Public Safety and Preparedness

Annual Security Report
2026

COLLEGE *of* SOUTHERN MARYLAND

TABLE OF CONTENTS

Table of Contents

Introduction- College President

Introduction- Executive Director of Public Safety and Preparedness

SECTION I: ABOUT THE ANNUAL SECURITY REPORT

- Preparation of the Annual Security Report and disclosure of crime statistics
- About the Department of Public Safety General Procedures
- Role Authority and Training
- Crime Reporting Procedures
    1. Voluntary confidential Reporting
    2. Emergency Communications
    3. Behavioral Review Team
    4. Workplace Violence

SECTION II: TIMELY WARNING AND EMERGENCY COMMUNICATION

- Timely Warning and Notification
- Emergency Notification System (Omnilert)

SECTION III: CAMPUS SECURITY AUTHORITIES

- Roles and Responsibilities of Campus Security Authorities
- How CSM Security Authorities are Identified
- College Wide Campus Security Authorities

SECTION IV: CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

- Crime Prevention Awareness
- Sex Offender Registry and Violent Offender Procedures
- Alcohol and Drug Policies-Drug and Alcohol Awareness and Education
- Sexual Assault Prevention and Response

SECTION V: EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

- Occupant Emergency Plan and Occupant Emergency Organization
- Emergency Action Coordinators/Special Needs Assistants
- Emergency Procedures
- Emergency Operations Plan
- Incident Command System

SECTION VI: CRIME STATISTICAL INFORMATION

- Geographic Crime Location
- Definition of Reportable Crimes in the Campus Security Act
- Crime Statistics by Campus

APPENDICES

- Title IX Policy
- Workplace Violence Policy
- Drug and Alcohol Policy

INTRODUCTION

Message from CSM President

Thank you for taking the time to read this 2026 Public Safety Report. Safety is among our highest priorities at the College of Southern Maryland, and we are committed to ensuring that our students, faculty, staff, and visitors have safe and secure places to work and learn at each of our campuses.

The purpose of this annual report is to keep our community informed of campus crime statistics and security-related policies and procedures.

Maintaining a safe campus requires everyone's participation. Our goal is to work with all members of our community to continuously improve our preparedness and readiness for critical incidents and emergencies. Please take the time to review the emergency procedures found through the Safe App and the CSM Safe webpage. This is an important step in educating and preparing yourself for potential emergency situations.

I encourage you to register for the free emergency communication resource we have made available for you through Omnilert CSM.TXT. Text **READY** to **79516** to subscribe. When we are prepared, we help protect ourselves and others while also putting in place precautions to prevent incidents from occurring in the first place. I hope you find this report helpful and informative.

I remain respectfully in your service,

Dr. Yolanda Wilson,

President, College of Southern Maryland

Message from the Executive Director of Public Safety

At the College of Southern Maryland, there is no greater priority than safeguarding the health and welfare of our campus community. To do so successfully requires a dedication to safety, security, and emergency preparedness. It is important to note that campus safety at CSM is a shared responsibility. Although most of our students, faculty, staff, and visitors never experience crime at CSM, the best protection is an informed, aware, alert campus community that works with our highly visible and trained public safety staff to keep CSM safe.

At CSM, a comprehensive public safety system is in place that services all members of the campus community. The goal of the Public Safety and Preparedness Department is to work in partnership with students, faculty, and staff to provide a safe, enjoyable, and fulfilling higher education experience.

You can help us achieve our goal by following security policies and ensuring that others do not circumvent them. Using common sense safety practices such as reporting any suspicious activity, locking your vehicle doors, and increasing your personal awareness can help reduce the opportunity for victimization. These simple measures will help ensure your own protection.

We encourage your questions, comments, feedback, and most of all your participation. Please contact the Department of Public Safety and Preparedness (PSD) directly to learn how you can become better prepared or if you have questions about our current safety, security, or emergency preparedness program activities.

Respectfully,

Gary Lewis
Executive Director
Public Safety and Preparedness
College of Southern Maryland

SECTION I: ABOUT THE ANNUAL SECURITY REPORT

Preparation of the Annual Security Report and disclosure of Crime Statistics

The Public Safety Department prepares the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act using information maintained by the Public Safety Department, information provided by other college offices such Student Conduct, Campus Security Authorities and information provided by local law enforcement agencies surrounding each of the campuses.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by the College of Southern Maryland (CSM). This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

On March 7, 2013, President Obama signed into law the Violence Against Women Reauthorization Act (VAWA) and included in VAWA is the Campus Sexual Violence Elimination Act (Campus Save Act) which expands the Clery Act and other regulations. The Campus Save Act expands the Clery Act's coverage to include victims of domestic violence, dating violence and stalking.

The College distributes a notice of availability of this Annual Security Report by October 1st of each year to every member of the college community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Public Safety Department at 301-934-7888, or by visiting http://ready.csmd.edu/ and clicking on CSM Annual Security Report or http://www.csmd.edu/ and clicking on CSM Annual Security Report.

About The Department of Public Safety: General Procedures

The College of Southern Maryland serves the tri-county of the Southern Maryland region including Calvert, St. Mary's and Charles and maintains campuses in each of these areas. Each campus is non-residential, open access, utilizing electronic card swipe access control for select rooms containing valuable property. Each of the campuses are equipped with closed-circuit television monitors inside and outside (parking lots). The cameras are monitored on an intermittent basis and are also used for asset protection and investigation. The campuses are patrolled on foot or in a vehicle by at least one public safety officer. Public Safety personnel are equipped with a two-way radio which has a telephone patch capability allowing Safety officers to be reached at any time.

La Plata Campus

Campus access is limited to 7:00 am – 11:00 pm Monday through Friday and 7:00 am – 10:00 pm Saturday and Sunday. Public Safety maintains on-call status during closed hours.

Leonardtown Campus

College access is limited to 7:00 am – 11:00 pm Monday through Thursday, Friday access 7:00 am – 5:00 pm, and weekend hours are based on activities scheduled.

Access to classes and labs by students is limited to scheduled class and lab hours or during special events. Students are generally not allowed into any laboratory without an employee present to act as a monitor.

Any after-hours Public Safety needs should be directed to the La Plata Public Safety office by calling 301-934-7888.

Prince Frederick Campus

College access is limited to 7:00 am – 11:00 pm Monday through Thursday, Friday access 7:00 am – 5 pm, and weekend hours based on activities scheduled.

Any after-hours Public Safety needs should be directed to the La Plata Public Safety office by calling 301-934-7888.

Hughesville Regional Campus

College access is limited to 7:00 a.m-10:00 p.m. Monday through Thursday, Friday access 7:00 am – 5:00 pm and weekend hours based on activities scheduled.

Any after-hours Public Safety needs should be directed to the La Plata Public Safety office by calling 301-934-7888.

The College of Southern Maryland is committed to providing safe campuses and takes considerable pride in its ability to involve the entire college community in keeping the college safe by incorporating a "see something, say something" environment.

Role Authority and Training

The College of Southern Maryland Public Safety and Preparedness Department is comprised of one Executive Director of Public Safety and Preparedness, a Public Safety Lieutenant, three Public Safety Sergeants and twelve public safety officers spread out across the three campuses. Our public safety department is an unarmed agency and relies on a highly professional relationship with Maryland State Police, the Charles County Sheriff's Office, the Calvert County Sheriff's Office, and the St. Mary's Sheriff's Office. In addition, CSM maintains professional working relationships with the Department of Emergency Services and Emergency Management in each of the three counties.

Crime Reporting Procedures

The College has several different ways for the campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate college officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire college community that you immediately report all incidents so that the Public Safety Department can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or emergency notification.

1. Voluntary, Confidential Reporting

If crimes are never reported, little can be done to prevent other members of the community from also becoming victims. We encourage the prompt reporting of crimes and believe the college community will be much safer when all community members participate in safety and security initiatives. Anyone may contact the public safety department at each of the locations below to report concerning information. Callers may remain anonymous. Anonymous incidents may also be reported using the college student safety app CSM Safe.

La Plata Campus
301-934-7888 (on campus, x7909)
Building "BI" room # 012

Leonardtown Campus
240-725-5333(on campus, x5333)
Building "C" room #107

Prince Frederick Campus
443-550-6033(on campus, x6033)
Building "A" room #111

Hughesville Regional Campus
301-593-4730 (on campus, x4898) Main Building room #CT112M and #HS222

Incidents can also be reported in person at each campus security office. Although many resources are available, Public Safety should be notified of any crime, whether or not an investigation continues, to ensure the college can assess all security concerns and inform the community by issuing Timely Warnings if there is a significant threat.

2. Emergency Communications

Emergency Phones

Emergency telephones are in the hallways of each building and are marked as such with instructions on contacting public safety officers. If there is an emergency, callers can also dial 911 for local police response.

Classroom Smart Podiums

Each classroom is equipped with a Smart Podium that includes a telephone which can be used in the event of an emergency to call public safety officers or local police by dialing 911.

CSM Safe App

Public Safety has worked with App Armor to develop offer a campus safety app called CSM Safe. Students, staff, faculty, and administrators can utilize the app to report suspicious activity through phone or SMS text message, access emergency plans, file behavior reports, or access other counseling resources available on campus.

CSM Safe is available on the App Store and Google Play, and no account is required.

3. Behavioral Review Team

Behaviors that are threatening, violent, or disruptive to institutional activities are inconsistent with the educational mission of the college. To address concerning student behavior, the College of Southern Maryland has created an institution-wide Behavior Review Team (BRT) to review and respond, when necessary, to reports of behaviors and activities that are disruptive to the mission of the college and potentially harmful to members of the college community. Referrals may or may not involve violations of college policy or the Student Code of Conduct.

Membership of the BRT is comprised of a multidisciplinary committee of college staff and faculty who work together to provide incident evaluation and, when necessary, coordinate timely responses to students of concern. At the College of Southern Maryland, the BRT is comprised of the following core members:

- Vice President of Student Equity and Success (co-chair)
- Executive Director of Student Affairs and Title IX (co-chair)
- Associate Vice President Enrollment Management
- Executive Director of Public Safety and Preparedness
- Mental Health Counselor

- Coordinator, Academic Support/ADA
- Faculty Representative(s) Depending upon the student concern, other members of the campus community may be invited to serve on the BRT in an ad-hoc capacity on a case-by-case basis.

Referrals are received through an electronic reporting form through the Maxient student conduct software, by phone, or by email. To simplify reporting, the College of Southern Maryland uses the Behavioral Review Incident Report Form, one report form for all reports concerning student behavior, including student conduct and academic integrity referrals.

This Behavioral Review Incident Report Form is located at: https://publicdocs.maxient.com/incidentreport.php?CollegeofSouthernMD The form can also be located on the CSM Safe Website under forms. The form is also available on the CSM Safe App under the support resources tab.

4. Workplace Violence Policy

The College of Southern Maryland is committed to preventing workplace violence and maintaining a workplace environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The College has a zero-tolerance policy for actions, statements, or other behavior by anyone that is, or is intended to be violent, threatening, intimidating, disruptive, aggressive, or harassing as determined by the College in its sole discretion.

The College of Southern Maryland asks for the cooperation of its employees to maintain a safe working environment. Successful resolution and prevention of workplace violence is predicated on the following:

- Education and awareness
- Accurate and timely reporting
- Investigation
- Mitigation

SECTION II: TIMELY WARNING AND EMERGENCY COMMUNICATION

Timely Warning and Notification

The Executive Director of Public Safety will issue a campus-wide warning if a situation arises, either on or off campus, at CSM locations off campus, or areas close enough to any of the campuses that could cause concern. The college utilizes ***Omnilert*** for its emergency notification system. When an incident occurs that could place the college community at any risk of harm, the ***Omnilert*** emergency notification system is utilized to send an emergency message to the following systems or processes:

- Alertus Desktop
- Email
- Facebook
- SEED
- Text Message
- Twitter
- CSM Website
- CSMSAFE Website

In addition to the above emergency notification system, each college Public Safety officer has the ability by desktop computer or mobile phone to immediately send emergency alert messages to each one of the above systems using a pre-scripted launch button pictured below:

Scenarios are collections of pre-defined *Actions*. To launch a Scenario, click the corresponding button below. Please Note: Once a Scenario has been launched, it cannot be stopped. Scenarios with Quick Launch enabled are indicated with the Quick Launch lightning bolt () and will not present a confirmation dialog before launch.

