2013 CLERY Report
Annual Security Report
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**Non-Discrimination Statement**
The University of Maryland Baltimore County does not discriminate on the basis of race, color, national origin, ancestry, ethnic background, genetics, disability, age, sex, gender identity and expression, marital status, sexual orientation, religion, creed, and/or veteran status in admission to and participation in education programs and activities, or employment practices in accordance with federal laws, including, but not limited to Titles VI and VII of the Civil Right Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act as amended, as well as state laws, and regulations. *To file a discrimination complaint.*
1.00 INTRODUCTION

The mission of the UMBC Police Department is to provide a safe and supportive environment for our community through professional law enforcement, prevention of crime, intervention with offenders, problem solving, and community participation. The principles of Truth, Civility, and Dignity guide our actions as we fulfill our commitment to the university and each other.

We serve over 13,000 students who come from more than 150 countries, and almost 2,000 faculty and staff members. We house a business and technology incubator on campus. Our campus sits on 500 acres. According to The Washington Post:

“When you think of the top science universities in the U.S., schools like MIT and Caltech may jump to mind,” writes Andrew Rotherham in his Time essay on Hrabowski. “But perhaps the most envied science program in the country is at the University of Maryland, Baltimore County.” (Daniel de Vise, April 18th, 2012 UMBC’s Hrabowski named to Time ‘influential’ list)

“UMBC is an insider’s university, a place professors send their children, an academic brand as familiar to presidents and provosts as it is unfamiliar to the general public.”

“Recognition of UMBC as one of the nation’s premier universities was recently affirmed with the release of U.S. News & World Report’s influential list of best places for undergraduate learning. … UMBC this year tied with Yale for fourth place in the judgment of college leaders who pick the nation’s top institutions for undergraduate teaching.” (Daniel de Vise, March 20th, 2012 UMBC’s quiet revolution in teaching science is earning school extra credit)

You need a safe environment in which to learn. We are happy to report that crime on campus is low at UMBC. As with most college campuses, the primary crime is theft. We have highlighted many programs throughout our campus that will help to keep you safe. We need you to use this information to help us to create a safe and friendly campus.

This report refers to the “Clery Report, which was also known as the Federal “Student Right-to-Know, Crime Awareness and Campus Security Act” and the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," The law requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings or computer networks to all current students and employees, and all prospective students and prospective employees upon request. This publication contains specific campus crime and arrest statistics as well as information about campus policies and practices intended to promote crime awareness, campus safety and security. The report is posted on our website, and distributed (via electronic notification) by October 1st of each year.

Copies of this report may be obtained from the UMBC Police Department 1000 Hilltop Road Baltimore, MD 21250 or by visiting the UMBC Police Department Web page located at: www.umbc.edu/police. Paper copies can be mailed via US Postal Service or Campus mail, upon request.
UMBC’s Police Department is a part of the University System of Maryland and has the authority and responsibility to enforce all applicable local, state, and federal laws; whether on property owned, leased, operated or under the control of the University of Maryland, Baltimore County (UMBC). The agency is comprised of the following:

- Office of Chief of Police
- Operation’s Section
- Support Services Section

2.01 Police Authority

Since 1975, the UMBC Police Department has been a full service law enforcement agency. The 25 sworn police officers in the Department are vested with full police authority under the provisions of the [Maryland Public Safety Article, §3-201](https://www.marylandlaw.com). They are fully certified in all areas of law enforcement responsibility and licensed by the Maryland Police & Correctional Training Commission. It is also their responsibility to enforce State and local laws and campus regulations. UMBC Police may also refer students to the Student Judicial Programs for violations of the Code of Student Conduct.

The Department has the responsibility for the investigation of most criminal incidents, which occur on the property of the University. A memorandum of understanding has been established with the Baltimore County Police Department. Any member of the University community who is the victim of a crime on campus, or who witnesses a crime on campus, should call the University Police immediately at 410-455-5555 or by using a “BLUE LIGHT” campus emergency telephone.

Lost & Found items: The department assists the campus community in the recovery of lost property. Lost and Found property is held at the [Commons Information Center](https://www.umbc.edu), located in The Commons Lobby.

Locked/ Disabled vehicles: Police personnel also provide assistance to persons with vehicles disabled on campus or when keys are locked inside a vehicle.

Bike / Segway Patrol: The department uses specially equipped bicycles to complement the fleet of marked patrol cars in the conduct of routine and directed patrol activities, selective enforcement, and special events. We also patrol on Segway vehicles.
Police Communications
Operators staff the department's communications section 24 hours/365 days a year.

2.02 Security Services
UMBC employs security officers to supplement the sworn police force with trained security services on campus. Security officers provide visible security patrols around campus primarily during the evening hours. Additionally, Police Department has a Student Marshal program that employs students to assist the police department with certain security related functions.

2.03 Allied Police Support
A memorandum of understanding exists between the UMBC Police and the Baltimore County Police Department for the coordination of law enforcement responsibilities between the agencies. The agreement was adopted and signed on May 29, 2001. The agreement clarifies and affixes police responses to emergencies, investigation of certain crimes and jurisdictional boundaries. Due to the sophisticated investigative resources required to properly investigate certain crimes, the UMBC Police Department has arranged in certain circumstances for the assistance from either the Maryland State Police and/or the Baltimore County Police. The Baltimore County Police Department's Wilkens District is located on UMBC's grounds, and Baltimore County police officers regularly drive through the campus.
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.

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.

- The fastest response comes from using a “BLUE LIGHT” campus emergency telephone, or
- call 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.”
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)]

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. This two-page form (Attachment II) is available from the UMBCPD Web page at [police.umbc.edu/files/2013/01/cleryreportingform.pdf](http://police.umbc.edu/files/2013/01/cleryreportingform.pdf) in a downloadable PDF format. 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
2. Student Judicial Programs - Director
3. Student Affairs - Vice President
4. Assistant Vice Presidents
5. Residential Life
6. Student Life
7. The Commons
8. University Health Services – Director
9. University Counseling Services - Director
10. Vice Provost – Academic Affairs
11. Vice Provost - Undergraduate Education
12. Vice Provost – Continuing and Professional Studies
13. Assistant Provost – Enrollment Management
14. Associate Provost - Student Support Services
15. Athletics, Physical Education and Recreation - Director
16. Senior Associate Athletic Director
17. Associate Athletic Director for Operations
18. Associate Athletic Director - Communications
19. Student Support Services - Director

**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

### 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 umbc.edu/police. 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:

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.
4.00 CRIME PREVENTION

The University, working cooperatively across departments, has developed a comprehensive program towards preventing crime through awareness and participation of the university community. While the UMBC Police Department may offer advice and assistance regarding campus safety, each individual has the primary responsibility for his/her own safety.

Crime prevention/awareness programs

1. **New Student Orientation**: Crime prevention/awareness programs begin with freshman orientation presentations.

2. **UMBC Police Department Web Site**: that has prevention information, special pamphlets and fliers, and the Crime Log.

3. **The Retriever** Articles and the Police Blotter appear weekly in *The Retriever*, so that the university community can be informed of crime trends, safety tips and special programs.

4. **Special crime alerts** (Timely Warnings) are also made through the University’s electronic mail system as noted in section 5.01.

5. **Speakers series**: Upon request from any department, student organization, or residence hall, the University Police will provide speakers on a variety of topics; including: the prevention of rape and sexual assault, theft and robbery prevention, drug and alcohol awareness, safety issues and advice about personal defense.

6. **Classroom presentation**: Members of the University Police participate in classroom discussions on crime prevention subjects when invited by the faculty.

