



Washington College  
Annual Security and Fire Safety Report

October 1, 2013

Department of Public Safety

**EMERGENCY NUMBERS**

FIRE - RESCUE - POLICE - 911

KENT COUNTY COMMUNICATIONS - 410-778-1241

DEPARTMENT OF PUBLIC SAFETY - Ext. 7810 or 410-778-7810 (direct line)

NOTE: When dialing an off-campus number from a campus phone, please dial a "9" first to reach an outside line.

**OTHER IMPORTANT PHONE NUMBERS**

Chestertown Police Department - 410-778-1800

Kent County Sheriff's Office - 410-778-2278

Maryland State Police - 410-758-1101 (Centreville Barracks)

University of Maryland Shore Medical Center at Chestertown - 410-778-3300

Kent County Health Department - 410-778-1350

Maryland Poison Control Center - 1-800-222-1222

Behavior Health and Rape Crisis Center at For All Seasons, Inc. - 1-800-310-7273

CDS Information Health Hotline - 1-800-232-4636

Suicide Hotline - 1-800-273-TALK

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## **1.00 INTRODUCTION**

Washington College is committed to providing a safe and secure environment for the campus community. Because no campus is isolated from crime, Washington College has developed a safety program that enhances the learning experience and complements the College's educational mission. With the support of students, faculty, and staff, we have many people involved in keeping this campus safe and secure. Although we have been fortunate in not experiencing a significant number of serious crimes, it would not be honest to say such incidents have not occurred. A truly safe campus can be achieved only through the cooperation of all students, faculty, and staff.

Please join us in our effort to ensure that this collective endeavor is effective. We hope you will read this information carefully and use it to foster a safe environment for yourself and others.

## **2.00 DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety is located on the ground floor of Wicomico House in Cullen Hall. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. On campus, there are Patrol Officers on duty 24 hours a day, 7 days a week, 365 days a year. Officers conduct foot, bicycle and vehicular patrols of the entire campus. The Department aids in the enforcement of federal, state, and local statutes, as well as Washington College regulations.

### **2.01 Police Authority**

Most Officers are special commission police officers who have arrest authority and work closely with the local and state jurisdictions. Public Safety also has a Memorandum of Understanding (MOU) with the Chestertown Police Department. This MOU outlines the working relationship between Public Safety and the Chestertown Police Department, and covers such areas as the sharing of information, jurisdiction, and responsibilities for each entity.

## **3.00 REPORTING CRIMINAL ACTIVITY**

To report a crime or emergency, call Public Safety at 410-778-7810 (extension 7810 from campus phones) or dial 911. When you call 410-778-7810, you will be able to speak directly with Public Safety personnel. If you are unable to contact an Officer, dial 911 (Kent County Emergency Operations Center). Any victim or witness to a crime on campus is asked to call the police. When you dial 911, trained dispatchers are available 24 hours a day to respond to emergency calls. Department of Public Safety Officers will respond to investigate all reports of criminal activity or emergencies. Officers prepare and submit incident reports, which may be shared with local law enforcement agencies for investigation.

### **3.01 Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of the Department of Public Safety can file a report on the details of the incident without revealing your

identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents occurring on campus, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **3.02 Daily Crime Log**

The Washington College Department of Public Safety maintains a daily crime log that contains information on recent criminal activity to include the nature, date, time and general location of each crime. The daily crime log is available for review by members of the community at the Department of Public Safety from Monday through Friday, 8:30 a.m. to 4:00 p.m., and covers the most recent 60-day period. Crime log information dating back more than 60 days will be made available for inspection within two business days of a request.

The Public Safety Department may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

### **3.03 Anonymous Tips**

Members of the Washington College community are able to provide Public Safety with information pertaining to criminal and suspicious activity. The form can be found on the Public Safety website. Just click on the link marked “Anonymous Tips” and fill out the form. All reports are anonymous.

### **3.04 Campus Security Authorities**

A Campus Security Authority (CSA) is defined as an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

When CSAs receive information from students or employees regarding criminal offenses, they are required to report this information to Public Safety.

Once a year, CSAs are asked to provide information regarding crimes reported to them during the previous year that were not reported to the Public Safety Department. Criminal offenses for which we are required to disclose statistics are outlined in detail in this yearly letter to CSAs. Forms used to report criminal offenses are also provided, and this information can also be found on the Public Safety website.

### **3.05 Annual Clery Notice Compliance**

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community obtained from Department of Public Safety, other Campus Security Authorities (CSAs), and local Police Departments.

A written request for statistical information is made on an annual basis to all CSAs and to all Deans, Directors, and Department Heads. These members of the College community are obligated to report instances of campus crime.

Members of the College's Counseling and Health Services are not required to make such disclosures as those services are confidential. Professional counselors on campus, if and when they deem it appropriate, inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

All statistics are gathered, compiled, and reported to the college community via this report, entitled "Annual Security and Fire Safety Report" which is published by the Washington College Department of Public Safety. Public Safety submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the ED is available to the public through the ED website.

Public Safety sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes a link to the Annual Security and Fire Safety Report on the Public Safety page. A hard copy of the report can also be obtained by making a request to Public Safety by telephone (410-778-7810), in person or in writing. Public Safety is located in the basement of the Wicomico House of Cullen Hall. The mailing address is Public Safety, Washington College, 300 Washington Avenue, Chestertown, MD 21620.

#### **4.00 SAFETY PROGRAMS AND CRIME PREVENTION**

The Department of Public Safety and the Director of Student Development, who also serves as the Victim Services Coordinator, work closely with many student organizations to promote safety and security. Topics such as acquaintance rape and sexual assault are discussed in open forums, with scheduled speakers, small group programming and through awareness campaigns throughout the academic year. Self-defense classes are offered at least twice each school year to raise awareness and self-confidence. Guests are invited to speak on various pertinent crime issues. These programs are also available to students living off campus. Washington College currently does not have any recognized off-campus student organizations or housing.

The Department of Public Safety posts information on its website outlining procedures to follow when different emergency situations arise: <http://www.washcoll.edu/emergency/>

Some of the topics covered include medical emergencies, severe weather, fire, and personal safety tips. There is also basic information regarding vehicle registration and parking regulations. The Department also supplements this information throughout the year through electronic e-mail notices and newspaper articles. Incidents that require community awareness are also communicated in this fashion. A brochure on personal safety is given to all students in their packet at the beginning of the school year, and is

also available in the Public Safety Office.

Please see below for a detailed list of safety and crime prevention programs conducted on campus during the 2012 calendar year.

