Section 1.00
INTRODUCTION

The UMBC Police Department is a comprehensive, full-service agency dedicated to providing fair, impartial and professional police services to the UMBC community. Our officers are sworn, certified police officers as required by Maryland state law. All officers attend training as mandated for police officers by the Maryland Police Training & Standards Commission. Enforcement authority of the University police is derived from the Annotated Code of Maryland Education Article 13-601.

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. The principles of **Truth, Civility**, and **Dignity** guide our actions as we fulfill our commitment to the university and each other.

Annual Security Report (ASR):

This report is often called by these names:
- the "Clery Report";
- the Federal “Student Right-to-Know, Crime Awareness and Campus Security Act”;
- the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act";
- the Annual Campus Security Report.

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.
I. **Geography** (list of UMBC buildings/ property)  
   
   **Person responsible for the 2017 report:**  
   Robert Jagoe, Police Department  
   Jagoe@umbc.edu  

   **Location where documents are kept:**  
   UMBC Police Department  
   1000 Hilltop Circle,  
   Baltimore, Maryland 21250  

   **List of Buildings and Properties UMBC owns/ controls:**  
   Maintained by UMBC Facilities Management - Facilities Asset Inventory  

   UMBC is mostly bordered by wooded areas, and a highway. There are a few areas that border residential areas, which we would include the Clery borders for reporting crimes that occur in those areas.  

   **Date information was last updated:**  
   September 19th, 2018  

II. **Crime Statistics:**  

   Compiled by Jim Lins (lins@umbc.edu) and Robert Jagoe  
   The documentation is maintained in the UMBC computer database housed at the UMBC Police facility.  
   The written report from the Baltimore County Police Department about crimes in or near campus is also kept at this location.  

III. **Campus Security Authorities**  

   Available through the UMBC Title IX Office:  

   Bobbie L. Hoye  
   Title IX Coordinator  
   Human Relations Officer  
   Office Location: Administration Building, 9th floor, Room 901  
   bhoye@umbc.edu  
   (410) 455-1606  

   The Title IX Office maintains a log of incidents that were **NOT reported to UMBC Police: CSA Daily Incident Log**. The Title IX Office collects, reviews and when possible investigates complaints that are sent to them by the various campus security authorities.  

   Policies were last updated on August 30th, 2017. Source: Title IX Office
Section 1.00
INTRODUCTION

IV. Statistics from Local Law Enforcement Agencies:

Obtained from:

Baltimore County Police Department
Headquarters:
Public Safety Building, 700 East Joppa Road, Towson, Maryland 21286

Contact the Baltimore County Police Department:
bocopd@baltimorecountymd.gov
Phone: 410-887-2214

Information received on September 6th, 2018.

V. The Daily Crime Log

The Daily Crime Log is maintained by the UMBC Police Department. It is generated from Police reports held by our computerized Automated Records Management System (ARMS), and is posted onto our website by Robert Jagoe & Jim Lins. Crime log information is archived by Robert Jagoe into the agency’s records system.

VI. Emergency Response and Evacuation Procedures:

Individual responsible: Paul Dillon, Chief of Police pdillon@umbc.edu

The Emergency Response Plan - Updated December 2015

Note: 2018 Revision under review. The individual responsible for the overall emergency response and evacuation procedures will become Michael Pound, of the Environmental Safety and Health.

VII. Timely Warnings:

These are generated from the UMBC Police Department. Chief Paul Dillon handles these (or directs them to be sent) pdillon@umbc.edu
VIII. Annual Security Report

These are created by Robert Jagoe and can be found at: Annual Security Report 2017

IX. Report to the U.S. Department of Education:

Person responsible for the 2017 report:
Robert Jagoe, Police Department Jagoe@umbc.edu
Date report finalized: October 1st, 2018

X. Missing Student Notification: Policy: Note: The Office of Residential Life handles the Missing Student Contact person- using a computer program where the resident enters the contact person information on registration for their room. Questions regarding their procedures can be addressed to Residential Life.

UMBC Police Department's policy and procedures are covered in Section 12 of this report.

XI. Fire Safety Log

This log is maintained by the Police Department. It covers any residential fires that the police department responds to. The documentation is kept on the UMBC Police website at: UMBC Fire Logs.

- The logs are created from reports that capture this information:
- The date the fire was reported;
- The nature of the fire;
- The date and time of the fire;
- The general location of the fire; and
- The probable cause of a fire is determined by the Baltimore County Fire Department.
XII. **Fire Safety Statistics**

The person responsible for collecting fire safety statistics for reporting on-campus student housing facilities:

Michael Pound [michaelp@umbc.edu](mailto:michaelp@umbc.edu)

(1) He is the person who holds this information:
- The number and cause of each fire;
- The number of persons with fire-related injuries for each fire;
- The number of fire related deaths;
- The value of property damage caused by each fire.

(2) The reports are kept at the UMBC Office of Environmental Safety and Health. If the UMBC Police Department responds there is a police report on file at the UMBC Police Department.

(3) The date that the policy and procedures were last updated:

XIII. **Annual Fire Safety Report**

This [Annual Fire & Safety Report](#) is posted on our website, and annually all enrolled students and employees are notified where to locate the report on our website by October 1st.
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 26 sworn police officers in the Department are vested with full police authority under the provisions of the [Maryland Public Safety Article, §3-201](#). 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 Conduct and Community Standards](#) for violations of the [Code of Student Conduct](#).

The Department has the investigative responsibility for most criminal incidents which occur on the property of the University. We have a Memorandum of Understanding with the Baltimore County Police Department to handle serious criminal investigations: i.e.; felony sexual offenses and homicide. Any victim of a crime on campus, or anyone 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.

The department assists with a “lost and found” to assist the campus community in the recovery of lost property. Lost and Found property is delivered to the Front Desk at the University Commons Building. Police personnel also provide assistance to persons with vehicles disabled on campus or when keys are locked in a vehicle. The department has a bike patrol program which 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.
2.02 Police Communications
Operators staff the department’s communications section 24 hours/ 365 days a year.