7. **Student Government Association**: University Police officers attend Student Government Association meetings to answer questions and provide information relative to crime trends on campus.

8. **Operation Identification** allows any member of the university community to have personal property engraved with a driver’s license or other identifying number to facilitate the recovery of property that is lost or stolen. Please contact the University Police Department at 410-455-5555 to request this service.

9. **“Gotcha!”** As part of the ongoing “Gotcha!” program, faculty, staff and resident students are visited by police officers and given crime prevention notices when offices and residence hall rooms are found open and property is left unattended.

10. **Community Meetings**: University police officers periodically meet with formal community organizations in order to exchange information and ideas related to policing, security, and other related community concerns.

11. **International Student Orientation**: Crime prevention information, safety information, and information on American policing philosophies and operations is presented to new international students.
12. **New Staff / Faculty**: An orientation program for newly hired staff and faculty members.

13. **Open House**: Crime prevention and safety tips are presented to student, staff, and faculty attendees of the university’s open house programs.

14. **Resident Assistant training**: Resident Assistants for Residential Life are trained in certain aspects of drug identification and recognition.

15. **Athletic Teams**: In conjunction with the Athletic Department, information is provided to athletes concerning alcohol and drug abuse, sexual assault, and gambling.

16. **Daycare Center**: Safety presentations and literature are provided to the staff and children at the university’s on-campus daycare center.

17. **Peer Educator Training**: In conjunction with the Counseling Center, information is provided to peer counselors concerning alcohol and drug abuse and sexual assault.

18. **Alcohol Awareness**: Alcohol awareness program is available to increase student awareness about drinking responsibly.

19. **Crime Prevention Through Environmental Design (CPTED) and Security Surveys**: Agency employees evaluate security related matters and make suggestions for improvements in physical security systems. This includes lighting and foliage surveys during “Night Walks,” reviewing construction and renovation plans, and conducting related surveys of various academic, administrative, and support facilities on campus.

20. **Emergency Telephones**: Direct connect emergency and “blue light” phones are strategically placed throughout campus.

21. **CCTV Cameras**: The university is increasing its use of CCTV systems to detect, deter, and investigate crime.

22. **Behavioral Risk Assessment and Consultation Team**: UMBC’s Behavioral Risk Assessment and Consultation Team assists faculty, staff and students address situations where a person is displaying disruptive or threatening behavior. The Behavioral Risk Assessment and Consultation Team is an interdisciplinary team that examines reports of such behavior to assess and identify persons whose behaviors may endanger their own or others’ health and safety. The Team is designed to provide information, recommendations and referrals to those dealing with threatening or disruptive situations. It does not adjudicate, discipline or impose sanctions against any member of the campus community, nor does it provide or mandate treatment and, therefore is not a disciplinary body. To contact the UMBC’s Behavioral Risk Assessment and Consultation Team
23. **The Center for Mediation & Conflict Resolution:** Interpersonal conflicts are inevitable in any work or educational setting. At UMBC, strategies and tools to resolve them include formal grievance procedures, formal and ad hoc complaint investigations, mediation, counseling, coaching and, when appropriate, sanctions. However, early intervention can often avert both unnecessary suffering and workplace disruption. With a grant from the Maryland Mediation and Conflict Resolution Office (MACRO), the UMBC Center for Mediation and Conflict Resolution was established to provide an alternative first-step response to interpersonal conflict.  [Contact for Mediation](#)

**Mediation**
Mediation is a voluntary, confidential process that allows individuals to resolve their conflicts with the assistance of a neutral third party. The UMBC Center for Mediation and Conflict Resolution offers mediation services through professionally trained faculty, staff and student volunteers. Each mediation session is conducted by two mediators. Members of the campus community who are experiencing interpersonal conflicts are invited to contact the UMBC Center for Mediation and Conflict Resolution to explore the possibilities of using the center's mediation services.

**Conflict Resolution**
The success of the UMBC Center for Mediation and Conflict Resolution rests with the university's commitment to provide its constituents with an ongoing, confidential program for voluntary resolution of interpersonal conflict. In addition to mediation services, the center offers:
- Conciliation
- Facilitation
- Coaching
- Education
- Training
- Referrals

These services will support the university's goal to provide appropriate, alternate means for the resolution of campus conflicts. [Contact Conflict Resolution](#)

24. **Relationship Violence Team:** UMBC seeks to improve overall UMBC Community health by encouraging pro-social relationship behaviors and lifestyle changes that can positively impact our community. We are working to build a comprehensive campus-wide atmosphere of awareness and support for the prevention of intimate partner violence. UMBC wants to prevent intimate partner violence so that all UMBC students can be successful in their educational pursuits and as members of society at large—as parents, spouses, partners, researchers, co-workers, family members and leaders. [Relationship Violence information](#)

25. **Bystander Intervention:** Men Can Stop Rape’s mission is to mobilize men to use their strength for creating cultures free from violence, especially men’s violence against women. They offer presentations that focus on highlighting the campus’s commitment to adding new, positive resources for students who want to do something to end gender-based violence. For more information: [Bystander Intervention Training](#)
4.01 Campus Residence Halls

Residence halls on campus are locked 24 hours a day, requiring key or card access to exterior doors, elevators and individual rooms. Residence Halls are staffed with Residential Assistants. The Residential Assistants are stationed in the lobby of each residence facility for the purpose of ensuring that only those persons with *bona fide* business to conduct are allowed to enter those facilities. [Link to Resident Life homepage](#)

Campus residents are reminded that crime can happen anywhere, at any time, to anyone. UMBC is not a sanctuary or a crime free zone. Residents must take personal safety issues very seriously. Crime prevention is everyone’s responsibility. Residents should be especially mindful of the below practices:

- Keep room and apartment doors locked at all times.
- **Never** prop open the exterior doors, and doors to your room.
- Secure valuables out of sight.
- “**Property at Rest is Property at Risk.**” Unattended personal property is a target for thieves. Laptop computers are made to be portable and easily carried away. Only the owner can take the necessary steps to protect their property.
- Immediately report suspicious activity or persons to the UMBC Police Department.
- At night walk with others (use our Escort Service) and stay in well-lit areas.

Various locations in the residence halls have Closed Circuit television cameras.

4.02 ESCORT SERVICES

The police department maintains an escort service that operates 24 hours a day. The service is offered by walking and riding escorts that provide point-to-point service. Please contact ext. 55555 from offices, residential rooms or other campus facilities. You may also contact the University Police via campus emergency telephones to request an escort any time of the day.
5.00 CRIME ALERT BULLETIN (*Timely warnings*)

Crime Alert Bulletins are used when the police department needs to make the campus community aware of a situation or threat where:

- We need the campus community to avoid an area where an emergency is occurring,
- We need people in a stated area to evacuate a building and leave the area,
- We need people to “shelter in place” at their facility.

Whenever a violent or a major property crime occurs on campus; and the police department believes that the safety of the campus community is at-risk, a Crime Alert will be issued. The alert process will be sent in these ways:

1) All - campus electronic mail;
2) Posting on the UMBC Police Department web page.
3) Physical postings of bulletins in designated campus residential areas by residential life personnel may be an option depending upon the circumstance.

Campus Crime Alerts are distributed as soon as possible subject to the availability of accurate information during an emergency.

5.01 TIMELY WARNINGS

The UMBC Police Department makes the decision to issue a crime alert. All members of the Department have been trained in how to send a timely warning. The Chief of Police, Deputy Chief of Police, or the On-Duty Shift Commander will make the determination of when a timely warning should be made.