#### **4.01 Crime Prevention/Awareness Programs:**

1. **New Student Orientation:** Safe and Secure On and Off Campus, presented by Public Safety and Student Affairs. Other programs include “Can I Kiss You?” – An entertaining and information program on healthy dating, consent and sexual assault.
2. **Public Safety Website:** Find information regarding procedures to follow when different emergency situations arise.
3. **The Elm:** The DPS Report and articles appear weekly in The Elm so that the campus community can be informed of crime trends, safety tips and special programs.
4. **Crime alerts (Timely Warnings)** are also sent out via email and by WAC Alerts (email, text message, phone message).
5. **“Gotcha”** - As part of the new “Gotcha” program, faculty, staff and students are visited by Public Safety Officers and are given crime prevention notices when offices, residence hall rooms, and vehicles are found open and property is left unattended.
6. **International Student Orientation:** New international students receive crime prevention and safety information, as well as information regarding policing and local laws at the start of each semester.
7. **New Employee Orientation:** An orientation program for newly hired faculty and staff members.
8. **Resident Assistant and Peer Mentor Training:** These student employees participate in a training called “Sex Drugs and Rock-n-Roll” where they learn about the risks associated with alcohol, communication, sexual assault, dating violence and bystander behavior.
9. **Alcohol EDU Program/Haven:** All first year students must complete this online course that educates students about relationships, decision-making, and the effects of drug and alcohol use.
10. **Walk a Mile in Her Shoes:** Yearly men’s march to raise awareness with regard to rape, sexual assault and gender violence.
11. **Emergency Telephones:** Direct connect emergency and “blue light” phones are strategically placed throughout campus.
12. **CCTV Cameras:** Washington College is increasing its use of CCTV systems to deter, detect and investigate crime on campus.
13. **Workplace Harassment Prevention and Title IX Training for Athletics, Administrative Council, Library Staff and Dining Services:** Training conducted by the Director of Multicultural Affairs/Title IX Coordinator that covered topics such as preventing harassment in the workplace, sexual harassment/misconduct, working with minors, and reporting protocol for supervisors.
14. **Let’s Work Together:** Public Safety training on responding to sexual assault survivors.
15. **RAD (Rape Aggression Defense) training:** 12-hour women’s self defense class, offered twice each year.

16. **Campus Safety Presentations:** Public Safety Officers conduct trainings for individual groups that cover general safety on campus, sexual assault prevention, and a variety of other topics. Available upon request.
17. **Comprehensive Sexual Assault Victim Advocacy Training:** Attended off campus by the College's Sexual Assault Response Coordinator and a Public Safety Officer.

#### **4.02 Campus Residence Halls**

##### **Residence Halls**

1. Members of the residence hall and their guests will be expected to respect the rights of others.
2. Students of the opposite sex are not allowed to live together in the same room in the residence halls.
3. Non-residents are not permitted in residence halls after midnight unless they are the guest of, and accompanied by, a resident of the building. This includes alumni guests.
4. All residence halls are to be locked 24 hours a day, 7 days a week. Persons responsible for the propping of doors will be subject to a \$100.00 fine. Residents are given a key and/or ID card to access their residence hall.

Residence halls are staffed by Resident Assistants. Among their many duties, Resident Assistants are responsible for monitoring their halls for security concerns. Resident Assistants are also able to enter residence rooms in their respective areas when emergency access is warranted. Their rooms are equipped with telephones for easy access to emergency services. This program is administered by the Student Affairs Office and has been very successful in crime prevention. For more details on housing policies, refer to the Student Handbook section entitled "Residence Hall Policies."

#### **5.00 REPORTING PROCEDURES**

##### **5.01 Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety or his designee, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Anyone with information that they believe constitutes an ongoing or continuing threat to the community should contact the Department of Public Safety at 410-778-7810.

##### **5.02 Distribution Procedures**

If warranted, a timely warning will be sent out via WAC Alerts by Public Safety personnel. WAC Alerts works by sending a message to all standard text communication devices: mobile phones (via SMS text messages, voice and voice mail), land phones, e-mail accounts, RSS readers, text pagers, wireless pagers, wireless PDAs, and web site pages. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. The Department may also disseminate general information through the campus' student

newspaper, *The Elm*.

## **6.00 CAMPUS POLICIES ADDRESSING DISCRIMINATION, HARASSMENT AND SEXUAL ASSAULT**

### **6.01 Policy Statement on Discrimination**

Washington College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification in the administration of any of its educational programs and activities or with respect to admission and employment. The designated coordinator to ensure compliance with Title IX of the Educational Act Amendments of 1972 is Darnell Parker, Director of Multicultural Affairs, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, and (410) 778-7202. The designated coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 is Andrea Vassar, Director of Academic Skills, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, and (410) 778-7883

### **6.02 Policy Statement on Harassment**

Harassment in any form, whether based on race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification is unacceptable on the Washington College campus.

For purposes of this policy harassment means unwelcome verbal, written, or physical conduct based on a protected classification (race, color, sex, etc.) that has the purpose or effect of unreasonably interfering with an individual's work or education, (including living conditions, extracurricular activities, and social life) creating an intimidating, hostile, or offensive environment, or constituting a threat to an individual's personal safety. Sexual harassment includes sexual violence/assault.

### **6.03 Policy Statement on Sexual Harassment**

Washington College will not tolerate sexual harassment in any form. When sexual harassment occurs at the College, the standards of the community are violated. The goal of this policy is to create a community free of sexual harassment. Sexual harassment committed in connection with any College program, whether on or off campus, is prohibited. This applies to academic, educational, extracurricular, athletic, residential, and other College programs. Sexual harassment may be a violation of state and federal laws as well as a violation of this policy. Therefore, individuals who feel they have been sexually harassed may have the right to bring legal action, in addition to making a complaint to the College. Legal action and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation of sexual harassment, or pursues legal action is prohibited.

The essential importance of academic freedom is recognized and a standard of reasonableness will guide the College. Only when academic freedom is used to disguise,

or as the vehicle for, prohibited conduct will it be questioned. Washington College believes that ideas, creativity, and free expression thrive and, indeed, can only exist for students, faculty, and staff in an atmosphere free of sexual harassment and assault.

#### **6.04 Policy Statement on Sexual Assault**

When sexual assault or sexual violence in any form occurs, the standards of the community, and possibly criminal laws, are violated. When reported, the College will respond to these reports promptly in accordance with its policies and procedures and as required by applicable laws. Sexual assault or sexual violence committed in connection with any College program, whether on or off campus, is prohibited. This includes all College programs including, but not limited to, academic, educational, extra-curricular, athletic, and residential programs.

Washington College urges individuals who believe they have been a victim of sexual violence to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A criminal charge and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues legal action is prohibited and possible violations will be investigated and violations addressed in accordance with College policy and procedures.

In cases of sexual assault or other sexual misconduct, College authorities will inform a complainant of the option of criminal prosecution and medical assistance, as well as the complainant's rights under the Crime Complainant's Bill of Rights. This includes the right to assistance from the Maryland State Crime Complainants Reparation Board and the Maryland State Office of the Crime Complainant Ombudsman. A complainant will also be informed of the right to file a complaint of sexual harassment (which includes sexual assault/violence). Students or employees wishing to file a complaint should follow the procedures outlined in the "Reporting Discrimination and Harassment" section, listed below.

