

HAGERSTOWN COMMUNITY COLLEGE

CAMPUS POLICE ANNUAL SECURITY REPORT 2022



HAGERSTOWN COMMUNITY COLLEGE CAMPUS POLICE



MISSION STATEMENT

It is the mission of the Campus Police Department to safeguard the lives and property of the faculty, students, and guests of Hagerstown Community College by working cooperatively with our diverse community within the framework of the United States Constitution. Our mandate is to do so with honor, integrity, and compassion, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

Chief Eric C. Byers
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Campus Police & Securities Department
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INTRODUCTION

The safety and security of the college community are of vital concern to Hagerstown Community College. Hagerstown Community College's Annual Security Report (ASR) is prepared and distributed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act (HEOA), and all implementing regulations issued by the US Department of Education (34 C.F.R. Part 668.46). 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.

The HCC Campus Police Department composes the Annual Security Report. This report contains three calendar years of reported Clery crimes that occurred on campus, public area contiguous to the campus, or property owned, leased or controlled by Hagerstown Community College. The statistics include information reported to HCC Campus Police, to Campus Security Authorities (CSA), and crimes reported to outside law enforcement agencies (Washington County Sheriff's Office). Members from the Campus Police Department meet with the Title IX team to discuss cases and ensure all mandated crimes are reported in the ASR. Each year before October 1, all employees and members of the college community are notified by email that the Annual Security Report has been posted on the college's website and can be accessed at the following link: www.hagerstowncc.edu/campus-police-annual-security-report.

Hard copies of this report will be provided upon request by contacting the HCC Campus Police office at 240-500-2308 or 240-500-2334. The Chief of Campus Police can also be contacted at 240-500-2501.



Hagerstown Community College Campus Police & Security

CAMPUS POLICE AUTHORITY

Hagerstown Community College Campus Police are sworn law enforcement officers that have authority granted under the Maryland Code, Education Article 16-707.1. HCC Campus Police Officers may exercise powers of a police officer on the property that is owned, leased, operated by, or under the control of the Hagerstown Community College. HCC Campus Police are stationed on the main campus located at 11400 Robinwood Drive, Hagerstown, MD 21742 in the Learning Resource Building (LRC) room 115. HCC Campus Police officers are armed and have sworn law enforcement powers on the main campus of Hagerstown Community College. The police officers on campus wear uniforms and are equipped with body-worn cameras.

HCC Campus Police have a professional relationship with the Washington County Sheriff's Office, the Maryland State Police, and the Hagerstown Police Department. Campus police officers work with allied law enforcement agencies to address problems and provide a safe and secure community. HCC has two satellite locations, one located at the Valley Mall 17301 Valley Mall Road, Hagerstown, Maryland 21740 and the Commercial Truck Driving Range located at 14547 Industry Lane in Hagerstown, Maryland 21742. The Washington County Sheriff's Office provides law enforcement services at both satellite locations.

CAMPUS SECURITY OFFICERS

Hagerstown Community College utilizes unarmed security officers to supplement the Campus Police. These security officers do NOT possess arrest powers and are not authorized to conduct traffic enforcement. HCC Security Officers are dressed in tan colored security shirts and black BDU style pants. Security officers patrol campus and are trained to observe and report incidents. If an HCC Campus Police Officer is not available, the security officers can contact the Washington County Sheriff's Office for police assistance. HCC Security Officers are considered a Campus Security Authority (CSA), and are trained to document and report incidents, as required under the Clery Act. HCC Security Officers can be reached by calling 240-55-2308 or by stopping by the office at LRC 115.

TRAINING

HCC Campus Police officers are required to take annual In-Service Training. This training meets the standards set forth by the Maryland Police & Corrections Training Commission. In addition, campus police officers complete annual firearms training that meets the standards set forth by the police training commission. Campus police officers are encouraged to complete additional training courses and attend seminars related to the field of policing at institutions of higher education.

POLICE & SECURITY SERVICES

The HCC Campus Police Department is comprised of sworn police officers and part-time security officers. HCC campus police officers are certified by the Maryland Police & Corrections Training Commission (MPCTC). Campus police officers are able to enforce Maryland traffic laws and make criminal arrests on the main campus of HCC. The police officers on campus carry police radios and are connected to the Washington County Emergency Communication Center. In the event of an emergency, call 911 and a campus police officer and/or a deputy from the Washington County Sheriff's Office, will be dispatched to your location.

The police and security officers patrol the campus, investigate incidents, enforce all college traffic and parking regulations, and provide student escorts when needed. Campus police and security hours of operation are Monday through Friday 7:00 am to 10:30 pm and Saturdays from 8:30 am to 4:30 pm. To reach an officer, in the event of a non-emergency, call 240-500-2308, or dial 2308 from any college phone. There are red phones located in most campus buildings. These phones can be used to call 2308 or 911. The HCC Police Office is located in the LRC building, room 115. The Security Office phone number is 240-500-2334. The Chief of Police can be reached at 240-500- 2501.

During off-hours, contact the Emergency Communications Center at 240-313-4345, Washington County Sheriff's Office non-emergency number 240-313-2100 or 911. Other services provided by the police include, but are not limited to:

- Fire Prevention
 - Emergency Operation Planning
 - Crisis intervention
 - Respond to medical emergencies to assist with contacting emergency medical services
 - 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 at the officer's discretion)

CAMPUS SECURITY AUTHORITY

Other than the HCC Police or Security Officers, a Campus Security Authority (CSA) is defined as an official with significant responsibility for students, campus activity, student discipline, control of college property or campus judicial. HCC recognizes the need to have non-law enforcement personnel assigned to the role of a CSA. Not everyone feels comfortable reporting crimes to police or security officers. HCC has designated positions that are responsible for collecting and reporting information on crimes that include: homicide, murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft/attempted theft, arson, liquor law violations, domestic violence, dating violence, stalking and other crimes manifesting hate or bias.

In 2020 the Chief of Campus Police was designated as the CSA coordinator at Hagerstown Community College. HCC has identified individuals on campus as CSA's based on their job function. A list of CSA's is updated each

year and maintained by the Chief of Campus Police. A Campus Security Authority training was developed in 2022 using an online teaching platform. This training identified the roles and responsibilities of a CSA and helped prepare CSAs for reporting incidents. The training was about 30-40 minutes long and included a 10-question test. The CSA's were required to score a 70% or better on the test. In addition to this, an online CSA reporting form was created and placed on the HCC Campus Police webpage. This form contains all the required reporting information for a CSA report. Once a report is submitted, an email is sent to notify Campus Police. Members from the HCC Campus Police Department can then act on the report and take the necessary steps with the investigation. The CSA reports can be electronically stored and recalled when necessary.

For a complete list of CSAs at HCC contact the Chief of Campus Police at 240-500-2501. For additional information on CSA's please go to the HCC Campus Police webpage listed below.