	Name	
	Lock-Down La Plata Campus **Criminal Incident On Campus-Lockdown**	LAUNCH
	Lock-Down Leonardtown Campus **Criminal Incident On Campus-Lockdown**	LAUNCH
	Lock-Down Prince Frederick Campus **Criminal Incident on Campus-Lockdown**	LAUNCH
	Quarterly Test	LAUNCH
	Tornado Warning La Plata Campus **Tornado Warning alert for La Plata area, seek shelter in doors**	LAUNCH
	Tornado Warning Leonardtown Campus **Tornado Warning for the Leonardtown area, seek shelter indoors**	LAUNCH
	Tornado Warning Prince Frederick Campus **Tornado Warning for the Prince Frederick area, seek shelter in doors**	LAUNCH

During an emergency, Public Safety will also activate the Whelen public address systems which are located at each campus. These Whelen systems are equipped with an audible message feature as well as a tornado siren.

Emergency Notification System (Omnilert)

Methods of Public Information and Warning

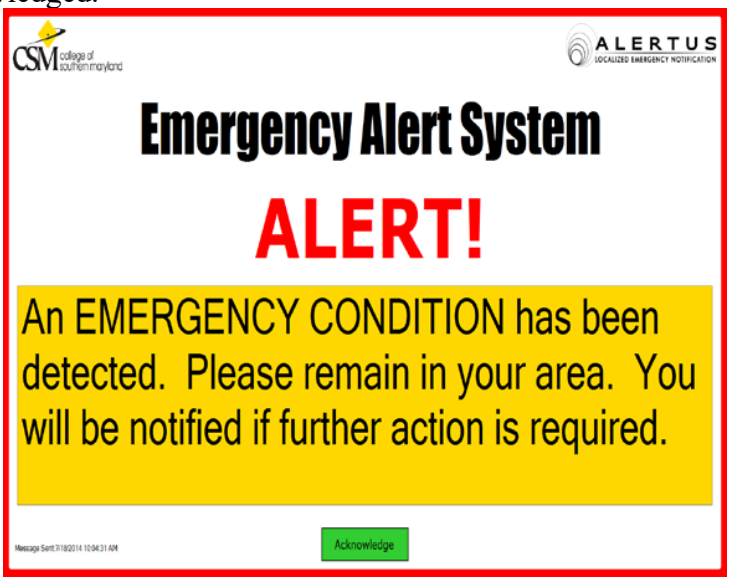
The College of Southern Maryland maintains the following systems for public information and warning:

- **Mass email:** The CSM email system reaches current staff and faculty.

- **Website Update:** The CSM website www.csmd.edu and www.ready.csm are valuable information resources for students, staff, faculty, parents, alumni, and other members of the college community. The website should be considered as an official means of public information distribution during an emergency that affects college operation.

- **CSM.TXT:** CSM.TXT is CSM's alert service provided through ***Omnilert***. This service will send instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message, email account, Twitter, and Facebook. ***Omnilert*** can also immediately update the college website and the CSMSAFE website. Registration is free; all cell phone text message fees will apply. Contact your service provider for more information.

- **Alertus Desk Top Alert**: The Alertus Desk Top Alert is linked with the ***Omnilert*** emergency notification system and can simultaneously send alert messages to several different systems at once. The Desk Top Alert freezes the operation of every college hard wired computer until the emergency message and/or instructions are acknowledged.



How to register for CSM.TXT

The College of Southern Maryland currently operates on an Opt-out registration system meaning that all students, staff, and faculty are automatically registered to receive emergency and/or other communications through the emergency notification system. Students, staff, and faculty have the option to unsubscribe at any time or decline emergency messages at any time by texting **STOP to 79516.** If you are not affiliated with the college and wish to receive emergency messages **TEXT READY to 79516.** More information on CSM.Txt and Omnilert can be found by visiting the CSM website at http://ready.csmd.edu/csm.txt/ or visit the http://ready.csmd.edu/ website.

SECTION III CAMPUS SECURITY AUTHORITIES

Roles and Responsibilities of Campus Security Authorities (CSA's)

Although every institution wants its campus community to report criminal incidents to law enforcement, we know this does not always happen. A victim of a crime may be more inclined to report an incident to someone other than law enforcement or public safety. For this reason, the *Clery Act* requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be "campus security authorities.

Under the *Clery Act*, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It does not matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. When statistics are compiled during the reporting year, it is not necessary for the crime to have been investigated by police or a campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistics. Campus Security Authorities are responsible for reporting to the Public Safety Department those allegations of *Clery Act* crimes that he or she concludes were made in good faith.

How CSM Security Authorities are identified

"Campus Security Authority" is a Clery specific term that encompasses four groups of individuals and organizations associated with an institution.

1. A campus police department or campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police or security department.
3. Any individual or organization specified in an institution's mission statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution.

College wide CSA's

Administrative Staff:

- Bill Comey, Vice President, Operations and Planning
  443-550-6011
- Tracy Harris, Vice President Student Equity
  & Success 240-725-5311

- Debra Greene, Executive Director Student Affairs &Title IX, 301-934-7891
- Michelle Silcox, Dean of Student Development, Student Life and Athletics (LAPL) 301-934-7508
- Gary Lewis, Executive Director of Public Safety, 301-539-4753

Athletic Team Coaches:

- Men's Soccer, Head Coach, Scott Kopicko
- Women's Soccer, Head Coach, Thomas Wasley
- Men's Basketball, Head Coach, Alan Hoyt
- Women's Basketball, Head Coach, Davon Muhammad
- Baseball, Head Coach, Brad Sullivan
- Softball, Head Coach, Keith Sanderson
- Volleyball, Head Coach, Frank Medley
- Golf, Head Coach, Sean Banon

Public Safety Staff:

La Plata Campus

- Gary Lewis, Executive Director 301-539-4753
- Brian Ball, Lieutenant 301-934-4754
- Scott Hanson, Sergeant 301-934-7888
- Donald Christmas, Corporal 301-934-7888
- Terrance Weaver 301-934-7888
- Darlene Terry-Weeks 301-934-7888
- De Anthony Knott 301-934-7888
- Elijah Kyle 301-934-7888
- Terris Brown 301-934-7888

Leonardtown Campus

- Tyrrel Jenkins, Sergeant 240-725-5333
- Holly Hilton 240-725-5333
- Darrin Stewart 240-725-5333

Prince Frederick Campus

- Michael Garner, Sergeant 443- 550-6033
- Gordon Chandler 443-550-6033
- Logan Irwin 443-550-6033

Hughesville Regional Campus

- Arthur Donegan, Sergeant 443-550-6033
- Ronald Maloy 301-539-4898
- Warren Pickett 301-539-4898
- Ricardo Brown 301-539-4898

Student Government Association:

- Student Government Association, Michelle Silox, 301-934-7508
- Campus Association of LAPL, Timothy Reim, 301-934-7508
- Campus Association of LEO, Jennifer VanCory, 240-725-5410
- Campus Association of PRIN, Courtney Kimble, 443-550-6022
- Director of Campus Operations, Heather Zeolla, 301-934-7662
- Cyber Hawks, Pam Mitchell, 301-934-7595
- Nursing Student Association, Robin Young, 240-725-5381
- Alpha Omega Nursing Honor Society, Sara Cano, 301-934-7613
- Alpha Omega Nursing Honor Society, Lauren Guy 301-934-7541
- CSM Talons Club, Bernice Brezina 301-934-7556
- CSM Talons Club, Brian Warnecke, 240-725-5467
- CSM Talons Club, Ann Stine, 301-934-7839
- ACM Club, Lakisha Ferebee 240-725-5476
- Veterans Organization, James Ellis 301-934-7656
- Art Club, Andrew Wodzianski, 301-934-7860
- In Focus, Olaniyl Areke, 301-539-4814
- English Club, John Kulikowski, 301-934-7856
- Planned Parenthood Generation, Anna Kephart, 301-934-7606
- Kappa Beta Delta International Honor Society, Tony Stout 301-539-4780

SECTION IV: CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

Crime Prevention and Awareness

The Public Safety Department (PSD) provides ongoing crime prevention and emergency preparedness training on a continuous basis. PSD offers lunch and learn training at each campus periodically providing training in the college' Occupant Emergency Plan and the safety responses for individual incidents. PSD also offers periodic training at each campus on the Workplace Violence policy. Additional training and awareness opportunities are as follows:

- Friday Report
  Crime prevention and awareness information is published in this department-wide report which is distributed college wide every Friday.
- CSMSAFE
  CSMSAFE is an Intranet and internet website devoted to the College of Southern Maryland crime prevention and awareness and emergency preparedness. This website in addition to the emergency preparedness information has a news section where safety concerns and educational preparedness articles are posted.
- Student Staff and Faculty training
  PSD participates in training provided to student's staff and faculty by participating in new student orientation which is offered online and in person at various times during the semester. PSD participates in training faculty and staff during lunch and learn sessions, new employee orientation and faculty in-service.
- Hawk Drills
  PSD offers "Hawk Drills" trainings to all faculty and classrooms during the year. These drills focus on the college's protective actions taken during a response to an emergency. These training courses are also designed to provide education and crime prevention awareness on a variety of topics and current events impacting the safety on campus.

Contacting Assistance:

Important numbers that should be added to your cell phone:

CAMPUS	TELEPHONE
LaPlata Campus	301-934-7888 or x7909
Leonardtown Campus	240-725-5333
Prince Frederick Campus	240-550-6033
Hughesville Regional Campus	301-539-4898

Local police (Non-Emergency Number):
As always in a life threating or medical emergency please call 911

- **Charles County:** (301) 932-2222
- **Calvert County:** (410) 535-2800
- **St. Mary's County:** (301) 475-8008

When calling for assistance be sure to give the following information:

- Give your name.
- Specify Location (including address, landmarks, room numbers)
- Account of Situation

Protecting Possessions:

The Facts:

- Most campus crimes are **Crimes of Opportunity**. *This means most crimes are also preventable.*
- Most crimes happen **during the day.**
- 80% of campus crimes are **committed by members of the college community.**

Preventative Measures:

It only takes a matter of seconds for someone to steal a purse/bag/laptop or other materials left unattended so:

- If you do not need it, *do not bring it*
- Leave social security card, extra credit cards and other valuables at home if you do not need them that day.
- You almost never need to carry your actual social security card or passport. Leave them at home in a safety deposit box.
- Carry cash (and only the amount you need) whenever possible.
- If you must bring it:
    - Leave it locked in your car, out of sight or in the trunk.
    - Always carry it on you
    - Always lock cars and lockers

Office Safety:

Preventative Measures

- Be aware and attentive when coming to and going from your office as well as in your office and report all suspicious activity to public safety.
- Lock your office door, cabinets and computer when leaving your office, even for a minute. Theft of goods or information only takes seconds.
- Do not leave your purse or other valuables in the open. Every thief knows the common locations where employees store their belongings so do not assume they are safe just because they are out of plain view. Secure valuables in a *locked area* and take the keys with you.

Note your surroundings

- Buildings: all buildings are marked with letter denominations and each parking lot a number (examples: *ST building, or Parking Lot 3)*
- People: suspicious looking people, or people who do not seem to have business at the college
- Landmarks: outside the main sliding doors or near the gazebo
- EXITS: how to get out of buildings or alternate routes around campus

In and Around Your Campus:

The Basics:

- Always lock car with windows up
- Keep your vehicle in good operating condition
- Record the make, model, and serial number of all valuable items in your vehicle
- Keep your gas tank at least half full
- Always have keys handy before going to your car
- Check the backseat, and be aware of broken glass
- Know alternate route home

Special Situations:

If you see another driver stopped on the side of the road:

- *Don't get out of your car.* Humans are inclined to want to help others, but in this situation, it is not always a safe idea.
- Instead, stop your car and roll down the window just enough to talk. Offer to call for assistance
- *Do not* feel obligated to assist

If you think you are being followed:

- Put Hazards on, honk your horn, drive slowly, or do anything that would make other cars try to pass around you
- Continue driving on well-lit roads; do not go home
- Either try driving to a police station or call the police. Be ready to tell police your location and landmarks nearby, as well as describe the vehicle in question.

Protecting your Identity:

On Public Computers & ATMs:

- Limit use to professional related work only
- Beware of shoulder surfing
- Use Discretion and Net-etiquette.
- Only use appropriate and trusted sites
- Log off completely and close browser

Tips for Social Networking Sites

Do **not** post your:

- full name
- date of birth
- landline telephone
- physical address, or
- Email address

Do **not**:

- reply to unwanted email addresses or
- IM or chat with people you do not know.

Remember...Photos live *forever* on the internet.

Sex Offender Registration and Violent Offender Procedure

The Federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at, or employed by, higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

Under the law, state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated that they are either enrolled, employed by or working at the institution. Maryland's Department of Public Safety and Corrections Services (DPSCS) maintains a web site that lists all sexual offenders that have registered with the appropriate Maryland law enforcement agency. Registrants include people who live in Maryland as well as people who live in other states but work or attend school in Maryland. The DPSCS provides the online registry as part of its protection efforts. You can find the registry at: http://www.dpscs.state.md.us/onlineservs/sor/

The college practices an open admissions policy. However, the college admissions policy states that:

Admissions to the college may be denied to those persons whom the college considers to be a potential danger to the safety, security, and educational environment of the college. The college may revoke (or may subject to certain conditions) the admission of any already admitted person who is deemed to be a potential danger to safety or security or threatens to disrupt educational process.

