

2023

# ANNUAL SECURITY REPORT

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## EXECUTIVE SUMMARY

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The Director of Equity, Compliance, & Risk Management, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, generates this report annually. The report may be obtained from the college website, by contacting the Office of Institutional Compliance & Safety at 301-387-3037, or by emailing [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu). All students, faculty, and staff receive a link to the Annual Security Report through their college email accounts once the report is posted. Hard copies are available in the following locations:

- Campus Safety and Security- SC 414
- Inst. Compliance & Safety- TECH 327
- Human Resources- GIEC 118
- Financial Aid- SC 401
- Library- LRC 500
- Student Services- LC 623
- Laker Hall- 105

### Annual Disclosure of Crime Statistics

Garrett College is committed to the accurate reporting of crimes that occur within what is considered "Clery Geography". Further definitions of what makes up Clery Geography are described later in the "Crime Statistics" section.

Statistics are compiled from information contained within official incident reports as well as data collected from area law enforcement when applicable. Reported incidents collected by the Dove Center are provided for inclusion in the statistics, void of any personally identifiable information. All crimes reported to a campus security authority, regardless of whether an investigation is initiated, are included within this report. Garrett College will not withhold, or subsequently remove, a reported crime from our statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

This report is prepared by the Director of Institutional Compliance & Safety, and reported by law to the Office of Postsecondary Education. The statistics provided are the official crime statistics reported for Garrett College in accordance with Clery Act reporting. They can also be viewed on-line at <http://ope.ed.gov/security/GetOneInstitutionData.aspx> and by entering OPE ID: 01001400. The following statistics provided later in this report are for calendar years 2020-2022 and are required to be updated every year by October 1.

### Daily Crime Log

In accordance with 34 CFR 668.46(f), Garrett College Security maintains a daily crime log which reports criminal incidents and alleged criminal incidents that are reported to Campus Safety and Security. This log is available on the college Campus Security tab, under [Daily Crime Log](#), on the College webpage.

## Campus Safety and Security Office

The Campus Safety and Security Office is under the leadership of the Coordinator of Safety and Security who reports directly to the Director of Campus Facilities, Security & Capital Projects. The Coordinator of Safety and Security directly supervises a staff of full- and part-time non-sworn, unarmed Campus Safety and Security Officers. Current hours of operation for administrative services are Monday through Friday from 8:30 am until 4:30 pm; however, there is a member of Campus Safety and Security available 24 hours a day, 7 days a week. Campus Safety and Security is located in room 414 in the Student Center and can be contacted by calling 240-321-5799 or emailing [security@garrettcollege.edu](mailto:security@garrettcollege.edu).

Campus Safety and Security Officers provide security and safety services and routinely patrol the interior and exterior spaces of the campus, respond to accidents, injuries, and any other incidents that may occur. Campus Safety and Security is responsible for monitoring, maintaining, and enforcing campus alarm systems, parking regulations and incident reporting/statistics gathering. All crimes occurring on campus will be investigated by Campus Safety and Security and referred to law enforcement officials when warranted. Infractions of the [Student Code of Conduct](#) are investigated and the findings are forwarded to the Office of Student Affairs for further action.

Officers are CPR, First Aid, Naloxone, and AED certified and are trained to respond to incidents that require immediate attention; however, they may request assistance from local police, fire and emergency medical services personnel as needed.

For any emergency, law enforcement, fire and medical emergency services can be reached by dialing 911.

**It is recommended that the Campus Safety and Security Office's 24-hour contact number, 240-321-5799, be pre-programmed into a cell phone for quick and easy accessibility.**

**All crime victims and witnesses are strongly encouraged to accurately and promptly report all crimes to Campus Safety and Security and the appropriate local law enforcement agency. Doing so allows the College to effectively provide assistance, address any immediate issues or concerns, and ensure accurate statistics for Clery Act reporting.**

## Access to Campus Facilities

Members of the college community, guests, and visitors have access to facilities during normal hours of business. Certain employees have been granted access to their offices and support spaces during non-operating hours using the access card system. If at any time an individual needs access to a location on campus, as long as they have been granted permission, Campus Safety and Security is available to unlock. In addition, if a college employee needs to access their office after hours, they are required to contact Campus Safety and Security to inform them of their presence. Students are not permitted to be in college facilities, such as classrooms or the gymnasium, without proper



supervision from a designated college official. For more information, see the College's [Campus Access Policy](#).

## Maintenance and Security of Campus Facilities

Garrett College maintains a strong commitment to campus safety and security. As part of routine patrols, Campus Safety and Security inspects interior and exterior doors on campus to ensure locking mechanisms are working properly. Doors are secured to campus facilities when rooms are not scheduled for use or during non-operating hours. Any door or lock issue needs to be reported immediately to the Safety and Security Officer on duty or to the Facilities department for repair.

Proper lighting is also an important component of an effective crime prevention program. Inspections and replacement of interior and exterior lighting is completed on a regular basis.

Campus Safety and Security routinely patrol parking lots and other public areas. These patrols are conducted at random to increase visibility and act as a preventative measure against vandals or thieves.

Garrett College continues with its multi-year plan to install camera surveillance across its campus and outreach centers, beginning with priority locations. Systems located at the McHenry campus, as well as the Community Aquatic and Recreation Complex (CARC) and residence halls, are operational at this time. Facilities where video surveillance is in use will have notification posted at the entrances. The final phases will increase surveillance of exterior locations and at the outreach centers located across the county.

## Relationship with Local Law Enforcement

Campus Safety and Security officers do not have arrest powers or carry weapons, but do possess the authority to ask persons for identification and to determine whether individuals have lawful business at Garrett College. Garrett College maintains a good working relationship with both the **Garrett County Sheriff's Department (301-334-1911)** and the **Maryland State Police, McHenry Barrack (301-387-1101)**. In compliance with House Bill 571 in the State of Maryland, Garrett College has established Memorandums of Understanding (MOUs) with both local law enforcement agencies. The MOUs outline the working relationship between the College and law enforcement offices and are updated on an annual basis.

Dependent upon the circumstances of an incident, Campus Safety and Security can and will contact and involve law enforcement if necessary or requested by an individual. Annual meetings are arranged between the College and local law enforcement concerning crime in the area and to address and report issues seen within the college community as well as the local community. State and local law enforcement are requested to contact the Campus Safety and Security Office when on campus to respect the rights and privacy of our students and employees.

## Off-Campus Crime

Garrett College Campus Safety and Security has no jurisdiction over off-campus facilities and areas, or on public property located around the campus. In addition, the College has no officially recognized student organizations with non-campus locations. Criminal activity is monitored and reported by local and state law enforcement to the College as necessary. Should a violation of local, state, or federal law arise, Campus Safety and Security will cooperate with law enforcement to share information and address the situation. Students or employees who are convicted of criminal acts outside of/off campus while enrolled or employed at the College may be subject to disciplinary proceedings, up to and including expulsion or termination of employment. In addition, the [Student Code of Conduct](#) has provisions covering off-campus behavior. Reported violations of the Student Code of Conduct received by the College may be subject to disciplinary proceedings, up to and including expulsion.