<https://www.hagerstowncc.edu/hcc-campus-security-authority-training>

REPORTING A CRIME OR AN EMERGENCY

All students, employees and visitors of the college are encouraged to report crimes to HCC Campus Police. If you observe a crime in progress you can call 911. The Washington County Emergency Communication Center has the ability dispatch HCC Campus Police, allied law enforcement agencies and/or fire & EMS to the college campus if needed. If you are the victim of a crime, you can report the crime to the HCC Campus Police. Campus police officers are trained to investigate and document criminal acts that occur on campus. Special consideration will be given to victims of a crime and allow for anonymous or confidential reporting. Campus police officers understand that a victim of a sexual assault (misconduct/assault/harassment) may want to report the incident, but remain anonymous (Jane Doe Reporting). In this case, Campus Police would contact the Washington County Sheriff's Office to assist with the investigation. Personal identifying information will not be published and only shared with college officials on a need to know basis.

TO REPORT A CRIME:

- **Emergency and/or life threatening – Call 911**
- Non-Emergency request for Police/Security 240-500-2308 or 2308 from any College phone. This phone number is forwarded to the on-duty police or security officer's cellphone.
- To leave a message 240-500-2334
- Email – Camppol@hagerstowncc.edu
- In person, Campus Police Office – Learning Resource Center (LRC) room 115 on HCC's main campus
- Red phones – there are red phones in most student-use buildings. These phones can be used to call 911 or 2308.
- To complete a Student Use Form - <https://www.hagerstowncc.edu/faculty-staff/incident-reports/student-report-forms>

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. The log can be viewed in the Campus Police office during normal business hours or by appointment without charge. The HCC Campus Police office is located on the main campus in the Learning Resource Center room 115. The most current 60 days of information is available and open to public inspection. HCC Campus Police retain archived records for seven years. These records are available and access may be made by calling the Chief of Campus Police at 240-500-2501. The request can also be sent to ecbyers@hagerstowncc.edu. Requested information will be made available within two business days of the request for public inspection.

CRIME STATISTICS

The HCC Police prepare and disclose the crime statistics for Hagerstown Community College annually. Members from the campus police meet with the Title IX Coordinators (Dean of Students/Director of HR) to review the incident reports from the previous year. This group reviews cases to determine incident classification and if the case meets the reporting requirements. In addition, the group shares information on cases to ensure all incidents were

documented and reported. Prior to the submission of the ASR, an email is also sent out to the CSAs asking for all reports to be forwarded for review.

The HCC 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 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 regarding crimes reported to those agencies, and from notifications to the HCC Police or Campus 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 filed charges or an arrest was made. In cases where the victim/complainant wanted 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.

TIMELY WARNINGS & EMERGENCY NOTIFICATIONS

A crisis or an emergency on the college campus is generally defined as an incident or event that presents a significant threat to the operations and/or safety of the students, faculty, staff and visitors. A crisis may be sudden and strike the college with little or no advance notice. These crises usually pose a health or safety threat such as a fire, campus violence or a severe student injury. Hagerstown Community College's Crisis Management Team (CMT) is committed to disseminating factual, timely and accurate information during a crisis or emergency. The Crisis Management Team and HCC Police have the authority to assess the situation, determine what immediate communication is needed and move forward to deliver that communication to the campus community. The HCC Crisis Management Team is comprised of staff members and directors from several different divisions on campus.

For example, if there is a major incident (gas leak or criminal act) in an academic building, the HCC Police would be responsible for initial emergency communications (via HCC Alert, Valcom and Outdoor Siren) with the campus. In the absence of the chief, another member of the police department or a trained college administrator with the Crisis Management Team can send messages.

HCC recognizes that no one system or person will enable the college to fully warn everyone in a timely manner because each system has limitations. It is imperative to utilize multiple systems and trained staff to effectively broadcast the message to as many of the college students, faculty, staff and visitors. The college has adopted various modes of communications that can be used in an emergency.

Under the Clery Act, there are two specific alerting requirements that help keep the campus community informed about threats to their own safety and security.

- ***Timely Warnings*** – HCC will issue a timely warning to the campus community in the event of crimes (i.e. criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft and arson) hate crimes, VAWA Offenses (domestic violence, dating violence and stalking) and arrests and referrals for disciplinary action (weapons, law violations, drug abuse violations, and liquor law violations). In determining if a timely warning should be issued, the HCC Police and CMT will consider the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely warnings can be issued using any of the modes of communications (HCC Alert, Valcom PA System, college email, college website). When issued, Timely Warnings will include the date the alert was issued, a succinct statement of the incident, physical description of the suspect(s) and other relevant and important information.
- ***Emergency Notifications*** – Emergency notifications have a broad applicability and will be used to notify the campus community of any “significant” emergency or dangerous situation. Emergency notifications are limited to the situations that occur on the Hagerstown Community College Campus and satellite locations (Valley Mall/Truck Driving Range). Examples of situations that would warrant the issuance of an emergency notification are an armed assailant on campus, a terrorist incident, civil

unrest on campus, a gas leak, a severe weather condition, serious illness or a hazardous waste spill. HCC will utilize multiple communication platforms to alert and inform the campus community.

EMERGENCY MASS NOTIFICATION SYSTEMS

In the event of an incident that requires mass notification of a campus or the entire college community, the following modes of mass communication will be utilized:

The Chief of Campus Police and members of the Crisis Management Team, will determine the notification level after considering factors such as the type of incident (weather, criminal, accident, etc.), speed of incident, effect on and/or proximity of incident to the college.

In a life-threatening emergency such as an active shooter/active threat, fire/explosion, tornado, hazmat spill, etc. that directly affects life and safety of college constituents or visitors, any Crisis Management Team member or officer of HCC's Campus Police is authorized to send an HCC Alert, or other appropriate electronic warning, when the sender determines that the failure to act immediately may result in death or serious injury. This process complies with the mandates of the Clery Act, which dictates prompt notification (a timely warning) during the occurrence of a serious and continuing threat to the college community. When a timely warning message is created, the sender will ensure that the message contains (1) the nature of the threat (such as "Tornado impact imminent"), as well as (2) prevention or safety information (such as "Take shelter in severe weather shelters. DO NOT leave the building or enter a vehicle").

TYPE OF MASS NOTIFICATION SYSTEM(S) UTILIZE

Hagerstown Community College utilizes a combination of the following notification systems as appropriate for the determined level of crisis and the specific incident: audible outdoor siren, audible indoor PA system, indoor messaging boards, HCC alert system (Omnilert), HCC email, HCC website, mass media, HCC campus phone system. Based on the situation, HCC can utilize any or all of the emergency communication platforms to send a timely warning or emergency notification. Periodic testing of all of the systems ensures they are performing as they should and will work in an emergency. Members from HCC Campus Police and the Crisis Management Team will train on the systems to ensure logins work and increase familiarity.

In June of 2022 the HCC Police Department sent an Emergency Notification, via text message, to alert the campus community of an active police incident in a nearby town. The intent of the message was to make the campus community aware and to avoid the area. HCC police officers were sent to the front of the campus to monitor the situation and to ensure the incident did not enter onto the college property.

In July of 2022 Hagerstown Community College was the victim of a bomb threat. During that incident, members from the HCC Crisis Management Team used the internal messages boards to alert the campus community. In addition to this, the team used the HCC Omnilert system to send text messages to students, faculty, and staff. College-wide emails were sent as a follow up to provide detailed information on the incident.