2.03 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, the Police Department has a Student Marshal program that employs students to assist the police department with certain security related functions.

2.04 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 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
Section 2.00
UMBC POLICE DEPARTMENT (Policies Concerning Law Enforcement)

police officers regularly drive through the campus.

2.05 Nationally Accredited

In 2016, the Commission on Accreditation for Law Enforcement Agencies (CALEA) accredited the UMBC Police, following an in-depth examination of the agency's administration and operations. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. We take pride in our agency knowing we represent the very best in law enforcement for our community.

CALEA developed the accreditation process so that law enforcement agencies have the opportunity to voluntarily demonstrate their compliance with an established set of professional standards. The accreditation standards established by CALEA are designed to:

- Increase law enforcement capabilities to prevent and control crime
- Increase agency effectiveness and efficiency in the delivery of law enforcement services
- Increase cooperation and coordination with other law enforcement agencies and with other agencies of the criminal justice system
- Increase citizen and employee confidence in the goals, objectives, policies, and practices of the agency

To maintain accredited status, the agency must remain in compliance with applicable. This is accomplished through annual remote reviews by Compliance Service Members (CSM), who ensure that critical standards are upheld by the agency. The UMBC Police then must undergo on-site assessments by CALEA representatives every four years. The agency submits annual reports to the Commission attesting to continued compliance and steps taken to correct any matters of noncompliance.
Section 3.00
REPORTING CRIMINAL ACTIVITY

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.

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 student conduct proceedings.

[source: Campus Security Authority Cite 34 CFR 668.46(a)]
Section 3.00
REPORTING CRIMINAL ACTIVITY

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

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

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<tr>
<td>1</td>
<td>University Police</td>
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<tr>
<td>2</td>
<td>Student Conduct and Community Standards - Director</td>
<td>12</td>
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<td>3</td>
<td>Student Affairs - Vice President</td>
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<td>4</td>
<td>Assistant Vice Presidents</td>
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<td>5</td>
<td>Residential Life</td>
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<td>6</td>
<td>Student Life</td>
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<td>7</td>
<td>The Commons</td>
<td>17</td>
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<td>8</td>
<td>University Health Services – Director</td>
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<td>9</td>
<td>Vice Provost – Academic Affairs</td>
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<td>10</td>
<td>Vice Provost - Undergraduate Education</td>
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**Coaches/ Athletic Department**

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<tr>
<td>1</td>
<td>Baseball Coaches</td>
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<tr>
<td>2</td>
<td>Men’s and Women’s Basketball Coaches</td>
<td>8</td>
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<td>3</td>
<td>Cross Country Coach</td>
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<td>4</td>
<td>Men’s and Women’s Lacrosse Coaches</td>
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<td>5</td>
<td>Men’s and Women’s Soccer Coaches</td>
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<td>Softball Coaches</td>
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**Spirit**

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<td>Cheerleading – Director</td>
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<td>b</td>
<td>Dance Squad – Coach</td>
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3.04 Staff and Faculty Disciplinary Referrals

Regardless of criminal prosecution decisions, all criminal cases involving students are referred to the University's Student Conduct and Community Standards 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. The UMBC “Clery Notice” is distributed via campus email and campus alert to all current students and current employees in October of each year.
Section 3.00
REPORTING CRIMINAL ACTIVITY

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. Annual (October) electronic mailing to all students. (email)
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.
Section 4.01  CAMPUS RESIDENCE HALLS

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 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**: at the request of this group’s leadership, University Police officers may attend SGA meetings to answer questions and provide information relative to crime trends on campus.

8. **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.

9. **International Student Orientation**: Crime prevention information, safety information, and information on American policing philosophies and operations is presented to new international students.
10. **Resident Assistant training**: Resident Assistants for Residential Life are trained in certain aspects of drug identification and recognition.

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

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

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

14. **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.

The following programs are provided by UMBC as an institution:

15. **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.

16. **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.
17. **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.

18. **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.

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.
- Never walk alone at night (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.
Section 5.00
CRIME ALERT BULLETIN (Timely warnings)

Policy: UMBC will determine, without delay, the content of a community notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Office/ individual responsible: Police Department/ Chief Paul Dillon
Location where documentation is kept: Police Department/ Planning Section
Date policy and procedures were last updated: April 2018/ pending review

Procedure:

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 specific 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 available time and circumstance.

If a situation arises that dictates that the surrounding community needs to be notified of an incident at UMBC, the determination to use the Baltimore news media will be made by the Crisis Management Executive Team (CMET).

5.01 TIMELY WARNINGS

Who makes the determination:
The UMBC Police Department makes the decision to issue a crime alert. Every full-time member of the Department has 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.
Section 5.00
CRIME ALERT BULLETIN (Timely warnings)

How the timely warning is 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

Click here for a Sample Crime Alert

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 OMNILERT text notification. Other situations may necessitate the physical post of bulletins in designated campus areas. All Campus crime alerts are posted to MyUMBC and Alertus Desktop software.

Distribution to

other agencies:

In the event that a situation requires a broader response/ distribution of information of an event on campus, the Chief of Police or designee may make notification to those agencies that would be impacted by the event.
Section 6.00
SEXUAL MISCONDUCT, INTERPERSONAL VIOLENCE AND OTHER RELATED MISCONDUCT POLICY & PROCEDURES

6.01 UMBC Links for Policy, Procedures and Resources:

These links describe each type of disciplinary proceeding used by the institution; the steps, anticipated timelines and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault or stalking.