When a Washington College student is the subject of a sexual assault/violence complaint, the individual filing the complaint will be informed about the role of the Honor Board's Sexual Misconduct Hearing Board in evaluating whether the student who is the subject of the complaint is responsible for violations of College policy (including policies addressing discrimination and harassment). When a Washington College employee or third party is the subject of a sexual assault/violence complaint, the individual filing the complaint will be informed about the role of the Discrimination Complaint Resolution Committee (DCRC) or appropriate administrator in evaluating whether the individual who is the subject of the complaint is responsible for violations of College policy (including policies addressing discrimination and harassment).

College authorities, normally the Director of Public Safety, will notify the Chestertown Police of the sexual assault only at the request of the student or employee filing the complaint and will provide assistance in notifying any other law enforcement authorities or in preserving materials that may be relevant to the internal complaint process. At the

direction of the Chestertown Police, College authorities will provide assistance in obtaining, securing, and maintaining evidence for criminal prosecution.

### **Interim Measures**

By decision of the President of the College, the Vice President of Student Affairs, or a designee of either, the person who is the subject of a sexual assault or sexual violence complaint may, without prejudice, be removed from the campus or subjected to other forms of restriction with regard to the complainant, pending formal judicial action or criminal procedures, to avoid additional conflict within the community and/or to protect the safety of members of the College community.

During any campus disciplinary proceeding in a case of alleged sexual assault or sexual violence, the accuser and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Possible sanctions for rape, acquaintance rape, or sexual violence (forcible or non-forcible) following an on-campus disciplinary proceeding may include suspension, expulsion or termination from the College.

Washington College, upon request, will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or the next-of-kin, if the victim is deceased.

### **6.05 Basic Guidelines for Victims of Rape and Sexual Assault:**

Time is important - don't wait.

1. Don't disturb the physical surroundings in which the assault took place so that essential evidence can be collected, should the victim decide to pursue a criminal case. The sooner a victim presents to the hospital, the more likely evidence can be recovered. 120 hours is the ideal time frame for evidence collection. In order to preserve evidence, it is recommended that victims refrain from:
  - Eating/drinking/smoking
  - Bathing/showering/brushing teeth
  - Urinating/defecating/douching
  - Changing clothes

Regardless of whether or not a victim has refrained from the above or has surpassed the 120-hour time frame, the College urges victims to seek medical attention as soon as possible.

2. Get immediate medical treatment. Two area hospitals (listed below) have Sexual Assault Nurse Examiners available to provide a confidential medical examination as well as sexually transmitted infection and pregnancy testing and treatment. Sexual Assault Nurse Examiners work in conjunction with For All Seasons, Inc.

to provide advocacy support to survivors. The “Jane Doe” reporting option, which allows survivors to have an exam using a rape kit without informing law enforcement but while still preserving the option to notify law enforcement at a later time, is available at both hospitals.

- University of Maryland Shore Medical Center at Chestertown, located at 100 Brown Street, adjacent to Washington College, 410-778-3300
  - University of Maryland Shore Medical Center, 219 South Washington Street, Easton, Maryland, 410-822-1000
3. Seek immediate assistance from any of the following: Department of Public Safety (410-778-7810), the Director of Student Development (410-778-7277), a Resident Assistant, the Vice President and Dean of Student Affairs (410-778-7752), Counseling Services (410-778-7261), Health Services (410-778-7261), For All Seasons, Inc. (410-822-1018 or 1-800-310-7273 after hours), Chestertown Police Department (410-778-1800), or one of the hospitals listed above.
  4. A member of the Washington College Department of Public Safety is available 24 hours a day and 7 days a week to transport the survivor to local hospitals if requested. Volunteers from the For All Seasons Behavioral Health and Rape Crisis Center are also available to provide counseling and assistance throughout this process.

## **6.06 Victim Services Response and Coordination**

### **Sexual Assault, Domestic Violence, Relationship Violence and Stalking**

If you, or someone you know, are a survivor of sexual assault, domestic violence, relationship violence or stalking, the follow campus and community resources are available for assistance. Survivors are encouraged to speak with Beth Anne Langrell (410-778-7277), the College’s Victim Services Response Coordinator, for support and to obtain assistance in accessing campus or external resources or procedures (even if the sexual assault is not recent). The Victim Services Response Coordinator will review with the survivor procedures to file a complaint or grievance or an off-campus complaint, the availability of confidential counseling, and steps the College can take to address concerns about physical safety including changes to housing or classroom arrangements if needed.

### **6.07 Behavioral Health and Rape Crisis Center at For All Seasons, Inc.**

For free, 24-hour confidential services that provides crisis and on-going counseling and support to survivors of sexual violence and/or harassment. Advocates are available to meet sexual assault survivors at the hospital and support them during any time spent at the hospital.

For on-going counseling and support for survivors at any time following sexual violence, call 410-822-1018 during business hours and after hours, 1-800-310-7273.

### **6.08 Domestic Violence, Relationship Violence and Stalking Resources Mid-Shore Council on Family Violence**

This is a free, 24-hour confidential service that provides crisis response and shelter; client counseling and advocacy for victims of domestic violence. If you or someone you know needs assistance, please call the 24-hour hotline at 1-800-927-4673.

### **6.09 Education and Training**

The Office of Student Development is responsible for developing and coordinating educational and training programs for students about sexual assault and sexual violence. To address issues of sexual assault and sexual violence proactively, the College will distribute these policies to and provide training for students and employees. In addition, these policies will be communicated at appropriate opportunities in classes, meetings, programs, and publications. A list of educational and training programs completed in the 2012 calendar year is also listed earlier under “Safety Programs and Crime Prevention.”

### **6.10 Title IX Reporting**

Individuals may also report sexual assault or sexual violence to the College’s Title IX Coordinator. This individual is responsible for coordinating the College’s compliance with Title IX. The Title IX Coordinator is Darnell Parker, Director of Multicultural Affairs, First Floor Casey Academic Center, 410-810-7457.

### **6.11 Campus Resources**

Beth Anne Langrell, Director of Student Development and Victim Services Response Coordinator, ext. 7277

TBA, Vice President of Student Affairs, ext. 7752

Sarah Feyerherm, Associate Vice President for Student Affairs, ext. 7228

Carl Crowe, Associate Dean of Students and Director of Residence Life, ext. 7235

Lisa Marx, Director of Health Services, ext. 7261

Bonnie M. Fisher, Director of Counseling Services, ext. 7289

Darnell Parker, Director of Multicultural Affairs and Title IX Coordinator, ext. 7457

Jerry Roderick, Director of Public Safety, ext. 7810

### **6.12 Community Resources**

Local Emergency, Police, Fire and Ambulance – dial 911 (or 9-911 from a campus phone)

Behavioral Health and Rape Crisis Center at For All Seasons, Inc. – call 410-822-1018 during business hours and 1-800-310-7273 after hours

### **6.13 Reporting Discrimination and Harassment**

#### **Reporting a Complaint**

**When a student is the subject of the complaint.** Students or employees who believe they have been subjected to discrimination or harassment, including sexual violence/assault, by another Washington College student should contact one of the following for assistance with resolving a complaint informally or to file a formal written complaint (note: any incident of sexual violence/assault will not be handled informally):

- Professional staff member of the Student Affairs staff (including Residence Life Area Directors)
- Public Safety
- Title IX Coordinator or Assistant Coordinator(s) – for matters involving discrimination or harassment based on sex or gender
- 504 Coordinator or Assistant Coordinator(s) - for matters involving discrimination or harassment based on disability

Written complaints alleging sexual discrimination or harassment (including sexual assault/violence) should be submitted to Darnell Parker, Director of Multicultural Affairs and the College's Title IX Coordinator, first floor Casey Academic Center, 410-778-7457.