To help foster a safe learning environment, the college requires those individuals who have been charged with a felony, and/or have been dismissed / expelled from a post-secondary institution, who are interested in attending classes at the college, to disclose this information prior to registering for credit or continuing education classes.

Based on the nature of the offenses and other factors, the college reserves the right to deny admission, revoke admission, limit enrollment and/or restrict activities of a student. Campus notifications will be initiated as deemed necessary. Failure to disclose a felony charge and/or disciplinary dismissal or expulsion may result in the student being immediately withdrawn from current classes and may result in disciplinary action including dismissal or expulsion as outlined in the Student Code of Conduct.

Alcohol and Drug Policies – Drug and Alcohol Awareness and Education

The college strives to maintain a drug-free, healthful, safe, and secure environment for its students and employees. In accordance with these goals, the college has established policies which prohibit the illegal use, manufacture, distribution, or possession of controlled substances and the illegal use, possession, or dissemination of alcohol on college premises. Violations of these policies will result in disciplinary action up to and including expulsion or termination (see "Drug-Free Workplace and Campus Handbook" of a complete description of drug and alcohol policies and programs). Alcohol is

not permitted on any college campus, except for certain approved events in the Center for Business and Industry at the La Plata Campus or as approved by the Board of Trustees.

The Safe Communities Center at the College of Southern Maryland is a primarily grant-funded office that houses drug and alcohol education for the campus. Funding from the Maryland Strategic Prevention Framework (MSPF) was utilized to address underage and high-risk drinking and help support the following at the college level.

Resources

CSM employees and students should check with their insurance provider(s) for additional information and resources.

ALANON World Service
1-888-4 AL-ANON
(1-888-425-2666)
WWW.al-anon.org

Alcoholics Anonymous (AA)
Call for meeting times and places
1-800-492-0209
www.aa.org
www.somdintergroup.org

Calvert County Department Of Social Services
Prince Frederick, MD 20678
443-550-6900

Calvert County Health Department
Substance Abuse Services Mental Health Clinic
Prince Frederick, MD 20678
410-535-5400 or 410-535-3079
www.calverthealth.org
Crisis Hotline
410-535-1121

Jude House
Bel Alton, MD 20611
301-932-0700
www.judehouse.org

Maryland Community Service Locator
www.mdcsl.org

National Council on Alcoholism and Drug Dependence, Inc. (NCADD) New York 10017
1-800-NCA-CALL
www.ncadd.org

Safe Communities Center
College of Southern Maryland
La Plata Campus, PE Building
Room105
301-934-7732
301-870-3008, ext. 7732

Charles County Department of Health

Substance Abuse Services
301-609-6600
Adolescent Unit
301-609-6600
Alcohol Program
301-609-6600
Mental Health
301-609-6700

Charles County Department of Social Services
La Plata, MD 20646
301-392-6400

Counseling Services
Jennifer Fossell
College of Southern Maryland
Leonardtown Campus, Room C207D
240-725-5328
jefossell@csmd.edu

Kellie Jamison
College of Southern Maryland
La Plata Campus, Room AD205
301-934-7577
kijamison@csmd.edu

St. Mary's County Department of Social Services
Leonardtown. MD 20650
240-895-7000

The Substance Abuse and Mental Health Services (SAMHSA)
1-877-SAMHSA-7
www.samhsa.gov

Tri-County Youth Services Bureau

Prince Frederick, MD
443-975-7357
Lexington Park, MD
301-866-5992
Waldorf, MD
301-645-1837
www.tcysb.org

Sexual Assault Prevention and Response

Procedures students should follow if a sex offense occurs:

Reporting
The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence or relationship violence, whether or not the individual plans to pursue criminal action. This is the best option to ensure preservation of evidence and to begin a timely response by law enforcement and/or the College.

The College supports victims of sexual misconduct and encourages all individuals or third-party witnesses to report any incident to the College and to law enforcement if it involves potential criminal conduct.

Reporting Resources

College Public Safety
(301) 934-7888

Student Conduct
www.csmd.edu/StudentServices/studentconduct
(301) 934-7509

The following is the contact information for confidential resources

On Campus Resources:

Students may receive confidential counseling from the college's counselor by contacting:

Kelli Jamison, 301-934-7577 or Jennifer Fossell, 240-925-5328

Off Campus Resources:

Center for Abused Person (CAP)
2670 Crain Highway, Suite 303
Waldorf, MD 20603
Office Phone: 301-645-8994
Hotline: 301-645-3336
(For Charles County residents. Hotline serves Calvert, Charles, and St. Mary's counties.)

Ceridian (*For all CSM employees*)
www.LifeWorks.com
Phone # 1-888-456-1324

Crisis Intervention Center - *(For Calvert County residents)*
975 Solomon's Island Road, N.
Prince Frederick, MD 20678
Day phone/ 24 Hour Crisis Line: 410-535-1121
Teen Helpline: 410-257-2216

Maryland Coalition Against Sexual Assault (MCASA)
P.O. Box 8782
Silver Spring, MD 20907
Phone # 301-328-7023
info@mcasa.org

National Domestic Violence Hotline
Phone # 800-799-7233

Rape, Abused and Incest National Network
(RAINN) Phone # 800-656-HOPE
(4673)

Walden Behavioral Health, Inc.
30007 Business Center Drive
Charlotte Hall, MD 20622
Office Phone: 301-997-1300
24-Hour Helpline Phone # 301-863-6661

While these counseling resources may maintain an individual's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law, which could include mandatory reporting to law enforcement in the case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

Reporting to Law Enforcement
The College encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Maryland law, such as sexual assault, stalking and rape. The College will assist a complainant, at the complainant's request, in contacting local law enforcement, filing a report, and obtaining a protective order. The College will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process.

- Charles County Sheriff's Office Phone # 301-932-2222
- Calvert County Sheriff's Office Phone # 410-535-2800
- St. Mary's County Sheriff's Office Phone # 301-475-8008
- Maryland State Police Phone # 301-729-2101

Campus Reporting Resources
The College is committed to providing a variety of welcoming and accessible means so that all instances of sexual misconduct will be reported.
The College recognizes that a student or employee may choose to report to any employee of the College. For example, a student may choose to confide in a division chair, a faculty member, a director, or a coach. Similarly, an employee may choose to confide in a supervisor or a colleague. No CSM employee may promise confidentiality (except to the College's Counselor), and all CSM employees are expected to share such information with the Title IX Coordinator.

Anonymous and Third-Party Reporting
Any individual may make an anonymous report concerning incidents of sexual misconduct. An individual may report the incident without disclosing his or her name, identifying the respondent, or requesting any action. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or the Director of Relations and Compliance to investigate and respond as appropriate. Depending on the extent of information available about the incident or the individuals involved, however, the College's ability to respond and/or investigate an anonymous report may be limited.

The Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies as appropriate and in compliance with all Clery Act obligations.

Interim Measures
Upon receiving a report of sexual misconduct, the College will impose reasonable and appropriate interim measures designed to eliminate the reported hostile environment, prevent its recurrence, and remedy its effects. The College will maintain consistent contact with the parties to ensure that all concerns for safety and emotional and physical well-being are addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the complainant or the College to ensure the preservation of the complainant's educational, work or volunteer experience and the overall College environment.

A complainant or respondent may request separation or other protection, or the College may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader College community, and/or the integrity of the investigative and/or resolution process.

All individuals are encouraged to report concerns about the failure of another individual to abide by any restrictions imposed by an interim measure. The College will take immediate action to enforce a previously implemented measure. The College can impose disciplinary sanctions for failing to abide by a college-imposed measure.

Procedures for Campus Disciplinary Action:

1. Filing a Complaint.

All formal complaints under this policy must be made in writing by the complainant, describe the particulars of the alleged behavior and be signed by the complainant. If the complaint is not available in writing, the Title IX Coordinator may document the Complainant's statements and obtain the Complainant's signature on those notes to signify that the Complainant agrees with the description of the alleged misconduct as recounted by the Title IX Coordinator. Complainants will be provided by the Title IX Coordinator's office with an intake form to facilitate the process of collecting germane information on their complaint.

If the Complainant refuses to cooperate with the investigation, is reluctant to pursue the investigation or for any reason refuses to sign the alleged complaint, the Title IX Coordinator may go forward with the procedure as required to address the allegations in an effort to end the harassment, prevent its recurrence, and remedy its effects on the Complainant and the College Community. The Respondent, the person accused in the complaint, shall be notified of the complaint by the Title IX Coordinator and will be invited to submit a written response to the coordinator within ten (10) College business days of receiving the notification. The Title IX Coordinator shall also notify the Associate Vice President of the Division of People, Culture, and Equity and the Vice President of the appropriate unit(s) in the event of employee involvement and the Student Affairs Coordinator in the event of student involvement in a complaint of sexual misconduct.

2. Investigation.

The Title IX Coordinator, or a trained Title IX Investigators, shall begin a neutral investigation into the claims. During the investigation, the Title IX Coordinator or Title IX Investigators is not permitted to discuss this investigation with the College community except to the extent they are witnesses, are otherwise involved in the determination of the merits of the case to ensure that a fair and unbiased investigation is conducted, or as circumstances warrant on a need-to-know basis. Legal counsel to the College is exempt from this requirement. The investigation ordinarily will include a discussion with the Complainant, a discussion with the Respondent, interviews of any witnesses to the events, a review of any pertinent documents and any other actions deemed appropriate by the investigator(s).

The Title IX Coordinator, and any designated investigator, shall make every effort to keep the investigation confidential, although this cannot be guaranteed, and all participants in the investigation shall be subject to the requirement that all parts of the investigation remain confidential. The privacy of all parties to a complaint under this policy must be strictly observed, except as far as it interferes with the College's obligation to fully investigate allegations of violation of this policy. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. In these cases, privacy and confidentiality should be maintained to the extent possible. The Title IX Coordinator may assist in initiating interim measures to address the allegations, as appropriate, while the investigation is pending. Examples of interim measures that may be taken include, but are not limited to, changing a student's schedule, or requesting an employee's temporary reassignment. Where appropriate, the proceedings shall be transcribed, recorded, or otherwise preserved to make a right of appeal meaningful.

The Complainant and Respondent may each be accompanied by an advisor, who is there for consultation and support. The advisor may not actively participate in the hearing, though s/he may quietly communicate with the person for whom s/he is supporting as needed. This advisor is bound by the same requirements of confidentiality as are the other parties to an investigation or hearing.

The investigation is expected to be completed within sixty (60) days of receiving the Complaint. If the investigation cannot be completed within that timeframe, the reasons for the delay should be noted in writing for the file and copied to the Complainant and the Respondent. The Title IX Coordinator will make the final decision regarding the findings of fact and recommended sanctions, if any. The standard for making the final decision shall be a preponderance of evidence, i.e., it *is more likely than not* that sexual misconduct occurred.

A written report shall be prepared by the Title IX Coordinator and/or the designated investigator in coordination with the Title IX Coordinator, at the conclusion of the investigation. The report shall include (1) a statement of the findings of fact concerning the alleged events; (2) a detailed statement identifying the relevant elements of the policy to support the conclusion that a violation of college policy did or did not occur; (3) a recommendation of a sanction(s), if applicable; and (4) notification of the right to appeal. The findings shall indicate one of the following:

- The accused is responsible for violating this policy;
- The accused is not responsible for violating this policy;
- There is insufficient information to determine whether the accused person is responsible for violating this policy.

Both parties will simultaneously be provided with a summary of the investigation report and any other materials presented to the Title IX Coordinator or investigators. Parties will be permitted to view, but not copy, the full report and materials upon request. The report and materials may be redacted when necessary to protect privileged or confidential information, to protect the safety or well-being of individuals involved in the investigation, or to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA).

If the accused person is a faculty or staff member, the investigation report with findings and recommended sanctions will be provided to the appropriate administrator. When the accused is a faculty member, the report will be provided to the Vice President of Academic Affairs; when the accused is a staff member, the report will be provided to the Associate Vice President of Human Resources; when the accused is a student, the report will be provided to the Vice President of Instructional and Student Support Services (Appeal Officers).

Appeal:

1. **Appeal Request**

The Complainant and the accused both can appeal against the written decision of the Title IX Coordinator or investigator. A request for appeal must be filed in writing with the Title IX Coordinator and to the Vice President of the Division of Learning if a faculty member is the accused, to the Associate Vice President of the Division of People, Culture, and Equilty if a staff member is accused, and to the Vice President of Student Equity and Success if the accused is a student, within ten (10) working days of receipt of the written decision.