# REPORTING

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**For any emergency, law enforcement, fire and medical emergency services can be reached by dialing 911.**

To report a crime or emergency to Campus Safety and Security by:

- Telephone: 24-hour number: **240-321-5799**
- Email: [security@garrettcollege.edu](mailto:security@garrettcollege.edu)
- Office: Main Security Office is located in the Student Center- STUC 414 **or** the Residential Security Office is located in Laker Hall- Laker 111

To complete an Incident Report, go to the [Campus Safety and Security](#) tab on the college website, and click on the option for the [Garrett College Incident Report](#). Once completed, the report can either be printed and brought to the Campus Safety and Security Office or emailed to [security@garrettcollege.edu](mailto:security@garrettcollege.edu).

Grievances or crimes may also be reported to the Office of Institutional Compliance & Safety by:

- Telephone: 301-387-3037
- Email: [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu)
- Office: TECH-327

Crimes reported to the mental health counselor or a Dove Center representative will be shared with the Office of Institutional Compliance & Safety for inclusion in the statistics; however, personally identifiable information will remain confidential in accordance with the wishes of the reporting party, as applicable.

The College also has a "Reasonable Concern" reporting tool online that allows individuals to report grievances or incidents anonymously. The form can be found at <https://www.garrettcollege.edu/form-reasonable-concern.php>. Grievances and/or concerns reported using this tool are directed to the Office of Institutional Compliance & Safety and sent to the proper office to be addressed based upon the nature of the grievance.

**All crime victims are strongly encouraged to accurately and promptly report all crimes to Campus Safety and Security and the appropriate local law enforcement agency. When the victim of a crime elects not to, or is unable to, make such a report on their own, witnesses are encouraged to report such criminal activity (known as third-party reporting). Doing so allows the College to effectively provide assistance, address any immediate issues or concerns, and ensure accurate statistics for Clery Act reporting.**



## Campus Security Authorities (CSA)

A Campus Security Authority, or "CSA", includes four groups of individuals or organizations within or associated with the College that a crime may be reported to. The individuals or groups include the following:

- A campus police or security department;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police or security department (for example: front desk staff);
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses (for example: Student Life office; Institutional Compliance & Safety; Human Resources); or
- 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 (for example: peer leaders, CAAB officers).

Crimes can be reported to these individuals or groups in addition to the Security Office. Designated CSAs on campus have been trained and are aware of their reporting requirement responsibilities.

## Privacy and Confidentiality

The College must abide by the [Family Educational Rights and Privacy Act](#) (FERPA). The policy of the College is to protect and distribute a student's educational records, including, but not limited to, any personally identifiable information in accordance with the federal Family Educational Rights and Privacy Act. Further information can be found on the "[Disclosures](#)" page on the College website.

The College shall protect the privacy of individuals involved in a report of discrimination or sexual misconduct to the extent allowed by state and federal law and college policy. A report of discrimination or sexual misconduct may result in the gathering of extremely sensitive information about individuals in the college community. When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by Maryland law to notify child protective services and/or local law enforcement. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. More information on confidentiality in reporting can be found in the [\*Policy on Equal Opportunity, Harassment, and Nondiscrimination for all Faculty, Students, Employees and Third-Parties.\*](#)

# EMERGENCY OPERATIONS

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## Timely Warnings and Emergency Notifications

A [timely warning](#) is issued in response to any Clery specific crimes that occur within Clery geography that is reported to a CSA or local law enforcement and is considered to represent a serious or continuing threat to campus safety.

An emergency notification is required for any immediate threat to the health and safety of the college community. For emergency notifications, Campus Safety and Security will utilize the emergency notification system to issue notifications and information on steps the campus community should take.

Multiple methods are in place to ensure that members of the college community receive updated information regarding weather closings/delays and incidents that occur on or around campus. When necessary, important information is disseminated through Regroup™, an emergency notification system that informs subscribers through emails and text messages. Students and employees can access the sign-up page for Regroup™ by selecting the following link:

<https://garrettcollege.reggroup.com/signup>. Those students and employees who provide accurate contact information will automatically be enrolled in the "GCCAlerts" group, which is the group used for emergency notifications. Dependent upon the situation, other notification groups may be utilized.

The College posts notifications using the College Weather Line, radio and television alerts, and messages on the [College's website](#), the official [Garrett College Facebook](#) page, and other College social media outlets.

Garrett College must withhold as confidential the names and other "personally identifying information or personal information" of victims. In that regard, it is the decision of the College administration, with the safety and security of the campus community in mind, to determine the content of an alert, ensure compliance with the law, and when that alert is distributed. It is the responsibility of Campus Safety and Security to carry out the notification process.

## Emergency Response and Evacuations

The College has developed an Emergency Action Plan to aid and assist the College community to respond calmly, effectively, and safely to certain types of campus emergencies. This plan, in addition to a [Quick Reference Guide](#), is available on the [Emergency Information](#) page on the College website. The College will annually perform various exercises and drills to evaluate the plan and training needs, and update as deemed necessary. These tests will occur on all campus locations, including the residence halls and can be either announced or unannounced. Information pertaining to emergency response and evacuations will be disseminated at the beginning of each semester to the campus community through the required disclosure email.

Campus Safety and Security and the campus Emergency Preparedness and Response Team (EPRT) have received training in Incident Command and Responding to Critical Incidents on Campus. In the event of an actual emergency, the campus community will be notified through phone recordings, text messages, emails, and the Garrett College web site. First responders to a reported emergency are Campus Safety and Security, as well as local law enforcement, and fire and rescue personnel if deemed necessary.

In the event of a serious incident that poses an immediate threat to the campus community, the College will, without delay and taking into account the safety of the campus community, confirm that there is a significant emergency or dangerous situation, determine the content and receivers of the message and will use some or all of the methods described above to communicate the threat. Campus Safety and Security, the EPRT, College Administration, and, as necessary, local law enforcement, will collaborate on what messaging to convey or determine if messaging may compromise the situation. In the latter situation, the College will determine the best course of action to protect the campus community without compromising the situation. Updates on the threat or situation will also be disseminated through the same methods used to notify the campus community.

# PREVENTION AND AWARENESS PROGRAMS

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## Programs and Activities

Garrett College consistently strives to be pro-active, preventing crimes from occurring rather than reacting to past crimes or incidents. Internal college offices, such as Safety and Security and Student Life, as well as the local health department and local law enforcement, work together to offer safety- and security-related workshops for the campus community throughout the year, which include, but are not limited to, drug and alcohol prevention, sexual assault/date rape prevention, campus fire safety, and suicide awareness. College offices also provide pamphlets/brochures and information of activities and programs that may occur on campus as well as within the community.

The College and local community are committed to providing on-going educational and awareness programs, which are defined as “community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration”. This programming can include the following topics or events:

- Personal Self-Defense Awareness
- Relationship Wellness
- Youth Violence Prevention
- Opioid and Heroin Prevention
- National Safety Month
- Sexual Assault Awareness Month
- Alcohol and Drug Addiction Recovery
- “Consent Revolution”
- Suicide Prevention
- Mental Health
- National Drunk and Drugged Driving Prevention
- Domestic Violence Awareness Month
- Campus Safety Month
- Bystander Intervention

Programs and activities are held on an annual basis or regularly throughout the semester. For an up-to-date calendar of awareness and crime prevention programs, please contact the Campus Safety and Security Office, the Student Life Office, the Institutional Compliance & Safety Office, or visit the [Calendar](#) on the Garrett College website.

