

## **Campus Police Annual Security Report**

The safety and security of the College Community are of vital concern to Hagerstown Community College. As part of the efforts to control crime on the campus and to assure a safe environment for students, faculty and staff, the HCC Police Department prepares an Annual Security Report in compliance with 20 United States Code section 1092 (f), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The report reflects policies and services designed to provide a safe environment and set a standard of conduct which is most conducive for a safe college campus

### **Police Services**

The HCC Police Department is the primary law enforcement agency on campus, and provides a certified police officer during the hours of 7:00am to 11:00pm, Monday through Friday, and a Security Officer Monday through Saturday. The police and security officers patrol the campus, investigate incidents, enforce all College traffic and parking regulations, and provide student escorts when needed. To reach an officer in the event of an emergency, dial #308 from any college phone. During all other hours the College provides a maintenance/security worker who does not have arrest authority nor conducts investigations, but will notify the appropriate authority in the event of an emergency. This worker can also be reached by dialing #308 from any college phone. The HCC Police Office is room LRC 129 located in the LRC Building. The office number is extension 312.

**Other services** provided by the police include, but are not limited to:

- Fire Prevention
- Emergency Planning
- Crisis intervention
- Response to medical emergencies
- Security surveys
- Crime detection and prevention
- Criminal investigations
- Roving patrols
- Parking coordination for special groups
- Student escorts ( when needed)
- Assist students, faculty and staff motorists with dead batteries or keys locked in their car, without charge. ( Note: This service is provided is at the officer’s discretion )

### **Daily Crime Log**

The HCC Police Department maintains a daily crime log of all crimes reported. The log is available for public view in accordance with the 1998 amendments to the Campus Security Act. Appointments must be made through the HCC Police Department.

### **Security Alerts**

The HCC Police Department will provide security information alerts posted on bulletin boards and sent out to all students, faculty, and staff via the College's e-mail network regarding serious/violent incidents occurring on or near the college campus. In cases of a violent crime against person ( Murder, Sexual Assault, Robbery, Aggravated Assault, or Hate Crimes), an alert will be given as soon as possible after information is received regarding such an incident.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police for HCC, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The Warning will be issued through the college e-mail system to students, faculty and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the College campus and surrounding community, the College may also post a notice on the College web site at <http://www.Hagerstowncc.edu>.

In situations that pose an immediate threat to the College campus, the College may also activate its emergency notification system if necessary. Part of the system consists of exterior sirens and loud speakers mounted on top of a building. When activated, sirens will sound followed by a message describing the action everyone on campus should take. Another part of the Emergency Notification System consists of email messages sent out to every HCC student , faculty and staff, stating the emergency and advising what action to take.. Text messages with the same information will also be sent out to the cell phones of everyone who signs up for the, free of charge, cell phone notification service. Signing up for the cell phone notification system is voluntary but strongly recommended. Registration for the service can be done on the College web site.

### **Crime Statistics**

Yearly the HCC Police prepare and disclose the crime statistics for HCC . The statistics reflect the enumerated crimes for the past three - year period occurring on campus, at specific off campus locations, and on public property reasonably contiguous to the campus, as mandated by the Jeanne Clery Act.

The statistics are taken from the reports filed by the HCC Police, information furnished to the HCC Police by the Washington County's Sheriff's Department and the Maryland State Police Department regarding crimes reported to those agencies, and from notifications to the HCC Police or College Security Authority regarding the occurrence of an enumerated crime. All incidents reported to the HCC Police or College Security Authority are included in the Crime Statistics, regardless of whether or not the victim files charges or an arrest is made. In cases where the victim/complainant wants to remain anonymous, confidentiality is maintained, but the incident is included in the statistics. **The *Crime Statistics* are part of this report and follow the written policies of the College.**

### **Reporting Crimes and Emergencies**

As a foundation to promote and maintain a safe campus, HCC has college policies that address violence, sexual assault, possession or use of firearms, drugs and alcohol. HCC recognizes the preventive value of timely publication of reported crimes and continually encourages students, faculty and staff to report offenses promptly to the HCC Police, Security Officer, or to a Campus Security Authority. Should the victim of an incident decide not to seek an arrest or prosecution of the person(s) responsible, the HCC Police still encourages them to report the incident. The reporting of all incidents on campus assists in developing effective crime prevention programs and compiling yearly crime stats. The reporting of incidents by witnesses/victims is on a voluntary and confidential basis and anonymity is maintained unless prohibited by law. Call ext. #308 for police service.