- **UMBC's Policy on Sexual Misconduct:**
- **UMBC's Student Sexual Misconduct Procedures:**
- **UMBC Resources for Sexual Misconduct & Interpersonal Violence**
- **UMBC Events & Programs**

6.02 Safety Procedures:
UMBC is committed to fostering a safe, welcoming, and inclusive campus environment for all members of the campus community. UMBC recognizes its responsibility and strives to maintain an environment which is free from acts of sexual assault, relationship violence, domestic violence, stalking, and other forms of sexual misconduct. Persons who have been subjected to sexual assault, dating/relationship violence, domestic violence, and/or stalking are strongly encouraged to immediately report the incident to the UMBC Police Department. The following steps are also strongly suggested:

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<tr>
<th>1</th>
<th>Call Police</th>
<th>Immediately by dialing 55555 or 410-455-5555. The University Police can assist with providing transportation to the Catonsville District Court for orders of protection, transporting victims to local hospitals, issuing campus ban/restriction letters, and assist with contacting other police agencies.</th>
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</thead>
</table>
| 2 | Call a sexual assault counselor. You will not have to give your name. | Rape Crisis Hotline 410-828-6390
BALTIMORE COUNTY TurnAround, Inc. 401 Washington Ave., Suite 300 Towson, MD 21204 p (410) 377-8111 Hotline: 443-279-0379 www.turnaroundinc.org

The Maryland Coalition Against Sexual Assault 1-800-938-RAPE
Additional Resources provided in Section 6.09
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<tr>
<th></th>
<th><strong>Report the crime</strong></th>
<th>Report the crime in the jurisdiction where the crime occurred. Also, reports are encouraged to be made with the University’s Title IX Coordinator, Bobbie L. Hoye at: 410-455-1606 or <a href="mailto:bhoye@umbc.edu">bhoye@umbc.edu</a></th>
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<tr>
<td>4</td>
<td><strong>Evidence will disappear if not preserved and collected</strong></td>
<td>Evidence needs to be collected, and the police officer, once contacted, will offer guidance in this area. If possible, take steps to preserve text, email, voicemail messages, social media postings, photographs, and/or written documents (cards, notes, letters)</td>
</tr>
<tr>
<td>5</td>
<td><strong>Drug/alcohol use will not be used against you</strong></td>
<td>Amenity Policy</td>
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<tr>
<td></td>
<td><strong>Amnesty Policy</strong></td>
<td>The victim’s safety and well-being is the primary goal of our department. Therefore, do not worry about legal citations for minor violations that happened at the time of the attack. The University also has an Amnesty provision in the Sexual Misconduct, Interpersonal Violence, and Other Related Misconduct Policy.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Medical/Mental health</strong></td>
<td>We can help victims obtain appropriate medical and mental health assistance, on or off campus</td>
</tr>
<tr>
<td>7</td>
<td><strong>Fight the urge to shower or clean yourself until after you meet with police.</strong></td>
<td>Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing and objects at the scene of the crime.</td>
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<td>8</td>
<td><strong>SAFE exam = Sexual Assault Forensic Examination</strong></td>
<td>A Sexual Assault Forensic Exam (“SAFE”) should happen as soon as possible after the sexual assault. If you are not sure about prosecution, you are encouraged to immediately file a police report in order to obtain a medical evidentiary examination. A SAFE exam is performed at a hospital, by a specially trained nurse, and at <strong>NO</strong> cost to the victim. You always have the right to change your mind and not to pursue a criminal complaint.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Seek medical advice</strong></td>
<td>Even 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>
</tbody>
</table>
6.03 Safety Procedures (Stalking): Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

- If you are in immediate danger, call 911.
- Trust your instincts. Don't downplay the danger. If you feel you are unsafe, you probably are.
- Take threats seriously. Danger generally is higher when the stalker talks about suicide or murder, or when a victim tries to leave or end the relationship.
- Contact a crisis hotline, victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, weigh options such as seeking a protection order, and refer you to other services.
- Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you. Click here to learn more about safety plans.
- Don't communicate with the stalker or respond to attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep emails, text messages, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw. Click here to download a stalking incident and behavior log.
- Contact the police. Every state has stalking laws. The stalker may also have broken other laws by doing things like misconducting you or stealing or destroying your property.
- Consider getting a court order that tells the stalker to stay away from you.
- Tell family, friends, roommates, and co-workers about the stalking and seek their support.
- Tell security staff at your job or school. Ask them to help watch out for your safety.

Source: The Stalking Resource Center
6.04 How To Make Reports of Sexual Assault, Relationship/Dating Violence, Domestic Violence, and Stalking and Seek University Assistance: In addition to the University Police, there are a variety of welcoming and accessible ways for UMBC community members to raise concerns and report instances of sexual assault, relationship/dating violence, domestic violence, stalking, and other sexual misconduct issues and to seek assistance.

### Reports can be made through the following:

<table>
<thead>
<tr>
<th>Confidential Medical Assistance &amp; Counseling</th>
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<tbody>
<tr>
<td>University Health Services</td>
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<tr>
<td>Counseling Center</td>
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<tr>
<td>INOVA EAP (For Faculty and Staff):</td>
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<tr>
<th>Quasi-Confidential Support and Access to Resources</th>
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<tr>
<td>Women’s Center:</td>
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<table>
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<tr>
<th>Title IX Team (For Reporting and Responding Party)</th>
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<tbody>
<tr>
<td>Shawn M. Bediako</td>
</tr>
<tr>
<td>Cory Bosco</td>
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<tr>
<td>Nicole Else-Quest</td>
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<tr>
<td>Jamie Gurganus</td>
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<td>Lisa Gray</td>
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<td>Tom Mandato</td>
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<tr>
<td>Tawny McManus</td>
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<tr>
<td>Samantha Smith</td>
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<tr>
<td>Katie Weir</td>
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<table>
<thead>
<tr>
<th>Non-Confidential Support and Access to Resources</th>
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<tbody>
<tr>
<td>Bobbie L. Hoye</td>
</tr>
<tr>
<td>Vice President of Student Affairs Office</td>
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<tr>
<td>Mosaic Center</td>
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<tr>
<td>Student Disability Services</td>
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<tr>
<td>International Education Services</td>
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<tr>
<td>Office of Financial Aid &amp; Scholarships</td>
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</table>
6.05 Agreement with Baltimore County Police Department

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 review and adjudication protocols.

6.06 Administrative Considerations

(1) Confidentiality: UMBC is committed to protecting the confidentiality of victims and other necessary parties. Records will NOT be publicly released to non-affected parties connected to the University Administrative process, unless under a mandatory court order.