In December of 2022 the HCC outdoor siren was tested. The system was found to be in working condition. Two tests were successfully completed. The testing consisted of a short training session. Approximately 10 staff members from the college were trained on how and when to use the outdoor siren during an emergency on campus.

MESSAGE STRATEGY AND PROTOCOL FOR CRISIS COMMUNICATIONS

For all classification levels, an attempt to reach Campus Police should be made prior to issuing the initial campus alert. Cases involving personal safety and security, i.e. a shooting, fire or explosion, require an immediate call to 911. The Crisis Management team can be notified after the initial call is made to activate the emergency response (police/fire/EMT).

Messages related to reported crimes and/or alleged criminal activity in most cases should be brief, general and non-descript, based only on confirmed facts. However, serious offenses considered to be an ongoing threat and

safety risk may warrant release of descriptions that are detailed in nature. No photos, videos or other evidence will be released, unless specifically directed to share such evidence by the Washington County Sheriff's Office. Example: Robbery reported at HCC in the _____ Building. Police are investigating. Use caution.

Subsequent follow-up messages should be issued, if warranted to provide additional information and/or safety tips. If confirmed facts can allay fear, these should be included. Example: The reported sexual assault at HCC was an isolated incident involving persons known to one another.

Messages should not provide details about suspects who are part of the police investigation, unless directed to do so by the Campus Police or the Washington County Sheriff's Office, or when warranted to enhance the safety of the campus (as noted above).

When warranted and available, HCC can retweet and repost from WCSO Twitter and Facebook.

In the case of an active shooter or other major critical incident or disaster where the Washington County Sheriff's Office or Emergency Management has taken over Incident Command, Hagerstown Community College will follow the Washington County Sheriff's Office lead, retweeting and reposting from WCSO to ensure clarity and consistency of message.

SAMPLE MESSAGES FOR CRISIS COMMUNICATIONS (INCLUDING CAMPUS ALERTS):

1. (Police/fire/other) activity reported at HCC. Stand by for more information.
2. Due to (police/fire/other) activity at HCC, the campus is on lockdown. Please do not come to campus. Stand by for more information.
3. (Police/fire/other) activity at HCC in _____ Building. Evacuate the area.
4. (Police/fire/other) activity at HCC in _____ Building. Shelter in place. Stand by for more information.
5. Reported (type of emergency) near HCC. Avoid the area.
6. A person(s) with a (weapon) has/have been reported at HCC in/near _____ Building. Avoid the area. Police investigating. Stand by for further instructions.
7. HCC Police and/or Washington County Sheriff's Office investigating a reported incident (robbery/sexual assault/other crime) at HCC in/near (building). Use caution. Contact Campus Police at 240-500-2308 with information.
8. Earlier report of (crime) at HCC was unfounded. All alerts have been lifted.
9. Fire reported at HCC in _____ Building. Evacuate and avoid the area. Police and fire units are on the scene.
10. A hazardous spill/gas leak at HCC has been reported in _____ Building. Evacuate the area immediately.
11. The hazardous spill/gas leak at HCC has been resolved. It's safe to return to _____.
12. Severe weather warning near HCC. Seek shelter indoors.
13. A tornado sighted near HCC. Seek shelter immediately.
14. An earthquake reported in the vicinity of HCC. Evacuate the building and go to an open area away from the building.
15. Campus emergency at HCC has been resolved. All clear.

EMERGENCY ALERT SYSTEM (EAS)/NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)

All federally licensed broadcast stations and cable systems monitor the national EAS and their state-wide EAS. All participants in the EAS may also initiate their own localized emergency messages.

You can listen to any local radio station or watch any local television station for national or state-wide EAS announcements. Washington County government has a local emergency alert system for citizens. This opt-in system provides text message alerts to members of the community. <https://member.everbridge.net/453003085613604/login>

The National Terrorism Advisor System (NTAS) provides information on homeland security issues and threats. DHS distributes information regarding threats toward the United States. The types of advisories are bulletin, elevated alert and imminent alert. Bulletins describe current developments or general trends regarding threats of terrorism.

Elevated alert warns of a credible terrorism threat against the United States. Imminent alert warns of a credible, specific and impending terrorism threat against the United States. NTAS information can be found at www.dhs.gov/national-terrorism-advisory-system

STANDARD RESPONSE PROTOCOLS

SHELTER IN PLACE

Sheltering in place means that individuals must seek immediate shelter inside buildings and remain there until emergency management officials issue additional instructions or declare that emergency conditions have ended. Stairwells are good locations to seek shelter in the event of a storm.

BASIC INFORMATION

Sheltering-in-place is one of several options that are available to emergency management officials in the event of certain emergencies.

Sheltering in Place is usually intended as a short-term option for limiting the potential exposure of persons to hazards that may be present outdoors. These situations may include, but are not limited to:

- Hazardous material (HAZMAT) incidents
- Weather emergencies
- Chemical, nuclear, or biological incidents caused accidentally or intentionally
- A criminal incident that occurs off-campus or adjacent to the campus

NOTIFICATIONS

Ways you may be notified to shelter-in-place include, but are not limited to

- Alert sirens
- PA speakers or digital signboards
- Emails and text messages via HCC Alert
- College telephone notifications
- Bullhorn or oral notification

ADDITIONAL ACTIONS

- Close all doors and windows to the outside.
- Do not use elevators as they may pump air into or out of buildings (emergency-specific based on the type of hazard).
- Turn off all machinery and air handlers if appropriate.
- If in laboratories, reduce all operations to safe conditions as quickly as possible, pull down sashes on chemical fume hoods, and discontinue laboratory processes that may create hazards if chemical fume hoods, bio-safety cabinets, or building ventilations systems are turned off.
- Limit the use of telephones so that emergency communications will not be hindered by non-essential calls.
- Tune radios or televisions to Emergency Alert System (EAS) stations for further information.
- Restrict outside access to the interior of the building if an exterior chemical or radiological exposure is suspected (keep contaminated persons from entering the shelter area).
- Do not go outside or attempt to drive unless you are specifically directed to evacuate.
- Remain in place until college or emergency management officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to do so.

LOCKDOWN PROCEDURES

In the event of a criminal or violent act that has been committed at HCC or in the adjacent areas near the campus, it may become necessary to lockdown campus buildings. When notified by the HCC Campus Police and/or the Crisis Management Team to lockdown, these procedures will be followed:

1. All students, faculty staff and visitors will immediately seek shelter in the nearest room with a door (locking door if available). HCC has installed thumb-style locks on classroom doors on the main campus.

- Labels have been placed above the locks to clearly distinguish when the door is locked or open.
2. Close and lock all windows and doors. If the door has no lock or cannot be locked manually from the inside, barricade with available items (desks, chairs, bookshelves, etc.).
 3. If possible, cover all windows and door windows using shades or curtains.
 4. Stay away from all doors and windows, move to interior walls and sit on the floor.
 5. Turn off all lights.
 6. Remain quiet, silence cellphone ringers and lock (or place phones face-down) to darken the screen.
 7. Do not leave until instructed to by law enforcement personnel.
 8. If outdoors, safely seek shelter in the nearest building and follow the above procedures.