A mandatory orientation and welcome fair is conducted for incoming students at the beginning of each semester. Topics covered during this time include emergency preparedness and response, fire safety, personal safety, incident reporting procedures, substance abuse awareness, and harassment and discrimination. In addition, incoming students are required to complete a "Student Compliance Training", which consists of three required modules. This is a self-guided on-line training and is required of all incoming students (faculty and staff complete a similar program through the "Employee Compliance Training"). The first module is the College's primary prevention program that provides information on Title IX, sexual assault, sexual misconduct, dating and domestic violence, stalking, resources, reporting, process and support. The second module addresses opioid and heroin awareness and prevention education, in compliance with the Start Talking Maryland Act. The third module addresses cultural awareness and diversity, including procedures for reporting discrimination and harassment.

## Bystander Intervention

Bystanders are defined as individuals who witness emergencies, criminal events or situations that could lead to criminal events and by their presence may have the opportunity to provide assistance, do nothing, or contribute to the negative behavior. Prosocial bystanders are individuals whose behaviors intervene in ways that impact the outcome positively.

In the decision-making process, bystanders must:

1. Determine if there is a problem or someone that requires assistance.
2. Determine if they wish to intervene and if they can do so safely. Assess available options. Weigh the pros and cons of taking action.
3. Decide to take action. Action could be to call for help or to step in.

Bystanders can intervene safely by:

- Call police or someone else in authority.
- Tell another person. Being with others is a good idea when a situation looks dangerous.
- Yell for help.
- Ask a friend in a potentially dangerous situation if he/she wants to leave and then make sure that he/she gets home safely.
- Ask a victim if he/she is okay. Provide options and a listening ear.
- Call the local crisis center for support and options.

## Risk Reduction

**Safety and security on campus involves the participation of everyone. At Garrett College, we strongly encourage students and employees to be responsible for their own safety as well as the safety of others.**

Below are some strategies to reduce the risk of being victimized:

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you do not know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting music headphones in both ears so that you can be more aware of surroundings, especially if you are walking alone.



# ALCOHOL, CANNABIS, TOBACCO, OPIOIDS, AND OTHER DRUGS

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In compliance with the Federal Drug-Free Workplace Act of 1988; the Federal Drug-free Schools and Communities Act of 1989; the Maryland Drug and Alcohol Abuse Control Plan of 1990; and the Maryland Higher Education Commissioner's policies of 1990, Garrett College is dedicated in spirit and in compliance with the law to a substance-free workplace and educational environment.

Students and employees are expected and required to be in appropriate mental and physical condition and to be free from the influence of alcohol, cannabis, or other drugs.

Alcohol use is not permitted on campus except under limited conditions that require the approval of the President.

Cannabis use, including medical marijuana, is not permitted on campus, including the residence halls, and at any off-campus College activity.

The unlawful manufacture, distribution, sale, possession, or use of illicit substances and the illegal use of alcohol as a part of any Garrett College activity, are absolutely prohibited, in accordance with all applicable federal, state, and local laws.

Tobacco, including smokeless and electronic vapes, are not permitted on campus, with minor exceptions.

Violations of this policy by employees or students will result in disciplinary action, up to and including dismissal, consistent with normal college policy and procedure. Potential sanctions for students and employees are listed in Articles 6 and 7 of the College's [policy](#). In addition, any violations may have legal consequences consistent with local, state, and federal law.

The College recognizes that substance use disorders are illnesses and a major health problem as well as a potential safety and security issue. Students and employees needing assistance in dealing with such problems are encouraged to use community or campus assistance services. Contact information for these services can be found on the ["resources" page \(43\)](#) of this report or listed on the College's [Substance Abuse](#) page.

The College will maintain a program to increase the awareness of the College community about the dangers of alcohol and substance abuse and the availability of alcohol and substance abuse counseling and rehabilitation programs. All students, staff and faculty will be advised individually through mail, email, advertisements, sessions, awareness programs, and through other appropriate avenues. The College will distribute a description of drug or alcohol counseling, treatment, rehabilitation, or re-entry programs available to the College community at least once per year.

Throughout the year, the College will hold special programs on substance use prevention. Times, dates, and locations of these events will be advertised in advance on the College website, the intranet, and email. In addition, all incoming full-time students will be required to complete training in reference to opioid and heroin prevention and awareness.

Employees in need of assistance may be referred by area supervisors, department heads, administrators, or security personnel. Substance use disorder counseling and rehabilitation program information can be obtained through the College's Director of Human Resources.

For full details on this policy, including standards of conduct, sanctions, detailed health risks, and programming, please follow this [link](#).

# NONDISCRIMINATION POLICY

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Garrett College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. Garrett College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, source of income, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status, predisposing genetic characteristics, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately addressed and remedied by the College according to the [Policy on Equal Opportunity, Harassment, and Nondiscrimination for all Faculty, Students, Employees, and Third-Parties](#). Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct. All vendors serving the College through third-party contracts are subject by those contracts to the policies and procedures of their employers or to these policies and procedures, to which their employer has agreed to be bound. For more information on the Nondiscrimination Policy, which includes discriminatory harassment, sexual harassment, sexual misconduct, and other civil rights offenses, please see the [Policy on Equal Opportunity, Harassment, and Nondiscrimination for all Faculty, Students, Employees, and Third-Parties](#).

To report any acts of discrimination or harassment, individuals can contact the Office of Institutional Compliance & Safety by calling 301-387-3037, or emailing [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu). Reports can also be submitted using the College's "Reasonable Concern" online reporting tool available on the [web](#).

# SEX and GENDER-BASED DISCRIMINATION, HARASSMENT, AND VIOLENCE

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Garrett College's [Policy on Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees and Third-Parties](#) prohibits sex and gender-based discrimination, harassment, and violence, including acts of sexual assault, dating and domestic violence, and stalking, which may also constitute crimes. While Garrett College policy uses different standards and definitions than the Maryland law, sex and gender-based incidents often overlap with the crimes of rape, sexual assault, stalking, dating violence, and domestic violence.

Acts of violence and harassment based on sex or gender, including sexual orientation, gender identity, and gender expression, may also constitute crimes. Individuals who have experienced incidents involving one or more of these behaviors are protected by federal laws, specifically Title IX [see [Equity and Compliance](#)], and the Clery Act, which mandates the contents of the Annual Security and Fire Safety report (see [Guiding Documents](#) on the College's "[Policies and Procedures](#)" web page).

## Definitions

### Legal Definitions

Rape is generally defined by states as forced sexual intercourse. It may also include situations in which the Complainant is incapable of giving consent due to incapacitation by means of disability, alcohol, or other drugs. Many rapes are committed by someone the Complainant knows, such as an acquaintance or friend.

Under Maryland law, rape (first degree) is defined as "Vaginal intercourse, or a sexual act, with another by force or threat of force, without the consent of the other, and defendant:

- Employs/displays a dangerous weapon, or a physical object the victim reasonably believes is a dangerous weapon;
- Suffocates, strangles, disfigures, or inflicts serious physical injury on the victim or another in the course of committing the crime;
- Threatens or places the victim in fear that the victim, or a 3rd person known to the victim, imminently will be subject to death, suffocation, etc.;
- Commits the crime while aided and abetted by another; or
- Commits the crime in connection with a burglary in the 1st, 2nd, or 3rd degree."