The following items shall be included (but not limited to) in the alert, if available:

- Description of the incident (type of crime, time, date and location, etc.)
- Physical description of the offender
- Safety notice (when practical) specific to the incident
  
  *Sample Crime Alert see Attachment #III*

5.02 DISTRIBUTION PROCEDURES

There is no (single) best method to distribute a Campus Crime Alert; however, depending upon the circumstances of the particular case, crime alert bulletins will often be limited to a Campus- wide electronic mail distribution and/or E2Campus text notification. Other situations may necessitate the physical posting of bulletins in designated campus areas. All Campus crime alerts are posted to MyUMBC and Alertus Desktop software.
UMBC is committed to creating a safe and secure campus environment that is free from acts of intimidation or the fear of falling victim to a sexual assault or hate violence. The following offices contribute greatly toward this effort.

**Counseling Center**  410-455-2472  **Voices Against Violence**  410-455-3754

### 6.01 Sexual Assault Safety Procedures
Persons who have been sexually assaulted should immediately report the incident to the UMBC Police Department. The following is strongly suggested.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Call police immediately by dialing 55555 or 410-455-5555</td>
</tr>
<tr>
<td>2</td>
<td><strong>If you are not sure what to do</strong>, call the <a href="">Rape Crisis Hotline</a> or <a href="">The Maryland Coalition Against Sexual Assault</a>. The advocate will provide you with options and you do <strong>not</strong> have to give your name.</td>
</tr>
<tr>
<td>3</td>
<td>The victim’s safety and well-being is the primary goal of our agency. Therefore, <strong>do not worry</strong> about legal citations for minor violations that happened at the time of the attack (amnesty will be provided to the victim for use of alcohol or drugs).</td>
</tr>
<tr>
<td>4</td>
<td>We can help victims obtain appropriate medical and mental health assistance.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene.</strong> Extremely valuable physical evidence can be obtained from you, your clothing and objects at the scene of the crime.</td>
</tr>
<tr>
<td>6</td>
<td>The police officer will offer guidance for evidence that needs to be collected.</td>
</tr>
<tr>
<td>7</td>
<td>If you are not sure about prosecution, you are encouraged to immediately file a police report in order to obtain a medical evidentiary examination. Called a SAFE exam- Sexual Assault Forensic Examination; which is performed at a hospital, by a specially trained nurse, and at no cost to the victim. You always have the right to change your mind and not to pursue a criminal complaint.</td>
</tr>
<tr>
<td>8</td>
<td>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.</td>
</tr>
<tr>
<td>9</td>
<td>The University will facilitate a change in academic and/or living situations for the victim, if the victim so chooses and such changes are reasonably available</td>
</tr>
<tr>
<td>10</td>
<td>Report the crime in the jurisdiction where the crime occurred.</td>
</tr>
<tr>
<td>11</td>
<td>We will not question your dress styles or past sexual history.</td>
</tr>
</tbody>
</table>

### 6.02 Physical Evidence

Due to the sophisticated investigative resources required to properly investigate certain sex crimes, the UMBC Police Department has entered into an agreement with the Baltimore County Police Department to take primary investigative responsibility for investigating first and second degree rapes and first and second degree sex offenses. UMBC Police will also assign an investigator to facilitate internal University incident management and internal judicial affairs protocols.
6.03 Sexual Assault Education/Prevention Programs

UMBC conducts various sexual assault education/prevention programs throughout the year. A “Central Repository” for all campus educational programs relating to sexual assault has been established. The repository is housed in the University Police Department’s Support Services Unit. All faculty, staff or student groups providing or sponsoring such programs are responsible for forwarding program information to the Central Repository in a timely fashion. Resources available:

1. UMBC Sexual Assault Reporting Protocol
2. Stalking
3. Frequently asked questions
4. Responding to Sexual Assault and Relationship Violence at UMBC

6.04 Administrative/Judicial Considerations

During any campus disciplinary proceeding in a case of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary proceeding include censure, social probation, termination of residence contract, or suspension or expulsion from the university. For more information, see The Code of Student Conduct

UMBC, upon request, will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to: the alleged victim, or the next-of-kin, if the victim is deceased.

Assistance will be made available in changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Counseling, mental health and other student services are available, both on campus and in the community, for victims of sexual assault. Counselors with UMBC are not considered “Campus Security Authorities,” when acting in their professional counseling roles [668.46(4) Code of Federal Regulations] and therefore, not required to report statistics concerning incidents of sexual assault. Contact the Counseling Center (410-455-2472) for more information. Please also refer to the comprehensive University System of Maryland Policy On Sexual Assault.

6.05 Acquaintance Rape on College Campuses

Although you may not have been personally involved in a sexually violent situation, chances are someone you know has been. The following material will address the subject of acquaintance rape -- a problem that is increased throughout the country. The resources provided define acquaintance rape, offer suggestions on how to avoid it, and give information on how to help a victim. Rape is not just a problem for women. Men and women must work together to bring about the changes needed to end sexual violence.

1. Resources and contact phone number
2. Types of Abuse
3. Sexual Assault and Relationship Violence Response Team
7.00 REGISTERED SEX OFFENDER INFORMATION

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act that requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. Furthermore, it requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This notice took place beginning with the annual security report due October 1, 2003.

Lastly the Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Link to the Sex Offender Registry for Maryland, which provides access to Registrants employed or enrolled at MD Institutions of Higher Education.

8.00 HATE VIOLENCE

8.01 Reporting Hate Violence

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to the UMBC Police Department.

Under the Clery Act, each institution must report, by geographic location and by category of prejudice, any of the hate violence statistics for specified crimes of (Murder, Manslaughter, Sex offenses, Robbery, Aggravated Assault, Simple Assault, Burglary, Motor Vehicle Theft, Arson), and any other crime involving bodily injury reported to the local police agencies or to the campus security authority, that manifests evidence that the victim was intentionally selected because of the victim’s actual or perceived:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, whites, or
• **Gender.** A performed negative opinion or attitude toward a group of persons because those persons are male or female, or

• **Religion.** A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists, or

• **Sexual orientation.** A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g. gays, lesbians, heterosexuals, or

• **Ethnicity/national origin.** A performed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics, or

• **Disability.** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury advanced age, or illness.

### 8.02 PROCEDURES FOR RespondING TO HATE/BIAS INCIDENTS
UMBC has established procedures for responding to hate/bias incidents on campus. Please refer to Attachment IV for the complete procedures.

**Hate/Bias Response Team:**
The University has established a Hate/Bias Response Team. The purpose of the team is to provide a coordinated multi-disciplinary response to acts of hate/bias. The Hate/Bias Response Team shall meet on a periodic “as needed basis” to review and respond appropriately to reported hate/bias incidents. The composition of the response team is as follows:

**Core Hate/Bias Response Team:**
- Director of University Police
- Director of Counseling
- Executive Assistant to the Provost
- Associate Vice President for Human Resources
- University Counsel
- Director of Human Relations

It is the responsibility of the Core Hate/Bias Response Team to identify any patterns, trends, or upsurges in hate/bias activity. The Hate/Bias Response Team will work with other departments on campus to develop action-oriented steps to address identified patterns.
9.00 SUBSTANCE ABUSE

UMBC’s Substance Abuse policy:

9.01 Alcohol Policies
It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess, or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol. It is also illegal in Baltimore County to possess alcohol in an open container in any public area that has not been specifically designated as a location in which alcohol may be consumed. Any person using alcoholic beverages while on the campus of UMBC shall be responsible to all civil and university authorities for compliance with state and county laws and the University Alcohol Policy.