The statement of appeal must state the specific grounds for the appeal. Appeals must be based on at least one of the following grounds: (a) the procedures described in this policy were not followed, and the failure to follow procedure may have affected the outcome of the final decision; (b) the sanction(s) recommended are disproportionate for the facts of the case and/or the violation of the policy that was found; (c) Substantive new information that was not reasonably available at the time of the investigation has now become available and may change the outcome of the final decision. When a party requests an appeal, the Title IX Coordinator shall notify the other party of the appeal request.

2. **Appeal Decision**

The appropriate Appeal Officer ("AO") reviews the findings and sanctions of the Title IX Coordinator or designated investigator. At his/her discretion, the appeal officer may seek further information from the parties or the Title IX Coordinator and will then issue a written appeal decision that affirms, overturns, or modifies the findings and/or sanctions based only on the grounds for appeal specified in this policy.

The AO will simultaneously submit the written decision to the Complainant, the accused, and the Title IX Coordinator within ten (10) working days of receiving the written request for appeal. The decision of the AO represents the final decision of the College. No other administrative processes that may be available to students, faculty or staff may be used to further appeal the decision of the AO.

3. Imposition and enforcement of sanctions.

The Title IX coordinator will be responsible for ensuring that any sanctions imposed in the final decision are implemented and completed. This may require contacting college employees in a position to enforce or monitor sanctions, such as an employment supervisor. In contacting such persons, the Title IX coordinator will only disclose as much information as is necessary to ensure that the sanctions are enforced or monitored. Failure to comply with sanctions imposed under this policy may result in additional sanctions, including suspension or expulsion, at the discretion of the Title IX coordinator, in consultation with legal counsel.

For student violations, sanctions include a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in course assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the nonacademic campus activities, suspension or expulsion from the college and revocation of a degree.

In determining sanction, the Title IX Coordinator and AO should consider 1) the accused student's prior disciplinary history; 2) the nature and violence of the conduct at issue; 3) the impact of the conduct on the complainant; 4) the impact of the conduct on the community, its members, or its property; 5) whether the accused student is likely to engage in the conduct in the future; and 6) any other mitigating or aggravating circumstances. Alcohol and drug use are not considered mitigating circumstances. Students found responsible for sexual assault involving intercourse are likely to receive a sanction of suspension or expulsion.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by outside authorities.

For more information you can find the entire Title IX policy at the end of this report in Appendix (#1)

SECTION V: EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

At the College of Southern Maryland, there is no higher priority than safeguarding the health and welfare of our students, faculty, staff, and visitors. To do so successfully requires dedication to safety, security, and emergency preparedness. Our commitment to providing a safe and secure learning environment at CSM is not limited to a single office or the on campus public safety officers. Rather, it is imperative that everyone in our community be aware of our collective responsibility to continuously improve our readiness and preparedness through effective coordination and communication, meaningful training, and the occasional emergency preparedness drill.

The safety of the College of Southern Maryland community during an emergency is predicated on advance planning, as well as building awareness and about how the plans will be implemented. CSMSAFE is the official emergency preparedness website for the college. CSMSAFE contains the college Occupant Emergency Plan and the Emergency Operations Plan.

Emergency Action Coordinators (EACs) / Special Needs Assistants

In every building on each campus, the college has trained a group of employees that are trained in our emergency procedures, and our protective actions Evacuation, Shelter-in-Place, and Lockdown. In the event of an emergency requiring one of these protective actions, this group of EAC's will assist the college community with the appropriate protective action. Faculty and adjunct faculty in the classroom are also responsible for assisting the college community during emergencies.
Each of the EAC's are also trained and ready to assist individuals with special needs/considerations.

Emergency Procedures

The College of Southern Maryland has emergency procedures established for the following events:

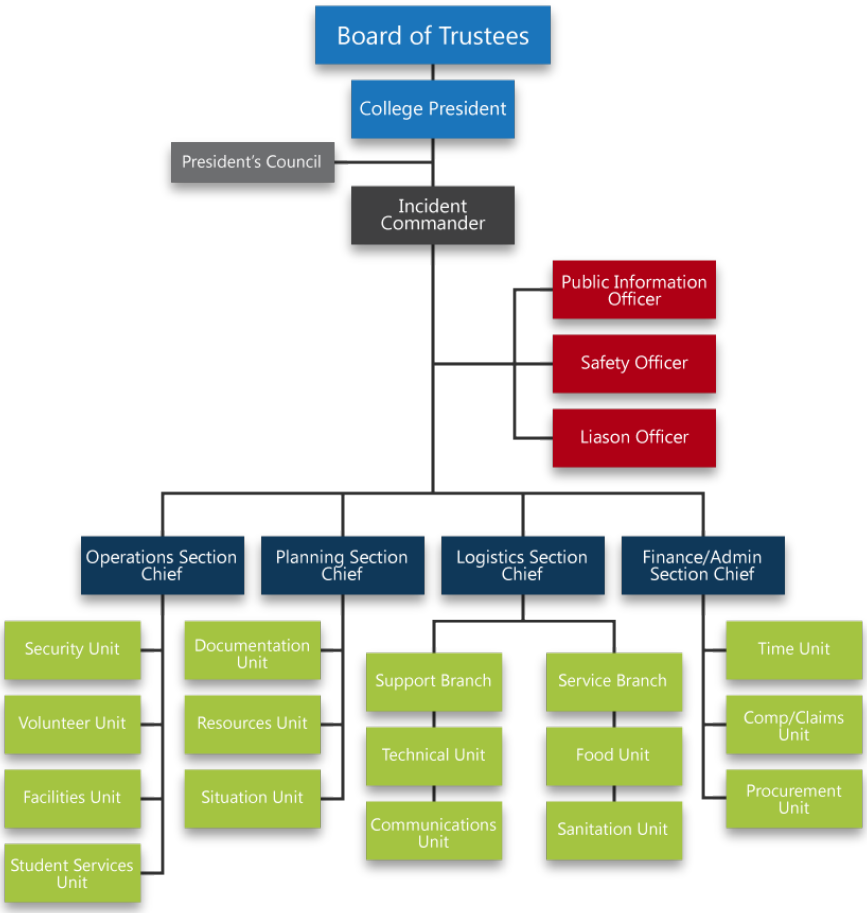
Active Assailant
Hostage Situation
Bomb Threat
Fire
Criminal Incident
Gas Leak
Earthquakes
Medical Emergency
Suspicious Package
Severe Weather
Suspicious Behavior
Utility/Power Outage
Hazardous Material Spill

Additional information is also available on the CSM SAFE website at: http://ready.csmd.edu/

Emergency Operations Plan (EOP)

The College of Southern Maryland emergency preparedness system is compliant with the National Incident Management System (NIMS) as well as the Incident Command System (ICS). ICS forms a common organizational structure, common terminology, and operating procedures; establishes a clear chain of command for effectively managing an incident; and provides effective interfacing with college personnel and emergency agencies. ICS focuses on the rapid identification of a potential emergency. As such, the College of Southern Maryland utilizes the ICS-compliant incident typing framework.

Incident Command System



Type 1- Major Incident

- This type of incident is the most complex, requiring national resources to manage and operate
- All Command and General Staff positions are activated
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions

Type 2- Major Incident

- This type of incident extends beyond the capabilities of the College's control. Type 2 incidents will require the response of resources out of area, including regional and national resources, to manage the operations and staffing.
- Most or all Command and General Staff positions and many of the functional units are staffed.

Type 3 - Serious Incident

- When capabilities exceed initial ability to respond with college provided resources, the appropriate ICS positions should be added to match the complexity of the incident.

- Some or all the Command and General Staff positions may be activated
- The incident may extend into multiple operational periods.

Type 4 - Minor to Serious Incident

- Command staff and general staff functions are activated only if needed.
- Several resources are required to respond to the incident.
- The incident is usually limited to one operational period in the control phase

Type 5 - Minor Incident

- The incident can be handled with one or two single resources with up to six personnel.
- The incident is contained within the first operational period and often within 1-3 hours from start.

Additional Information pertaining to the College Emergency Operations Plan can be found at: http://ready.csmd.edu/EOP.html

SECTION VI: CRIME STATISTICALINFORMATION

CSM prepares this report in cooperation with the Charles County Sheriff's Office, the St. Mary's County Sheriff's Office, the Calvert County Sheriff's Office, and the Maryland State Police operating in the same three jurisdictions. CSM distributes this report in accordance with the Federal Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act. A copy of this report is available online at: http://ready.csmd.edu/ and a hard copy is available at each of the campuses' Public Safety Offices.

The act requires the college to publish crime and arrest statistics on specific offenses and for designated location. The statistics include those reported to CSM Public Safety, designated campus security authorities and local law enforcement agencies. Each year, a notification is made to all enrolled students, faculty, and staff on the availability of this report and where it is located.

Geographic Crime Location

On Campus:

- Any building or property owned or controlled by the College within the same contiguous geographic area and used by the institution in direct support of or in a manner related to the instruction's educational purposes, including residence halls; and
- Any building or property that is contiguous to the College that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes such as food or another retail vendor.

Note: CSM does not have residence halls

Non-Campus Building or Property:

- Any building or property owned or controlled by a student organization that is officially recognized by the College; or
- Any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College's educational purposes, is frequently used by students and is not within the same contiguous geographic area of the institution.

On Public Property:

- All public property including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

Definition of Reportable Crimes in the Campus Security Act

Aggravated Assault: An unlawful attack by one person on another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied using a weapon or by means likely to produce death or great bodily harm

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Criminal Homicide-Manslaughter by Negligence: The killing of another person through gross negligence.

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

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances included: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone's); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

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

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against that persons' will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Hate Crimes: CSM is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: Murder/non negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism intimidation and simple assault.

Stalking: To unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

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

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

Sex Offense –Forcible: Forcible rape: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his or her youth).

Sex Offense-Non-Forcible: Incest: Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

Weapon Law Violations: The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapon, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

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

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, not the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking marking, painting, drawing, covering with filth or any such means as may be specified by local law.

CAMPUS SEXUAL VIOLENCE ACT (SAVE ACT)

Beginning in 2013 the college began collecting and reporting statistics related to domestic violence, dating violence, and stalking in compliance with the Violence Against Women Act. This is in addition to those crimes already reported.

> **Domestic Violence:** An act committed by a person who has been in a romantic or intimate relationship with the victim that causes serious bodily harm and places a person in fear of imminent serious bodily harm. Assault in any degree, rape or sexual offense or attempted rape or sexual offense in any degree, false imprisonment, or stalking.
>
> **Dating Violence:** An act committed by a person who has been in a romantic or intimate relationship with the victim that causes serious bodily harm and places a person in fear of imminent serious bodily harm. Assault in any degree, rape or sexual offense or attempted rape or sexual offense in any degree, false imprisonment, or stalking.
>
> **Stalking:** Malicious course of conduct that includes approaching or pursuing another where the person intends to place or knows or should have known the conduct would place another in reasonable fear of; serious bodily injury, an assault of any degree, rape or sexual offense, false imprisonment, or death.