(2) Rights of the Reporting Party and the Responding Party: In order to provide accessible, prompt and fair methods for reporting, investigating, and responding to complaints of Sexual Misconduct, the University has developed procedures. Throughout the process, both the Reporting Party and the Responding Party have the following rights:

- To a prompt, fair, and thorough investigation
- To have the choice to be accompanied by a Support Person, Attorney, or Non-Attorney Advisor of choice throughout the process
- To be informed of available UMBC and non-UMBC resources and supports
- To participate or decline to participate in the process, with the knowledge and understanding that the University may proceed with the process, despite a decision to refrain from participating
- To have an equal opportunity to present relevant witnesses and evidence throughout the investigative and adjudicative process, and to have similar and timely access to information to be used during any process
- To notification in writing, at the same time as the other party, of any decision, resolution, outcome, and/or appeal, and of any Board of Review or Appeal Board of Review meeting date, time, and decision.
- To have the right to appeal any initial outcome
Section 6.00
SEXUAL MISCONDUCT, INTERPERSONAL VIOLENCE AND OTHER RELATED MISCONDUCT POLICY & PROCEDURES

(3) **Disciplinary Actions or Sanctions:** Disciplinary actions or sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, so harmful to the individuals involved and the entire UMBC community, or so deleterious to the educational or working environment, that it requires severe disciplinary action, up to and including termination from the University or severe sanctions, up to and including dismissal from the University.

Disciplinary actions which may be imposed on faculty, staff, and student employees in the employment context, can include, but are not limited to the following: no contact orders, a letter of reprimand, censure, service to the University, counseling, retraining, transfer, demotion, suspension, and/or termination.

Sanctions which may be imposed on students in the academic context, can include, but are not limited to the following: no contact orders, housing restrictions (including removal from on-campus housing), community service, educational requirements, written warning, reprimand, probation, suspension, and/or dismissal. Further, the University reserves the right to delay or refuse the conferring of an academic degree—undergraduate or graduate—during the pendency of an investigation.

Individuals who commit certain Prohibited Conduct in violation of federal, state, or local law may also be subject to criminal charges and penalties.

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 when the victim is deceased.

(4) **Accommodations:** Assistance will be made available in changing academic and living situations after an incident of alleged sexual misconduct 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 misconduct. UMBC can provide written notification to victims about options for: available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. UMBC will provide such accommodations regardless of whether the victim chooses to report the crime to the UMBC Police or other police agency.
Section 6.00
SEXUAL MISCONDUCT, INTERPERSONAL VIOLENCE AND OTHER RELATED MISCONDUCT POLICY & PROCEDURES

(5) **Interim Protective Measures:** Interim Protective Measures are temporary actions taken by the University prior to concluding the investigation which may be applied to the Reporting Party, Responding Party, and other involved UMBC community members as appropriate to ensure their—or others’—safety and well-being. Interim Protective Measures may be requested by the Reporting Party or the Responding Party, or the University can initiate the Interim Measures in the absence of a request, at any time, during the process. The range of Interim Protective Measures can include, but are not limited to:

- Access to counseling and medical services and assistance in setting up initial appointments, both on and off campus
- Imposition of a campus “No Contact Order”
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Change in class schedule, including the ability to drop a course without penalty or to transfer sections
- Change in work schedule, work location or job assignment
- Arranging for class incompletes, a leave of absence, or withdrawal
- Change in campus housing assignment or housing license
- Assistance from University support staff in completing University housing relocation
- Restricting access to certain University facilities, resources, or activities pending resolution of the report
- To the extent practicable, preserving eligibility for academic, athletic, or other scholarships, institution-based financial aid, or program eligibility
- Providing academic support services, such as tutoring
- University-imposed leave or suspension for the Responding Party
(6) **Exclusions**: 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 misconduct. Contact the Counseling Center (410-455-2472) for more information. Please also refer to the comprehensive [University System of Maryland Policy on Sexual Misconduct](#).

(7) **Investigation and Adjudication Process**: The investigative and adjudication processes are conducted by officials who receive annual training on issues related to sexual assault, relationship violence, domestic violence, sexual misconduct, and stalking and on how to conduct an investigation and processes that promote fairness and accountability.

**6.07 Policy Definitions**

Our policy pertains whenever the victim or suspect is a member of the UMBC community

**Sexual Assault I**: Sexual Assault I is defined as any act of non-consensual sexual intercourse (vaginal, anal, or oral). Sexual intercourse includes vaginal or anal penetration (however slight) by a penis, object, tongue, finger, or any body part; and oral copulation involving

mouth to genital or genital to mouth contact.
Title IX offense designations:

**Sexual Assault II:** Sexual Assault II is defined as any act of non-consensual sexual contact (however slight) without consent. Non-consensual sexual contact means any intentional touching of the intimate body parts of another person, causing another person to touch someone’s intimate body parts, or disrobing or exposure of another person without consent. Intimate body parts may include genitalia, groin, breast, buttocks, or clothing covering them, or any other body part that is touched in a sexual manner. Non-consensual sexual contact also includes attempted non-consensual sexual intercourse.

**Relationship (Dating) Violence:** Relationship Violence is defined as physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse directed towards a person who is or has been in a social relationship of a romantic or intimate nature with a UMBC community member. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound another. Relationship Violence can be a single act or a pattern of behavior.

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

**Domestic Violence:** Domestic Violence is defined as physical violence such as Sexual Assault I and/or II, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse directed towards: a.) a UMBC community member’s current or former spouse or intimate partner; b.) a person with whom the UMBC community member shares a child in common; c.) a person who is cohabitating with or has cohabitated with the UMBC community member as a spouse or intimate partner; d.) a person similarly situated to a spouse of the UMBC community member; or e.) any other person who is protected from those acts under the domestic or family violence laws of Maryland. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound another. Domestic Violence can be a single act or a pattern of behavior.