9.02 Drug Policies
The use, possession, and/or sale of illegal drugs are violations of the Code of Student Conduct, the faculty contract, and the terms of employment of administrative, classified and contingent staff. Faculty, students and employees who use, possess or sell illegal drugs are subject to criminal prosecution as well as administrative disciplinary actions, including mandatory counseling, suspension or dismissal.

9.03 Enforcement
The possession, sale or furnishing of alcohol and illicit drugs on the University campus is governed by the UMBC Policy on Substance Abuse for Faculty, Staff, and Students, the Code of Student Conduct and state and federal laws. These laws are strictly enforced by the UMBC Police Department. Violators are subject to University disciplinary action, criminal prosecution, fines and/or imprisonment.

9.04 Education
Numerous drug and alcohol abuse prevention programs are presented each year through a cooperative effort of many university departments. Alcohol counseling and drug rehabilitation programs and referrals are available at the University Counseling Center. Students may participate in drug, alcohol and other substance abuse education programs conducted by the University Health Services (UHS) department. Information may be obtained by visiting the UHS website.

10.00 CAMPUS FACILITIES ACCESS AND SECURITY

10.01 Access to Campus Facilities
Campus academic buildings are generally open from 7 a.m. to 10:30 p.m., Monday through Friday. Certain academic buildings are also open for weekend classes and special activities. All campus facilities and grounds are maintained in such a manner as to enhance security. While on patrol, police officers and security officers observing malfunctioning lights will submit work orders so the repairs are made in a timely manner.

UMBC’s policy on Use of Campus facilities:
10.02 Residential Life
UMBC is the size of a small city providing residential housing to approximately 4,000 students. University Police and Housing and Residential Life personnel work closely together to create a safe and comfortable living and learning environment.

Theft is the most common crime problem in the residential areas; therefore, precautions should be exercised at all times. Residents are encouraged to always lock their doors to reduce the opportunity of crime.

10.03 Solicitors
Door-to-door solicitation is prohibited at UMBC. Residents should report the presence of such persons to residential life personnel and/or the police department. Residents are encouraged to ask for assistance from any residential life staff member, Security Officer, or UMBC Police Officer.

10.04 Shuttle Buses
UMBC shuttle buses provide safe transportation around campus and to and from other select locations for residents, commuters and visitors. Please see the UMBC Transit Department’s website or call 410-455-2454 for additional information.

10.05 Parking Structures
In addition to the many parking lots located around campus, UMBC maintains three parking garages. In order to reduce the chance of property loss, never leave your vehicle running, unlocked, keys in the ignition or the windows rolled down. Keep valuables out of sight. Use security devices such as a steering wheel lock, a fuel/electric cut-off switch or car alarm. When approaching your vehicle, have your keys in your hand and remember to look inside your vehicle before you get in.

10.06 Fire Safety
This program is administered by the Environmental Safety & Health (ESH) staff, who are deputized State Fire Marshals. They ensure that campus fire safety policies/procedures (evacuation plans, fire permits, fire prevention, impairment policy, fire watch procedures, decorations policy, etc.) and building’s life safety systems (fire alarms/strobes/pull stations, extinguishers, suppression equipment, etc.) are maintained in compliance with all applicable state fire codes and university safety policies.

This entails reviewing building renovation or new construction plans for compliance with fire codes and local ordinances; inspecting all campus facilities including fire extinguishers, fire pumps, standpipes, fire alarm and sprinkler systems; investigating fires and fire alarms; conducting fire exit drills every semester in all campus facilities; providing educational programs on fire safety, reporting evacuation and fire safety inspection results to Residence Life staff; distributing written fire safety literature to the campus community; installing evacuation procedures on all dormitory room doors; issuing hot works and fire permits; coordinating all fire work displays with the State Fire Marshal (SFM) and the Baltimore County Fire Department (BCFD), and identifying evacuation procedures for individuals with disabilities.
11.00 UMBC GUIDELINES FOR WEAPONS ON CAMPUS

I. Guideline Statement: UMBC prohibits the possession or control of any weapon while on university property.

II. Reason for Guidelines: To promote a safe and secure campus, UMBC limits weapons on campus.

III. Definitions:
The term weapon includes any potentially dangerous object or substance; including, but not limited to, any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded); any BB gun, pellet gun, air rifle, paint gun, or any replica firearm, sword (including decorative), or other martial arts weapon; any bomb (or other explosive material), knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less), switchblade, billy club, nunchaku, blackjack, bludgeon, metal knuckles, slingshot, razor, or ice pick; illegal or potentially dangerous chemicals, fireworks, or any instrument, which by its nature or circumstances present may be reasonably construed as a weapon. Definitions:
A. Nunchakus. A pair of hardwood sticks joined by a chain or cord and used as a weapon.
B. Replica Firearm. Any firearm made to look like or resemble a real gun.
C. Billy club. A short wooden club
D. Paint Gun/Air soft Gun. Devices known as paint ball gun or any air powered weapon.
E. University property. Property owned, leased or under the control of UMBC.

IV. Responsible Executive and Office:
Responsible Executive: Vice President for Administration and Finance
Responsible Office: University Police Department

V. Entities Affected by these Guidelines: All divisions, colleges, departments and operating units. Students, faculty, staff, contractors and visitors.

VI. Procedures:
A. To Obtain an Exception
1. Weapons used by these groups are granted an exception to this policy:
   a. Sworn peace officers of UMBC.
   b. Sworn peace officers employed by other public agencies that are authorized to wear, carry or transport the weapon as part of their official equipment.*
   c. Any university sponsored classes (e. g. fencing) whereby any of the above weapons would be used for instructional purposes.
2. These groups may request an exception by contacting the University Police Department:
   a. Members of the U.S. Army Reserve Officer Training Corps (ROTC) using weapons in accordance with national ROTC standards, and/or training.
   b. Groups using weapons as theatrical props.
   c. Security officers hired through security contracts, including off-duty police and/or others permitted by law to carry a firearm.
   d. Campus Recreation Services sanctioned/sponsored programs, events, and Sport Clubs such as Martial Arts club, where such items are maintained, stored, and monitored by the department staff, and are used in a controlled, monitored environment.
B. To Report a Violation, contact the University Police Department.

C. Failure to Comply
Any member of the university community who violates this policy shall be subject to appropriate disciplinary action up to and including dismissal from the university and may also be subject to criminal prosecution.

* The university reserves the right to prohibit the possession of any firearm at any event on university property.

**12.00 MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY STATEMENT**

UMBC complies with the missing person provision of the Higher Education Amendments, Section 485(j), as amended by the Higher Education Opportunity Act, Section 488(g), of 2008. The UMBC Missing Residential Student Notification Policy addresses the University's notification, to a person designated by the Residential Student, in the event that he or she is believed to be missing.

**Designating a Missing Person Contact** - Students who reside in an on-campus housing facility have the right to confidentially register the name and contact information of an individual who they would like to have contacted if UMBC Police determine that they have been missing for a period of 24 hours or more. Such registered contact information will be accessible only to authorized campus officials (confidential) and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. Residential Students will be given the opportunity to designate their Missing Person Contact upon check-in to an on-campus housing facility. The form to fill out is only available to residential students and is completed during the “check-in” process.

**Reporting a Missing Residential Student** - Typically, a student should not be reported missing unless 24 hours has passed without contact. Circumstances may exist that cause an immediate report. Any concern that a Residential Student is missing should be directed to University Police at 410.455.5555 or to Residential Life staff at any of the 24-hour-staffed desks. Residential Life staff will immediately contact the University Police, who will respond and determine whether to classify the Residential Student as a missing person.