ACTIVE ASSAILANT

Hagerstown Community College participates in the Department of Homeland Security program, RUN, HIDE, FIGHT. Officers are knowledgeable on how to deal with an active assailant and can provide group or individual training to students, faculty and staff. In 2022 Hagerstown Community College hosted an active assailant training exercise in the Kepler Theater. The training took place on Friday, April 22, 2022 and involved various community partners. Members from the Washington County Sheriff's Office, the Hagerstown Police Department, and the Washington County Rescue Task Force participated in the exercise. The overall goal of the training was to test the initial rapid response of the HCC Police Department, outside law enforcement, and medical responders to the scene of an active assailant. The training involved students, faculty, and staff practicing the Run and Hide methods, used during an active assailant incident. Members from the HCC Crisis Response Team monitored the campus surveillance systems, tested the indoor message boards, the indoor sirens, and the HCC SMS/Text messaging system. The training provided valuable insight to the College and our external partners.

The Student Handbook features a section titled, "How to respond if an active shooter is on campus". This section provided information on RUN, HIDE, FIGHT. Information was also provided to the students regarding how to respond when law enforcement arrives. There was also information included on how to recognize the signs of potential campus violence. Each year the HCC Campus Police Department creates a Campus Safety and Emergency Preparedness brochure. The 2022 brochure was distributed at new student orientations and a digital copy can be found on the HCC Campus Police webpage. The brochure contains information on how to respond to an active assailant and the College Standard Response Protocols. HCC uses standard response protocols created by the "I love you guys foundation". Those protocols define what the threat is and what action is to be taken. The protocols are printed on the back of the 2022 brochure.

HCC Campus Police provides regular security updates to the faculty and staff during the College colloquium twice a year. In 2022 the safety briefing at colloquium focused on calling 911 and what information to provide to the dispatcher. Staff were trained on how to relay critical information during a critical incident on campus. It is important to activate the 911 system as soon as possible and provide as much information as possible. This helps the Washington County Emergency Communication Center define the incident and supply the necessary resources to the campus community.

ACTIVE SHOOTER OR ACTIVE ASSAILANT PROTOCOLS

If you are involved in a situation where someone has entered the area and started shooting, or you hear shooting (or a disturbance), the following is a list of actions that are recommended. Take these actions without delay!

It should be noted that these types of incidents are unpredictable. The below guidelines are recommendations that are based on past experiences and advice from the Department of Homeland Security. You may have to alter some of these responses, changing as conditions around you change, depending on the situation.

RUN - Exit the building immediately, (only if it is safe to do so). When safe to do so call 911.

1. If there is an escape route, evacuate immediately
2. Leave your belongings behind
3. Do not try to move wounded people
4. Prevent others from entering the area

HIDE - Seek shelter in a safe location and await instructions from Campus Police, the Washington County Sheriff's Office, the Maryland State Police or any other readily identifiable police officer.

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office. Be aware of lockable sheltering room locations on your floor.
2. If safe, allow others to seek refuge with you.
3. Close and lock the door. If the door has no manual interior lock, barricade it with large, heavy, available items (desks, chairs, bookshelves etc.).
4. Cover the door windows. Turn off lights. Close the blinds or shades to increase darkness in the room.
5. Keep quiet and act as if no one is in the room. Stand along adjacent walls out of sight. Silence cell phones.
6. DO NOT answer the door.
7. Notify the 911 operator of your location and status.
8. Treat the injured. Remember basic first aid – Utilize public access individual bleeding control kits (STOP THE BLEED) in the AED Boxes see the MEDICAL EMERGENCIES section.
9. Wait for Campus Police or the Washington County Sheriff's Office/Maryland State Police to assist you out of the building.

FIGHT - Defend yourself, or others, as if you are under attack and this action is your only option. Remember: you may only use force sufficient to stop and overcome the attack. The force you use may not be excessive or punitive. If able to do so, try and separate the suspect from the weapon. If the weapon is a long gun, try to take the gun to the floor and disarm the suspect. You should act quickly to disorient and disarm the suspect. Be aggressive and commit to your actions.

1. Notify anyone you may encounter to exit the building or hide immediately.
2. Call 911 from a phone.
3. Give the 911 operator the following information:
 - Your name, campus, and building
 - Location of the incident on campus (be as specific as possible: campus, building, floor, room number)
 - Identification or description of shooter(s)
 - Number of persons who may be involved, direction of travel if they have left the building
 - Number of potential victims



POLICE RESPONSE

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Officers will move quickly and directly. Early in an incident, officers may not be able to rescue people because their main goal is to get to the shooter(s).

Involved persons need to try to remain calm and patient during this time so as not to interfere with police operations. Bleeding control kits are located across the campus. These kits contain medical supplies used to control/stop

serious bleeds. These kits are designed, and put in place to provide a means to provide lifesaving capability to those persons involved in an active assailant incident.

Cooperate with officers who may ask you information concerning the incident. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions of officers at the scene or responding to the scene. Comply with orders given by officers.

Keep your hands in sight and do not make sudden moves towards officers.

GENERAL EVACUATION PROCEDURES

When evacuating your building or work area or classroom:

1. Stay calm, do not rush and do not panic.
2. Safely stop your work.
3. Gather your ESSENTIAL personal belongings, including outerwear, keys and cell phone, only if safe to do so. (Reminder: take your prescription medications with you if at all possible; it may be hours before you are allowed back into the building).
4. If safe, close your office door and window, lock them for security reasons.
5. Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator. Proceed to the designated Emergency Assembly Area unless the evacuation is for a bomb threat. In that case, assemble as directed by law enforcement officers and Evacuation Coordinators.
6. Wait for instructions from emergency service workers.
7. Do not re-enter the building or work area until you have been instructed to do so by the emergency service workers.

SECURITY AWARENESS AND PREVENTION

Many departments and hundreds of people support the mission of the HCC Campus 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. A critical component of a security plan is the use of security camera surveillance system. Security cameras are installed throughout campus to deter crime, assist with investigations and protect the safety of persons and property. The College respects the privacy of the campus community and adheres to all laws and best practices when utilizing the system. Signs are posted on all of the buildings indicating the use of surveillance cameras. HCC participates in the Department of Homeland Security program, "See Something, Say Something". Posters are located on campus encouraging the community to report suspicious or dangerous behaviors.

Help keep the campus safe for yourself and others by reporting any suspicious activity, incident, or emergencies to 911 or the HCC Campus Police 240-500-2308.

CRIME PREVENTION TIPS:

- Be aware of your surrounding and alert to the presence of strangers
- Avoid potentially dangerous situations
- Park and walk in well-lit and frequently traveled paths
- Avoid walking alone at night
- Utilize campus escorts by Campus Police/Security
- Know your exact location and be prepared to provide it to the 911 operator or HCC Police/Security
- Program the Campus Police number (240-500-2308) in your phone
- Always lock your vehicle and do not leave valuables in plain view
- Do not leave personal items unattended
- Always report suspicious activity to Campus Police – "If you see something, Say Something".
- Reports about concerning behaviors can also be sent to HCC BIT team by completing a student assistance form- https://cm.maxient.com/reportingform.php?HagerstownCC&layout_id=5

PROGRAMS

CRIME PREVENTION AND EDUCATION PROGRAMS

HCC Campus Police will provide crime prevention tips and training to students upon request. The HCC Student Handbook can be found on the college website. In addition to this, the HCC Campus Police created a 2022 Campus Safety and Emergency Preparedness brochure. This brochure included crime prevention tips, how to respond to an active shooter, information on the Standard Response Protocols and contact information for campus police. The brochure was made available to students, faculty, staff and visitors.