**Sex and Gender Based Stalking:** Stalking is defined as a form of Sexual Intimidation, when there is a course of conduct that would cause a reasonable person to fear for their immediate health or safety or the safety of others, or suffer substantial emotional distress, which is directed at a specific person based upon that person’s Protected Status.
6.08 Training, Education, Awareness, Prevention Programs

**HAVEN Training:** Campus drinking, sexual assault is a critical issue that affects an entire college campus. To address this issue, UMBC requires all incoming students complete Haven. Haven relies on proven prevention theories and educational strategies to help students understand the many aspects of the sexual assault issue. The program’s primary focus is to educate students about relationships and decision-making, including: ethics of relationships, alcohol’s effect on relationships, the ability to give consent, important definitions and debunking myths associated with sexual assault.

**Green Dot Training:** Green Dot Training is a bystander intervention training program that educates students, faculty, and staff members on how to identify and prevent the perpetration of power-based personal violence, including sexual violence, partner violence, or stalking. Green Dot Training challenges its audience to engage in a new behavior or set of behaviors that will make violence less sustainable within any given community. For more information, please contact greendots@umbc.edu.

**Peer Health Educators:** The Peer Health Educators are UMBC students who are well trained in various health related topics, especially those that are pertinent to college students at UMBC. They can provide your class, residence hall, organization, etc. with a variety of health education programs in areas of General Health & Wellness, Sexual Health, Nutrition, Alcohol, Tobacco & Other Drugs, Mental Health, and Healthy Relationships. Contact Samantha Smith at samsmith@umbc.edu, x5-3752, or visit the Office of Health Promotion in Erickson Hall to request a program.

**Women’s Center:** The Women’s Center collaborates with other UMBC organizations to promote anti-violence education and advocacy programming, particularly during Sexual Assault Awareness Month in April and Relationship Violence Awareness Month in October. The Women’s Center helps facilitate anti-violence advocacy through:
- The Clothesline Project
- Take Back the Night rally and march
- Supporting Survivors of Sexual Violence workshop - student and/or faculty/staff version
- Facilitated dialogues and events to counter rape-culture including skills related to consent and bystander intervention
6.09 Additional Resources:

- House of Ruth, local domestic violence provider
- Maryland Network Against Domestic Violence
- Maryland Peace Orders Instructions
- Peace Order Application   Peace Order Supplement   Continuation
- Maryland Coalition Against Sexual Assault
- National Sexual Assault Hotline
- National Sexual Violence Resource Center
- Gay and Lesbian National Hotline
- Stalking Resource Center
- Maryland Abuser/Violence Intervention Programs
- UMBC International Education Services
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 (Referred to as “FERPA”) 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.
Section 8.00
Responding to Disruptive Behavior

8.01 Clery Act Reporting Hate Violence
UMBC complies with the Clery Act's requirements to report any of the hate violence statistics for specified crimes (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 or African Americans, whites.

- **Religion.** A preformed 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.

- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**Defined:** A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
Section 8.00
Responding to Disruptive Behavior

- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

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

8.02 Reporting Hate Violence

The maintenance of a welcoming campus climate is essential to the university's ability to enroll, hire, and retain highly qualified students, faculty and staff. Therefore, the university takes an active role in promoting peace and harmony among diverse groups living, working, and studying within our campus community and to the extent possible, protecting students, faculty, staff, and visitors against incidents or criminal acts that would constitute hate/bias incidents or crimes.

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. Those who believe they have witnessed or been the target or victim of a hate crime or a hate bias motivated incident are encouraged to report the matter to the UMBC Police Department.

PROCEDURES FOR RESPONDING TO DISRUPTIVE BEHAVIOR

- UMBC’s Policy on Disruptive Student Behavior
- University of Maryland System Policy on Acts of Violence and Extremism
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.

9.05 Employee Assistance Program
UMBC offers employees help in managing workplace and family issues. The Employee Assistance Program recognizes that personal and family concerns can make life very difficult, and sometimes affect your ability to concentrate on the job. At such times, having someone who listens and is objective and concerned may be just the help you need to avoid a crisis.
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.

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.
Section 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 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. Contact the University Police Department to Report a Violation.

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.

Resources on this policy:

UMBC Code of Student Conduct
MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY

STATEMENT

1. UMBC’s missing student regulations relate only to students who reside in on-campus housing.

2. 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.

NO waiting period: “Suzanne’s Law” is a federal statute that was adopted into Maryland Law Article 3-601 “Procedure for taking missing person report.” Police agencies are prohibited from creating a mandatory waiting period for reporting a person as missing. If there are reasons to believe that foul play is involved in a person’s disappearance, the UMBC Police may immediately pursue a Missing Person report and take law enforcement action to locate the student or employee.

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 ORL determines 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 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 is only available from ORL to residential students and is completed during the “check-in” process.

Reporting a Missing Residential Student - 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.

Notification - Within 2 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.

Note: Safety: All students should share their finalized schedules with family, friends, and/or roommates as part of their personal safety plans.

Follow-up investigation: after 96 hours, Missing Person cases are transferred to the Baltimore County Police Department for follow-up investigation.
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 (5-5555).

13.01 Emergency Response Plan
UMBC’s Emergency Operations Plan (EOP) is designed to mitigate the impact of critical events on campus. Note: There is a 2018 Emergency Response plan under review.

13.02 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.

13.03 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.

- **OMNILERT text notification Alert System:**
  This emergency text alert system allows quick and easy dissemination of information to the campus community in the event of an emergency through cell phones and email.

- **Alertus Desktop platform** – signals users on UMBC Wi-Fi system of an emergency. This includes a RSS feed to the MyUMBC portal.
Section 13.00
EMERGENCY RESPONSE & EVACUATION PROCEDURES

• **Emergency Communications System:**
  Emergency sirens placed throughout the campus will be activated in the event of an emergency. When the siren sounds on campus, seek shelter in the nearest building.

• **All-Campus E-Mail Message:**
  E-mail alerts informs the campus community of present or imminent threats and directs the campus of appropriate steps to take to maintain safety.

• **Weather Data Service:**
  UMBC receives real time warnings from the SkyGuard Weather service; which details critical weather events that may impact the UMBC community. SkyGuard Weather service technicians 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 SkyGuard Weather service is used in conjunction with the campus’ Emergency Warning System siren and the E2Campus Emergency Text Alert System to provide a comprehensive weather emergency warning system that alerts the campus community of critical weather emergencies.