Written complaints alleging disability discrimination or harassment should be submitted to Andrea Vassar, Director of Academic Skills and the College's Section 504 Coordinator, Clifton Miller Library, 410-778-7883.

When a Washington College student is the subject of a formal written discrimination or harassment complaint, an investigation will take place and the matter will be referred to the Honor Board or other appropriate hearing body (see the Washington College Honor Code and Student Judicial System found in Student Handbook).

**When a non-student is the subject of the complaint.** Students or employees who believe that they have been subjected to discrimination or harassment, including sexual violence/assault, by an employee of the College or by another individual for whom the College is or may be responsible (e.g., applicants for admission or employment, alumni, independent contractors, vendors, recruiters) should contact one of the following for assistance with resolving a complaint informally or to file a formal written complaint (however, any incident of sexual violence/assault will *not* be handled informally):

- Title IX Coordinator or Assistant Coordinator(s) - for matters involving discrimination or harassment based on sex or gender
- 504 Coordinator or Assistant Coordinator(s) - for matters involving discrimination or harassment based on disability
- Vice President for Student Affairs and Dean of Students
- Associate Dean of Students/Director of Residence Life
- Provost and Dean of the College
- Director of Public Safety
- Director of Human Resources.

Written complaints alleging sexual discrimination or harassment (including sexual assault/violence) should be submitted to Darnell Parker, Director of Multicultural Affairs and the College's Title IX Coordinator, first floor Casey Academic Center, 410-810-7457.

Written complaints alleging disability discrimination or harassment should be submitted

to Andrea Vassar, Director of Academic Skills and the College's Section 504 Coordinator, Clifton Miller Library, 410-778-7883.

**When a Washington College employee is the subject of a formal written complaint,** an investigation will take place and the matter will be reviewed by the Washington College Discrimination Complaint Review Committee.

Complaints against individuals who are not current employees or students of Washington College are addressed on a case-by-case basis using an appropriate procedure as determined by the Director of Human Resources.

### **Discrimination Complaint Review Committee (DCRC)**

The Washington College Discrimination Complaint Review Committee (DCRC) is used when the subject of a formal written complaint is an employee. DCRC will consist of faculty, staff and students trained to review matters involving discrimination and harassment. A hearing panel will consist of three members of the DCRC and is facilitated by the Director of Human Resources (or designee). Hearings where there is a student complainant will include at least one student on the hearing panel. Hearings where there is an employee complainant will include only employees on the hearing panel. Within 15 days after the hearing, the panel will issue a written decision that includes a review of the information relevant to the case and sanctions assigned if the subject of the complaint is found to have more likely than not violated College policy. The DCRC will continue to function whenever the College is open even if classes are not in session.

In cases of discrimination and harassment, complainants may also obtain information and/or file a complaint by writing the Director of Civil Rights, US Department of Education, Office of Civil Rights, The Wannamaker Bldg., 100 Penn Square East, Suite 515, Philadelphia, PA 19107.

### **Informal Resolution of a Complaint**

The College encourages students and employees to resolve complaints in an informal manner when appropriate (with the exception of sexual violence/assault complaints). If the informal process proves unsuccessful, or if the complainant chooses not to proceed informally, a formal written complaint may be submitted by following the procedures outlined in the Reporting a Complaint section above.

The designated staff member receiving the informal complaint (see the list contained in the *Reporting a Complaint* section above) will also notify the Title IX or ADA/Section 504 Coordinator as appropriate.

The Title IX or ADA/Section 504 Coordinator (or designee), as appropriate, will document any agreed upon informal resolution and provide a copy to the complainant and respondent.

The College reserves the right to take immediate measures (e.g. schedule change, work or housing reassignment, summary suspension/administrative leave) to prevent incidents of

discrimination or harassment pending resolution of the grievance.

### **Assistance with an Informal Resolution**

The complainant should discuss the alleged incident(s) with the Title IX Coordinator, ADA/Section 504 Coordinator, or one of the other designated administrators who can receive a complaint. The coordinator/administrator will investigate as needed and will offer to attempt resolution of the complaint in an informal manner when appropriate. The complainant may terminate the informal process at any time and initiate a formal written complaint by following the procedures outlined in the *Reporting a Complaint* section above.

### **Investigating a Complaint**

A complaint alleging discrimination or harassment must be made in writing using the complaint form available on line; all complaints will be investigated in a manner that is adequate, reliable and impartial. Complaint forms are available in Public Safety, Student Affairs, Human Resources or for download and printing from the College website at **<https://www.washcoll.edu/title-ix/how-to-file-a-complaint.php>**. For matters involving discrimination or harassment based on sex or gender (covered by Title IX), the Title IX Coordinator will ensure that the investigation complies with all Title IX requirements, including that it is conducted in a manner that is adequate, reliable and impartial. For matters involving discrimination or harassment based on disability (covered by ADA/Section 504), the Section 504 Coordinator will ensure the investigation complies with all Section 504 requirements. The formal investigation shall include individual interviews with the complainant, the respondent, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. All reasonable efforts will be made to conduct and complete the investigation as thoroughly, impartially, and promptly as possible.

The responsibility to conduct this investigation shall not be altered by the fact that a criminal investigation of the incident is pending or has been concluded, although the investigation may be delayed or suspended at the request of law enforcement while the law enforcement agency is gathering evidence. In the event the investigation is delayed at the request of a law enforcement agency, appropriate steps will be taken to provide for the safety of the complainant and the College community and to prevent retaliation by any individual (including changes to the schedule, housing assignment or work location of the respondent or summary suspension/leave from the College issued to the respondent).

The person designated to conduct the investigation shall prepare a written report within fifteen (15) business days after commencing the investigation, unless additional time to complete the investigation is required. In that case, the investigator shall report on the status of the investigation to the complainant, the respondent, and the Title IX or Section 504 Coordinator (or designee) as applicable at the expiration of the fifteen (15) day period and every fifteen (15) business days thereafter.

The written report shall include a summary of the investigation; findings of fact and an

explanation of the evidence in support of such findings (including a determination with respect to the factual allegations of the complaint); conclusions whether there have been any violations based on the factual findings and a discussion of the reasons for such conclusions. The results of the investigation of each complaint will be reported in writing to the complainant and the respondent and forwarded to the Honor Board or the DCRC for review and any action deemed appropriate in accordance with the procedures of each.