Hagerstown Community College has a Behavior Intervention and Care Team (BIT) that works closely with students and staff. This team tries to identify issues and intervene before they become a problem. HCC does not have trained licensed social workers, clergy, or psychiatry staff on campus. The team is able to refer students to an off-campus practice for mental health concerns.

On September 14, 2022 the HCC Campus Police Department held an Open House. This gave students the opportunity to meet campus police officers, participate in a body camera demo, and watch a live Taser demonstration. Each year, HCC participates in Washington Goes Purple. This is a campaign designed to create awareness about the dangers of opioids.

In June of 2022 the Campus Police Department partnered with Pathfinders for Autism to conduct a traffic stop training. This training was designed to help drivers and passengers with developmental disabilities learn what takes place during a traffic stop. The goal of the training was to provide education to the driver and officer, and to promote safe interactions on traffic stops.

SECURITY OF AND ACCESS TO CAMPUS

Hagerstown community College is a non-residential campus and does not have any campus sponsored housing. Access to the College buildings is controlled by using an electronic proximity card lock system. The exterior doors to the campus buildings are on an automatic unlock/lock schedule. This schedule is unique to every building on campus. The doors automatically lock and unlock based on the open/closed times for each building. In an emergency, the exterior doors that are equipped with electronic locks can be remotely locked. Members on the HCC Crisis Management Team are able to lock the exterior doors using a laptop computer or tablet. In a situation involving a Shelter or Hold in Place order, the exterior doors can be locked to prevent access to our campus buildings.

A member from the HCC Facilities Department is on campus 7 days a week, including holidays. This person will walk through all of the campus buildings to determine if there are any safety or mechanical issues. Members from this department are looking to ensure the lights and mechanical systems on campus are functioning. The Facilities Department maintains and routinely test/inspects the fire alarm systems on campus. Each year, drills are conducted with the Campus Police Department to ensure evacuation procedures are being followed. In addition to this, the HCC video surveillance system can be viewed from off campus to determine if there are any potential problems on campus with lighting or system failures.

ADDICTION AWARENESS

HCC has teamed up with the Washington County Health Department to provide regular NARCAN trainings on campus. The Behavioral Health Unit at the Washington County Health Department has also provided large doses of NARCAN to be distributed across the campus. HCC Campus Police have placed several doses of NARCAN in all the AED boxes. These boxes are located in all of the student-used buildings on campus. During orientation, new students are provided with information on the dangers of opioids and addiction awareness training.

In addition, a NARCAN video was created at HCC with assistance from the local health department. This brief

video describes the signs of an opioid overdose, provides information on NARCAN, and where it can be found on campus. The video also urges the viewers to reach out for help if they or someone they know are struggling with addiction. The video can be found at the HCC Campus Police webpage <https://www.hagerstowncc.edu/campus-police-security-services>

Hagerstown Community College has a Behavioral Intervention Team (BIT) that can connect students or staff to resources to deal with someone that is struggling with an addiction. There were no reported incidents of NARCAN being used on campus in 2022. In 2022 HCC provided “Help Outside the Classroom” to all students. The HCC Care Team provided flyers on campus for information on help with shelter/housing, counseling, and psychiatric assistance.

SEXUAL ASSAULT AWARENESS

In 2022 the Campus Safety and Emergency Preparedness brochure contained information on Sexual Assault Awareness. Hagerstown Community College understands how important it is to raise awareness and to be an advocate. HCC has a working relationship with the local Citizens Assisting and Sheltering the Abused (CASA) organization in Washington County. The local CASA office is located at 116 W. Baltimore Street in Hagerstown, Maryland. For more information on programs and services with CASA or information on how to “Stop the Silence” you can stop by the HCC Campus Police Office or go to the Casa website, www.casainc.org.

The Campus Police Department created brochure titled, “Victim, Witness, and Domestic Violence Assistance”. That brochure is available in the HCC Campus Police Department office. The brochure contains information on domestic violence and resources in the Washington County Community.

If you or someone you know is a victim of domestic violence, teen dating violence or the victim of a sexual assault/rape would you know what to do? There are resources right here at Hagerstown Community College. You can request assistance by reaching out to the Hagerstown Community College BIT/Care Team. The HCC BIT/Care Team can connect you, or someone you know with various resources in Hagerstown and in the surrounding states. For a list of resources available go to www.hagerstowncc.edu/sites/default/files/documents/15-sexual-assault-resources.pdf

To refer a student or staff member for help you can complete a Student Assistance Form. Once this form has been completed it will go directly to a member of the HCC BIT/Care Team. All reports will be kept confidential. The form can be found on the HCC website or at the link below.

www.hagerstowncc.edu/student-affairs/student-assistance

HOW TO REPORT A CRIME TO LAW ENFORCEMENT

Domestic Violence, sexual assaults, and all other criminal complaints can be reported to HCC Campus Police. Campus police officers at HCC are certified by the Maryland Police & Corrections Training Commission as sworn police officers. If this is an on- going or life-threatening incident, always dial 911. If you would like to speak to an HCC Campus Police Officer or report an incident that occurred in the past, call 240-500-2308. You can also stop by the HCC Campus Police Office located in Learning Resources Center room 115. HCC Campus Police have an excellent working relationship with the Washington County Sheriff’s Office, the Maryland State Police, and the Hagerstown Police Department. Campus Police can assist you with contacting the appropriate law enforcement agency and the Washington County State’s Attorney’s Office for cases that exceed the scope of the Campus Police, or occurred off campus.

Washington County Sheriff’s Office
500 Western Maryland Parkway
Hagerstown, Md 21740
240-313-2100

Maryland State Police
Hagerstown Barrack

18345 Col. Henry K. Douglas Drive
Hagerstown, Maryland 21740
301-766-3800

Hagerstown Police Department
50 North Burhan's Blvd.
Hagerstown, Maryland 21740
301-790-3700

Washington County State Attorney's Office
33 W Washington St #302
Hagerstown, MD 21740
240-313-2000

ADDITIONAL WAYS TO REPORT A CRIME OR INCIDENT

We realize that not all victims of crime will report incidents to police. A victim of a domestic violence or sexual assault may feel more comfortable reaching out to an advisor or counselor. At HCC you can report a crime or incident to any of the members on the campus Title IX Team. The following HCC employees serve as Title IX Coordinators and can assist victims of domestic violence, sexual assaults and dating violence. All reports are confidential. More information about HCC's Title IX Sexual Misconduct Policy and Procedures is found at www.hagerstowncc.edu/titleix

Dr. Christine Ohl-Gigliotti, Dean of Students
Title IX Coordinator for Students
HCC - Student Center (STC), room 142
11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2526 or caohl-gigliotti@hagerstowncc.edu

Ms. Jennifer Childs, Executive Director for Human Resources & Campus Safety
Title IX Coordinator for Employees
HCC - Administration and Student Affairs (ASA), room 700
11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2259 or jachilds@hagerstowncc.edu

FIRE SAFETY

The Facilities Division at HCC organized a campus-wide sprinkler test each year to ensure the equipment is working correctly. In June of 2022 the College performed weekly fire drills for College for Kids. These drills are conducted in various buildings on campus. These tests ensure the fire alarm systems are functioning properly. During this time, a document on Fire Emergencies is sent out to ALL college faculty and staff. That document described the policies and procedures to following during a fire related emergency.