• **Other Communication Methods:** If necessary, police announcements could be made via:
  1. University Telephone
  2. Two Way Radios
  3. Cellular Telephones
  4. Voice Mail
  5. Web Messages
  6. Signage

**13.04 Training and Testing:**
UMBC conducts emergency policy and procedure training and testing through, fire drills, testing of the communication systems and tabletop/emergency exercises. Various sections of UMBC conduct annual training (Police, ESH and Facilities Management), tests of emergency equipment (ESH) and fire drills (ORL, ESH and FM).

These procedures are announced through OMNILERT text notification Alert System and email alerts (Alertus Desktop notification).

**13.05 Emergency Planning Committee**
(New) In 2018, UMBC established an Emergency Planning Committee (EPC); whose duties include: training and drills, establishing policy and procedures, documenting the tests (date/ time/ who attended) and evaluating the University’s ability to respond to various campus emergencies.

To this end, UMBC trains and cooperates with the Baltimore County Fire Department (and the Arbutus Volunteer Fire Department), the Baltimore County Police Department, the Maryland State Police and the Maryland Emergency Management Agency (MEMA).
Section 14
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 esh@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 sounding, 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.
Section 14
ANNUAL FIRE SAFETY REPORT

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 (i.e.: Christmas 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 Residential Life’s 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.

**14.07 Fire Reporting:** In the event of a fire follow this procedure:
1. Activate the alarm at the nearest pull station and evacuate the building.
2. Evacuate the area, yell for other’s safety.
3. Call 9-1-1.
4. Call the UMBC Police at x5-5555 and report the fire/alarm.
5. If there is an extensive amount of smoke, drop to the floor and crawl to the nearest possible exit.
UMBC CAMPUS FIRE SAFETY REPORT

This fire safety report contains fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities.

Fire Safety Education and Training
The Department of Environmental Safety & Health is responsible for a majority of the University's fire prevention and safety training programs, as well as regular fire and life safety inspections for some campus events. Fire safety education and training programs, including fire extinguisher training, are taught by local fire authorities and members of the Department of Environmental Safety & Health.

Evacuation When a building fire alarm is sounded, all occupants are required to leave the inside of the residential area (via the nearest safe exit) and gather in the established evacuation location. A building evacuation may also occur upon notification by police or University staff. These drills are not held just to comply with State or University regulations but to properly inform residents of the evacuation plan that they may use in the case of fire or other emergency. The purpose of the fire and evacuation drills are to prepare building occupants for an organized evacuation in case of a fire or other emergency. In addition to educating occupants of each building about fire safety and evacuation procedures during the drills.

The following policy on evacuation drills were adopted:
Two drills are held each semester. Residential Life will coordinate all drill schedules. All drills are held from Monday through Thursday between the hours of 10:00 am-10:00 pm. As individuals evacuate a building, they should move out of the way of fire/safety responders as they arrive. Individuals will not enter the building until permitted to do so by fire personnel, and subsequently the CD. This process also provides the Department of Environmental Safety & Health with an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored and analyzed by the Department of Environmental Safety & Health to evaluate egress and behavioral patterns. Reports are prepared to identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are submitted to the appropriate departments for consideration. The Resident Advisers (RA) are trained in these procedures and act as an ongoing resource for students living in residential facilities. Both the Environmental Safety & Health and the Office of Residential Life departments documents each test it conducts, which includes a description of the test, the date the test was held, the time the test started/ended, and whether the test was announced or unannounced.
Procedures

If a fire occurs, individuals are instructed to sound the building fire alarm by pulling the red alarm pull box and, if possible, call the UMBC Police at 5-5555, or off campus at 410-455-5555. Once a fire alarm has been sounded, individuals should evacuate immediately using the nearest fire exit door or stairwell. Individuals should not use elevators because they may become inoperative due to the fire. If possible, able-bodied persons should assist disabled persons in exiting the building. Disabled persons who cannot use stairs should wait in the stairwell until the UMBC Police or firefighters arrive. If possible, able-bodied individuals should assist disabled persons in exiting the building. Individuals should notify UMBC Police officers and/or fire authorities of the location of any disabled person or if they suspect that someone may be trapped inside the building. The fire alarm may not sound continuously. Even if the alarm stops, individuals should continue the evacuation and warn others who may enter the building after the alarm stops. Everyone should evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. No one should return to the building until instructed to do so by the UMBC Police officers or authorized personnel. When a fire alarm has been sounded or a fire reported to the UMBC Police, the police dispatcher will initiate the notification procedures for contacting appropriate personnel.

How to Report That a Fire Has Occurred and Fire Prevention

Fire Safety Information for Residents

In the event of a fire or alarm follow this procedure:

- If not already sounding, activate the alarm at the nearest pull station and evacuate the building.

- Evacuate the building as quickly as possible. If it is cold outside, you may want to bring shoes and a coat, but don’t stop to get dressed or gather valuables.

- If the situation permits (no personal safety is jeopardized) call the UMBC Police at x5-5555, or off campus at 410-455-5555 and report the fire/alarm.

- If there is smoke in the air, drop to the floor and crawl. The air near the floor will be cooler and more pure. Take a damp towel with you to protect your head and face.
Prevent Fires:
- Exercise care when smoking in authorized areas.
- Use only UL approved appliances and never leave appliances on or unattended.
- Use only UL approved extension cords. Never run extension cords under rugs or mattresses. Match the size of the extension cord to the appliance being used and use a grounded cord for all large appliances.
- Do not overload circuits by creating "octopuses" in your electrical outlets. If you have more appliances than outlets, unplug one appliance to use another or purchase and use a "power strip."
- Cooking is prohibited in residence hall rooms. Cook only in designated cooking areas such as lounges and hall or apartment kitchens.
- Do not tamper with fire extinguishers, alarms, sprinklers, bells, detectors, and other fire equipment. Tampering with any fire equipment is a violation of your UMBC residential contract and could lead to your removal from residential facilities.
- Report vandalized or non-operable fire equipment to residence staff immediately. Damaged fire equipment endangers you and the other residents of your building.
- Keep all marked fire doors and stairwell doors closed. They are designed to block smoke and fire to provide a safe evacuation route during fire.
- Do not cover smoke detectors with flags or other materials. Check detectors periodically to ensure that they are functioning properly.
- To aid in the prevention of fires, the following items may not be stored or used in or around residence facilities: motorcycles, mopeds, or any type of vehicles with gas tanks, gasoline, kerosene and other fuels, explosives, fireworks, lit candles or incense, hot plates and grills.