### **Campus Security Authority:**

Other than the HCC Police or Security Officers, a campus security authority is defined as an official with significant responsibility for students, campus activity, student discipline, control of college property or campus judicial. The campus security authorities at HCC are listed below:

- **Vice President of Administration and Finance**
- **Dean of Students**
- **Director of Athletics and ARCC**

### **Security Awareness and Prevention**

Many departments and hundreds of people support the mission of the HCC Police by actively promoting safety and security on this campus. However, a truly safe campus can only be achieved through cooperation of all college community members. Help keep the campus safe for yourself and others by reporting any suspicious activity, incident, or emergencies to the HCC Police.

The HCC Police handle all reported information confidentially and maintains security over all police reports and files. In conformity with other police agencies, reports generated by the HCC Police are usually available to those persons who are directly involved in the incident.

In some cases, reports are available to others in consistency with other police agencies or mandated by law. Names of suspects, victims and/or witnesses are not released unless approved by the President of Hagerstown Community College or mandated through the process of law.

### **Investigation of Incidents**

The HCC Police investigate all reported incidents occurring within their jurisdiction. Incidents not occurring within that jurisdiction are referred to the law enforcement agency for the other area. The HCC Police will assist victims of crimes occurring in other jurisdictions to the limit allowed by law. Victims of crimes are encouraged to report

incidents even if they decide not to prosecute perpetrators. Anonymous reports of criminal incidents are documented and investigated by the HCC Police.

### **Access to Campus Facilities**

During normal business hours the majority of the buildings and grounds are open to the public, provided there is no disruption to classes, staff or college events. To assure the college provides safety and security conducive for an institution of higher education, the college reserves the right to restrict access to any or all campus and non-campus buildings; parts of the campus or the entire campus as the need arises. After normal business hours the buildings are locked by a member of the college staff and access to the buildings is prohibited except by authorized personnel.

The normal business hours are Monday through Friday, 7 a.m. to 10 p.m. and Saturday, 7 a.m. to 2 p.m. The college is closed on Sundays, except for a few scheduled classes and access to facilities is limited to those classes. The college is also closed on all official holidays recognized by the college. During inclement weather or extreme emergencies, the college may announce it is closed. Notification of such closures will be via radio and television broadcasts and cell phone text messaging that is part of the Emergency Notification System ( Cell phone text messaging is voluntary and Faculty, Staff and Students must sign up for this service). The only exceptions are for events in the ARCC; special events; special classes and training sessions or extended library and/or computer lab hours as published in current class schedules or other college publications.

### **Drug And Alcohol Abuse Policy**

Hagerstown Community College supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illegal drug and alcohol use. The College supports the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission.

It is the College's intention to provide and maintain a work environment for the employees and students that is drug-free, healthful, safe, and secure. Employees are expected and required to report to work each day on time in an appropriate mental and physical condition, free of any illegal drugs/alcohol, and capable of fulfilling their daily duties. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined by the Controlled Substance Act 21 U.S.C. section 802 and further defined at 21 D.F.R. sections 1300.11 - 1300.15) and the unlawful possession, or use of alcohol on College property or as part of any College activities off-campus is absolutely prohibited. Any unlawful activity with controlled substances or alcohol by students or employees while involved with a college activity, on or off the campus, will not be tolerated.

Certain student financial aid awards may only be made if the student is willing to certify or pledge that they will not engage in unlawful activities with regard to drugs and alcohol.

## **Health Risks**

Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes illegal drug use and activity as a potential health, safety, and security problem. Students and employees requiring assistance to deal with drug or alcohol abuse or dependency are encouraged to seek counseling and/or medical assistance through the use of the College's health insurance plan, as may be appropriate, or through the Student and Employee Assistance Program which offers counseling and referral. The following is a brief description of several drugs and their health risks.

1. Alcohol: When alcohol is abused, the consequences to the body can be severe. All systems of the body are affected. The effects on the central nervous system include poor memory, premature aging of the brain, and loss of reasoning ability. There is also the possibility of an increase of cancer of the mouth, larynx, and the esophagus along with the possibility of heart rhythm disturbances. In addition, alcohol abuse can lead to significant liver damage.
2. Marijuana: Users often have chronic bronchitis and run the added risk of lung cancer. Heavy users, especially among the young adult population, may show slow and confused thinking, loss of energy, and physical discomfort caused by abdominal cramps and diarrhea. Other side effects associated with chronic use of marijuana are chromosome damage, decreased levels of the male sex hormone, and brain damage.
3. Cocaine: Cocaine abusers often have a stuffy, runny nose with eczema around the nostrils and possible perforation of the nasal septum. In addition, cocaine can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.
4. Amphetamines: These drugs can cause very rapid or irregular heart beat, tremors, loss of coordination, collapse, and even death from heart failure or from burst blood vessels in the brain. Heavy users are prone to irrational acts.
5. Heroin: This is an opiate drug that causes the body to have diminished pain reactions. Some of the risks associated with the use of heroin include slowing of the heart rate so much that coma and death can be induced. In addition, chronic constipation and depression of male and female sex hormones are other associated risks from heroin.
6. Prescription Drugs: These drugs are not illicit if they are used in accordance with the prescription. However, sharing prescription medication with someone else is illegal and could be very harmful.