La Plata Campus		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
RAPE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
FONDLING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
INCEST	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STATUTORY RAPE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
ROBBERY	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
AGGRAVATED ASSAULT	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
BURGLARY	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
MOTOR VEHICLE THEFT	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
ARSON	2023	0	0	0
	2023	0	0	0
	2025	0	0	0

VAWA Offenses				
Offense	La Plata Campus			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
DATING VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STALKING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Arrests and Disciplinary Referrals

Offense	La Plata Campus			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests: Weapons: Carrying, Possessing etc.	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arrests: Drug Abuse Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arrests: Liquor Law Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Weapons Carrying, Possessing etc.	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Liquor Law Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Prince Frederick Campus		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
RAPE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
FONDLING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
INCEST	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STATUTORY RAPE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
ROBBERY	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
AGGRAVATED ASSAULT	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
BURGLARY	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
MOTOR VEHICLE THEFT	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
ARSON	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

VAWA Offenses				
Offense	Prince Frederick Campus			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
DATING VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STALKING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Arrests and Disciplinary Referrals

Offense	Prince Frederick Campus			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests: Weapons: Carrying, Possessing etc.	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arrests: Drug Abuse Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arrests: Liquor Law Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Weapons Carrying, Possessing etc.	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Liquor Law Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Leonardtown Campus		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
RAPE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
FONDLING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
INCEST	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STATUTORY RAPE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
ROBBERY	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
AGGRAVATED ASSAULT	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
BURGLARY	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
MOTOR VEHICLE THEFT	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
ARSON	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

VAWA Offenses				
Offense	Leonardtown Campus			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
DATING VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STALKING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Arrests and Disciplinary Referrals

Offense	Leonardtown Campus			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests: Weapons: Carrying, Possessing etc.	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arrests: Drug Abuse Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arrests: Liquor Law Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Weapons Carrying, Possessing etc.	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Liquor Law Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Hughesville Regional Campus		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
RAPE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
FONDLING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
INCEST	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STATUTORY RAPE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
ROBBERY	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
AGGRAVATED ASSAULT	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
BURGLARY	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
MOTOR VEHICLE THEFT	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
ARSON	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Offense	Hughesville Regional Campus			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests: Weapons: Carrying, Possessing etc.	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arrests: Drug Abuse Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arrests: Liquor Law Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Weapons Carrying, Possessing etc.	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Disciplinary Referrals: Liquor Law Violations	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

VAWA Offenses

Offense	Hughesville Regional Campus			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
DATING VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STALKING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Velocity Center		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0
	2024	**0**	**0**	**1**
	2025	**0**	**0**	**0**
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
RAPE	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
FONDLING	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
INCEST	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
STATUTORY RAPE	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
ROBBERY	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
AGGRAVATED ASSAULT	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
BURGLARY	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
MOTOR VEHICLE THEFT	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
ARSON	2023	0	0	0
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**

Offense	Velocity Center			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests: Weapons: Carrying, Possessing etc.	2023	**0**	**0**	**0**
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
Arrests: Drug Abuse Violations	2023	**0**	**0**	**0**
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
Arrests: Liquor Law Violations	2023	**0**	**0**	**0**
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
Disciplinary Referrals: Weapons Carrying, Possessing etc.	2023	**0**	**0**	**0**
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
Disciplinary Referrals: Drug Abuse Violations	2023	**0**	**0**	**0**
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
Disciplinary Referrals: Liquor Law Violations	2023	**0**	**0**	**0**
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**

VAWA Offenses				
Offense	Velocity Center			
	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
DATING VIOLENCE	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
STALKING	2023	0	0	0
	2024	0	0	0
	2025	0	0	0

Appendices

****

#1 – Title IX Policy

#2 – Workplace Violence Policy

#3 – Drug and Alcohol Policy

College of Southern Maryland

Policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation

I. Purpose

The College of Southern Maryland is committed to creating a safe work and learning environment of tolerance, civility, and mutual respect. This policy is enacted to prohibit sexual harassment, including sexual discrimination, sexual assault, domestic and dating violence, stalking, and retaliation; to establish complaint procedures to investigate allegations of violations of this policy; and to provide appropriate sanctions for violations of this policy.

The college encourages all members of our community to participate in creating a safe, welcoming, and respectful environment on campus. Each member of the community is expected to assume responsibility for his or her conduct, to report behaviors that may violate this policy, and to take reasonable and prudent actions to prevent or stop acts of sexual misconduct.

This policy prohibits a broad continuum of behaviors, all of which constitute a form of sexual or gender-based harassment or discrimination, sexual assault, or relationship violence. In general, sexual assault means physical sexual acts perpetrated without effective consent. In general, relationship violence means any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. Prohibited conduct that may violate this policy includes sexual harassment, sexual assault, sexual exploitation, domestic and dating violence, retaliation, and stalking. This document may use the term "sexual misconduct" to refer to any or all those prohibited behaviors.

The College will respond according to the severity or pervasiveness of the offense and the threat it poses to the community. Individuals who are found responsible may face disciplinary sanctions up to and including dismissal and/or termination of employment.

The University will not tolerate retaliation against an individual who makes a report, participates in a resolution process, or assists as a bystander to stop sexual misconduct. Retaliation, whether actual or threatened, destroys the sense of community and trust that is central to a quality environment. Community members engaging in retaliation will be subject to disciplinary action, whether such acts are implicit or explicit, or committed directly or indirectly.

The College will make every reasonable effort to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, to provide remedies to victims of retaliation, and to sanction the perpetrators of retaliation as appropriate.

II. Scope

This policy applies to all members of the College of Southern Maryland community, including all faculty, staff and students, volunteers, third-party vendors and contractors, visitors and others engaged in business with the college.

All College of Southern Maryland community members have a responsibility to adhere to college policies and to local, state, and federal law. Therefore, this policy applies to behaviors that take place on the campus, at college-sponsored events, and during college-related travel andoff campus programs, such as (but not limited to) academic programs, field trips, study-abroad programs, internship programs, work-related conferences, etc. This policy may also apply to other off campus conduct, when such conduct is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the College community or the College.

This policy also applies to behavior conducted online, including via e-mail. Blogs, web page entries, social media sites, and other similar online postings are in the public sphere and are not private. These postings by a student, faculty or staff member about another student or member of faculty or staff can subject a community member to allegations of conduct violations. The College does not regularly search for this information but may act when such information is brought to the attention of college officials.

III. Role of the Title IX Coordinator

The President has appointed Dr. Tracy Harris, Vice President Division of Student Equity and Success, to serve as the College's Title IX Coordinator. He will be informed of all reports of sexual misconduct and will oversee the College's review, investigation, and resolution of those reports to ensure the College's compliance with Title IX and other applicable laws, and the effective implementation of this policy.

The Title IX Coordinator is:

- Responsible for the oversight of the resolution of all reports of sexual misconduct involving students, staff, and faculty as well as volunteers and third parties;
- Knowledgeable and trained in college policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the College, both informally and formally, and in the community;
- Available to aid any College employee regarding how to respond appropriately to a report of sexual misconduct;
- Responsible for monitoring compliance with all procedural requirements, record keeping, and timeframes outlined in this policy;
- Responsible for overseeing training, prevention and education efforts, and reviews of climate and culture; and
- Responsible for conducting or overseeing investigations of complaints against students.

The coordinator is empowered to issue findings and impose sanctions for violations of this Policy regarding sexual misconduct and other forms of discrimination. The coordinator is also empowered to issue findings and impose sanctions for any violations of the Student Code of Conduct related to the alleged sexual misconduct or any alleged Policy violations.

The Title IX Coordinator is supported by Destini Courtney, Assistant Director of Student Equity and Success for complaints against students and Thonya Ryan, Director II Employee Relations and Compliance Sexual Misconduct, for complaints against faculty members. Students may alternatively choose to report to the Student Affairs Coordinator/Dean of Student Development. Faculty may alternatively choose to report to the Vice President, Division of Learning/Vice President, Division of People, Culture, and Equity. Any member of the College community may report information about any incident of sexual misconduct to the Title IX Coordinator.

Inquiries or complaints concerning the application of Title IX may be referred to the College's Title IX Coordinator and/or the United States Department of Education:

- Title IX Coordinator

Dr. Tracy Harris
240-725-5311
taharris1@csmd.edu

- U.S. Department of Education
  Office for Civil Rights
  ocr@ed.gov

IV. Privacy and Confidentiality

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. In any report, the College will make every effort to protect the privacy of all individuals involved in a manner consistent with the need for a careful assessment of the allegation and any necessary steps to eliminate sexual misconduct, prevent its recurrence, and address its effects.

Privacy and confidentiality have distinct meanings under this policy.

A. Privacy
   Privacy means that information related to a report of misconduct will be shared only with a limited circle of individuals-those College employees who need to know to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. The College will involve only those College employees who have a legitimate need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly.

B. Confidentiality
   The college encourages all individuals who may have been subject to sexual misconduct to talk to someone about what happened- so they can get the support they need, and so the College can respond appropriately. Different employees on campus, as well as off-campus counselors, advocates, and health-care providers, have different abilities to maintain the individual's confidentiality. Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other person without express permission of that individual.

Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These professionals include medical providers, mental health counselors, ordained clergy, and off-campus rape crisis counselors, all of whom have privileged confidentiality that the law recognizes. Disclosures to these employees will not trigger a college investigation into an incident against the student's wishes.

All other employees at CSM may be required to disclose to the Title IX Coordinator or Deputy Coordinators information concerning sexual misconduct, relationship violence, and stalking of which they become aware, including identifying information about the parties involved. A report to these employees (called "responsible employees") constitutes a report to the College -and generally obligates the College to investigate the incident and take appropriate steps to address the situation. For more information about reporting to responsible employees, see Section VIII, Reporting, of this Policy.

V. Prohibited Conduct

CSM prohibits and will not tolerate sexual misconduct in any form. Such violations are subject to any combination of sanctions, including suspension, dismissal, or termination of employment.

The following behaviors fall under the broad definition of sexual misconduct and are prohibited.

- Sexual Harassment
- Non-Consensual Sexual Intercourse
- Non-Consensual Sexual Contact
- Sexual Exploitation
- Relationship Violence
    - Domestic Violence
    - Dating Violence
- Stalking
- Retaliation

A. Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature (sexual advances, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature); or unwelcome conduct based on sex, sexual orientation, gender identity, or gender expression, when one or more of the following conditions are present:

- Submission to unwelcome conduct is an expressed or implied condition of an individual's employment, evaluation of academic work, or any aspect of a college program or activity; or
- Refusal to submit to unwelcome conduct resulted in a tangible academic or employment detriment; or
- The unwelcome conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile academic or work environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.

Sexually harassing behaviors differ in type and severity and can range from verbal harassment to unwelcome physical contact. A wide range of behaviors falls within the general definition of sexual harassment. Key determining factors are that the behavior is unwelcome, is gender-based or conduct of a sexual nature and is perceived as offensive and objectionable under both a subjective and objective assessment of the conduct.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical. The determination of whether an environment is hostile must be based on all the circumstances. These circumstances could include, but are not limited to:

- The frequency of the conduct;
- The nature and severity of the conduct;
- Whether the conduct was physically threatening;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether a statement is a mere utterance of an epithet that engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
- Whether the conduct deserves the protections of academic freedom.

Sexual harassment:

- May be blatant and intentional and involve an overt action, a threat, or a reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.
- May occur in the classroom, in the workplace, in residential settings, over electronic or social media (including the Internet, telephone, and text), or in any other setting.
- May be a one-time event or part of a pattern of behavior.
- May be committed in the presence of others or when the parties are alone.

Examples of conduct that may constitute sexual harassment as defined above may include a severe, persistent, or pervasive pattern of unwelcome conduct that includes one or more of the following:

- Physical conduct:
    - Unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements
    - Unwanted sexual advances
- Verbal conduct:
    - Making or using derogatory comments, epithets, slurs, or humor
    - Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations
    - Offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes
- Visual conduct:
    - Leering; making sexual gestures; displaying suggestive objects orpictures, cartoons, or posters in a public space or forum
    - Severe, persistent, or pervasive visual displays of suggestive, erotic, ordegrading, sexually oriented images that are not pedagogically appropriate
- Written conduct: letters, notes, or electronic communications, including social media, containing comments, words, or images described above
- Quid pro quo conduct:
    - Direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists
    - Offering employment benefits in exchange for sexual favors
    - Making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose
- Making or threatening reprisals after a negative response to sexual advances

B. Non-Consensual Sexual Intercourse

Having sexual intercourse with another individual without Consent.

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth-to-genital contact.

C. Non-Consensual Sexual Contact

Having sexual contact with another individual without Consent.

Sexual contact includes any intentional, non-accidental, and non-consensual touching of the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.

D. Sexual Exploitation

Taking advantage of the sexuality of another person without effective consent or in a manner that extends the bounds of effective consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, and which conduct does not otherwise constitute sexual misconduct under this policy. Examples of sexual exploitation include:

- Observing another individual's nudity or sexual activity or allowing another toobserve consensual sexual activity without the knowledge and consent of all parties involved;
- Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of allparties involved;
- Prostituting another individual;
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

E. Relationship Violence-Physical Harm and Intimidation

Relationship violence is often referred to as dating violence, domestic violence, or intimate partner violence.

Domestic violence means a felony or misdemeanor crime of violence against a person committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to the spouse of the victim under the domestic or family violence laws of Maryland;
- 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 Maryland.

Dating violence means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Relationship violence may involve one act or an ongoing pattern of behavior. Relationship violence affects individuals of all genders, gender identities, gender expressions, and sexual orientation, and does not discriminate by racial, social, or economic background.

The College will not tolerate relationship violence of any form. The College recognizes that sexual harassment, sexual assault, stalking, and retaliation all may be forms of relationship

violence when committed by a person who is or has been involved in a sexual, dating, or other social relationship of a romantic or intimate nature with the complainant.

F. Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

Stalking includes the concept of cyber-stalking, in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome and unsolicited contact with another person.

Examples of stalking may include:

- Unwelcome and repeated visual or physical proximity to a person;
- Repeated oral or written threats;
- Unwelcome/unsolicited written communication, including letters, cards, e-mails, instant messages, and messages on online bulletin boards;
- Unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- Implicitly threatening physical conduct or any combination of these behaviorsdirected toward an individual person.