Policies Regarding Fire Safety in Student Housing Facilities

Smoking
Smoking is prohibited in all University buildings and within 20 feet from all building openings including walkways, doorways, air or ventilation intake systems, entryways, and windows.

The following items are prohibited as fire risks:
- Explosive materials (i.e. fireworks, flammable liquids, ammunition)
- Open flame devices (i.e. candles, incense, charcoal)
- Kerosene stoves
- Appliances with open heating elements (i.e. hot plate, electric frying pan, floor heater, toaster/ovens)
- Halogen lamps
- Items suspended and hanging from ceiling or walls (i.e. flags, fish nets, blankets)
- Grills and fire pits on balconies, breezeways, stairwells, walkways
- Extension cords other than UL Approved strip outlets
- Any item deemed to have unacceptable fire risks by Residential Life
- Fire regulations prohibit more than fourteen (14) occupants in a residence hall room or in an apartment at one time.

The following behaviors will bring about judicial action:
- Tampering with: fire alarm horns or bells, smoke detectors, pull stations, extinguishers, evacuation ladders, sprinklers, fire doors
- Igniting or attempting to ignite flammable items in residential facilities
- Interfering with the building's main points of exits.

Individuals should notify the UMBC Police at 5-5555 or off campus at 410-455-5555 and report that a fire has occurred.

**Fire Safety Improvements**
The University assesses and upgrades fire safety equipment to ensure that all equipment meets National Fire Safety standards. The University continues to evaluate and improve smoke/heat detection systems to meet life safety requirements and protect University assets. Also, UMBC will periodically assess the need for other improvements in fire safety. Any recommendations for improvements are made as soon as possible.

**Fire Statistical Disclosure**

**Definitions:**
- **Fire:** Any instance of an open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Unintentional Fire:** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.
- **Intentional Fire:** A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
- **Undetermined Fire:** A fire in which the cause cannot be determined.
- **Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.
- **Fire-related Death:** Any instance in which a person (i) is killed as a result of a fire, including death from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire or (ii) dies within one year of injuries sustained as a result of the fire.
- **Value of Property Damage:** The estimated value of the loss of the structure and contents.
- **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.
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<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Elk</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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</tr>
<tr>
<td>Deep Creek</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casselman</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breton</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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</tr>
<tr>
<td><strong>West Hill Apartments</strong></td>
<td></td>
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<tr>
<td>Chester</td>
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<td>Yes</td>
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<td>Yes</td>
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<td>Magoby</td>
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<td>No</td>
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<td>Yes</td>
<td>Yes</td>
<td></td>
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<td>Tagler</td>
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<td>No</td>
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<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choptank</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td><strong>Terrace Apartments</strong></td>
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<tr>
<td>Nanticoke</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Gunpowder</td>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<td></td>
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<tr>
<td>Monocacy</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Sassafras</td>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<td>Wicomico</td>
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<td>Yes</td>
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<td>Antietam</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<td>Chincoteague</td>
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<td>No</td>
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<td>Yes</td>
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<td></td>
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</tr>
<tr>
<td>Tuckahoe</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UMBC POLICE DEPARTMENT
CLERY INCIDENT 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

| Campus Security Authority / Person Reporting: | Phone: |
| Incident type: (See Next Page) | Date submitted: |
| Name of victim or witnesses | (write refused if they do not wish this info to be given to PD) |
| Date & Time incident occurred | |

| Did the crime occur on the UMBC campus property? | Yes | No | Specify Location: Describe the area it occurred: |
| Did the crime occur in UMBC residential Life housing? | Yes | No | Which Building?: |
| Did the crime occur on UMBC Non-campus property? | Yes | No | Describe where it occurred: |
| Did the crime occur on public property contained within UMBC | Yes | No | Describe where it occurred: |
| Did the crime occur at a University sponsored activity or event? | Yes | No | Which event?: |

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 UMBC Police Web Page. 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>Under the Clery Act, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics: • The total number of crimes that occurred on campus, including crimes that occurred in student housing facilities; and • The number of crimes that occurred in on-campus student housing facilities as a subset of the total.</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>All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.</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.
UMBC POLICE DEPARTMENT
CLERY INCIDENT REPORTING FORM

CRIME DEFINITIONS:

<table>
<thead>
<tr>
<th>Crime Definition</th>
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<tr>
<td>Negligent Manslaughter</td>
<td>Any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.</td>
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<td>Rape</td>
<td>is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.</td>
</tr>
<tr>
<td>Fondling</td>
<td>the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.</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 by law.</td>
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<tr>
<td>Statutory Rape</td>
<td>Non-forcible sexual intercourse with a person who is under the statutory age of consent.</td>
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<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>
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<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.</td>
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<td>The theft or attempted theft of a motor vehicle.</td>
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<tr>
<td>Hate Crime</td>
<td>a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Categories that are reported: (1) Race; (2) Religion; (3) Sexual Orientation; (4) Gender; (5) Gender Identity; (6) Ethnicity; (7) National Origin; (8) Disability.</td>
</tr>
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<td>Weapon Law Violation</td>
<td>Count the number of arrests for Weapons: Carrying, Possessing, Etc. of the violation of laws or ordinances dealing with weapon offenses, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; all attempts to commit any of the aforementioned.</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>Count the number of arrests for Weapons: Carrying, Possessing, Etc., the number of arrests for Drug Abuse Violations.</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>Count the number of arrests for Weapons: Carrying, Possessing, Etc., the number of arrests for Drug Abuse Violations and the number of arrests for Liquor Law Violations. Note: Drunkenness and driving under the influence are not included in this definition.</td>
</tr>
</tbody>
</table>
**Domestic Violence**

The term "domestic violence" includes felony or misdemeanor crimes of violence committed: (a) by a current or former spouse of the victim, (b) by a person with whom the victim shares a child in common, (c) by a person who is cohabiting with or has cohabited with the victim as a spouse, (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, (e) or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence**

The term "dating violence" means violence committed by a person:

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) the length of the relationship;

(ii) the type of the relationship;

(iii) the frequency of interaction between the persons involved in the relationship.