Investigations may be conducted by trained Public Safety staff, the Title IX Coordinator or Assistant Coordinators (for Title IX matters), the Section 504 Coordinator or Assistant Coordinators (for ADA/Section 504 related matters), Human Resource staff, or another trained investigator appropriate to the situation when and where needed and in accordance with all College policies and legal requirements.

Nothing in these procedures or in the procedures of the Honor Board or DCRC limits the right of any person to pursue other avenues of recourse which may include filing charges or a complaint with local, state and federal authorities responsible for unlawful discrimination and harassment.

More information about the procedures of the Honor Board can be found in the chapter “Washington College Honor Code and Student Conduct System” in the Student Handbook.

### **Resolving Complaints**

The Title IX Coordinator or Section 504 Coordinator or other appropriate College administrator will ensure that steps are taken to address and resolve any instance where an investigation and subsequent review (by either the Honor Board or the DCRC) concluded discrimination or harassment occurred. Resolution outcomes include actions to remediate the instance of discrimination or harassment and, where needed, actions to prevent future recurrence and to correct discriminatory effects on the complainant and others.

### **Making an Appeal**

The subject of a complaint may appeal decisions of the DCRC by submitting a written appeal request within five business days of receiving written notification of the outcome of the hearing.

In cases of discrimination or harassment, including sexual assault/violence, the complainant also may appeal by filing a written appeal request within five business days of receiving written notification of the outcome of the hearing. Only appeals that are based on one or more of the following grounds will be considered for review:

- Procedural error(s) that prevented fundamental fairness;
- New information or evidence that was not available at the hearing;
- An imposed sanction that is excessively severe;
- The decision of the DCRC is not supported by the information presented.

Letters of appeal must be sent to the President of the College (or designee). The President or designee will determine whether or not the appeal meets the above criteria. If any of the criteria are met, the case will be reviewed and a decision made within 5 business days; if the case does not meet at least one of the criteria, there will be no further review. The appellant(s) and, in cases of discrimination or harassment, the other party, shall be notified of the outcome of the appeal.

### **Retaliation**

All members of the Washington College community are advised that retaliation against anyone for filing a complaint of discrimination or harassment or for participating in an investigation of discrimination or harassment is strictly prohibited by law and by College policy. Members of the community should be equally aware that knowingly making false allegations of harassment or discrimination is itself a violation of College policy and the individual involved will be subject to disciplinary action.

### **Confidentiality**

All parties involved, especially those charged with carrying out the above policies, are enjoined to work in confidence to the extent legally permissible and practically possible.

## **7.00 SEX OFFENDER REGISTRY**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in the state at which the person is employed, carries on a vocation, volunteers services, or is a student.

To view the sex offender registry for the state of Maryland, you can go to the following website: <http://socem.info/>. Once on this site, you can search the Maryland sex offender registry by name, zip code, or by clicking on a geographic area on a map. The sex offender registry for Kent County is also held at the Kent County Sheriff's Office. They can be contacted at 410-778-2279.

## **8.00 ALCOHOL AND OTHER DRUGS: EXPECTATIONS, EDUCATION AND POLICIES**

### **8.01 Alcohol and Other Drugs – Expectations and Education**

Washington College is dedicated to promoting a safe and healthy living and learning environment for all students. The College recognizes that student alcohol use and abuse is an issue that confronts all colleges and universities. Alcohol or other drug abuse adversely affects student success in and out of the classroom and is an issue with complex physiological, social, psychological, and legal dimensions. The following guiding principles are used to shape the College's alcohol and other drugs related programs and services as well as the College's expectations for students.

Core values at Washington College include: honor, trust, integrity, respect, civility, service, responsibility, and citizenship. These values are expected to influence individual and group decisions involving alcohol and other drugs.

Washington College adheres to all local, state, and federal laws and legal requirements. Students are expected to do the same.

To make informed choices about alcohol use, students are expected to educate themselves about the social, physiological, psychological, and legal consequences of consuming alcohol or other drugs. As an institution of higher learning, Washington College will use education as its primary method to raise awareness about alcohol use and abuse and to guide student behavior. Students are also expected to understand that as part of this educational approach, the College will hold students accountable should their actions violate alcohol and other drug policies.

Members of the Washington College community are expected to take appropriate care of themselves and others in the community, a demonstration of respect and a commitment to individual and shared responsibility. All members of the Washington College community are expected to intervene when necessary. If a student is perceived to be at risk, the College will take the steps needed to ensure student safety.

In an effort to provide support or assistance, the College may choose to notify parents or legal guardians of students who have violated College policies related to alcohol or other drugs. The decision to notify parents or legal guardians will be made according to the professional judgments of appropriate staff. The primary goal of notifying parents or legal guardians is to promote the safety, health, and well being of the community and the student.

### **Expectations for Students**

Students are expected to abide by applicable laws and College policies concerning the possession, purchase and consumption of alcoholic beverages and other drugs and to conduct themselves in accordance with guiding principles outlined above. Explicit in these expectations is that students are responsible for making their own decisions and accept the consequences of those decisions.

### **Expectations for Student Groups**

Student groups considering sponsoring or hosting events at which alcohol may be served are expected to use the guiding principles in designing, planning, and conducting their events.

Students are required to complete the registration process in advance and receive the appropriate written authorization for events at which alcohol may be served. Event organizers are required to take appropriate precautions to prevent the unlawful and irresponsible consumption of alcohol. This includes abiding by applicable laws and existing College policies governing the purchase, sale, service, possession, and consumption of alcoholic beverages.

These expectations apply to all events or activities sponsored by student groups, whether the event or activity is held on or off campus.

### **Expectations for the College**

The College is expected to:

- View the student's first year as a transitional year and therefore be more likely to notify parents of dependent students of incidents that have the potential to affect a student's health, safety, or academic performance.
- Intervene with appropriate measures when any student's health, safety and/or academic success are perceived to be at risk.
- Provide individualized and timely support and intervention for students who display alcohol or other substance related problems.
- Maintain an alcohol and other drugs advisory group, composed of students, faculty and staff members.
- Implement a comprehensive alcohol education outreach effort informed by data collected from Washington College students about their alcohol related attitudes, knowledge, and behavior.
- Provide information at appropriate times during the academic year to assist student organizations make educated decisions about the risks of, and whether to serve, alcohol at their activities.
- Target programming efforts toward populations identified by campus research or the national research literature as more vulnerable to alcohol use and abuse.
- Offer lively, enjoyable, safe and readily available activities designed to support a campus social culture free of alcohol and plentiful social opportunities for students who do not use alcohol regularly or at all.
- Establish relationships with local vendors to promote compliance with policies and the law.