Maryland law defines rape (second degree) as "Vaginal intercourse or a sexual act with another:

- By force, or the threat of force, without the consent of the other;
- If the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know that the victim is a substantially cognitively impaired individual, etc.;
- or
- If the victim is under 14 years old, and the defendant is at least 4 years older than the victim."

The complete Maryland rape and sexual assault offense definitions are found in the 2019 Maryland Code, Criminal Law, Title 3- Other Crimes against the Person, which can be found at <https://law.justia.com/codes/maryland/2019/criminal-law/title-3/>.

#### Other Sexual Offenses

Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

In Maryland, Consent is not specifically defined. However, Maryland law provides that a person commits a sex crime if that person engages in “vaginal intercourse” or “sexual act” with another:

- (1) by force, or the threat of force, without the consent of the other;
- (2) if the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know that the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual;
- (3) if the victim is under the age of 14 years, and the person performing the act is at least 4 years older than the victim;
- (4) if the victim is 14 or 15 years old, and the person performing the act is at least 21 years old; or
- (5) if the victim is 14 or 15 years old, and the person performing the act is at least 4 years older than the victim. MD Code, Criminal Law, § 3-303; § 3-304; § 3-307.

College policy defines Sexual assault as:

- a) Sex Offenses, Forcible:
  - i) Any sexual act directed against another person,
  - ii) without the consent of the Complainant,
  - iii) including instances in which the Complainant is incapable of giving consent.<sup>1</sup>
  - iv) without the consent of the Complainant.
- b) Sex Offenses, Non-forcible:
  - i) Incest:
    - 1) Non-forcible sexual intercourse,
    - 2) between persons who are related to each other,

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<sup>1</sup> This definition set is not taken from SRS/NIBRS verbatim. ATIXA has substituted Complainant for “victim,” has removed references to his/her throughout, has defined “private body parts,” has removed the confusing and unnecessary term “unlawfully,” and has inserted language clarifying that Garrett College interprets “against the person’s will” to mean “non-consensually.” These are liberties ATIXA thinks are important to take with respect to the federal definitions, but users should consult legal counsel before adopting them.

- 3) within the degrees wherein marriage is prohibited by Maryland law.
- ii) Statutory Rape:
  - 1) Non-forcible sexual intercourse,
  - 2) with a person who is under the statutory age of consent of 16 years old for the state of Maryland.

The College's [Policy on Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third-Parties](#) covers this section in detail.

## Sexual Harassment

Garrett College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Quid Pro Quo:
  - a. an employee of the Garrett College,
  - b. conditions the provision of an aid, benefit, or service of the Garrett College,
  - c. on an individual's participation in unwelcome sexual conduct.
- 2) Sexual Harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to Garrett College's education program or activity.<sup>2</sup>
- 3) Sexual Assault (see section above)

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<sup>2</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.



## Domestic Violence, Dating Violence, and Stalking

The state of Maryland does not have specific definitions for domestic violence or dating violence, but rather refers to them as “domestic abuse”. Maryland law defines “abuse” as when someone with whom you have a specific relationship commits one of the following against you:

- 1) assault in the 1st degree or 2nd degree;
- 2) an act that places you in fear of immediate serious bodily harm or actually causes you serious bodily harm;
- 3) rape in the 1st degree or 2nd degree;
- 4) attempted rape (in any degree);
- 5) sexual offense in the 3rd degree or 4th degree;
- 6) attempted sexual offense (in any degree);
- 7) stalking;
- 8) false imprisonment (such as holding you somewhere against your will); or
- 9) revenge porn.

Stalking in Maryland is defined as a malicious course of conduct that includes approaching or pursuing another where:

- 1) the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear:
  - a. of serious bodily injury;
  - b. of an assault in any degree;
  - c. of rape or sexual offense as defined by State law or attempted rape or sexual offense in any degree;
  - d. of false imprisonment; or
  - e. of death; or
  - f. that a third person likely will suffer any of the acts listed in item (i) of this item; or
- (2) the person intends to cause or knows or reasonably should have known that the conduct would cause serious emotional distress to another.

## Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Maryland State Sex Offender Registry.

All sex offenders are required to register in the State of Maryland and to provide notice of each institution of higher education in Maryland at which the person is employed, carries out a vocation, or is a student. Access to the Maryland Department of Public Safety and Correctional Service’s *Sex Offender Registry* is available at: [Maryland DPSCS- Contact \(sheriffalerts.com\)](http://Maryland DPSCS- Contact (sheriffalerts.com))

In addition to the above notice to the State of Maryland, all sex offenders are required to deliver written notice of their status as a sex offender to the College’s Campus Safety and Security Office prior to their enrollment in, employment with, volunteering at, or residence at Garrett College.

Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes. For more information, please see the College's [Sex Offender Policy](#).

## Reporting

### Preservation of Evidence

If you experience sex- or gender-based discrimination, harassment, or violence; or incidents of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Safety and Security at 240-321-5799 if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. On campus counseling services can be arranged by contacting Student Life (currently hiring a counselor). The Dove Center, the local victim advocate resource center, provides office hours on campus by contacting 1-800-656-4673, or emailing [dovecenter@gcdovecenter.org](mailto:dovecenter@gcdovecenter.org). These are both confidential resources. After regular business hours, or in any situation where an individual wishes, the Dove Center is also available and may be able to provide confidential assistance.
4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. Sexual Assault Nurse Examiners are available at the Garrett Regional Medical Center, located at 251 N 4th St., Oakland, MD and they will ensure you receive proper care. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.
  - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
  - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean bedsheet to avoid contamination.
  - If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

- ❑ Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
  - ❑ Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
  - ❑ If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Campus Safety and Security or the campus Title IX Coordinator so that those orders can be observed on campus.
5. Even after the immediate crisis has passed, consider seeking support from the campus Mental Health Counselor and/or the Dove Center.
  6. Contact the Title IX Coordinator (Shelley Menear at 301-387-3037 or shelley.menear@garrettcollege.edu) if you need assistance with College-related concerns, such as no-contact orders or other supportive measures. The Title IX Coordinator will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, safety escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

## How to Report

Emergency reporting options include law enforcement and medical services. College officials can aid in reporting or provide transportation for medical services as needed.

- Garrett County Sheriff's Department: Emergencies: 911, Main Office: 301-334-1911
- Maryland State Police- McHenry Barracks: Emergencies: 911, Main Office: 301-387-1011

Campus Reporting and Resource Options include Title IX Coordinators and the Garrett College Security Department. Note: as all employees are deemed as mandatory reporters, information that is disclosed to non-confidential employees is required to be reported to the Title IX Office.

Title IX Coordinators: The Title IX Coordinators are designated to oversee all reports of sexual misconduct at the College and are responsible for the initial assessment, investigation, and resolution process in relation to all reports of sexual misconduct; for managing compliance with local, state, and federal law and for providing training and education efforts to prevent and raise awareness of acts of harassment, discrimination, and sexual misconduct.