## **Student & Employee Responsibilities**

As a condition of employment, College employees must abide by the terms of this statement. In addition, employees have an affirmative duty to report any conviction under any criminal drug or alcohol abuse statute or other law within five days of conviction. This duty to report is required whether the criminal violation occurred on or off campus.

Violations of this policy statement shall be immediately addressed by the College and may result in disciplinary action which could include expulsion for students or termination for employees. The College may also refer violations for criminal prosecution by civil authorities where circumstances warrant.

## **Intervention & Referral**

Hagerstown Community College's drug/alcohol abuse policy focuses primarily on prevention through early intervention, providing referral services and education as needed.

### **1. Hagerstown Community College Employees**

A. Any intervention by a supervisor in a drug/alcohol related situation pertaining to a member of the college faculty/staff must be directly related with job performance or an on-campus problem arising from drug/alcohol abuse.

B. Due to the sensitive nature of drug/alcohol abuse problems, individuals suspected of substance abuse will be approached only by their immediate supervisor and only after reasonable cause has been shown. The employee will be approached in a caring manner and in an atmosphere of strict confidence. The availability of counseling will be discussed. The supervisor and/or Personnel Officer may contact the counseling agency to confirm that the employee has made and kept the appointment.

### **2. Hagerstown Community College Students**

A. Intervention by an instructor, advisor, or supervisor in a drug/alcohol related situation pertaining to a student must be associated with the student's academic performance, an on-campus problem, or performance or problems occurring during a College-sponsored off-campus activity.

B. Students suspected of substance abuse will be approached by the instructor, advisor, or supervisor in a caring manner. If circumstances warrant, the student may be reported and processed according to the Code of Student Conduct and Student Discipline Policy as set forth in the Student Handbook. The student may be referred to the counseling agency responsible for the Student Assistance Program and, in certain circumstances, the Dean of Students may contact the counseling agency to confirm that the student has made and kept appointments.

## **Education**

Education will include periodic seminars, College courses, and brochures which describe the hazards of drug use and abuse. The student weekly bulletin, the faculty and staff newsletter, and bulletin board posters will list phone numbers of agencies in the area which may be called for counseling services.

Information concerning drug and alcohol abuse is distributed during Drug and Alcohol Week conducted at least annually by the Director of Student Services. Information pamphlets are available to College employees through the Personnel Office. Brochures on the Student and Employee Assistance Programs are directly mailed to all registered students and all employees annually.

## **Early Intervention and Referral**

Early intervention and referral services will be provided to employees and students by the Employee and Student Assistance Programs. Free short-term counseling and referrals to agencies and private practitioners will be included. Training sessions for supervisors also will be conducted so that employees with substance abuse problems can be identified and helped.

## **Disciplinary Action**

Disciplinary actions play a secondary role to education, counseling, and guidance however;

1. Should the offender be an employee of the College, the charges will be submitted in writing and signed by the person(s) making the charges, and submitted to the appropriate administrator, and action taken will be in accordance with current disciplinary policy.
2. If an employee found to be in violation of said policy refuses to cooperate with the College by using the Employee Assistance Program for counseling or referral, appropriate personnel action will be taken up to and including termination.
3. Should a student violate the College drug/alcohol abuse policy, action may be taken in accordance with the Code of Student Conduct and the student discipline policy in the Student Handbook.

Policy Approved: Board of Trustees July 31, 1990

Procedures Added: August, 1990

## **Policy on Alcoholic Beverages and Drug Abuse**

The use of alcoholic beverages is permitted only to those who are of legal drinking age (21 years) at those College activities where the serving of alcoholic beverages has been approved by the president of the College.

Use, possession, or distribution of illegal drugs on campus property or at College-sponsored events is prohibited. The College does not protect students from state and federal drug abuse laws and cooperates fully with law enforcement agencies in upholding the law.

The College reserves the right to discipline any student for any behavior, on or off the campus, which it regards as detrimental to the aims and objectives of the

College. It is to be assumed that this policy covers all specific College regulations.