**Notification** - Within 24 hours of a Residential Student being classified by University Police to be missing: (1) the University will notify the Designated Missing Person Contact, (2) if the missing student is under the age of 18 and not emancipated, the University will also notify the student's legal parent/guardian, and (3) the University Police will inform other law enforcement agencies through the NCIC Missing Person teletype.

**Staff training on Missing Student Policies**
Training and policy for missing students are found in the Emergency Response Manual for Resident Assistants.
13.00 EMERGENCY RESPONSE AND EVACUATION PROCEDURES

As a basic principle of emergency response on campus, all calls for ambulance, fire and other emergency response shall be made to the UMBC Police Department at 410-455-5555.

- UMBC's Emergency Response Plan
- Synopsis of Emergency and Weather Warning system
- Emergency Operations Plan Training Program for the campus community

13.01 Emergency Operations Plan

UMBC's Emergency Operations Plan (EOP) is designed to mitigate the impact of critical events on campus.

13.02 Emergency Resource Guide

UMBC's Emergency Resources Guide is a quick-reference flip-chart that includes instructions and contact information for responding to a variety of emergencies. Much of the information in the guide is adapted from the University's Emergency Operation Plan (EOP). The guide recommends procedures related to bomb threats, medical emergencies, suspicious letters and packages, civil disturbances/protests, fire and weather emergencies, infrastructure failures, evacuation procedures, hazardous materials, sheltering in place, lockdown, workplace violence/criminal behavior and active shooter scenarios. The guide is posted in all residence halls and academic buildings, and distributed both to all campus departments and individually to all faculty and staff at new employee orientation. Copies should be kept easily accessible in offices and other workplaces so they can be easily referenced to supplement good judgment and common sense.

13.03 Evacuation Procedures

Evacuation emergencies include severe weather, hazardous material accidents, fires, floods, utility emergencies, hostage situations, active shooter situations, cyber attacks; chemical, biological, radiation, nuclear or explosive (CBRNE) incidents, tornadoes, hurricanes, snow emergencies and aircraft accidents and other situations in which emergency personnel direct evacuation of a building. Evacuations can range from a single building to a portion of campus or the entire campus. In the event of an area-wide or campus-wide evacuation, the university police department will coordinate with local government authorities to ensure that evacuation directions do not conflict with those of the surrounding jurisdiction. In the event of a fire and other emergencies on campus, all persons in affected areas must evacuate immediately.

13.04 Emergency Notification Methods

Unless issuing a notification would put the community at greater risk or compromise efforts to contain the emergency, the Chief of the UMBC Police Department, or their designee, will notify, without delay, the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus.

What follows is a description of various emergency notification system and processes that are in place.

- E2Campus Emergency Text Alert System:
  This state-of-the-art emergency text alert system allows the easiest and quickest method to dissemination of information to the campus community in the event of an emergency through all text enabled devices such as cell phones and email.
• **Emergency Communications System:**
The campus system is comprised of emergency sirens placed throughout the campus and will be activated in the event of an emergency. When the siren sounds on campus, the first course of action should be to seek shelter in the nearest building.

• **All-Campus E-Mail Message:**
An all-campus e-mail will provide information regarding present or imminent threats or dangers and inform the campus of appropriate steps to take to maintain safety.

• **Weather Data Service:**
UMBC receives real time warnings from the WeatherData service that details critical weather events that have the potential to impact the UMBC community. WeatherData technicians also have the ability to remotely activate the UMBC Emergency Communications System when they detect that life threatening weather will imminently impact the UMBC community; The WeatherData system is used in conjunction with the campuses Emergency Warning System siren and the E2Campus Emergency Text Alert System to provide a comprehensive weather emergency warning system that alerts the campus of critical weather emergencies.

• **Alertus Desktop Notification and MyUMBC**

• **Other Communication Methods:** If necessary, police announcements could be made via:
  - University Telephone System
  - Two Way Radios
  - Cellular Telephones
  - Voice Mail
  - Web Messages
  - Signage

**13.05 Training and Testing:**
UMBC conducts emergency policy and procedure training and testing through, fire drills, testing of the communication systems and tabletop/emergency exercises. For procedures click here.
14.00 ANNUAL FIRE SAFETY REPORT:
The information compiled in this section includes safety practices, standards, and all fire-related on-campus statistics required by the Higher Education Opportunities Act of 2008.

14.01 Fire Log:
The university's fire log lists the dates, times, general locations, and nature of all fires that occurred in on-campus student housing facilities. The Fire log can be read at this link.

UMBC's fire log for at least the most recent 60 day period is open to public inspection during normal business hours at the UMBC Police Department. Logs that are older than 60 days will be made available within two business days of a request for public inspection. Fire logs are kept for three years following the publication of the last annual report to which it applies.

Direct all questions or concerns regarding the fire log to Environmental Safety & Health please email ehs@umbc.edu, call (410) 455-2918 or visit their website.

14.02 On-Campus Student Housing Fire Safety Systems:
Residential Hall fire safety is one of the highest priorities on campus. Residence Halls are protected by automatic fire alarm systems with smoke and heat detectors located throughout the buildings. Residence Halls on campus are protected by automatic sprinkler systems increasing the possibility for fire containment. The UMBC Police Department monitors these alarms 24 hours a day, seven days a week.

Note that smoke detectors are not installed in all areas of the building. Heat/rise detectors are installed in the areas housing the furnace, chillers, and electrical cabinets. (This system protects the building in case of fire and/or heat loss during winter months when the facility is closed down and heating levels reduced.)

When an alarm is triggered, UMBC Police Department assesses the information, and determines who they will notify. When the fire evacuation alarm sounds, all building occupants, including facility staff, contractors, and visitors must evacuate according to the UMBC site evacuation plan. Take care to be certain that all hearing-impaired building occupants are alerted when the alarm sounds.

14.03 Fire Drills:
When a building fire alarm is sounded, all occupants are required to leave the inside of the residential area and gather in the established evacuation location. A building evacuation may also occur upon notification by police or University staff. Students and guests should evacuate via the nearest safe exit. The most direct evacuation routes from each residential hall are mapped out posted on the back of each residence hall room door. Every apartment should have at least two means of egress. The main door way is one. When looking for an apartment, be sure that there is another way to exit the apartment and that the routes are secure, safe, and intact.

Fire drills in residential buildings are first and foremost a concern for the safety of the occupants. Fire drills are not held just to comply with State or University regulations. Our goal is to properly inform residents of the evacuation plan that they may use in the case of fire or other emergency. To this end, the following policy on evacuation drills was adopted.

**Fall Semester**  Each community shall have a walk-through drill within the first three (3) weeks of the fall semester. The drill shall utilize the fire alarm system and should be held in conjunction with education covering fire safety and evacuation procedures. Each community shall have a surprise drill within sixty (60) days of the walk-through drill. The purpose of this drill is to evaluate the effectiveness of the training received.

**Spring Semester**  Each community shall have a walk through drill within thirty (30) days from the beginning of the semester. A surprise drill will occur within sixty (60) days of the 1st drill. Residential Life will coordinate the drill schedule. All scheduled drills are held from Monday through Thursday between the hours of 10:00 am-10:00 pm.
14.04 Hazardous Practices Prohibited:
Because of the possible danger associated with their use or possession, the following must be prohibited in all areas: fireworks, candles, incense, gasoline, lighter fluid, and compressed gasses, devices with open flames, exposed heating elements, or halogen bulbs, and real cut trees, corn stalks, hay or straw bales and other cut plants.