- Shelley Menear; Director of Institutional Compliance & Safety, TECH- 327, 301-387-3037
- Janis Bush; Director of Human Resources, GIEC- 118, 301-387-3049

Garrett College Security Department: The Security Department may assist in on-campus investigations and provide information on obtaining no-contact orders. The Security Department can also assist in contacting local law enforcement should the complainant request to begin a criminal investigation. Security will also provide the complainant with information on how to contact law enforcement should they decide to file a report at a later date.

- Campus Safety and Security, STUC-414, 24- hour Phone: 240-321-5799

## Considerations When Reporting

The College encourages individuals and third-party witnesses to report incidents of sexual misconduct as soon as possible. While there is no time frame for reporting, the sooner assistance is sought, increases the College's ability to respond to the individual's needs promptly and effectively. Individuals who report to the college do not need to be a member of the Garrett College community; however, it may limit the College's ability to take action against the responding party. The College will, to the best of its ability, assist in identifying resources, contact external reporting options, and take steps to address, end and prevent the behavior. Incidents that occur off-campus may be reported to the College as the conduct may negatively impact the reporting party's on-campus life or pose a threat or danger to the campus community. The College will address the reported conduct under this policy.

## Law Enforcement Coordination

A reporting party has the option to report or decline to report to law enforcement. The College encourages reporting parties to pursue criminal action for sexual misconduct incidents that may also qualify as crimes under Maryland state law and will assist a reporting party in filing a report should they decide to file criminal charges. The College's actions under the Student Code of Conduct, policies, and standard of proof may differ from that of Maryland criminal law. A reporting party has the right to pursue actions through the College and/or law enforcement. The College will not base whether a violation of policy occurred on the decisions made by law enforcement or the courts. The College process may take place before, simultaneous with, or following any criminal or civil proceedings. Law enforcement may request that the College delay its preliminary inquiry or investigation while they complete their initial criminal investigation. Communication by the College to the reporting party in regards to the individual's rights, procedural steps, interim measures to ensure safety of the individual will be shared and the College will resume its investigation once instructed by law enforcement or after a reasonable delay.

## Campus Procedures for Addressing Sex or Gender-Based Discrimination, Harassment, or Violence

### Supportive Measures

Procedurally, when the College receives a report of sex or gender-based discrimination, harassment, or violence, the campus Title IX Coordinator is notified. If the Complainant wishes to access local community agencies and/or law enforcement for support, the College can assist the Complainant in making these contacts.

The Title IX Coordinator will offer assistance to Complainants in the form of supportive measures such as opportunities for academic adjustments; changes in on-campus housing assignment; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus safety escorts, transportation assistance, targeted interventions, etc.).

The Title IX Coordinator can connect the Complainant with a counselor on- or off-campus as well as an on- or off-campus victim advocate. No Complainant is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support. Similar supports can be made available to Respondents, upon request.

### Protection Orders

Garrett College does not issue orders of protection. Orders of protection, restraining orders, injunctions, or similar lawful orders may be obtained through the court system and can be enforced by the College Campus Safety and Security Individuals who have obtained a protection order are encouraged to provide a copy to Campus Safety and Security as soon as possible following the issuance to ensure full enforcement.

Although the College does not issue orders of protection, individuals may request that the College issue an administrative directive for no contact and/or a no trespass notice. Upon request, a determination will be made by the College whether to issue an administrative directive for no contact and/or a no trespass notice.

For information regarding how to obtain a protection order, contact:

- Shelley Menear, Title IX Coordinator; [shelley.menear@garrettcollege.edu](mailto:shelley.menear@garrettcollege.edu) OR 301-387-3037;  
OR
- Campus Safety and Security at 240-321-5799 or [security@garrettcollege.edu](mailto:security@garrettcollege.edu)

### Process Rights

A summary of rights, options, supports, and procedures, is provided to all Complainants, whether they are students, employees, guests, or visitors.

When appropriate upon receipt of notice and/or a formal complaint, the Title IX Coordinator will initiate a prompt, fair, and impartial process, commencing with an investigation, which may lead to

the imposition of sanctions for a Respondent based upon a preponderance of evidence (what is more likely than not).

Procedures detailing the investigation and resolution processes of the College can be found online here: [Policy on Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third-Parties](#). The Title IX Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence, and the effects on the Complainant and the community are remedied.

All parties are entitled to a process which:

- Is prompt, fair, and impartial from initial investigation to final result, including being:
  - Completed within reasonably prompt timeframes, including allowing for the extension of timeframes for good cause with written notice to the parties of the delay and the reason for the delay;
  - Conducted in a manner that is consistent with the institution's policies and transparent to the parties;
  - Given timely notice of meetings at which the parties (one or all) may be present;
  - Given timely provision to the parties and any appropriate officials of equal access to any information that will be used during informal and formal disciplinary meetings and hearings; and is
  - Conducted by officials who do not have a conflict of interest or bias for or against the any of the parties.
- Is conducted by administrators who, at minimum, receive annual training on:
  - Issues related to dating violence, domestic violence, sexual assault, and stalking; and
  - How to conduct an investigation and hearing process that protects the safety of the parties and promotes accountability.
- Allows all parties the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
- Does not limit the choice of advisor or presence for any party in any meeting or institutional disciplinary proceeding; however, the institution may establish regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to all parties.
- Provides for simultaneous written notification to all parties of:
  - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
  - The institution's procedures for the parties to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
  - Any change to the result; and
  - When such results become final.
- Prohibits retaliation.



## Process Outcomes

For offenses including sex or gender-based discrimination, harassment, and violence, which typically include the crimes of domestic violence, dating violence, sexual assault, and stalking, sanctions range from warning to expulsion/termination.

Serious and violent incidents and acts of sexual assault usually result in suspension, expulsion, or termination of employment.

Knowingly providing false or misleading information to investigators can result in additional consequences under the Student Code of Conduct or Human Resources Manual.

## Training

The Coordinator is also responsible for assuring that training is conducted annually for all institution-provided advisors, investigators, decision-makers, and appeal decision-makers involved in the resolution of formal complaints through a process which ensures the safety of all parties and promotes accountability.

Training will focus on sexual assault, domestic violence, dating violence, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender-based discrimination, harassment, or violence covered by Title IX and Clery Act. Information regarding training of Title IX staff is available on the College's [Equity & Compliance](#) page.

## Recordkeeping and Privacy

Garrett College records of investigations and resolutions are maintained in privacy in accordance with the institution's record retention policy for a minimum of seven years. Information is shared internally between administrators who need to know in order to complete their job duties.

When information must be shared to permit the investigation to move forward, the parties will be informed. Privacy of the records specific to the investigation is maintained in accordance with Maryland law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of Complainant or information that could easily lead to a Complainant's identification.

Additionally, the College maintains privacy in relation to any supportive measures afforded to a Complainant, except to the extent necessary to provide the supportive measures. Typically, if faculty members or administrators are asked to provide supportive measures for a specific student, they are told that such measures are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is.

Irrespective of state law or public records access provisions, information about Complainants is maintained privately in accordance with Title IX and FERPA.

In any complaint of sex- or gender-based discrimination, harassment, or violence covered under Title IX and/or the Clery Act, the Complainant and Respondent are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action.