G. Retaliation

Retaliation is any act or attempt to retaliate against, or seek retribution from, any individual or group of individuals involved in the investigation or resolution of a report or engaging in bystander intervention of sexual misconduct. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Any individual or group of individuals, including a complainant or respondent, engaging in retaliation will be held accountable and subject to disciplinary action.

Actions are considered retaliatory if they:

1. are in response to a good faith disclosure of real or perceived College-related misconduct, participation in an investigation of college-related misconduct, engaging in bystander intervention of sexual misconduct, and

2. have a materially adverse effect on the working, volunteering, academic, or College-controlled environment of an employee, volunteer, or student; or if the faculty member, employee, volunteer, or student can no longer effectively carry out his or her College responsibilities.

VI. Understanding Consent: Force, Coercion, Incapacitation, and Alcohol

A. Consent

Individuals who choose to engage in sexual activity of any type with each other must first obtain consent. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity.

Additional Guidance about Consent:

- Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuses sexual activity is not necessarily giving consent.
- A verbal "no" is a clear demonstration of the lack of consent.
- Either party may withdraw their consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- The responsibility of obtaining consent rests with the individual who initiates sexual activity. Prior to engaging in sexual activity, each participant should ask himself or herself the question, "Has the other person consented?" If the answer is "No" or "I'm not sure," then consent has not been demonstrated and does not exist. An individual who initiates sexual activity should be able to explain the basis for his/her belief that consent existed.
- Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise his or her own free will to choose whether to have sexual contact. See "Force" and "Coercion" for further discussion.
- An individual who is physically incapacitated by alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent. See "Incapacitation" for further discussion.
- In Maryland, the age of majority is 18. Under state law, consent cannot be given for any individual under the age of 18 to participate in sexual activity with an individual over the age of 18. In addition, consent can never be given by minors under the age of 16.

B. Force

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether to participate in sexual activity. There is no requirement that a party resists sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

C. Coercion

Coercion is the use of unreasonable and persistent pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. Coercion may be emotional, intellectual, psychological, or moral. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

Examples of coercion include threatening to disclose another individuals' private sexual information related to sexual orientation, gender identity, or gender expression, and threatening to harm oneself if the other party does not engage in the sexual activity. Coercing an individual into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

D. Incapacitation

An individual who is incapacitated lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

In other words, a person may be considered unable to give valid consent due to incapacitation if the person cannot appreciate the *who, what, where, when, why,* and/or *how* of a sexual interaction.

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position.

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of giving knowing consent (e.g., to understand the *who, what, when, where, why* or *how* of their sexual interaction) is in violation of this policy.

E. Alcohol or Other Drugs

In general, the College considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and drugs impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

The perspective of a sober, reasonable person will be the basis for determining whether a respondent should have been aware of the incapacitation of the complainant.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not diminish one's responsibility to obtain informed and freely given consent.

VII. Emergency and Confidential Resources for Complainants and Respondents

A first step for any complainant or third-party witness may be choosing how to proceed following an incident of sexual misconduct. The College provides various notification and reporting resources. A report may be made to a "Responsible Employee" or to law enforcement discussed below under section VIII. Reporting. As an alternative to reporting in this manner, an individual may speak to those identified as Confidential Resources described below. It is also important to note that CSM Public Safety and/or local law enforcement assistance are available. All individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to one's safety or physical well-being.

The College is committed to treating all members of the community with dignity, care, and respect. Any individual affected by sexual misconduct, whether as a complainant, a respondent, or a third party, will have equal access to support consistent with their needs and available College resources.

The College recognizes that deciding whether to make a report and choosing how to proceed can be difficult decisions. The College encourages any individual who has questions or concerns to seek the support of campus and community resources. These professionals can provide information about available resources and procedural options and assistance to either party if a report and/or resolution are pursued. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

A. Emergency and Community Resources

The first priority for any individual should be personal safety and well-being. The College encourages all individuals who have experienced sexual misconduct to seek assistance by contacting CSM Public Safety, calling 911, contacting local law enforcement, and/or visiting a medical facility immediately after an incident of sexual misconduct.

All individuals are encouraged to make a prompt report to law enforcement and/or to seek immediate medical treatment in response to an incident to address immediate safety concerns and to allow for the preservation of evidence and an immediate investigative response. The College will assist in these reporting options by arranging for or providing

transportation to the hospital, coordinating with local law enforcement (including assisting with filing a police report and obtaining a protective order), and informing a complainant about the College's resources and complaint processes.

In the event of an emergency, individuals may obtain support from any of the following:

CSM Public Safety Phone # 301-934-7888
Charles County Sheriff's Office Phone # 301-932-2222
Calvert County Sheriff's Office Phone # 410-535-2800
St. Mary's County Sheriff's Office Phone # 301-475-8008
Maryland State Police Phone # 301-729-2101

Emergency and Community Resources:

Calvert Memorial Hospital
100 Hospital Road
Prince Frederick, MD 20678
Phone: 410-535-4000
(Designated hospital for Calvert County rape crime victims)

University of Maryland Charles Regional Medical Center
5 Garrett Ave.
La Plata, MD 20646
Phone # 301-609-4000
(Designated hospital for Charles County rape crime victims)

MedStar St. Mary's Hospital-
25500 Point Lookout Road
Leonardtown, MD 20650
ATTN: Yvonne Dalkins
Phone # 240-434-7496
(Designated hospital for St. Mary's County for rape crime victims. In addition, the hospital has for the past year a program called the "Domestic Violence and Sexual Assaults Program")

B. Confidential Resources and Support

For individuals who are seeking confidential consultation, several resources provide confidential support, both on campus and in the local community. The trained professionals designated below can provide counseling, information, and support under legally protected confidentiality. Because these relationships involve privileged conversations, these confidential resources will not share information about a patient/client (including whether or not that individual has received services) with the Title IX Coordinator or any other employee of the College without the individual's express written permission. The individual can seek assistance and support from these individuals without triggering a college investigation that could reveal the individual's identity or that the individual has disclosed the incident unless he/she requests the disclosure and signs a consent or waiver form.

While maintaining an affected individual's confidentiality, these individuals or their office may, however, submit non-identifying information about the incident for purposes of making

a statistical report under the Clery Act. They should report the nature, date, time, and general location of an incident to the coordinator. This limited report-which includes no information that would directly or indirectly identify the affected individual-helps keep the coordinator informed of the general extent and nature of sexual misconduct on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the coordinator, these individuals will consult with the reporting individual to ensure that no personally identifying details are shared with the coordinator.

The following is the contact information for these confidential

resources: On Campus Resources:

Students may receive confidential counseling from the college's counselor by contacting:

- Kellie Jamison, counselor, 301-934-7577 or Jennifer Fossell, 240-725-5328

Off Campus Resources:

Center for Abused Person (CAP)
2670 Crain Highway, Suite 303
Waldorf, MD 20603
Office Phone: 301-645-8994
Hotline: 301-645-3336
(For Charles County residents. Hotline serves Calvert, Charles, and St. Mary's counties.)

Ceridian (*For all CSM employees*)
www.LifeWorks.com
Phone # 1-888-456-1324

Crisis Intervention Center - *(For Calvert County residents)*
975 Solomon's Island Road, N.
Prince Frederick, MD 20678
Day phone/ 24 Hour Crisis Line: 410-535-1121
Teen Helpline: 410-257-2216

Maryland Coalition Against Sexual Assault (MCASA)
P.O. Box 8782
Silver Spring, MD 20907
Phone # 301-328-7023
info@mcasa.org

National Domestic Violence Hotline
Phone # 800-799-7233

Rape, Abused and Incest National Network (RAINN)
Phone # 800-656-HOPE (4673)

Walden Behavioral Health, Inc.
30007 Business Center Drive
Charlotte Hall, MD 20622
Office Phone: 301-997-1300
24-Hour Helpline Phone # 301-863-6661

While these counseling resources may maintain an individual's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law, which could include mandatory reporting to law enforcement in the case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

VIII. Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence or relationship violence, whether or not the individual plans to pursue criminal action. This is the best option to ensure preservation of evidence and to begin a timely response by law enforcement and/or the College.

The College supports victims of sexual misconduct and encourages all individuals or third-party witnesses to report any incident to the College and to law enforcement if it involves potential criminal conduct.

Making a report means telling a Reporting Resource see Campus Reporting Resources, VIII (2)) what happened-in person, by telephone, in writing, or by email. At the time a report is made, a complainant does not have to decide whether or not to request any particular course of action, nor does a complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can unfold over time. The College provides support to each individual in making these important decisions, and to the extent legally possible, will respect an individual's autonomy in deciding how to proceed. In this process, the College will balance the individual's interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.

Any individual who reports sexual misconduct can be assured that the College will investigate all reports and resolve them in a fair and impartial manner. All individuals involved can expect to be treated with dignity and respect. In every report, the College will make an immediate assessment of any risk of harm to the College or to the broader campus community and will address those risks, including taking interim measures to provide for the safety of the individual and the campus community.

1. Reporting to Law Enforcement

The College encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Maryland law, such as sexual assault, stalking and rape. The College will assist a complainant, at the complainant's request, in contacting local law enforcement, filing a report, and obtaining a protective order. The College will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process.

The College's policy, definitions, and burden of proof may differ from Maryland criminal law. Even though the CSM Department of Public Safety or a local law enforcement agency may determine that the alleged incident of sexual misconduct does not constitute a crime, CSM will

still proceed with its investigation under this *Sexual Harassment and Misconduct Policy*. Neither law enforcement's determination whether or not to prosecute a respondent nor the outcome of any criminal prosecution determine whether sexual misconduct has occurred under this policy.

Investigation by CSM may be done prior to, simultaneously with, or following civil or criminal proceedings. If CSM makes the decision to delay temporarily the fact-finding portion of the investigation while law enforcement agencies are gathering evidence, CSM will take interim measures to protect the complainant in the educational setting or employment setting as well as update the parties on the status of the investigation and inform the parties when CSM resumes its investigation. The outcome of the civil or criminal proceedings will not determine the CSM course of action nor the CSM outcome.

- Charles County Sheriff's Office Phone # 301-932-2222
- Calvert County Sheriff's Office Phone # 410-535-2800
- St. Mary's County Sheriff's Office Phone # 301-475-8008
- Maryland State Police Phone # 301-729-2101

Calling local law enforcement can help you obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to aid in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911.

Obtaining Protective Orders

If you are the victim of relationship violence, you may be entitled to obtain a protective order against your abuser in the State of Maryland. A protective order (also known as a "domestic violence protective order," "DVPO") is available for incidents of domestic abuse, which occurs when someone you have a specific relationship with (current/former spouse; cohabitant, which is someone with whom you have had a sexual relationship and lived with for a least 90 days in the past year and includes same-sex partners; relative; someone you have a child in common with) commits one of the following offenses against you:

- Assault
- An act that places you in fear of immediate serious bodily harm or causes you serious bodily harm;
- Attempted or actual rape or sexual offense;
- Stalking;
- False imprisonment, such as holding you somewhere against your will.

You may also be eligible for a protective order if you are a "vulnerable adult" (an adultwho lacks the physical or mental capacity to provide for his/her daily needs).

Note: If you are NOT eligible for a protective order (because you do not have the specific relationship with the abuser described above), but you have been the victim of abuse and need protection; you may be eligible to file for a peace order. Information about how to file

for a protective order or a peace order can be found on the website of the Maryland Judiciary system:
http://www/courts.state.md.us/courtforms/joint/ccdcdvpo001br.pdf

Protective orders can require the abuser to stay away from you, leave your home, provide emergency family maintenance to you, and attend counseling. They can be valid for up to one year and can be renewed. Peace Orders can provide only a stay away order and require counseling and are effective for up to 6 months but can be renewed.

2. Campus Reporting Resources

The College is committed to providing a variety of welcoming and accessible means so that all instances of sexual misconduct will be reported.
The College recognizes that a student or employee may choose to report to any employee of the College. For example, a student may choose to confide in a division chair, a faculty member, a director, or a coach. Similarly, an employee may choose to confide in a supervisor or a colleague. No CSM employee may promise confidentiality (except to the College's Counselor), and all CSM employees are expected to share such information with the Title IX Coordinator or Deputy Title IX Coordinator.

CSM considers all employees, other than those identified above under Confidential Resources, to be "responsible employees" under this Policy. This term is used to describe those individuals on campus who have an obligation, pursuant to Title IX, to report incidents of sexual misconduct and assault to the Title IX Coordinator or Deputy Coordinators.

Responsible employees are not able to promise confidentiality to an individual who reports a violation of this Policy. Before a complainant reveals any information to the person responsible employee, the employee should ensure that the reporter understands the employee's reporting obligations-and, if the reporter wants to maintain confidentiality, direct the reporter to confidential resources. Employees must report all relevant details about the alleged sexual misconduct that the complainant has shared.