Several staff members that work at the Kepler Theater and ARCC participated in online Crowd Manager training sponsored by the North Carolina Department of Insurance and Office of the State Fire Marshal. This specific training was suggested by the Office of the State Fire Marshal for the State of Maryland. This course dealt with fire safety and crowd control management issues.

Security Officers with the HCC Campus Police Department conduct monthly fire extinguisher inspections. Fire extinguishers are placed inside all of the buildings on campus and are inspected each month to ensure they are in working condition.

AEDS & STOP THE BLEED BOXES

The College has Automatic External Defibrillators (AEDs) in all of the student-used buildings on campus. HCC Campus Police have partnered with the local health department to obtain doses of Naloxone (NARCAN) to place inside each of the AED boxes. Each box has approximately 2 doses of NARCAN inside with a pair of rubber gloves, and an instructional sheet. If the door is opened on the AED box, an alarm will sound alerting others in the area to the emergency. There are Stop the Bleed boxes located in the buildings on campus. These emergency kits can be used to treat serious injuries and help save lives.

BEHAVIORAL INTERVENTION TEAM (BIT)

The BIT team is a group of student services personnel that meets regularly and receives and tracks reports of disruptive, problematic, or concerning behavior or misconduct. The BIT team responds to behavior reports made from faculty and staff across campus and follows up accordingly; when appropriate, this follow up involves performing threat assessments using NaBITA tools. The BIT Team utilizes a computing software system that allows faculty and staff to report concerning student behavior issues. The BIT team is focused on early detection, prevention and when needed intervention efforts to address concerning behavior. The BIT team may be called upon during an incident to assist the Crisis Management Team. BIT and CARE team members are not professional counselors or pastoral counselors on campus. The College has a separate CARE team that provides intervention, support and follow up services to students in need of non-academic support, including referrals for off-campus counseling.

EMERGENCY OPERATIONS PLAN

The safety and security of the college community are of vital concern. Hagerstown Community College is committed to providing and maintaining a safe environment for all employees, students, visitors and guests. The college has developed an all-hazards approach to managing disasters/emergencies (“emergency incident”) to include mitigation, preparedness, response and recovery.

The Emergency Operations Plan (EOP) was prepared by Hagerstown Community College to develop, implement, and maintain a viable all-hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities. The EOP draws upon the nationally recognized standards of the National Incident Management System (NIMS) and the Incident Command System (ICS) developed by the Department of Homeland Security/Federal Emergency Management Agency. The EOP supersedes all previous plans.

The purpose of developing this Emergency Operations Plan is to define and describe the process taken by the college community to effectively prepare/plan for, mitigate, respond to and recover from various critical incidents, major events, emergencies, or disasters that may affect lives, property, and the institution.

Hagerstown Community College’s administration gives its full support to this plan and requires all college personnel with emergency management responsibilities to read and understand all components within this plan. In addition, the College administration urges all faculty, staff and students, individually and collectively, to be familiar with the plan.

RESPONSE

Concepts presented in the Emergency Operations Plan (EOP) consider the full spectrum of responses, from minor incidents to a total involvement from destructive impacts. Some incidents or events will be planned or preceded by buildup periods that, if recognized and analyzed effectively, can provide advance preparation or warning to individuals on campus who might be affected. Other emergencies occur with little or no advance warning, requiring mobilization and commitment of campus resources just prior to or after the onset of the emergency. All available elements of the EOP organization must respond promptly and effectively to any foreseeable emergency. The EOP is designed to effectively coordinate the use of college and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near the Hagerstown Community College or its offsite location. It shall be placed into operation whenever an emergency affecting the College cannot be controlled by using daily operating procedures.

HCC has created an emergency response plan for the following events:

Active Shooter	Weather Emergencies	Bomb Treat
Civil Disturbance	Fire Emergencies	Haz Mat Incident
Infrastructure Failure	Medical Emergencies	Opioid Overdose

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 ensure 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 utilizing the electronic locking system and access to the buildings is prohibited except by authorized personnel. The electronic locks can be used to lock the exterior doors on one or all of the campus buildings from a remote location.

The normal business hours are Monday through Friday, 8:00 a.m. to 10:00 p.m. and Saturday, 8:00 a.m. to 4:30 p.m. The college is closed on Sundays, except for special events and a few classes may also be scheduled on Sundays. Access to the college facilities is limited to those areas and 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 broadcasted on the college website, emails will be sent using the HCC email system, and text message will be sent using HCC Alert. HCC Alert is a cell phone text messaging system that is part of the Emergency Communication System.

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 referrals. 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 heartbeat, 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:** 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.
 - c. 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 via outreach from a campus BIT/CARE team member. In certain circumstances, the Dean of Students may require confirmation from the counseling agency that the student has made and kept appointments.

EDUCATION

Education will include periodic student activities/engagement events, seminars, college courses, and brochures which describe the hazards of drug use and abuse. Referral resources, including a list of agencies in the area which may be called for counseling services, is available via the BIT/CARE team, Dean of Students, or Campus Police.

Information concerning drug and alcohol abuse is a part of new student orientation. Information pamphlets are available to college employees through the Human Resources Office. Brochures on the Employee Assistance Programs are directly mailed to all employees annually.

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.

Student Misconduct Policy (#8071)

Policy Approved, Board of Trustees: September 15, 2020

Hagerstown Community College complies with current Title IX sexual harassment and discrimination regulations, as is mandated by Federal and state regulations, including published regulations from the United States Department of Education Title IX of the Education Amendments Act of 1972. In addition, some forms of sexual misconduct violate the criminal laws of the State of Maryland. The College is committed to taking necessary measures in an effort to prevent incidents of sexual misconduct and to taking action to support all parties involved, ensure a fair review process for all parties involved, and take appropriate action should an incident be reported.

Sexual misconduct is an umbrella term that encompasses various types of prohibited conduct, including sexual harassment, sexual assault, domestic violence, dating violence and stalking.

Hagerstown Community College will not tolerate acts of sexual misconduct in any form and will maintain procedures compliant with Federal and state regulations; procedures can be found in detail on the College's web page.

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.

DRUG/ALCOHOL FREE ENVIRONMENT POLICY (#5092)

POLICY APPROVED, BOARD OF TRUSTEES: SEPTEMBER 21, 2004

Hagerstown Community College will maintain a safe, healthy, and productive environment free of alcohol and drugs for all employees and students. The college endorses the provisions of the Drug Free Workplace Act of 1988 and any applicable regulations by government agencies with respect to drug abuse and thereby establishes a drug-free and alcohol-free work place and learning environment.