The role of Advisors is described in detail in the [\*Policy on Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third-Parties\*](#). The parties will receive written notification of the allegations as well as any hearing outcome; they will also be afforded opportunities to review and respond to the investigation report before it is finalized and again before a hearing.

Delivery of written notifications to the parties will occur simultaneously (without undue delay between notifications). All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

#### Retaliation

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators.

The College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator, Shelley Menear ([shelley.menear@garrettcollege.edu](mailto:shelley.menear@garrettcollege.edu) or 301-387-3037) and/or to officials of the U.S. Department of Education.

## MISSING STUDENTS

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On-campus housing is defined as a dormitory or other residential facility located on an institution's campus. Garrett College offers two residential halls for its on-campus students: Garrett Hall and Laker Hall. Should the situation arise where it is believed that an on-campus student is missing, Campus Safety and Security has adopted the following procedures:

At the beginning of each academic year, students residing in on-campus housing will be informed by the Residence Life Office that the College will notify either a parent or an individual selected by the student no later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Residence Life Office.
- If the student is under 18 years of age and not an emancipated individual, Garrett is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.
- The College will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If Campus Safety and Security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the College will initiate the emergency contact procedures in accordance with the student's designation.

Garrett will abide by the following notification procedure for a missing student who resides in on-campus housing:

- Once the College receives a missing student report, the following offices will be notified:
  - Campus Safety and Security
  - Director of Student Development
  - Residence Life Office
- Any official missing person report relating to this student shall be referred immediately to Campus Safety and Security.
- If Campus Safety and Security, after investigating the official report, determines the student has been missing for more than 24 hours, the College will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

# CRIME STATISTICS

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## Definitions

Crime statistics are required to be reported based upon an institution's "Clery Geography" or areas that meet the definitions of the following:

- a. Campus- (1) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in clause (1) that is owned or controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).
- b. Non-campus building or property- (1) any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- c. 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.
- d. Patrol- Clery Geography also refers to the locations/areas included with the patrol jurisdiction of the campus security department.

For purposes of this report, the following are the definitions of the general categories of crime statistics that Garrett College is required to disclose in accordance to the Clery Act. These definitions come from the Federal Bureau of Investigations (FBI) Uniform Crime Reporting Handbook, which is a nationwide cooperative statistical effort in which city, university and college, county, State, Tribal, and Federal law enforcement agencies voluntarily report data on crimes brought to their attention and serves as the basis for the definitions of crimes listed below:

### I. Primary Crimes

- a. Criminal homicide- separated into two categories:
  - i. **Murder and Non-Negligent Manslaughter** is defined as *the willful (non-negligent) killing of one human being by another.*
  - ii. **Negligent Manslaughter** is defined as *the killing of another person through gross negligence or the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.*

- b. Sex Offenses-
  - i. **Sex Offenses, Forcible** – Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.
    - 1. **Forcible Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
    - 2. **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - 3. **Sexual Assault with An Object** – To use an object or instrument to 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 (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - 4. **Forcible Fondling** – The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - ii. **Sex Offenses, Nonforcible** – Nonforcible sexual intercourse.
    - 1. **Incest** is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - 2. **Statutory rape** is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.
- c. 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.
- d. Aggravated Assault- an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. For this the UCR considers a **weapon** to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime.
- e. Burglary- the unlawful entry of a structure to commit a felony or a theft.

- f. Motor Vehicle Theft- *the theft or attempted theft of a motor vehicle.*
  - g. 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.*
- II. **Hate Crimes**- *a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias (a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability).*
- a. Race- *A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.*
  - b. Religion- *A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.*
  - c. Gender- *A preformed negative opinion or attitude toward a group of persons because those persons are male or female*
  - d. Gender Identity- *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals.*
  - e. Sexual Orientation- *A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.*
  - f. Ethnicity- *A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including shared religion) and/or ideology that stresses common ancestry.*
  - g. National origin- *A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.*
  - h. Disability- *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.*
- III. **Hate Crime Categories**- are separated into two categories:
- a. Group one (all defined in section I as primary crimes):
    - i. Murder and Non-negligent manslaughter
    - ii. Forcible sex offenses
    - iii. Non-forcible sex offenses
    - iv. Robbery

- v. Aggravated assault
  - vi. Burglary
  - vii. Motor vehicle theft
  - viii. Arson
- b. Group two:
- i. Larceny- *the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.*
  - ii. Simple Assault- *the unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.*
  - iii. Intimidation- *to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.*
  - iv. Destruction/Damage/Vandalism of Property- *to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.*

#### IV. **Arrests and Disciplinary Referrals**

- a. Arrest- *persons processed by arrest, citation or summons.*
- b. Disciplinary Referral- *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*
- c. Violations of the law that are counted:
  - i. Weapons- *the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*
  - ii. Drug Abuse Violations- *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.*
  - iii. Liquor Law Violations- *the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.*

V. **Violence Against Women Act Crimes**

- a. Dating Violence- *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship; includes but is not limited to, sexual or physical abuse or the threat of such abuse.*
- b. Domestic Violence- *a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse, by a person similarly situated to a spouse of the Complainant under domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*
- c. Stalking- *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.*

In certain situations, crime statistics are reported using the Hierarchy Rule, which as the requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution's Clery Act statistics. Exceptions to the Hierarchy Rule apply to Arson, Sexual Assaults, Hate Crimes, and VAWA Offenses.



## Primary Crime Statistics

<b>Primary Crimes - On campus</b>	<b>Total occurrences On campus</b>		
<b>Criminal offense</b>	2020	2021	2022
<b>a. <u>Murder/Non-negligent manslaughter</u></b>	0	0	0
<b>b. <u>Negligent manslaughter</u></b>	0	0	0
<b>c. <u>Sex offenses- Forcible</u></b>	0	1	0
<b>1. Forcible Rape</b>	0	1	0
<b>2. Forcible Sodomy</b>	0	0	0
<b>3. Sexual Assault with an Object</b>	0	0	0
<b>4. Forcible Fondling</b>	0	0	0
<b>d. <u>Sex offenses- Non-forcible</u></b>	0	0	0
<b>1. Incest</b>	0	0	0
<b>2. Statutory Rape</b>	0	0	0
<b>e. <u>Robbery</u></b>	0	0	0
<b>f. <u>Aggravated assault</u></b>	0	0	0
<b>g. <u>Burglary</u></b>	0	0	0
<b>h. <u>Motor vehicle theft</u></b>	0	0	0
<b>i. <u>Arson</u></b>	0	0	0

<b>Primary Crimes - On-campus Student Housing Facilities</b>	<b>Total occurrences On-Campus Student Housing</b>		
<b>Criminal offense</b>	2020	2021	2022
<b>a. <u>Murder/Non-negligent manslaughter</u></b>	0	0	0
<b>b. <u>Negligent manslaughter</u></b>	0	0	0
<b>c. <u>Sex offenses- Forcible</u></b>	0	1	0
<b>1. Forcible Rape</b>	0	1	0
<b>2. Forcible Sodomy</b>	0	0	0
<b>3. Sexual Assault with an Object</b>	0	0	0
<b>4. Forcible Fondling</b>	0	0	0
<b>d. <u>Sex offenses- Non-forcible</u></b>	0	0	0
<b>1. Incest</b>	0	0	0
<b>2. Statutory Rape</b>	0	0	0
<b>e. <u>Robbery</u></b>	0	0	0
<b>f. <u>Aggravated assault</u></b>	0	0	0
<b>g. <u>Burglary</u></b>	0	0	0
<b>h. <u>Motor vehicle theft</u></b>	0	0	0
<b>i. <u>Arson</u></b>	0	0	0