If a reporter discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action be taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the reporter. If the College honors the request for confidentiality, a reporter must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the accused individual (s) may be limited. Although rare, there are times when the College may not be able to honor a reporter's request to provide a safe, non-discriminatory environment for all students.

The College's Title IX Coordinator, in consultation with legal counsel, will evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a reporter's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- Whether there have been other sexual violence complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a priorschool indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual violence or otherviolence against the victim or others;
- Whether sexual violence was alleged to be committed by multiple individuals;
- Whether sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the reporter's and/or victim's request for confidentiality.

If the College determines that it cannot maintain a reporter's and/or victim's confidentiality, the College will inform that individual prior to disclosing their identity and starting an investigation. If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

A complainant may also make a report directly to the Title IX Coordinator:

Debora Greene
SR Building, Room 1091
Phone: 301-934-7891
Email: dagreene3@csmd.edu

The Title IX Coordinator or a Deputy Title IX Coordinator will ensure that the complainant:

- receives a copy of this *Policy* and Procedures;
- is advised of the option to notify law enforcement and is assisted in doing so if desired;
- is advised of CSM's investigative obligations and process;
- is advised that even if the complainant chooses not to pursue the complaint, CSM may proceed with its investigation;
- is advised of available interim measures; and
- is advised about available resources for counseling, health, mental health, victim advocacy, and legal assistance.

C. Anonymous and Third-Party Reporting

Any individual may make an anonymous report concerning incidents of sexual misconduct. An individual may report the incident without disclosing his or her name, identifying the respondent, or requesting any action. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or Deputy Coordinator to investigate and respond as appropriate. Depending on the extent of information available about the incident or the individuals involved, however, the College's ability torespond and/or investigate an anonymous report may be limited.

The Title IX Coordinator or Deputy Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies as appropriate and in compliance with all Clery Act obligations.

D. Reporting Considerations

1. Timeliness of Report, Location of Incident

Complainants and third-party witnesses are encouraged to report sexual misconduct as soon as possible to maximize the College's ability to respond promptly and effectively. However, there is no time limit on reporting violations of this policy. If the respondent is no longer a student or employee, the College may not be able to take disciplinary action against the respondent, but it will still seek to meet its Title IX obligation by providing support for a complainant and taking steps to end harassment, prevent its recurrence, and address its effects.

An incident does not have to occur on campus to be reported to the College. Off-campus conduct that occurs in connection with college programs or events may also be covered, as may off-campus conduct that may have a substantial effect on the complainant's on-campus life and activities, may pose a threat or danger to the members of the CSM community, or may adversely impact College interests.

2. Amnesty for Personal Use of Alcohol or Other Drugs

The College seeks to remove any barriers to reporting. It is in the best interest of this community that all individuals who have been the subject of sexual misconduct report the behavior to college officials, and that witnesses share what they know. To encourage reporting, an individual who reports sexual misconduct, either as a complainant or a third-party witness, will not be subject to disciplinary action by the College for his or her own

personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk.

The College strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual misconduct involving students will not be disciplined by the College for any violation of the College's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

3. False Reporting

The College takes the validity of information very seriously, as a charge of sexual misconduct may have severe consequences. A complainant who makes a report that is later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action and may also violate state criminal statutes and civil defamation laws. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation.

Similarly, anyone who is later proven to have intentionally given false information during an investigation or disciplinary hearing may be subject to disciplinary action.

E. Interim Measures

1. Overview

Upon receiving a report of sexual misconduct, the College will impose reasonable and appropriate interim measures designed to eliminate the reported hostile environment, prevent its recurrence, and remedy its effects. The College will maintain consistent contact with the parties to ensure that all concerns for safety and emotional and physical well-being are addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the complainant or the College in order to ensure the preservation of the complainant's educational, work or volunteer experience and the overall College environment.

A complainant or respondent may request separation or other protection, or the College may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader College community, and/or the integrity of the investigative and/or resolution process.

All individuals are encouraged to report concerns about the failure of another individual to abide by any restrictions imposed by an interim measure. The College will take immediate action to enforce a previously implemented measure. The College can impose disciplinary sanctions for failing to abide by a college-imposed measure.

2. Range of Measures

The College, at its discretion, will implement interim measures. Potential remedies, which may be applied to the complainant and/or the respondent to the extent reasonably available and warranted by the circumstances, include:

- Access to counseling services and assistance in setting up initial appointments, both on and off campus
- Imposition of an on-campus no-contact directive pending the outcome of an investigation, which means giving notice to both the complainant and the respondent that they must not have verbal, electronic, written, or third-party communication with one another.
- Rescheduling exams and assignments
- Providing alternative course-completion options
- Change in class schedule, including the ability to transfer course sections or withdraw from a course without penalty
- Temporary change in work schedule or job assignment, including other work locations
- Limit of an individual's or organization's access to certain College facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing an escort to ensure safe movement between classes and activities
- Providing academic support services, such as tutoring
- Interim administrative leave of absence
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

3. **Interim Administrative Leave of Absence**

If the Title IX Coordinator, after consultation with the Vice President of Student and instructional Support Services and Student Affairs Coordinator, Executive Director of Public Safety, and others, as appropriate, decides at any point that the health and safety of a student or of the community is at stake, an interim administrative leave of absence may be imposed on a student who is suspected of violating this policy. In addition, interim administrative leave of absence may be used to preserve College property; pursue an investigation and/or hearing; and prevent disruption of, or interference with, the normal operations of the College. Interim administrative leave of absence will be used for short periods of time pending resolution of a report and assumes no determination of responsibility.

During an interim administrative leave of absence, a student may be denied access to campuses or programs. As determined appropriately by the Title IX Coordinator (or designee), this restriction includes classes and/or all other College activities or privileges for which the student might otherwise be eligible.

At the discretion of the Title IX Coordinator, and with the approval of, and in collaboration with, the Vice President of Academic Affairs and/or appropriate Division Chair, alternative coursework options may be pursued to ensure as minimal an impact as possible on the respondent.

Similarly, to protect the health and safety of the community, the College may impose interim administrative leave with pay for any employee at the discretion of Title IX

Coordinator, in consultation with, and with the approval of, the Vice President of People, Culture, and Equity of Human Resources Div and Payroll Services

IX. Procedures for Complaints Against Members Of The College Community

Any individual ("Complainant") who believes that s/he has been subjected to sexual misconduct (which includes sexual harassment, sexual assault, stalking, and domestic and dating violence), or retaliation by a member of the College community, including faculty, staff, students, and visitors ("Respondent"), may raise the concern and bring a complaint through these procedures.

Although a report may arrive through many sources, the College is committed to ensuring that all reports are referred to the Title IX Coordinator, who will ensure consistent application of the policy to all individuals and allow the College to respond promptly and equitably to eliminate the harassment, prevent its recurrence, and eliminate its effects. The College is committed to taking all appropriate action as promptly as possible against individuals who violate this policy, including interim or emergency action, pending the outcome of an investigation. Interim protective action may include changing academic arrangements for students, changing office responsibilities or location for employees, and prohibiting the accused offender from having contact with the Complainant pending results of the investigation. Complainants may choose among informal or formal campus administrative procedures for alleged violations of this policy.

A. Informal Procedure.

Some complaints may be handled by informal procedures. The informal complaint process is intended to be a flexible process allowing each case to be handled according to the facts presented and the preferences of the parties. In some cases, informing the offender that the behavior is unwelcome and needs to stop immediately may be enough to stop the behavior. Whenever possible and safe, the College encourages, but does not require, students and employees to first discuss any problem with the individual involved in the complaint.

The Complainant and the Title IX Coordinator will work together to decide additional steps necessary to resolve the complaint, and in appropriate instances, a complaint may be resolved informally.

Informal complaints may be resolved by one of the following:

1. A decision to stop further action on the informal complaint.
2. A resolution of the informal complaint by agreement of the parties and with approval of the Title IX Coordinator.
3. Initiation of the formal complaint process.

Possible resolutions by agreement of the parties may include, but is not limited to, agreeing to cease the conduct claimed to be “unwelcome”; an apology by the Respondent to the Complainant and a commitment to stop the harassment; providing the Respondent with assistance to better understand the effects of his/her conduct and ways in which this behavior could be changed; participation in educational programs about discrimination, harassment and/or sexual misconduct; verbal or written reprimands; and/or other interventions or actions

aimed at ending the misconduct. They will also include appropriate remedies for the victim and the College community.

If because of the informal process, the accused person accepts responsibility for violating this policy, sanctions or other remedial action may result. Sanction(s) or other remedial action will be imposed by the Student Affairs Coordinator when the accused is a student, by the Vice President of Division of Learning when the accused is a faculty member, and by the when the accused is a staff member. Vice President of People, Culture, and Equity of Human Resources and Payroll Services

In some cases, informal resolution may not be appropriate, and it may be necessary to refer the complaint formally for resolution despite possible Complainant objection. For example, informal resolution in the form of mediation will **not** be used to resolve Sexual Assault/Sexual Violence complaints. Still, Sexual Assault/Sexual Violence complaints can be resolved informally where the accused individual is willing to accept responsibility without a hearing.

Either party may end the informal process at any time and may initiate the formal process as provided herein. The College will take steps to ensure confidentiality of the Complainant and Respondent during any informal complaint procedure to the fullest extent possible and to the extent maintenance of confidentiality does not interfere with the College's obligation to address allegations of Sexual Misconduct.

B. Formal Procedure.

Formal complaints of sexual misconduct are addressed under the procedure outlined in this section. This is a college administrative process, not a criminal law process.

1. Filing a Complaint.

All formal complaints under this policy must be made in writing by the complainant, describe the particulars of the alleged behavior, and be signed by the complainant. If the complaint is not available in writing, the Title IX Coordinator may document the Complainant's statements and obtain the Complainant's signature on those notes to signify that the Complainant agrees with the description of the alleged misconduct as recounted by the Title IX Coordinator. Complainants will be provided by the Title IX Coordinator's office with an intake form to facilitate the process of collecting germane information on their complaint.

If the Complainant refuses to cooperate with the investigation, is reluctant to pursue the investigation or for any reason refuses to sign the alleged complaint, the Title IX Coordinator may go forward with the procedure as required to address the allegations in an effort to end the harassment, prevent its recurrence, and remedy its effects on the Complainant and the College Community. The Respondent, the person accused in the complaint, shall be notified of the complaint by the Title IX Coordinator and will be invited to submit a written response to the coordinator within ten (10) College business days of receiving the notification. The Title IX Coordinator shall also notify the Vice President of People, Culture, and Equity of Human Resources and Payroll Services and the Vice President of Student Equity and Success.

appropriate unit(s) in the event of employee involvement and the Student Affairs Coordinator in the event of student involvement in a complaint of sexual misconduct.

2. Investigation.

The Title IX Coordinator, or a trained Title IX Investigator, shall begin a neutral investigation into the claims. During the investigation, the Title IX Coordinator or Investigator is not permitted to discuss this investigation with the College community except to the extent they are witnesses, are otherwise involved in the determination of the merits of the case to ensure that a fair and unbiased investigation is conducted, or as circumstances warrant on a need-to-know basis. Legal counsel to the College is exempt from this requirement. The investigation ordinarily will include a discussion with the Complainant, a discussion with the Respondent, interviews of any witnesses to the events, a review of any pertinent documents and any other actions deemed appropriate by the investigator(s).

The Title IX Coordinator, and any designated investigator, shall make every effort to keep the investigation confidential, although this cannot be guaranteed, and all participants in the investigation shall be subject to the requirement that all parts of the investigation remain confidential. The privacy of all parties to a complaint under this policy must be strictly observed, except as far as it interferes with the College's obligation to fully investigate allegations of violation of this policy. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. In these cases, privacy and confidentiality should be maintained to the extent possible. The Title IX Coordinator may assist in initiating interim measures to address the allegations, as appropriate, while the investigation is pending. Examples of interim measures that may be taken include, but are not limited to, changing a student's schedule, or requesting an employee's temporary reassignment. Where appropriate, the proceedings shall be transcribed, recorded, or otherwise preserved to make a right of appeal meaningful.

The Complainant and Respondent may each be accompanied by an advisor, who is there for consultation and support. The advisor may not actively participate in the hearing, though s/he may quietly communicate with the person for whom s/he is supporting as needed. This advisor is bound by the same requirements of confidentiality as are the other parties to an investigation or hearing.

The investigation is expected to be completed within sixty (60) days of receiving the Complaint. If the investigation cannot be completed within that timeframe, the reasons for the delay should be noted in writing for the file and copied to the Complainant and the Respondent. The Title IX Coordinator will make the final decision regarding the findings of fact and recommended sanctions, if any. The standard for making the final decision shall be a preponderance of evidence, i.e., it *is more likely than not* that sexual misconduct occurred.