## **8.02 Policy Statement and Federal, State and Local Laws/Penalties**

### **8.03 Policy Statement on Substance Abuse**

The College is committed to fostering an environment free of drug and alcohol abuse through (1) education and counseling programs, and (2) the prohibition of illegal or imprudent use of drugs or alcohol. The College prohibits the unlawful manufacture, distribution, dispensing, possession and use of controlled substances. Controlled substances include, but are not limited to: narcotics, barbiturates, amphetamines, cocaine, marijuana, anabolic steroids and misused prescription or legal drugs or alcohol. As used in this policy, the words "substance" and "controlled substance" include alcoholic beverages. Those who use controlled substances or illicitly use or abuse legal substances, including but not limited to alcohol, are in violation of the law and of Washington College policy. Compliance with this policy is a condition of enrollment at the College.

All Washington College students are expected to be familiar with and abide by the principles and details of this policy. This policy will be reviewed at least biennially to assess its effectiveness, to implement appropriate changes and to ensure that the

disciplinary sanctions discussed are consistently enforced.

The Washington College policy on alcohol and other drugs exists within the context of local, state, and federal laws. The regulations contained in this policy are designed to comply with all applicable Chestertown and Kent County ordinances and the laws of Maryland and the United States, including the Drug-Free Schools and Communities Act Amendments of 1989. The illegal use and abuse of alcohol or prescription drugs and/or use of illicit drugs, violates the Washington College community standards and, when reported, will be handled in a serious manner.

#### **8.04 Maryland State Laws and Penalties**

- It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess or drink alcohol.
- It is illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume.
- It is illegal to purchase or otherwise supply alcohol to individuals who are under the age of 21.
- Penalties for the above violations are a \$500 fine for the first offense, and up to a \$1000 fine for repeat offenses.

In the state of Maryland, a person may not drive or attempt to drive any vehicle while intoxicated or under the influence of alcohol. A blood alcohol concentration (BAC) of between .04 and .08 may result in a charge of Driving Under the Influence (DUI); a level of .08 or higher may result in a Driving While Intoxicated (DWI) charge. Drinking and driving charges are not restricted to these BAC limits. An underage drinker with a BAC of .02 (approximately one drink) may be charged with a violation of restricted license, which will result in a suspension of the driver's license. The driver may also face a fine of up to \$500. An individual can still be charged with a violation despite possession of an out-of-state driver's license.

#### **8.05 Federal Controlled Dangerous Substances/Illegal Drug Laws and Penalties**

Federal law states that it is unlawful to possess any controlled substance, including marijuana, cocaine and heroin. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment for up to three years.

The penalties increase if the possession includes intent to manufacture, distribute or dispense a controlled substance, especially if done near a public or private elementary, vocational or secondary school, or a public or private college or university. Any person who violates this law shall also be liable to the U.S. government for an amount up to \$10,000 in civil penalties. In addition to federal laws, violations of state of Maryland laws regarding the distribution, manufacturing and possession of controlled substances

may result in penalties of up to \$25,000 and imprisonment for up to 20 years for a first offense. It is also unlawful to drive while under the influence of any Controlled Dangerous Substance, whether legal or illegal (prescribed or unlawfully obtained.) An individual can be charged with a violation despite possession of an out-of-state driver's license. Violations may result in suspension of the driver's license.

### **8.06 College Alcohol and Other Drugs Policies**

Washington College has several policies addressing the use of alcohol and other drugs. In addition to federal, state, and local laws, students are required to comply with College policies pertaining to alcohol use on campus.

### **8.07 Alcohol Policy**

Students are required to abide by all Maryland and Kent County laws and Washington College regulations regarding the use of alcohol. These rules specify that persons under 21 years of age are prohibited from possessing or consuming any alcoholic beverage at Washington College.

Students who are 21 years of age or older may possess and consume alcohol on campus in accordance with the following:

- Alcohol may be consumed only within assigned rooms or suites. Open containers of alcohol are prohibited in common spaces, such as hallways and lounges, and in public areas, such as lobbies or outdoors.
- Students who possess alcohol on campus are responsible for its legal and responsible use. This includes taking reasonable precautions to prevent the possession of alcohol by underage students and guests.
- Kegs and other mechanisms or devices that permit purchase, storage, and distribution of alcohol in bulk quantities or that allow unregulated access to alcohol by any means, are prohibited.
- Students may not sell or distribute alcohol anywhere on campus. This prohibition includes, but is not limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchase access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.
- College funds allocated for hall activities and any college sponsored programming may not include alcohol.
- Students are responsible for the behavior of their guests, including any violation of policy.
- Students found to be in an intoxicated state on campus may be subject to mandatory medical or psychological intervention as well as appropriate disciplinary action (except as outlined in the Medical Amnesty Policy section found below).

### **8.08 Marijuana Policy**

Marijuana is an illegal substance and is prohibited. Any student, who is found to be in possession of, or using marijuana, will face disciplinary action and possible criminal

charges.

Water pipes, bongs, hookahs, and other paraphernalia commonly associated with drug use are also prohibited.

### **8.09 Policy for Other Controlled Substances**

The possession or use of narcotics and/or other controlled substances without a valid prescription is prohibited. Students are expected to obey federal and state laws regarding the use, sale, and distribution of controlled substances.

### **8.10 Parent or Guardian Notification**

To provide support or assistance to students, the College may choose to notify parents or legal guardians of students under the age of 21 who have violated the alcohol or drugs policies. This decision will be made according to the professional judgment of appropriate staff and will be consistent with the application of privacy laws. The primary goal of notifying parents or legal guardians is to promote the health and well-being of the community and the individual student.

### **8.11 Medical Amnesty Policy**

It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or a serious injury after consuming alcohol or other substances.

People may be reluctant to seek help in such alcohol or other substance related emergencies because of potential judicial consequences for themselves or the person in need of assistance. Since these emergencies are potentially life threatening, the Medical Amnesty Policy reduces or eliminates disciplinary consequences for students who obtain medical help for an intoxicated student or guest or even for themselves.

This policy is part of Washington College's comprehensive approach to reducing harmful consequences caused by the consumption of alcohol or other drugs. The Medical Amnesty Policy represents the College's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or substance-related emergency. The Medical Amnesty Policy also provides education for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

#### *How does the Medical Amnesty Policy work?*

The Medical Amnesty Policy reduces or eliminates disciplinary consequences when medical help is obtained for an intoxicated student as follows:

#### *Person in need of medical attention*

If an individual who receives emergency medical attention related to his or her consumption of alcohol or other substances completes a required educational follow-up at Health Services and/or with the Director of Student Development he or she will not be subject to judicial action for the following policy violations should they occur at the time of the emergency:

- underage consumption and/or possession of alcohol and illegal drugs

- disorderly conduct

A person in need of medical attention is eligible for medical amnesty on more than one occasion.

### ***Calling on behalf of someone else***

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-or other substance related emergency would not be subject to judicial action for the following policy violations should they occur at the time of the emergency:

- underage consumption and/or possession of alcohol
- provision of alcohol to an underage person

For more information about the Medical Amnesty Policy, contact Beth Anne Langrell, the Director of Student Development, [blangrell2@washcoll.edu](mailto:blangrell2@washcoll.edu).