<b>Primary Crimes - Noncampus</b>	<b>Total occurrences Noncampus buildings or properties</b>		
<b>Criminal offense</b>	2020	2021	2022
<b>a. <u>Murder/Non-negligent manslaughter</u></b>	0	0	0
<b>b. <u>Negligent manslaughter</u></b>	0	0	0
<b>c. <u>Sex offenses- Forcible</u></b>	0	0	0
<b>1. Forcible Rape</b>	0	0	0
<b>2. Forcible Sodomy</b>	0	0	0
<b>3. Sexual Assault with an Object</b>	0	0	0
<b>4. Forcible Fondling</b>	0	0	0
<b>d. <u>Sex offenses- Non-forcible</u></b>	0	0	0
<b>1. Incest</b>	0	0	0
<b>2. Statutory Rape</b>	0	0	0
<b>e. <u>Robbery</u></b>	0	0	0
<b>f. <u>Aggravated assault</u></b>	0	0	0
<b>g. <u>Burglary</u></b>	0	0	0
<b>h. <u>Motor vehicle theft</u></b>	0	0	0
<b>i. <u>Arson</u></b>	0	0	0

<b>Primary Crimes- Public Property</b>	<b>Total occurrences on Public Property</b>		
<b>Criminal offense</b>	2020	2021	2022
<b>a. <u>Murder/Non-negligent manslaughter</u></b>	0	0	0
<b>b. <u>Negligent manslaughter</u></b>	0	0	0
<b>c. <u>Sex offenses- Forcible</u></b>	0	0	0
<b>1. Forcible Rape</b>	0	0	0
<b>2. Forcible Sodomy</b>	0	0	0
<b>3. Sexual Assault with an Object</b>	0	0	0
<b>4. Forcible Fondling</b>	0	0	0
<b>d. <u>Sex offenses- Non-forcible</u></b>	0	0	0
<b>1. Incest</b>	0	0	0
<b>2. Statutory Rape</b>	0	0	0
<b>e. <u>Robbery</u></b>	0	0	0
<b>f. <u>Aggravated assault</u></b>	0	0	0
<b>g. <u>Burglary</u></b>	0	0	0
<b>h. <u>Motor vehicle theft</u></b>	0	0	0
<b>i. <u>Arson</u></b>	0	0	0

## Hate Crime Statistics

Hate Crimes - On campus	Occurrences of Hate crimes										
Criminal offense	Total by year			Category of Bias for crimes reported in 2022							
	2020	2021	2022	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
<b>a. <u>Murder/ Non-negligent manslaughter</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>b. <u>Sex offenses- Forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. Rape</b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. Fondling</b>	0	0	0	0	0	0	0	0	0	0	0
<b>c. <u>Sex offenses- Non-forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. Incest</b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0
<b>d. <u>Robbery</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>e <u>Aggravated assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>f. <u>Burglary</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>g. <u>Motor vehicle theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>h. <u>Arson</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>i. <u>Simple assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>j. <u>Larceny-theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>k. <u>Intimidation</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>l. <u>Destruction/damage/ vandalism of property</u></b>	0	1	0	0	0	0	0	0	0	0	0

Hate Crimes - On-campus Student Housing Facilities	Occurrences of Hate crimes										
Criminal offense	Total by year			Category of Bias for crimes reported in 2022							
	2020	2021	2022	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
<b>a. <u>Murder/ Non-negligent manslaughter</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>b. <u>Sex offenses- Forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. Rape</b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. Fondling</b>	0	0	0	0	0	0	0	0	0	0	0
<b>c. <u>Sex offenses- Non-forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. Incest</b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0
<b>d. <u>Robbery</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>e <u>Aggravated assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>f. <u>Burglary</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>g. <u>Motor vehicle theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>h. <u>Arson</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>i. <u>Simple assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>j. <u>Larceny-theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>k. <u>Intimidation</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>l. <u>Destruction/damage/ vandalism of property</u></b>	0	0	0	0	0	0	0	0	0	0	0

<b>Hate Crimes - Noncampus</b>	<b>Occurrences of Hate crimes</b>										
<b>Criminal offense</b>	<b>Total by year</b>			<b>Category of Bias for crimes reported in 2022</b>							
	2020	2021	2022	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
<b>a. <u>Murder/ Non-negligent manslaughter</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>b. <u>Sex offenses- Forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Fondling</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>c. <u>Sex offenses- Non-forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Incest</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Statutory Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>d. <u>Robbery</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>e. <u>Aggravated assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>f. <u>Burglary</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>g. <u>Motor vehicle theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>h. <u>Arson</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>i. <u>Simple assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>j. <u>Larceny-theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>k. <u>Intimidation</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>l. <u>Destruction/damage/ vandalism of property</u></b>	0	0	0	0	0	0	0	0	0	0	0

<b>Hate Crimes - Public Property</b>	<b>Occurrences of Hate crimes</b>										
<b>Criminal offense</b>	<b>Total by year</b>			<b>Category of Bias for crimes reported in 2022</b>							
	2020	2021	2022	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
<b>a. <u>Murder/ Non-negligent manslaughter</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>b. <u>Sex offenses- Forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Fondling</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>c. <u>Sex offenses- Non-forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Incest</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Statutory Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>d. <u>Robbery</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>e. <u>Aggravated assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>f. <u>Burglary</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>g. <u>Motor vehicle theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>h. <u>Arson</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>i. <u>Simple assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>j. <u>Larceny-theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>k. <u>Intimidation</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>l. <u>Destruction/damage/ vandalism of property</u></b>	0	0	0	0	0	0	0	0	0	0	0

## Arrest Statistics

<b>Arrests - On campus</b>	<b>Number of Arrests</b>		
<b>Law Violation</b>	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

<b>Arrests - On-campus Student Housing Facilities</b>	<b>Number of Arrests</b>		
<b>Law Violation</b>	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

<b>Arrests - Noncampus</b>	<b>Number of Arrests</b>		
<b>Law Violation</b>	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

<b>Arrests - Public Property</b>	<b>Number of Arrests</b>		
<b>Crime</b>	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

<b>Arrests – Reported by Local Police*</b>	<b>Number of Arrests</b>		
<b>Crime</b>	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

\*Only for statistics provided by local law enforcement agencies for our Clery geography that cannot be separated into the reportable geographic areas

## Unfounded Crimes

Of the crimes that occur in the Clery geography, this section includes those that were unfounded, meaning a reported crime is investigated by law enforcement authorities and found to be false or baseless. Only sworn or commissioned law enforcement personnel may unfound a crime.