Prior Sexual History. In general, the complainant's prior sexual history is not relevant to an investigation under this policy and will not be considered by investigators or decision-makers. However, where there is a current or ongoing relationship between the complainant and the accused, and the accused alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of the communications between the parties. The mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the complainant with other individuals is not relevant and will not be considered.

Pattern Evidence By Accused. Where there is evidence of a pattern or conduct similar in nature by the accused, either prior to or after the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant to the determination of responsibility and/or assigning of a sanction.

3. Investigation Report.

A written report shall be prepared by the Title IX Coordinator and/or the designated investigator in coordination with the Title IX Coordinator, at the conclusion of the investigation. The report shall include (1) a statement of the findings of fact concerning the alleged events; (2) a detailed statement identifying the relevant elements of the policy to support the conclusion that a violation of college policy did or did not occur; (3) a recommendation of a sanction(s), if applicable; and (4) notification of the right to appeal. The findings shall indicate one of the following:

- The accused is responsible for violating this policy;
- The accused is not responsible for violating this policy;
- There is insufficient information to determine whether the accused person is responsible for violating this policy.

Both parties will simultaneously be provided with a summary of the investigation report and any other materials presented to the Title IX Coordinator or investigators. Parties will be permitted to view, but not copy, the full report and materials upon request. The report and materials may be redacted when necessary to protect privileged or confidential information, to protect the safety or well-being of individuals involved in the investigation, or to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA).

If the accused person is a faculty or staff member, the investigation report with findings and recommended sanctions will be provided to the appropriate administrator. When the accused is a faculty member, the report will be provided to the Vice President of Division of Learning; when the accused is a staff member, the report will be provided to the Vice President of People, Culture, and Equity of Human Resources and Payroll Services; when the accused is a student, the report will be provided to the Vice President of Student Equity and Success (Appeal Officers).

4. Appeal.

A. Appeal Request

The Complainant and the accused both can appeal against the written decision of the Title IX Coordinator or investigator. A request for appeal must be filed in writing with the Title IX Coordinator and to the Vice President of Division of Learning if a faculty member is the accused, to the Vice President of Vice President of People, Culture, and Equity of Human Resources and Payroll Services if a staff member is accused, and to the Vice President of Student Equity and Success if the accused is a student, within ten (10) working days of receipt of the written decision.

The statement of appeal must state the specific grounds for the appeal. Appeals must be based on at least one of the following grounds: (a) the procedures described in this policy were not followed, and the failure to follow procedure may have affected the outcome of the final decision; (b) the sanction(s) recommended are disproportionate for the facts of the case and/or the violation of the policy that was found; (c) Substantive new information that was not reasonably available at the time of the investigation has now become available and may change the outcome of the final decision. When a party requests an appeal, the Title IX Coordinator shall notify the other party of the appeal request.

B. Appeal Decision

The appropriate Appeal Officer ("AO") reviews the findings and sanctions of the Title IX Coordinator or designated investigator. At his/her discretion, the appeal officer may seek further information from the parties or the Title IX Coordinator and will then issue a written appeal decision that affirms, overturns, or modifies the findings and/or sanctions based only on the grounds for appeal specified in this policy.

The AO will simultaneously submit the written decision to the Complainant, the accused, and the Title IX Coordinator within ten (10) working days of receiving the written request for appeal. The decision of the AO represents the final decision of the College. No other administrative processes that may be available to students, faculty or staff may be used to further appeal the decision of the AO.

C. Imposition and enforcement of sanctions.

The Title IX coordinator will be responsible for ensuring that any sanctions imposed in the final decision are implemented and completed. This may

require contacting college employees in a position to enforce or monitor sanctions, such as an employment supervisor. In contacting such persons, the Title IX coordinator will only disclose as much information as is necessary to ensure that the sanctions are enforced or monitored. Failure to comply with sanctions imposed under this policy may result in additional sanctions, including suspension or expulsion, at the discretion of the Title IX coordinator, in consultation with legal counsel.

For student violations, sanctions include a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in course assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the nonacademic campus activities, suspension or expulsion from the college and revocation of a degree.

In determining sanction, the Title IX Coordinator and AO should consider 1) the accused student's prior disciplinary history; 2) the nature and violence of the conduct at issue; 3) the impact of the conduct on the complainant; 4) the impact of the conduct on the community, its members, or its property; 5) whether the accused student is likely to engage in the conduct in the future; and 6) any other mitigating or aggravating circumstances. Alcohol and drug use are not considered mitigating circumstances. Students found responsible for sexual assault involving intercourse are likely to receive a sanction of suspension or expulsion.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by outside authorities.

X. COMPLAINTS AGAINST PERSONS OUTSIDE THE CSM COMMUNITY

A. Complaints against students from other institutions or other campus visitors should be reported to the Executive Director of Public Safety, who will investigate the complaint and take appropriate action.
B. Complaints against employees of entities that do business with CSM should be reported to the Executive Director of Public Safety, who will investigate the complaint and take appropriate action.

XI. Education and Training

Education and training are a key component of maintaining an environment free from sexual misconduct, relationship violence, and stalking. CSM is therefore committed to providing effective educational and training programs implementing this policy to students, faculty, and staff.

A. **Employees**. The College shall require all employees likely to witness or receive reports of Sexual Harassment and Violence including, but not limited to, faculty, Public Safety, administrators, counselors, investigators and adjudicators, general counsel, student affairs

personnel, coaches, any employee who regularly interacts with students, and employees who serve in a supervisory capacity to participate in Sexual Misconduct training on a routine, ongoing basis, but in no event less frequently than biannually. The training should include how to recognize and report Sexual Harassment and Violence. The Title IX Coordinator is responsible for making Sexual Misconduct prevention education available to the College Community. The Title IX Coordinator and all designated Title IX Investigators must attend yearly training on Title IX and sexual misconduct topics. Training and education about this policy and procedures will be provided for new faculty and staff.

B. **Students**. The Student Affairs/Title IX Coordinator and Title IX Investigators are responsible for developing, coordinating and/or providing consultation on Sexual Misconduct, Relationship violence, and Stalking education and training, and prevention reporting and procedures to students on a routine ongoing basis. Programs will be presented to students on a regular basis to promote awareness and risk reduction. Sexual Misconduct education information and this policy will be provided to all new students annually. This Policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation including procedures and educational materials shall be distributed during these programs.

Workplace Violence Prevention Policy

Scope: The guidelines established by this policy apply to all employees, including faculty, staff, student assistants, and temporary employees.

Policy: The College of Southern Maryland is committed to preventing workplace violence and maintaining a workplace environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The College has a zero-tolerance policy for actions, statements, or other behavior by anyone that is, or is intended to be violent, threatening, intimidating, disruptive, aggressive, or harassing as determined by the College in its sole discretion.

The College of Southern Maryland asks for the cooperation of its employees to maintain a safe working environment. Successful resolution and prevention of workplace violence is predicated on the following:

- Education and awareness
- Accurate and timely reporting
- Investigation
- Mitigation

Definitions:

- **Workplace Violence**: Behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury, or death to others at the workplace.
- **Workplace:** Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.
- **Threat:** The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- **Intimidation:** Making others afraid or fearful through threatening behavior.
- **Court Order:** An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

Prohibited Behavior:

Violence in the workplace may include but is not limited to the following list of prohibited behaviors directed at or by an employee, faculty, contractor, vendor, visitor, or member of the public while on college premises (owned or leased) or by an employee off college premises if it impacts or has the potential to impact the work environment or the conduct of college business. Such prohibited behaviors displayed on social networking sites will not be tolerated.

- Direct threats or physical intimidation.

- Implications or suggestions of violence.
- Stalking (physically or through social media).
- Assault of any form.
- Physical restraint, confinement.
- Dangerous or threatening horseplay.
- Disruptive or aggressive behavior or language that is not part of the typical work environment.
- Blatant or intentional disregard for the safety or well-being of others.
- Possession of a weapon.
- Commission of a violent felony or misdemeanor.
- Any other act that a reasonable person would perceive as constituting a threat of violence.

Responsibility to Report:

Any College employee, contract personnel, visitor, or student is responsible for promptly notifying Public Safety or Human Resources of any violation or potential violation of this policy, including any threats that he or she has witnessed, received, or otherwise knows about. Even without an express, verbal, or written threat, employees should alert Public Safety or Human Resources of any suspicious behavior that they suspect might pose a danger to employees, students, or visitors, and/or college property. If Public Safety or Human Resources is not available, individuals should notify their supervisor or a member of management.

If an emergency exists and the situation is one of immediate danger, the individual shall contact the appropriate authorities (i.e., local police, and CSM Public Safety) and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.

If the situation is not one of immediate danger, the individual shall report the incident to public safety or human resources, or the appropriate supervisor or manager as soon as possible.

Investigation:

The Human Resources department, with the assistance of the Public Safety and Preparedness department as appropriate, will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Additionally, CSM encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the human resources department before the situation escalates into potential violence.

College Response:

Any person who engages in violence in the workplace shall be subject to removal from the premises as quickly as safety permits and shall remain off the premises until the outcome of an investigation. During the investigation, the college may suspend employees with or without pay, at the discretion of Human Resources in consultation with the appropriate member of senior management for the applicable division. Violations of this policy shall result in disciplinary action, up to and including termination of employees, suspension or termination of any business relationship, or an order

barring an individual from all or part of college premises. In addition, the college may contact the appropriate criminal authorities for possible arrest and prosecution.

Violent acts of employees occurring outside the workplace also may be grounds for disciplinary action, up to and including termination if the college determines, in its sole discretion, that the acts adversely impact the employee's ability or the ability of others to perform assigned duties and responsibilities or disrupt or have the potential for disrupting the effectiveness of the college's activities.

Restraining or Other Orders:

Employees who are covered by a restraining order, temporary or permanent, or any other type of protective order against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to the Executive Director of Public Safety and Preparedness or Associate Vice President of Human Resources. The college understands the sensitivity of this information and will keep the order and its terms as confidential as is reasonably practicable under the circumstances.

Training:

The Human Resources and Public Safety departments will provide training, resources, and materials to assist employees and supervisors in implementing this policy and creating and maintaining a workplace free from violence. Such training will discuss the following topics:

- The college's policy prohibiting workplace violence, and college procedures for addressing such situations.
- An assessment of the department's vulnerability to workplace violence (threat assessment);
- The mechanism for employees to report threats that protects the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.
- Protecting victims of workplace violence.
- Recognizing conditions that might contribute to workplace violence, and to properly address and respond to these situations.
- Recognizing and responding to potentially violent or violent situations in the workplace.
- Establishing relationships with appropriate supportive services that may need to be contacted in response to workplace violence; and
- Resources and services available to employees in response to workplace violence, and the potential for domestic violence to enter the workplace.

Related Policies:
HRD 4035: Progressive Discipline
HRD 4130: Protection from discrimination, harassment, and retaliation
PP 6080: Weapons
GA 3050: Usage of Technology Resources

For further information contact: Executive Director, Public Safety and Emergency Preparedness, 301-934-4753 or Vice President of People, Culture, and Equity of Human Resources and Payroll Services 301-934-7700.

HRD: 7/13

Drug-Free Workplace Scope: This policy applies to all

employees.

Policy: The College will make a good faith effort to maintain a drug-free workplace and campus, focusing primarily on prevention through education, early intervention, and providing referral services to employees with substance abuse problems.

In compliance with the Drug-Free Workplace Act of 1988 and the Reauthorization of the Higher Education Act of 1965 as amended by the Drug-Free Schools and Communities Act of 1989, this policy also includes the following:

1. The college does not tolerate or condone the illegal use of drugs or alcohol by employees in the workplace or at school sponsored events.
2. Illegal use of drugs or alcohol includes the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance.
3. Disciplinary actions play a secondary role to education, counseling, and guidance. Employees convicted of any violation of a criminal drug statute occurring in the workplace must notify the supervisor within five days after such conviction. The appropriate director will, within ten days, notify the federal funding agency when an employee is convicted of a drug-related crime. (This requirement is mandated by the Drug-Free Workplace Act of 1988).
4. Employees convicted of any violation of a criminal drug or alcohol statute occurring in the workplace will receive appropriate disciplinary action up to and including removal and/or be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program as a condition of continued employment.
5. A drug or alcohol abuse prevention program will be accessible to any officer or employee at the college. Drug-free awareness training will be provided to college employees.

Reference: Board policy GEN: 416; Reauthorization of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act of 1989; The Drug-Free Workplace Act of 1988; The Governor's Drug and Alcohol Abuse Control Plan of 1989

For more information contact: Vice President of People, Culture, and Equity of Human Resources and Payroll Services, 301 934-7700