Every sounding fire alarm should be treated as a real emergency. You must evacuate each time you hear the alarm, using only designated emergency exit doors. Visit our website for your community’s evacuation location.

To slow the spread of a fire, no item can hang down from the ceiling or wall or be draped across a ceiling, covering lights or sprinklers. Single strands of UL-approved holiday lights are permitted only indoors and only so long as they are in good repair, are not used around flammable items, are mounted flat and not hung from metal wires or sprinklers, and have no ornaments or other items hung from them.

**To speed exit in the case of an emergency:** obstructing hallways, breezeways, stairwells, or exit doors in any manner is prohibited, no more than 50% of a door can be covered with papers, photos, or other flammable items, no more than 20 people may be present inside any apartment, which includes no more than 8 on the balcony, and no more than 14 people may be present inside any residence hall suite.

14.05 Student Housing Evacuation Procedures Residential:
When a building fire alarm is sounded, all occupants are required to leave the inside of the residential area and gather in the established evacuation location. A building evacuation may also occur upon notification by police or University staff. Students and guests should evacuate via the nearest safe exit. The most direct evacuation routes from each residential hall are mapped out posted on the back of each residence hall room door. Practice drills will occur as mentioned with Fire drills. Residential Life will coordinate the drill schedule.

14.06 Fire Safety Education Policies & Training Programs for Students & Employees:

**Policies:** the University of Maryland Baltimore County follows the Code of Maryland Regulations (COMAR), National Fire Protection Association (NFPA), and UMBC’s fire safety policies for annual evacuation drills for employees.

**Training Programs:** Smoke evacuations drills and fire extinguisher training are offered.

**Other Fire Safety Resources:** Maryland Fire & Rescue Institute (MFRI) controlled burn trailer demonstrations and monthly fire drills at daycare facilities.

14.07 Fire Reporting: In the event of a fire follow this procedure:
- Activate the alarm at the nearest pull station and evacuate the building.
- If the situation permits (no personal safety is jeopardized) call the UMBC Police at x5-5555 and report the fire/alarm.
- If there is an extensive amount of smoke, drop to the floor and crawl to the nearest possible exit.
- Before opening any door, touch the door and doorknob to check for heat. If the door is hot, do not open and follow the procedures below.
If the door is cool:
- Open the door while remaining on the floor and crawl to the nearest exit.
- Once outside, move away from the building to your building's designated evacuation point.
- Remain calm and wait until the building is cleared for re-entry.

If the door is hot:
- Keep the door closed. Try to remain calm.
- Seal all vents around door with towels or clothing. Soak towels in water if it is available. Do not lock door.
- Leave your lights on.
- If you live on a ground level floor, crawl out your window.
- If you live above the ground floor, wait by the window raise the shades, hang a bed sheet or other item out of the window to attract attention and stand by for help from the fire department.
- If your phone is functioning, call the UMBC Police (x5-5555). Give them your name and room number.
- Stay by your window, signal and wait for the fire department. Open your window only as a last resort.

14.08 Future Fire Safety Improvements:
Working towards having all nonresidential buildings having sprinkler systems as funding allows.
15.00 CRIME STATISTICS

In compliance with the Clery Act, the UMBC Police Department has the responsibility to report certain crime statistics to the Department of Education. Additionally, the Police Department must also comply with other State and Federal crime statistics reporting mandates. There is a vast difference in reporting requirements between the Clery report and other State and Federal crime reporting statistics. Clery reporting requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement. Clery also mandates the collection of crime data from non-law enforcement personnel identified as “Campus Security Authorities.” See section 3.03 to see who is defined as a “Campus Security Authorities.”

This report contains crime statistics that have been compiled from the 2013 calendar year and a reprint of the two previous calendar years’ crime statistics. The statistics reported in Section 15.01 have been compiled from data collected from three (3) reporting sources, (1) the UMBC Police Department, (2) the Baltimore County Police Department and (3) from UMBC (non-police) Campus Security Authorities.

Crime statistics gathered by the UMBC Police Department are collected and reported on an annual/calendar year basis. Crime statistics for “public property” of each table have been collected from Baltimore County Police crime data. UMBC Campus Security Authorities (section 3.03 above) report “reportable crimes” using the CLERY INCIDENT REPORT form available at: www.umbc.edu/police. Any reportable crime made to a Campus Security Authority can be immediately transmitted to the UMBC Police Department via fax machine or campus mail.

15.01 Reporting Locations

#1 On-Campus:
Offense statistics for any building or property owned, leased or under the control of UMBC

#2 On-Campus Residential Life buildings:
Offense statistics for all on-campus Residential Life buildings.

#3 Non-campus property:
Offense statistics for non-campus property or building owned or controlled by the University that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution or any building/property that is owned or controlled by a student organization that is officially recognized by the institution. Currently UMBC does not contain any Non-campus property.

#4 Public property:
Offense statistics for public property located immediately adjacent to and easily accessible from campus, including: thoroughfares, sidewalks, streets, lands, parks and beaches (property not owned or controlled by UMBC and are not private residences or businesses).
UMBC is located within Baltimore County Police Department’s First Precinct (Wilkens Precinct), an area of several square miles with both residential and commercial communities. To access crime statistics for the first or other precincts of the Baltimore County Police Department; visit their web site at [Baltimore County Police](#).
UMBC CAMPUS CRIME STATISTICS – 3 YEAR COMPARISON

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<thead>
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<th>Total Crimes Reported For:</th>
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<tr>
<td>*On Campus - This category includes all on-campus incidents, including those listed in the category to the right, &quot;In dormitories or other residential facilities.&quot; Therefore the two categories are not cumulative, but duplicative.</td>
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<td>On Campus*</td>
<td>In dormitories or other residential facilities</td>
<td>On Campus*</td>
<td>In dormitories or other residential facilities</td>
<td>On Campus*</td>
<td>In dormitories or other residential facilities</td>
<td>On Public Property (includes incidents reported to local police agency occurring on streets adjacent to UMBC property)</td>
<td>Anonymous Statistics includes reports made to campus counselors. These statistics represent anonymous reports believed by the reporter to have been made in good faith, but for which, no verification has been established.</td>
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<td>&gt; Forcible Sodomy</td>
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<td>&gt; Forcible Fondling</td>
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<td>Non-Forcible Sex Offenses - Total</td>
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<td>&gt; Incest</td>
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<td>&gt; Statutory Rape</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Liquor Law Violation Arrests</td>
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<td>Drug Related Arrests</td>
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<td>Weapons Possession Arrests</td>
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</tr>
</tbody>
</table>

*The "On Campus" category includes all on-campus incidents, including those listed in the category to the right, "In dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

<table>
<thead>
<tr>
<th>Crime</th>
<th>Bias</th>
<th>On Campus</th>
<th>In dormitories or other residential facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTED HATE CRIMES – 2013</td>
<td></td>
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<tr>
<td>Intimidation</td>
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<tr>
<td>Intimidation</td>
<td>Anti - Homosexual</td>
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<td>1</td>
</tr>
<tr>
<td>Intimidation</td>
<td>Anti - Homosexual</td>
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<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>Anti - Homosexual</td>
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<td>Anti - Homosexual</td>
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<table>
<thead>
<tr>
<th>Crime</th>
<th>Bias</th>
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<th>In dormitories or other residential facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTED HATE CRIMES – 2012</td>
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<td></td>
<td></td>
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<tr>
<td>Intimidation</td>
<td>Sexual - Orientation</td>
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<td>TOTALS</td>
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<table>
<thead>
<tr>
<th>Crime</th>
<th>Bias</th>
<th>On Campus</th>
<th>In dormitories or other residential facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTED HATE CRIMES – 2011</td>
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<tr>
<td>Intimidation</td>
<td>Sexual - Orientation</td>
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<tr>
<td>TOTALS</td>
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</tbody>
</table>
The Universities at Shady Grove (USG) is a regional center located in Rockville, Maryland, that supports programs from nine different institutions within the University System of Maryland. Students attend classes at USG but are still considered students of their “home campus.” In addition, employees at USG can be affiliated with any of the nine institutions.