It shall be unlawful and prohibited for an employee to manufacture, distribute, dispense, possess or use controlled substance or illegal drugs on college property, in a college vehicle, or while engaged in the discharge of college duties of college premises.

Compliance with the standards set forth in this policy is mandatory. The college will refer violations to law enforcement officials for prosecution where appropriate and take necessary disciplinary action against the offender up to and including dismissal. The college may require the employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation.

UNDER THE INFLUENCE - CANNABIS

Employees may not possess or be under the influence of cannabis while they are acting in the scope of their employment with the College. Although Maryland law decriminalized non-medical marijuana allowing individuals 21 and older to possess 1.5 ounces of marijuana, cannabis is controlled under federal law and is not permitted on the College campus per the Federal Drug Free Schools and Communities Act. This Act applies to Hagerstown Community College as a recipient of federal funding.

ALCOHOL POSSESS AND USE ON CAMPUS PROPERTY POLICY (#8020)

POLICY APPROVED, BOARD OF TRUSTEES: APRIL 23, 2019

With the written approval of the President, alcohol may be served on college property for functions such as banquets, dinners, receptions, and fundraisers. When alcohol is permitted all laws and regulations governing the use and possession of alcohol must be observed. No other use or possession of alcohol on College property is permitted.

STUDENT DRUG AND ALCOHOL ABUSE POLICY, EXCERPTS FROM (#4041)

POLICY APPROVED, BOARD OF TRUSTEES: JUNE 24, 2014

The college, recognizing that drug and alcohol abuse present serious threats to individual health and community safety, strives to maintain a campus free from the illegal use and abuse of alcohol, and from the use, possession or distribution of illegal drugs. Drugs and Alcohol will not be allowed to interfere with student learning or extra-curricular activities. The college strictly enforces state and federal laws that prohibit illegal drug and alcohol

use, such as the Federal-Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Community Act Amendments of 1989, and the drug and alcohol abuse policies of the Maryland Higher Education Commission. All HCC students are covered by this Drug and Alcohol Abuse Policy. Some college programs or activities, such as nursing or intercollegiate athletics, may have additional “drug free” requirements externally and/or internally imposed on students.

SEXUAL MISCONDUCT POLICY

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.

STUDENT MISCONDUCT POLICY (#8071)

Policy Approved, Board of Trustees: September 15, 2020

Hagerstown Community College complies with current Title IX sexual harassment and discrimination regulations, as is mandated by federal and state regulations, including published regulations from the United States Department of Education Title IX of the Education Amendments Act of 1972. In addition, some forms of sexual misconduct violate the criminal laws of the State of Maryland. The college is committed to taking necessary measures in an effort to prevent incidents of sexual misconduct and taking action to support all parties involved, ensure a fair review process for all parties involved, and take appropriate action should an incident be reported. Sexual misconduct is an umbrella term that encompasses various types of prohibited conduct, including sexual harassment, sexual assault, domestic violence, dating violence and stalking.

Hagerstown Community College will not tolerate acts of sexual misconduct in any form and will maintain procedures compliant with federal and state regulations; procedures can be found in detail on the College web page.

TITLE IX REPORTS

Anyone who has experienced sexual misconduct while on campus or at a campus sponsored event may report the incident to any HCC employee, who shall promptly report the alleged incident to a supervisor or to the Title IX Coordinator.

Before a complainant reveals information that he/she may wish to keep confidential, the employee will inform the complainant that he/she is a required Title IX reporter and as such, will have to inform a supervisor or the Title IX Coordinator about this alleged incident. No HCC employees are considered “confidential employees.” Employees must report all relevant details about the alleged sexual misconduct that the complainant has shared.

If a complainant wants confidentiality, then he/she should be referred to an off-campus health care provider or licensed counselor. Confidential reports are accepted at CASA (Citizens Assisting and Sheltering the Abused), www.casainc.org/programs.html, 301-739-4990, 24-hour hotline: 301-739-8975.

The following HCC employees serve as Title IX Coordinators and can assist victims of domestic violence, sexual assaults and dating violence. All reports are confidential. More information about HCC’s Title IX Sexual Misconduct Policy and Procedures is found at www.hagerstowncc.edu/titleix

Dr. Christine Ohl-Gigliotti, Dean of Students
Title IX Coordinator for Students
HCC - Student Center (STC), room 142
11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2526 or caohl-gigliotti@hagerstowncc.edu

Ms. Jennifer Childs, Executive Director for Human Resources & Campus Safety
Title IX Coordinator for Employees
HCC - Administration and Student Affairs (ASA), room 700
11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2259 or jachilds@hagerstowncc.edu

TITLE IX / SEXUAL MISCONDUCT SUPPORT MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the School's education program or activity, including measures designed to protect the safety of all parties or the School's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available upon receipt of a report or a complaint alleging possible sexual harassment. At the time that supportive measures are offered, the School will inform the Complainant, in writing, that they may file a formal complaint with the School either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The School shall maintain the confidentiality of the supportive measures to the greatest extent reasonably practicable, provided that confidentiality does not impair the School's ability to provide supportive measures or otherwise fulfil its obligations under this Process. The School will implement measures in a way that does not unreasonably burden the other party.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, referral to medical or healthcare services, referral to community-based services, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

AMNESTY FOR COMPLAINANTS AND WITNESS

HCC encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the School community that Complainants choose to report misconduct to School officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the School may offer parties and witnesses amnesty from minor violations of other School policies – such as underage alcohol consumption or personal use of illicit drugs – that may be associated with the incident.

Amnesty is not applicable to more serious allegations, such as physical abuse of another or illicit drug distribution.

GETTING HELP FOR SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND/OR STALKING

Being a victim of crime is a traumatic experience that may have physical and psychological effects. It is important for anyone who has been the victim of a sexual assault, dating violence, domestic violence, or stalking to go to a safe place and seek assistance as soon as possible. HCC encourages any person who believes he or she has been a victim of a sexual assault, dating violence, domestic violence, or stalking occurring at HCC or during the course of HCC-sponsored activities to call HCC's Campus Police (240-500-2308 or 240-500-2334) as soon as possible. Campus Police are available every day that the college is open and when campus activities are scheduled; specific hours of operation can be found at hagerstowncc.edu.

HCC Campus Police will inform a victim of sexual assault, dating violence, domestic violence or stalking of the right to notify the appropriate law enforcement agency to file criminal charges and the importance of preserving evidence associated with the crime. With the victim's consent, the HCC Campus Police will notify the Washington County Sheriff's Department to conduct an official criminal investigation of any allegation and where appropriate will arrange for the victim to be transported to Meritus Medical Center for medical evaluation and treatment.

Student victims will be connected with HCC's Title IX Coordinator and a member of the HCC CARE Team for support and assistance through the reporting process. the CARE Team will also provide the student victim with resources and refer him/her to professionally trained counselors who are specifically experienced in dealing with sexual offense crises. Only those HCC employees with a legitimate need-to-know will be informed of reported incidents. Normally that will include the Title IX Coordinators, and the Vice President of Academic Affairs and Student Services.