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## **Sexual Misconduct Policies**

Hagerstown Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence.

### **Sexual Harassment**

HCC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following circumstances is present:

Submission to such conduct is made either explicitly or implicitly as a condition of attendance or participation in college activities or functions.

Submission to or rejection of such conduct is used as a basis for decisions affecting a student's collegiate pursuits.

Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

### **Sexual Assault**

HCC complies with Section 485(F) of the Higher Education Act of 1965 as amended by section 486(C)(2) of the Higher Education Amendments of 1992, Subtitle 7, Sexual Assault Policy. Sexual assault is being coerced to engage in a sexual act by force, threat of force, against your will and without consent. The following is issued in compliance with the provisions of that legislation. This policy applies to students and employees.

Alleged victims of sexual assault are encouraged to report such criminal activity to the Campus Police or the Director of Safety and Security. If campus officials are not available, the student should notify proper authorities by dialing 911 or calling the Washington County Sheriff's Department or the Maryland State Police. Campus Security personnel will make arrangements for transportation to the Washington County Hospital, which is equipped to collect evidence for victims of sexual assault.

HCC provides counseling to students and employees through the College counseling



service and may make referrals to community counseling and mental health agencies if requested. Information can be obtained from the Counseling staff. Modification to class schedules for victims of sexual assault will be made upon request.

### **Retaliation**

All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as loss of job or poor grades. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a violation of this policy and shall be independent if charges of sexual harassment are substantiated.

### **Disciplinary Procedures**

Student offenders will be disciplined according to the Code of Student Conduct in instances where College discipline is initiated. Since sexual harassment and assault are criminal offenses, offenders are subject to arrest and prosecution under Maryland State law.

Employees will be placed on administrative leave until a thorough investigation is completed. If an employee is found guilty of charges, then appropriate personnel action will be taken.

### **Education Programs**

Education programs related to sexual assault, rape, date rape, acquaintance rape, and forcible or non-forcible sexual offenses are provided to students through classroom instruction and scheduled extracurricular programs through the Student Activities Office.

Faculty and staff receive education related to sexual offenses through staff development programs.

See the HCC [Code of Student Conduct](#)

## Crime Statistics

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* mandates the manner in which statistics are to be collected and the format in which statistics are to be published. Recent amendments to this Act changed the collection and publication process. The new format is used for statistics beginning in calendar year 1998. The statistics for 1997 are in the old format.

Reportable Crimes	On Campus			Non-Campus** Building/Property			Public Property*		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	2	3	0	0	0	0	0	0	0
Vehicle Theft	0	1	0	0	0	0	0	0	0

\* Statistics for Public Property are obtained from other law enforcement agencies for enumerated crimes occurring in areas reasonably contiguous to the college campus but not part of the campus.

\*\* Statistics for Non-Campus Building/Property are those enumerated crimes occurring in or on buildings or property owned or controlled by the college or a student organization officially recognized by the college, and is not within the same reasonably contiguous geographic area of the college.

Following are the number of arrests occurring on campus for crimes listed

<b>Crimes</b>	<b>Liquor Law Violation</b>	<b>Drug Abuse Violation</b>	<b>Weapons Possessions</b>
2008	0	1	0
2009	0	0	0
2010	0	1	0

Following are the number of arrests occurring on non-campus locations for crimes listed

<b>Crimes</b>	<b>Liquor Law Violation</b>	<b>Drug Abuse Violation</b>	<b>Weapons Possessions</b>
2008	0	0	0
2009	0	0	0
2010	0	0	0

Following are the number of arrests on public property for the listed crimes.

<b>Crimes</b>	<b>Liquor Law Violation</b>	<b>Drug Abuse Violation</b>	<b>Weapons Possessions</b>
2008	0	0	0
2009	0	0	0
2010	0	0	0

**The following is number of persons referred for disciplinary action for violation of listed crimes on campus:**

<b>Crimes</b>	<b>Liquor Law Violation</b>	<b>Drug Abuse Violation</b>	<b>Weapons Possessions</b>
2008	0	0	0
2009	0	0	0
2010	0	0	0

**The following is number of persons referred for disciplinary action for violation of listed crimes on non-campus locations:**

<b>Crimes</b>	<b>Liquor Law Violation</b>	<b>Drug Abuse Violation</b>	<b>Weapons Possessions</b>
2008	0	0	0
2009	0	0	0
2010	0	0	0







## **Registered Sex Offender Information**

Sex offender information can be obtained from the Maryland State Sex Offender Register, (SOR). The registry can be found in the Department of Public safety and Correctional service website:

<http://www.dpscs.state.md.us/onlineserivs/sor/>