Please access the link http://www.shadygrove.umd.edu/about/public-safety/ for the USG Annual Security Report that is compiled and distributed annually in compliance with the Clery Act. This publication contains crime statistics and statements of security policy. Annually, prior to October 1st, current students and employees are sent an email message providing them with a link to this brochure and notification that the current edition of the Safety & Security publication has been posted on the Universities at Shady Grove website. Printed copies may be obtained from the 24 hour security desk located in the Camille Kendall Academic Center on the Shady Grove campus.

Crime statistics for USG are reported, in their entirety, by each of the nine institutions that conduct classes at USG.

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY (UMBC) AT THE UNIVERSITIES AT SHADY GROVE CRIME STATISTICS *

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) mandates the manner and format in which statistics are to be collected and published. Statistical updates, if any, will be posted online (http://www.shadygrove.umd.edu/about/public-safety/).

<table>
<thead>
<tr>
<th>CRIME REPORTS</th>
<th>Year</th>
<th>Campus</th>
<th>Noncampus Buildings or Property</th>
<th>Public Property (FN1)</th>
<th>Total</th>
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<tr>
<td><strong>Murder &amp; Non-negligent Manslaughter</strong></td>
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</tr>
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<td><strong>Negligent Manslaughter</strong></td>
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<td>0</td>
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</tr>
<tr>
<td><strong>Sex Offenses -- Forcible</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
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<td><strong>Sex Offenses -- Non Forcible</strong></td>
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<tr>
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<td>------</td>
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</tr>
<tr>
<td>Robbery</td>
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<td>0</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
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</tr>
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<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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</tr>
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<td>Arson</td>
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</tr>
<tr>
<td>Hate Crimes Involving Bodily Injury (FN2)</td>
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<tr>
<td><strong>ARRESTS</strong></td>
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<tr>
<td>Liquor Law Violation Arrests</td>
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<td>0</td>
</tr>
<tr>
<td>Drug Law Violation Arrests</td>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Illegal Weapons Possession Arrests</td>
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## CAMPUS DISCIPLINARY REFERRALS (FN3)

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<tbody>
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<td>Liquor Law Violation Referrals</td>
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<td>Illegal Weapons Possession Referrals</td>
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<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

### Footnotes:

1. Any statistics listed in "Public Property" category include incidents that took place off campus, on public property immediately adjacent to and accessible from the Campus, but not on the property of USG.

2. Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or received Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D). Any numbers in small print parentheses would indicate how many of the total number of reported incidents were motivated by each type of bias. Statistics for the chart category, "Hate Crimes Involving Bodily Injury" do not include other hate crimes that might be included in other categories.

3. Individuals not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).
# ATTACHMENT II – CLERY INCIDENT REPORT (REPORTING FORM)

**A CLERY incident report is only completed when the victim/witness does not wish to report incident to the Police Department**

## INCIDENT DETAILS

<table>
<thead>
<tr>
<th>Campus Security Authority Reporting Person:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident type: (See Next Page)</td>
<td>Date submitted:</td>
</tr>
<tr>
<td>Name of victim or witnesses</td>
<td>(write refused if they do not wish this info to be given to PD)</td>
</tr>
<tr>
<td>Date &amp; Time incident occurred</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the crime occur in a building or on the street?</th>
<th>Specify Location: Building? Rented? Is there a street address?: (If so: provide address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the crime occur on UMBC owned, controlled, or leased property?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the crime occur at a University sponsored activity or event?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
<td></td>
</tr>
</tbody>
</table>

**Brief description of the incident:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
INSTRUCTIONS: CAMPUS SECURITY AUTHORITY

Anonymous reporting: One purpose of Clery is to encourage reporting and collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. This report form provides a uniform method of documenting the What, When, and Where of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred and have been reported to Campus Security Authorities (CSA) other than the UMBC Police Department. Data collected on this form is to be used to increase public safety, not to identify the victim; therefore, personal identifying information is not required.

UMBC encourages reporting: It is the policy of UMBC to encourage victims and/or witnesses to report crimes to the police and/or to a designated Campus Security Authority. A complete list of Campus Security Authorities can be found in the Annual Clery Report, which is available at www.umbc.edu/police. For the purposes of CLERY, CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus Property</td>
<td>Offense statistics for any building or property owned or Controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purpose, including buildings or property the location described herein that is owned by the University but controlled by another person and which is frequently used by students. (Excluding Residential Life buildings).</td>
</tr>
<tr>
<td>On-Campus Residential Life Buildings</td>
<td>Whether or not the person is a resident or student or faculty/ staff member.</td>
</tr>
<tr>
<td>Non-campus property</td>
<td>Offense statistics for non-campus property or building owned or controlled by the University that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.</td>
</tr>
<tr>
<td>Public property</td>
<td>Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands.</td>
</tr>
</tbody>
</table>

Report ALL victims/suspects: not just students: For CLERY purposes, the student status of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 14 highlighted violations (see next page) occurs, documentation is required. CLERY documentation is not satisfied by simply directing/referring the reporting party to the police department. In order for UMBC PD to satisfy the statistical reporting requirements of the Clery Act, all CSA’s are required to complete this form when any of the specified offenses listed are reported to them. In addition, a person reporting a crime shall also be encouraged to report the crime to the UMBC Police Department.

NOTE: Certain individuals specifically Pastoral and Professional Counselors are exempted from this requirement to report certain crimes; however, to be exempt from disclosing reported offenses, Pastoral and Professional Counselors must be acting in the official role of Pastoral or Professional Counselor.
**CRIME DEFINITIONS:**

<table>
<thead>
<tr>
<th>Crime Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>The killing of another person through gross negligence.</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly and against the person's free will where the victim is incapable of giving consent because of her/his temporary or permanent mental or physical incapacity (or because of his/her youth).</td>
</tr>
<tr>
<td>Forcible Sodomy</td>
<td>Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly and against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.</td>
</tr>
<tr>
<td>Forcible Fondling</td>
<td>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 against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.</td>
</tr>
<tr>
<td>Sex Offense (Forcible)</td>
<td>Any sexual act directed against another person without the person's consent.</td>
</tr>
<tr>
<td>Sex Offense (Non-Forcible)</td>
<td>Any attempted or completed unlawful, but consensual sex act with a person.</td>
</tr>
<tr>
<td>Sexual Assault With An Object</td>
<td>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 against the person's will where the victim is incapable of giving consent because of her/his youth or because of his/her temporary or permanent mental or physical incapacity.</td>
</tr>
<tr>
<td>Incest</td>
<td>Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited.</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>Non-forcible sexual intercourse with a person who is under the statutory age of consent.</td>
</tr>
<tr>
<td>Robbery</td>
<td>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.</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>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 or probably would result in a serious potential injury if the crime were successfully completed.</td>
</tr>
<tr>
<td>Burglary</td>
<td>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 the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>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 were later abandoned - including joyriding).</td>
</tr>
<tr>
<td>Arson</td>
<td>The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.</td>
</tr>
<tr>
<td>Weapon Law Violation</td>
<td>The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.</td>
</tr>
<tr>
<td>Hate Crime</td>
<td>A criminal act involving one/more of the listed crimes which was motivated by bias against any person or group of persons, or the property of any person or group of persons.</td>
</tr>
<tr>
<td></td>
<td>- Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession.</td>
</tr>
<tr>
<td></td>
<td>- Simple assault: An unlawful physical attack by one or more persons upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury.</td>
</tr>
<tr>
<td></td>
<td>- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.</td>
</tr>
<tr>
<td></td>
<td>- Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property.</td>
</tr>
<tr>
<td></td>
<td>• Note: Beginning in 2014 Clery adds the categories of national origin and gender identity to the categories of bias. Domestic violence, dating violence and stalking are also additions for reportable Clery crimes for 2014 under the 2013 VAWA Reauthorization Act Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property.</td>
</tr>
</tbody>
</table>
## Stalking
A course of conduct directed at a specific person, that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

## Dating Violence
Violence by a person who has been in a romantic or intimate relationship with the victim.

## Domestic Violence
Violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant or person protected under the domestic or family violence law.