## **8.12 Alcohol and Other Drugs Violations and Sanctions:**

### **What to Expect**

The College's response to alcohol or other drug violations will depend in part upon the level of the violation. For the purposes of this policy, there are two levels of violations, categorized by frequency and severity:

- first violation/low-level violation
- second or subsequent violation/serious first violation

Sanctions most likely to result from alcohol and other drug violations at these two levels are listed below. Please note these are not exhaustive lists and provide only a range of typical sanctions; other sanctions not listed here may be assigned when appropriate. Designated college administrators or the Honor Board will make their decisions based on conversation with the student and a review of the student's past actions, and consider what is most likely to effect a positive and lasting change in a student's behavior when assigning sanctions for alcohol or other drug policy violations. Incident reports documenting behavior in violation of College policy, letters from College administrators and records from Honor Board or other administrative hearings are maintained in the student's file located in Student Affairs.

## **8.13 Alcohol Violations**

### ***First violation/low-level violation***

For a first low-level violation the most common outcome is a letter of warning kept in the student's file for one year. Should a first low-level violation occur in conjunction with other alcohol or behavior related concerns, the student may be required to meet with a College administrator to discuss the concerns.

### ***Possible sanctions that may be considered:***

- Citation and fine
- Letter of Warning
- Educational conversation with College administrator documented in a follow-up letter to the student

***Typical Notifications:***

- If a student is a varsity athlete - Athletic coach and Athletic staff notification
- If a student is a Greek organization member - Director of Student Development notified

***Second or Subsequent Violation/First Serious Violation***

Second or subsequent violations or serious first violations will be reviewed by a College administrator and the Honor Board to determine appropriate educational and judicial follow-up.

The case may be referred to the Honor Board for adjudication and/or the Director of Student Development for educational follow up. Sanctions for a second violation or first serious violation may include a minimum one semester probation and demonstration of successful completion of alcohol education requirements or similar activity. Students placed on probation and later reported for a possible violation of College policy, especially a moderate or serious violation, will be referred to the Honor Board and may face possible suspension from the College for a semester.

***Possible sanctions that may be considered:***

- Official College Warning
- Probation for a semester or extension of existing probation
- Completion of an alcohol education program or community service followed by a reflection paper
- Required substance abuse evaluation by a substance abuse counselor
- Suspension from on-campus housing
- Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
- Suspension from the College for a semester for a moderate to serious violation committed while on probation
- Suspension for two semesters or longer for repeated violations while on probation or for a very serious violation while on probation

***Typical Notifications:***

- Parent/guardian notification
- Associate Provost notification
- If a student is a varsity athlete - Athletic coach and Athletic staff notification
- If a student is a Greek organization member - Director of Student Development notified

**8.14 Drug Use and Paraphernalia Violations**

***First Violation***

A first violation will be reviewed by the Honor Board and may result in a minimum of one semester of probation and demonstration of successful completion of a substance abuse education requirement or similar activity.

### ***Second or Subsequent Violation/First Serious Violation***

Serious first violations will be reviewed by the Honor Board and may result in more serious sanctions including suspension for a semester or more, evidence of substance abuse counseling or other appropriate learning and development activity while away and a two semester or more period of probation upon return. Students reported for a second or subsequent violation of College policy during the period of probation will be referred to the Honor Board and face possible suspension or, for repeated or serious violations, expulsion from the College. In all cases, students should be aware that violations involving controlled dangerous substances (CDS) will be reported to local authorities who may file charges in the local court system independently.

### ***Possible sanctions that may be considered:***

- Probation for a semester or extension of existing probation
- Substance abuse education activity or community service followed by a reflection paper
- Suspension from on-campus housing
- Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
- Suspension from the College for a semester for a moderate to serious violation committed while on probation
- Suspension for two semesters or longer or expulsion for repeated violations while on probation or for a very serious violation while on probation

### ***Typical Notifications:***

- Parent/guardian notification
- Associate Provost notification
- If a student is a varsity athlete - Athletic coach and Athletic department staff notified
- If a student is a Greek organization member - Director of Student Development notified

In addition to the possible sanctions listed above, students should also be aware of other potential consequences of drug related convictions through the court system. If a student is convicted of any offense involving the possession or sale of illegal drugs, under the Higher Education Opportunity Act of 2008 (HEOA), the student is ineligible for federal student aid funds. A drug related conviction might also affect a student's:

- Eligibility to participate in a study abroad program
- Eligibility for employment
- Ability to acquire certification to work in fields of education, recreation, and with senior citizens
- Ability to acquire professional licensure, i.e., counseling, law, health care professions, etc.

All students should be aware that current federal statutes permit notification of

parents/legal guardians of a student's violation of college alcohol policy. Both designated college administrators and the Honor Board may recommend to the Vice President for Student Affairs/Dean of Students that parental/legal guardian notification occur. The Vice President for Student Affairs/Dean of Students will make a final determination of the appropriateness of notification. The Vice President for Student Affairs/Dean of Students may also notify parents/legal guardians without a designated college administrator's or Honor Board's recommendation when the situation warrants notification. Each student should be prepared that parental/legal guardian notification may occur if an underage student is reported for a violation of the college alcohol or other drug policies.

### **8.15 Health Risks**

The use of drugs and alcohol has both physical and psychological repercussions. Such substances can interfere with memory, sensation and perception and impair the brain's ability to synthesize information. Regular users develop tolerance and physical dependence.

Psychological dependence occurs when the substance becomes central to the user's life and decision-making. Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described. Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Substance withdrawal can be life threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

Women who use controlled substances during pregnancy may give birth to infants with fetal alcohol or drug syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **8.16 Counseling**

In order to promote an environment free of substance abuse, the College supports an active program of community awareness and education and also offers assistance with confidential counseling. Many of these counseling services are provided "in-house" at no charge to the student; other services are provided through direct referrals to outside service agencies and regional support network. A part-time program specialist provides education, counseling, and evaluation services related to drug, alcohol, and other substance. All services are confidential, and information will not be released without written authorization. A copy of the policy related to limits of confidentiality is available

at Counseling Services. Students, faculty and staff are encouraged to refer students who appear to be troubled by drug or alcohol use to Counseling Services (ext. 7261). In addition to the College's confidential counseling services, there are several national hotlines and websites available that provide information and referral.

### **8.17 Campus Resources**

Health Services 410-778-7261

Counseling Services 410-778-7261

### **8.18 Off-Campus/Community Resources**

Alcoholics Anonymous [www.aa.org](http://www.aa.org)

Al-Anon/Alateen [www.al-anon-alateen.org](http://www.al-anon-alateen.org)

Marijuana Anonymous [www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)

Children of Alcoholics Foundation [www.coaf.org](http://www.coaf.org)

Cocaine Anonymous [www.ca.org](http://www.ca.org)

Narcotics Anonymous [www.na.org](http://www.na.org)

National Alcohol Abuse and Drug 24-Hour Helpline: 1-800-252-6465

Cocaine Abuse 24-Hour Hotline: 1-800-262-2463

## **9.00 CAMPUS FACILITIES ACCESS AND SECURITY**

### **9.01 Public Safety Patrols**

The Department of Public Safety has Patrol Officers on duty on the campus 24 hours a day. The Officers patrol the campus buildings and grounds. Patrol Officers are required to patrol hallways and common areas of buildings during their shifts. The Officers are required to make checks of the mechanical rooms and special areas in each building. This is done for your protection and for fire safety reasons.

