988](#)) all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the UMBC Annual Campus Security Report.

The report contains crime statistics about specified crimes/incidents that have been reported to the UMBC Police Department and/or Campus Security Authorities over the past three years and which have either occurred: (1) on-campus, (2) in off-campus buildings or (3) property owned or controlled by the University, or (4) on public property adjacent to campus.

This report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities/properties as well as personal safety tips. The report encourages the reporting of all crime occurrences. The report describes how and to whom to report crimes.

Copies of this report may be obtained on-line at the [Police Department's website](#) located at [police.umbc.edu](http://police.umbc.edu). The UMBC "Clery Notice" is distributed via campus email and campus alert to all current students and current employees in October of each year.

**Distribution of the Clery Report:**

The UMBC "Clery Notice" is distributed to all current students/employees, and made available to all prospective students/employees using a variety of methods to ensure campus wide dissemination to satisfy federal law mandates. The following summary outlines the various "Clery Notice" compliance mechanisms:

**Section 3.00**  
**REPORTING CRIMINAL ACTIVITY**

Current and Prospective Students and Employees will receive:

1. Electronic mail:
  - a. Annual (October) electronic mailing to all students. (email)
  - b. Annual Campus Alert
2. Web page postings on the [UMBC Police Web Page](#).
3. Paper copies can be mailed via US Postal Service or Campus mail, upon request.

**3.06 Police Daily Crime Log**

A daily log of all criminal offenses reported on the campus is maintained by the University Police Department and is available for public inspection between the hours of 8 a.m. and 4 p.m., Monday through Friday, excluding holidays when the university is closed. This information may also be obtained by accessing the University Police web site.

The police department may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

The police department's crime log covers the most recent 60-day period, and it is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a request.