## 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 (Demoral, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

## Liquor Law Violations
The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

### DEFINITION OF CAMPUS SECURITY AUTHORITY (CSA)
- A campus police department or campus security department of the University.
- Any individual who has responsibility for campus security, but who is not a member of the UMBC Police Department.
- Any individual specified in the University's statement of campus security policy as an individual to which students and employees should report criminal offenses.
- An individual of the University who has significant responsibility for student and campus activities. (e.g.: student housing, student discipline, athletic directors/coaches and campus student judicial officials)

### INSTRUCTIONS

#### Report dangerous matters
If the reported incident constitutes a threat to the safety of the UMBC community, prior to completing this form, the CSA shall immediately telephone the UMBC Police Department at 410-455-5555.

#### Encourage reporting of sex crimes
Confidential and anonymous reports are accepted. However, if the reporting party is a victim of a sex offense, he/she shall also be encouraged to report the crime directly to the police department.

#### May cause duplicates
While second hand reports are inherently unreliable and are difficult to verify, such reports shall also be accepted. The potential for duplication of reported incidents shall not be a factor in determining whether or not a report is taken.

#### Student Judicial Programs
Clery reporting (this form) does not replace or change any existing reporting requirements or procedures for disciplinary referrals for student or employee misconduct.

#### Hate Crimes
Hate Crimes present a special reporting challenge. CLERY requires the CSA to document each reported crime occurrence, and CLERY also requires the CSA to record the category of prejudice.

#### Send report
To the UMBC Police Department or fax to 410-455-1016 Attention: Clery Coordinator. Any questions concerning this form or the CLERY ACT should be directed to the Clery Coordinator at the UMBC Police Department - 410-455-5555.
Crime Alerts are posted in an effort to make the UMBC Community aware of any situation that poses a potential threat to the safety and well-being of those who live, work, study and visit the campus. By keeping you aware of crimes occurring in your community the University Police hope to encourage you to become actively involved in crime prevention. Personal safety practices and knowledge are your best defense against crime. This alert has been approved by Chief Mark Sparks, of the University Police and is intended to promote safety on campus and comply, in part, with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1990.

REPORTED OFFENSE – ASSAULT – DISPLAYED A KNIFE
Police are investigating a report of an assault that occurred Wednesday morning, May 8, 2002 between 1:30 and 2:00 a.m., wherein an unknown male subject accosted a female who was sitting near the rear of Prettyman Hall. The subject approached the woman from behind, then grabbed her with one arm around her body between her neck and chest. The woman saw a small pocket knife in the suspect’s hand. The woman told police that she was able to spray pepper spray at the suspect, who then fled the scene. No injuries were sustained by the victim. There were no words spoken by the suspect.

SUSPECT DESCRIPTION:
1. Male of unknown race/ethnicity, though the skin tone on the arm the victim saw was light colored, possibly white.

CRIME PREVENTION TIPS:
1. Try always to find a friend to accompany you outside late at night. Even when planning to be just a short time.
2. Be mindful of your surroundings and place a safe distance between you and potential hiding places.
3. Report any and all suspicious people and incidents to the police immediately.

For more information on campus crime and safety, please visit our website at:
http://www.umbc.edu/police
UMBC 
PROCEDURES FOR RESPONDING TO HATE/BIAS INCIDENTS

I. Purpose and Applicability:

A. The essential nature of the University requires an atmosphere of tolerance and understanding of diverse groups, ideas, and opinions. Acts of destruction, violence or harassment which are racially, ethnically, religiously, and/or otherwise motivated against the personal property of others or which infringe on the rights and freedom of others will not be tolerated at UMBC. Individuals committing such acts at the University are subject to campus judicial and personnel action including suspension, expulsion or termination.

B. The University will investigate and report hate/bias incidents or crimes, required by applicable laws and regulations as defined by Md. Criminal Law Code Ann. § 10-301 through 10-308.

II. Prohibitive Conduct:

Acts of harassment, violence and/or destruction of property because of another’s race, color, religion, age, national origin, sex, sexual orientation or disability are prohibited.

III. Reporting Hate/Bias Incidents:

A. Anyone who is a victim of or learns of a hate/bias incident should report the incident to any of the following offices on campus:

   University Police  410-455-5555 (emergency)  410-455-3134 (non-emergency)
   Office of Student Life  410-455-3462
   Office of Human Relations  410-455-5745
   Office of Human Resources  410-455-2337
UMBC PROCEDURES FOR RESPONDING TO HATE/BIAS INCIDENTS

B. The Office of Student Life, the Office of Human Relations, or the Office of Human Resources will notify the University Police.

C. The University Police will conduct an initial investigation and assessment to determine if the matter should be handled by police or another campus office.

D. If the Police determine that the incident does not involve criminal activity, it will contact the Office of Human Relations and/or the Office of Human Resources, or the Office of Student Life, as determined by the status of the alleged victim and status of the alleged perpetrator (e.g. student, faculty, staff, visitor, etc.), so that the appropriate administrative action, if warranted, can be taken pursuant to existing procedures.

V. Communication with University Administration:

A. The University Police, the Division of Student Affairs, the Office of Student Life or the Office of Human Resources responding to the complaint will communicate information about the incident promptly to the Hate/Bias Response Team and the Office of the President.

B. The nature of the incident will dictate the appropriate courses of action:
   1. **Criminal Behavior:**
      If the incident is determined to be a crime, the UMBC Police Department will conduct a criminal investigation and offer support services to the victim. University Police will make the appropriate notifications of an incident to other University administrators. If the person responsible for the crime is a student, faculty, or staff member, in addition to criminal prosecution, appropriate referrals will also be made to the Office of Student Life and/or the Office of Human Resources, and/or the Division of Student Affairs for necessary action.
   2. **Violation of Residence Hall Rules and Contract:**
      The Department of Residential Life will determine if an incident is in violation of residence hall rules and if so, determine appropriate disciplinary action.
   3. **Violation of UMBC Personnel Policies and Procedures:**
      An incident occurring in the work environment will be subject to review and action by the Office of Human Resources.
   4. **Violation of the Code of Student Conduct:**
      The Office of Student Judicial Programs administers the Code of Student Conduct. Incidents found to be in violation of the code will be subject to disciplinary action up to and including suspension or expulsion from the University.

V. On-Going Educational Programs:

The Office of Human Relations is charged with designing and implementing educational programs and cross cultural activities designed to promote tolerance and an appreciation of diversity for faculty and staff. The Office of Student Life is charged with designing and implementing educational programs and multicultural activities for students.