Preserving physical evidence is critically important to the sexual assault legal process. The collection of evidence from a crime is based upon a scientific principle that states that whenever two surfaces come in contact there will be an exchange of material. Physical evidence, such as DNA from semen, saliva and skin cells, and fingerprints, hair, and fibers are all types of evidence that can be transferred from the suspect to the victim and from the victim to the suspect. It is important that evidence be collected in a timely manner, free from contamination, and stored properly in order for that evidence to be used in criminal proceedings. The victim of a sexual assault should not change clothes, smoke, bathe/shower, urinate, douche, wash hands, brush teeth, eat or drink before the evidence can be collected.

If a victim of sexual assault elects to go to the hospital, an advocate or designated hospital staff member will provide the following options:

- report to police and receive a forensic exam
- receive a forensic exam as an anonymous report
- receive medical treatment only

Sexual Assault Forensic Evidence (SAFE) kits are collected by a trained Forensic Nurse Examiner (FNE). FNEs are nurses, not law enforcement personnel, who have been specially trained in the collection of sexual assault evidence.

A victim may decline to have a SAFE kit collected or may elect to have a kit collected as an anonymous reporting (i.e., "Jane Doe" kit). Anonymous reporting/Jane Doe kits allow the victim of a sexual assault to have a SAFE kit collected without having to report the crime to law enforcement. The evidence will be collected, given a tracking number, and stored for future use. It is important to note that Jane Doe kits are merely stored for potential use if the victim decides in the future to make a report. The evidence is not examined at the time it is collected; therefore, investigative leads, such as identifying a suspect, are not developed.

If the anonymous report option is selected, the victim will be told:

- the benefits of anonymous reporting (e.g., time to weigh options before participating in the criminal justice system)
- the drawbacks of anonymous reporting (e.g., challenges for the investigation and prosecution)
- the length of time for which evidence will be stored
- who to contact, and how, if the victim decides to report

For more information on anonymous reporting, visit the Governor's Office of Crime Control and Prevention's website: goccp.maryland.gov/victim/.

SEXUAL MISCONDUCT EDUCATIONAL AND TRAINING RESOURCES

HCC Campus Police works with Student Affairs to provide resources and educational opportunities, including crime prevention programs and services:

- The CARE Team sponsors an annual educational program on healthy relationships.
- Students & Sexual Assault – Legal and Practical Issues brochure available to students at new student orientation.
- Title IX training is offered by the Title IX Coordinators to all new employees.

- Title IX information is shared with new students during new student orientation, with all student athletes annually, and with all students at the beginning of every semester.
- Sexual harassment and misconduct training are completed annually by all employees.

The following additional efforts to prevent sexual misconduct are in place in the Athletics Department:

- All coaches and other staff receive a copy of the HCC Sexual Misconduct Policy and Procedure and review it once a year at an annual staff meeting;
- The Athletic Handbook references the HCC Sexual Misconduct Policy and Procedure;
- Head coaches review the HCC Sexual Misconduct Policy and Procedure with student-athletes on their respective teams during the team's preseason meeting; and
- Student athletes are encouraged to annually attend educational programs.

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.

Statistics	On Campus				Non-Campus Property/Building				Public Property		
Crime Statistics	Year				Year				Year		
Category	2020	2021	2022		2020	2021	2022		2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0		0	0	0		0	0	0
Negligent Manslaughter	0	0	0		0	0	0		0	0	0
Rape	0	0	0		0	0	0		0	0	0
Fondling	0	0	0		0	0	0		0	0	0
Incest	0	0	0		0	0	0		0	0	0
Statutory Rape	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	3	1	0		0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Unfounded	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0
Violence Against Women Act (VAWA)	2020	2021	2022		2020	2021	2022		2020	2021	2022
Dating Violence	0	0	0		0	0	0		0	0	0
Domestic Violence	0	1	0		0	0	0		0	0	0
Stalking	2*	0	0		0	0	0		0	0	0
Unfounded	0	0	0		0	0	0		0	0	0
Arrests	2020	2021	2022		2020	2021	2022		2020	2021	2022
Weapons Possession	0	0	0		0	0	0		0	0	0
Drug-Related Violations	0	0	1**		0	0	0		0	0	0
Liquor Law Violations	0	0	0		0	0	0		0	0	0
Campus Disciplinary Referrals	2020	2021	2022		2020	2021	2022		2020	2021	2022
Weapons Possession	0	0	0		0	0	0		0	0	0
Drug-Related Violations	0	0	0		0	0	0		0	0	0
Liquor Law Violations	0	0	0		0	0	0		0	0	0

* Two Stalking Cases 2020 - One WCSO case 20-04907 and One HCC Campus Police Case 20-00023, same suspect

** Drug arrest on campus 22-00026

Hate crimes include all of the above reported crimes and include crimes of larceny-theft, simple assault, intimidation, vandalism, /damage/ destruction of property, motivated by a bias from one of the bias categories. (Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin & Disability) **NO HATE CRIMES RECORDED in 2020, 2021 and 2022.** If a hate crime were to be reported the exact crime would be identified in the ASR.

Reports are classified as either On-Campus, Non-Campus Buildings, or Public Property.

On-Campus -HCC Main Campus 11400 Robinwood Drive, Hagerstown, Maryland 21742

<https://www.hagerstowncc.edu/docs/facilities-management-and-planning/campus-map-parking>



Non-Campus Buildings – HCC Training Center 17301 Valley Mall Road, Hagerstown, MD 21740

Non-Campus Building – HCC Commercial Vehicle Transportation Range 14547 Industry Drive, Hagerstown, MD 21742

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.” ~ The Handbook for Campus Safety and Security Reporting. The Washington County Sheriff’s Office has primary law enforcement jurisdiction on the public property surrounding the Main Campus. The Sheriff’s Office handles reporting at the 2 Non-Campus locations and the surrounding Public Property. Crime statistics are obtained from the Washington County Sheriff’s Office for those locations. A request for crimes stats is also made to the Maryland State Police, Hagerstown Barracks.

REGISTERED SEX OFFENDER INFORMATION

Sex offender information can be obtained from the Maryland State Sex Offender Register, (SOR). The registry can be found on the Department of Public Safety and Correctional Service website: www.dpscs.state.md.us/online/sex/sor/.

CRIME AWARENESS AND CAMPUS SECURITY ACT CRIME DEFINITIONS

Clery Act Crime definitions

Definitions used by the United States Office of Education come from the FBI's Uniform Crime Reports (UCRs). These are used to report the crimes identified via the Clery Act.

For a copy of the 2016 edition of The Handbook for Campus Safety and Security Reporting go to the following link: <https://www2.ed.gov/admins/lead/safety/campus.html>

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.

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

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

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.

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. Note: It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle (defined as any self-propelled vehicle on land). This includes cases where persons do not have lawful access even though the vehicles are later abandoned, to include joyriding.

Larceny/Theft - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Simple Assault - An 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.

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.

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.

Hate/Bias Crimes - Any criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. All such crimes should be reported to Office of Public Safety. The Clery Act includes the following categories in this area: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

Hate crimes include any of the following offenses that are motivated by bias: Murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction of property/vandalism.

Sex Offenses Definitions

Rape - Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking - Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Drug, Liquor & Weapons Violations Definitions

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.

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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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