There is no Maryland law definition of dating violence (it is not distinguished from general crimes of violence, such as assault).

**Stalking**

**Clery definition:** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

**Maryland law definition:** Stalking means a malicious course of conduct that includes approaching or pursuing another where:

1. the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear:
2. of serious bodily injury;
3. of an assault in any degree;
4. of rape or sexual offense as defined by Sections 3-303 through 3-308 of the Criminal Law Article of the Maryland Code or attempted rape or sexual offense in any degree;
5. of false imprisonment; or
6. of death; or
7. that a third person likely will suffer any of the acts listed in item (1) above.

**Code of Student Conduct definition:** To follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.

Need more information? [UMBC Amended Policy on Sexual Misconduct](#)
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 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 Conduct & Community Standards
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.
UMBC Police Department
2016 Annual Security Report
Definitions

I. It is important that students, faculty and staff understand these terms as defined in UMBC policies:

<table>
<thead>
<tr>
<th>UMBC Sexual Misconduct Policy</th>
<th>Defined by the UMBC Policy on sexual misconduct</th>
</tr>
</thead>
</table>

II. These are the definitions that are used to make determinations in the reporting of these offenses; as defined by: The Handbook for Campus Safety and security Reporting 2016 Edition.

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The term "domestic violence" includes felony or misdemeanor crimes of violence committed: (a) by a current or former spouse of the victim, (b) by a person with whom the victim shares a child in common, (c) by a person who is cohabiting with or has cohabited with the victim as a spouse, (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, (e) or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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## Definitions

<table>
<thead>
<tr>
<th>Consent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent is defined as a knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make a rational and reasonable judgment. Consent may be expressed either by affirmative words or actions, as long as those words or actions create a mutually understandable permission regarding the conditions of sexual activity or behavior. Under this definition, consent can never be assumed. The definition of consent will not vary based upon individual cultural variances. Anyone who falls under the scope of this Policy is subjected to any and all definitions provided herein including, but not limited to, Consent. Source: <a href="#">UMBC Amended Policy on Sexual Misconduct</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>On Campus Property</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</thead>
</table>
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<tr>
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Any individual who has responsibility for campus security, but is not a member of the UMBC Police Department.

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## UMBC 2017 Clery Statistics

<table>
<thead>
<tr>
<th>OFFENSE *</th>
<th>On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>On-Campus Residence Halls **</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reported to Police</td>
<td>Reported to Other CSAs †</td>
<td>Total</td>
<td>Reported to Police</td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Rape</td>
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<td>5</td>
<td>6</td>
<td>-</td>
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<td>Forcible Fondling</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Incest</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>-</td>
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<tr>
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<tr>
<td>Aggravated Assault</td>
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<td>Motor Vehicle Theft</td>
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<td>Weapons Law Arrest</td>
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<td>Liquor Law Arrest/Citations</td>
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</tr>
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<td>Dating Violence</td>
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<td>Stalking</td>
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</table>

**The statistics reflect a 2017 University population of approximately 13,662 students and 2113 faculty & staff employees**

**The On-Campus Residence Halls statistics are duplicative. They are included in the On-Campus Property statistics that occurred within residence halls on campus.**

† "Reported to Other CSAs" are crimes that have been reported to UMBC officials who are considered Campus Security Authories other than police and security officers. These are not duplicative of police reports.

### 2017 Hate Crimes

#### Destruction, Damage, or Vandalism of Property

<table>
<thead>
<tr>
<th>Hate Crime Basis</th>
<th>On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>On-Campus Residence</th>
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<tbody>
<tr>
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### 2017 Hate Crimes

#### Religion

<table>
<thead>
<tr>
<th>Hate Crime Basis</th>
<th>On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>On-Campus Residence</th>
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<tbody>
<tr>
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<td>Total</td>
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</table>
THE UNIVERSITY OF MARYLAND, UMBC CAMPUS AT THE UNIVERSITIES AT SHADY GROVE

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, faculty or 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, within the Annual Security Report of each of the nine institutions that conduct classes at USG.

* UNIVERSITY OF MARYLAND, 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 at (http://www.shadygrove.umd.edu/about/public-safety/).

<table>
<thead>
<tr>
<th>Category</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>Total</th>
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### Arrest Statistics

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### Campus Disciplinary Referrals

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<tr>
<td>1</td>
<td>The Universities at Shady Grove (USG) is a Regional Center for the University System of Maryland (USM). Degree programs provided by 9 of the 12 USM institutions are offered at USG. Students from each of these 9 institutions attend classes at USG and in some cases may attend classes on both campuses.</td>
<td></td>
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<tr>
<td>2</td>
<td>Statistics listed in the “Public Property” category include those that took place off campus, on public property immediately adjacent to and accessible from the campus, but not on USG property.</td>
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</tr>
<tr>
<td>3</td>
<td>Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), Disability (D), Gender Identity (GI), or National Origin (NO). Any numbers in small-print parentheses would indicate how many of the total number or reported incidents were motivated by each type of bias.</td>
<td></td>
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<tr>
<td>4</td>
<td>Statistics on this chart are a summation of records requested and received from the Montgomery County Police Dept. (which includes all Rockville City Police Dept. records) and the Maryland State Police. This chart additionally include all Clery reportable statistics reported to USG security officers or other Campus Security Authorities.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>The Montgomery County Police Department does not classify crimes into this category. Statistics in this category will only be those reported or known by Campus Security Authorities or where enough information is known to allow classification.</td>
<td></td>
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<tr>
<td>6</td>
<td>Individuals not arrested, but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs.)</td>
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