<b>Unfounded Crimes</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Total unfounded crimes</b>	0	0	0

## Disciplinary Action Statistics

<b>Disciplinary Actions - On campus</b>	<b>Number of persons referred for Disciplinary Action</b>		
<b>Law Violation</b>	2020	2021	2022
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	0	1	0
<b>b. <u>Drug abuse violations</u></b>	0	2	0
<b>c. <u>Liquor law violations</u></b>	1	0	0

<b>Disciplinary Actions - On-campus Student Housing Facilities</b>	<b>Number of persons referred for Disciplinary Action</b>		
<b>Law Violation</b>	2020	2021	2022
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	0	1	0
<b>b. <u>Drug abuse violations</u></b>	0	2	0
<b>c. <u>Liquor law violations</u></b>	1	0	0

<b>Disciplinary Actions - Noncampus</b>	<b>Number of persons referred for Disciplinary Action</b>		
<b>Law Violation</b>	2020	2021	2022
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	0	0	0
<b>b. <u>Drug abuse violations</u></b>	0	0	0
<b>c. <u>Liquor law violations</u></b>	0	0	0

<b>Disciplinary Actions - Public Property</b>	<b>Number of persons referred for Disciplinary Action</b>		
<b>Law Violation</b>	2020	2021	2022
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	0	0	0
<b>b. <u>Drug abuse violations</u></b>	0	0	0
<b>c. <u>Liquor law violations</u></b>	0	0	0

<b>Disciplinary Actions – Reported by Local Police*</b>	<b>Number of persons referred for Disciplinary Action</b>		
<b>Law Violation</b>	2020	2021	2022
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	0	0	0
<b>b. <u>Drug abuse violations</u></b>	0	0	0
<b>c. <u>Liquor law violations</u></b>	0	0	0

\*Only for statistics provided by local law enforcement agencies for our Clery geography that cannot be separated into the reportable geographic area

## VAWA Crimes

<b>VAWA crimes- On campus</b>	<b>Number of incidents</b>		
<b>Violation</b>	2020	2021	2022
<b>a. Dating Violence</b>	0	0	0
<b>b. Domestic Violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

<b>VAWA Crimes- On-campus Student Housing Facilities</b>	<b>Number of incidents</b>		
<b>Violation</b>	2020	2021	2022
<b>a. Dating Violence</b>	0	0	0
<b>b. Domestic Violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

<b>VAWA Crimes- Noncampus</b>	<b>Number of incidents</b>		
<b>Violation</b>	2020	2021	2022
<b>a. Dating Violence</b>	0	0	0
<b>b. Domestic Violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

<b>VAWA Crimes- Public Property</b>	<b>Number of incidents</b>		
<b>Violation</b>	2020	2021	2022
<b>a. Dating Violence</b>	0	0	0
<b>b. Domestic Violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

<b>VAWA Crimes- Reported by Local Police*</b>	<b>Number of incidents</b>		
<b>Violation</b>	2020	2021	2022
<b>a. Dating Violence</b>	0	0	0
<b>b. Domestic Violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

\*Only for statistics provided by local law enforcement agencies for our Clery geography that cannot be separated into the reportable geographic areas

## FIRE SAFETY REPORT

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The Campus Fire Safety Right-to-Know Act became federal law with the passage of the Higher Education Opportunity Act of 2008. This law requires campuses that maintain college housing to compile data for on-campus housing fires and to complete an annual report with this data. The collection of fire statistics in on-campus student housing prior to this year was not federally mandated.

Garrett College maintains two residence halls on-campus for students: Laker Hall and Garrett Hall.

Laker Hall is equipped with the following fire protection systems:

- Stand-alone smoke detectors in all apartments. Handicap rooms have smoke detectors connected to the central alarm system.
- Fire alarm pull stations, bells horns, and/or strobe lights in all common areas.
- Wet-charged sprinkler system. Sprinkler heads are temperature activated. System is supplied by the Municipal County Water System.
- Emergency lights in corridors and stairwells.
- Fire extinguishers in each corridor, kitchen, and laundry room.
- Fire hydrants in proximity to the residence hall.

Garrett Hall is equipped with the following fire protection systems:

- Stand-alone smoke detectors in all apartments. Fire alarm pull stations, bells horns, and/or strobe lights in all common areas.
- Wet charged sprinkler system. Sprinkler heads are temperature activated. System is supplied by the Municipal County Water System.
- Emergency lights in corridors and stairwells.
- Fire extinguishers in each corridor, kitchen, and laundry room.
- Fire hydrants in proximity to the residence hall.

The fire safety systems do NOT call-out, so if alarms do sound, one should contact the Campus Safety and Security office at 240-321-5799. If 911 is called directly, make a follow up call to Campus Safety and Security so they may meet and facilitate the evacuation process as well as the fire department response.

A fire log for residence hall facilities is maintained by the Campus Safety and Security office as well as the Residence Life office. The log may be viewed anytime during regular business hours, Monday through Friday, in Laker 105. The log records information concerning fires occurring inside a campus residence hall.



Fire drills are scheduled in residence hall facilities at least once per semester. All residents and guests are required to evacuate the building when an alarm is activated. During a fire alarm, evacuate the building by using stairs and moving at least 100 feet away from the building (the parking lot located by the CAOS building is the designated evacuation site). Do not block parking lots or service roads and entrance areas as these may be needed by emergency responders. No one should leave in a vehicle nor enter another building during this time either so that staff can account for all individuals.

Drills will be evaluated for their effectiveness by Campus Safety and Security and Residence Life staff. Residence Life staff receives fire safety training from the Campus Safety and Security Department annually. Students, faculty, and staff receiving fire safety as well as other emergency preparedness training throughout the year.

Smoking and any type of open flame is not permitted within Residence Hall facilities. This includes candles, incense or any type of flame cooking devices. Additional prohibited items can be found in the [Res Hall Guide](#).

## Fire Statistics

Summary of Fires									
Name of Facility	2020			2021			2022		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Garrett Hall	0	0	0	0	0	0	0	0	0
Laker Hall	1	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	0	0

2022 Fire Summary				
Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage
0	0	0	0	0

# RESOURCES AND CONTACT INFORMATION

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ON CAMPUS RESOURCES	
Campus Safety and Security	24 hours: 240-321-5799
Student Services	301-387-3749
Human Resources	301-387-3049
Title IX Coordinator	301-387-3037
Institutional Compliance & Safety	301-387-3037; cell: 240-321-5790
Health Clinic	301-387-3742 (note: not monitored 24/7)
Disability Support Services	301-387-3749

COUNTY RESOURCES	
Garrett County Sheriff’s Department	301-334-1911
Maryland State Police Barrack W	301-387-1011
Garrett County Health Department- Main	301-334-7777
Garrett Regional Medical Center	301-533-4000
Garrett County Social Services	301-533-3000
Garrett County Emergency Management	301-387-1929
The Dove Center	301-334-9000 or 800-656-HOPE(4673)
Mountain Laurel Medical Center	301-533-3300
Mountain Haven Wellness & Recovery Center	301-334-1314

HOTLINES	
Alcohol and Drug Helpline	1-800-821-4357
Substance Abuse & Mental Health National Helpline	1-800-662-HELP(4357)
National Suicide Prevention Lifeline	1-800-273-8255
Maryland Youth Crisis Hotline	1-800-422-0009
Domestic Violence Crisis Referral	1-800-MDHELPS



2023 ANNUAL  
**SECURITY REPORT**

[WWW.GARRETTCOLLEGE.EDU](http://WWW.GARRETTCOLLEGE.EDU)