### **9.02 Maintenance of Campus Facilities**

Department of Public Safety Officers patrol the common areas of suites and residence halls, as well as other campus buildings and grounds. Officers are responsible for monitoring locking devices, fire alarm systems, and other security devices. Officers report all malfunctions of security devices or systems for quick repair. Problems with security telephones or with lighting on campus are reported to the Department of Buildings and Grounds and to the Office of Information Technology. Buildings and Grounds also makes routine inspections to ensure that lighting and other equipment is functioning properly, and to ensure that landscaping is maintained in a manner that minimizes hazardous conditions.

### **9.03 Other Campus Facilities**

When College is in session, campus facilities are generally open between 8:00 a.m. and 11:00 p.m. Building hours may vary due to operational needs. Student employees monitor most areas open for student use during evening hours. Each department publishes its hours of business at the start of each semester. Most facilities are restricted for student, faculty, and staff use only.

#### **9.04 Campus Escort Service**

Should you require an escort at any time, please contact Public Safety and an Officer will assist you.

#### **10.00 POLICY FOR FIREWORKS, FIREARMS, AMMUNITION, EXPLOSIVES, OR OTHER WEAPONS**

The possession, storage, or use of fireworks, firearms, ammunition, explosives, weapon replicas, or other weapons, including any dangerous article or substance with the potential to injure or discomfort a person, including knives with blades of three inches or longer, is prohibited at any time for any purpose at any place on the campus or other property of Washington College. This regulation may be conditionally waived for temporary periods by the President of Washington College for authorized Public Safety Officers or official law enforcement officers in the line of duty, for College-sanctioned public fireworks displays presented and supervised by qualified groups and individuals, and for College-sanctioned athletic events supervised by the Athletic Department.

This regulation may also be conditionally waived for temporary periods by the President of Washington College under such conditions as may be prescribed to permit the exhibition and temporary storage on campus of such articles in connection with activities or events approved and sanctioned by the College.

This regulation does not prohibit an individual otherwise subject to its provisions from carrying or possessing Chemical Mace or similar chemical sprays or propellants on campus property provided that such carrying or possession would not constitute a crime under Maryland criminal law.

#### **11.00 WASHINGTON COLLEGE MISSING STUDENT POLICY**

##### **Introduction**

If a member of the Washington College Community has reason to believe a student is missing, they should contact the Department of Public Safety immediately at 410-778-7810.

Whether or not a student resides on campus, efforts will be made to locate the student to determine his or her location and well-being. These efforts may be aided by collaboration local law enforcement.

##### **Definitions**

For purposes of this policy, a student may be considered a “*missing student*” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not be limited to:

- A report or suspicion that the missing person may be the victim of foul play.
- The missing student has expressed suicidal thoughts.
- The missing student is drug dependent.

- The missing student is in a life-threatening situation.
- The missing student has been with persons who may endanger the student's welfare.

### **On-Campus Missing Student Investigations**

When an on-campus resident student is reported to be missing, Public Safety will:

- Gather all essential information about the person (description, clothes last worn, where the subject might be, who they might be with, vehicle description, etc.). An up to date photograph may be obtained to aid in the search.
- Appropriate campus staff will be notified to aid in the search of the individual.
- A quick but thorough search will be conducted of campus.
- Public Safety will secure authorization and make a welfare entry into the student's room.
- Class schedules will be obtained and a search of classrooms will be conducted.

If the above actions are unsuccessful in locating the student or if in the judgment of Public Safety or local law enforcement staff it is likely the person is actually missing, the student will be determined to be a missing student by either Public Safety or appropriate local law enforcement staff. Once the determination is made that the student is missing, the investigation will be turned over to the appropriate local law enforcement agency. Once the investigation is turned over to local law enforcement, Public Safety will aid local law enforcement in continuing to determine the student's whereabouts.

No later than 24 hours after determining a student is missing, Public Safety or the primary investigative agency will notify the student's emergency contact.

### **Off-Campus Missing Student Investigations**

If the student is an off-campus resident, appropriate family members or associates will be encouraged to make an official missing person report to the law enforcement agency with jurisdiction.

Public Safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

### **Procedures for Designation of Emergency Contact Information**

No later than 24 hours after determining that a student is missing, Public Safety or the primary investigative agency will notify the student's emergency contact.

For students who are under the age of 18 and not emancipated, the College will contact a custodial parent or guardian.

Prior to checking in to an on-campus housing facility, students over the age of 18, or students who are emancipated, will be given the opportunity to designate an emergency

contact who will be contacted in the event the student is reported as missing. An emergency contact will remain in effect until changed or revoked by the student. This contact information is registered confidentially, and will be accessible only to authorized campus officials and law enforcement. It will not be disclosed outside of a missing person investigation.

Emergency contact information will be stored in a student's file in the Student Affairs Office. A student can update emergency contact information by emailing the Student Affairs Office at [student\\_affairs@washcoll.edu](mailto:student_affairs@washcoll.edu).

### **Conclusion of Investigation**

If located, verification of the student's well-being and intention of returning to the campus is made. If needed, the student will be referred to campus or community resources (counseling, medical, etc.).

Upon closure of a missing person investigation, all parties previously contacted will be advised of the status of the case.

### **Campus Communication About Missing Students**

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person.

All communications regarding missing students will be handled by the Director of Public Safety and outside law enforcement authorities, who may consult with the Office of College Relations and Marketing.

All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Office of Public Safety, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Washington College community with any information about a missing student, the Office of College Relations and Marketing shall consult with Public Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.

### **Policy Disclosure**

At least once a year Public Safety will make students aware of the Missing Student Policy. This notification shall inform students they have the option to indicate an emergency contact and if they were to be reported missing their emergency contact would be notified within 24 hours.

## **12.00 CAMPUS SAFETY**

### **12.01 Emergency Communications**

Patrol Officers have communication with Kent County Communications via radio. Kent County Communications dispatches calls to police, rescue and fire departments in Kent County.

911 is to be used only in the event of a real emergency. A real emergency is a fire, injured person, or crime in progress. Once the caller has contacted a dispatcher, he should be prepared to give the following information: caller's name, location, phone number of phone being used and the nature of the problem. Please give the dispatcher as much information as possible.

410-778-1241 is the non-emergency number to Kent County Communications. A police dispatcher will answer the phone and take your information. They will then contact Public Safety via radio and relay your information. The dispatcher will request your name, location, phone number and nature of problem.

Extension 7810 or 410-778-7810 is the phone number to the Public Safety Office. All non-emergency calls are to be made to this number. Call extension 7810 if you are calling from a campus extension or our direct line 410-778-7810 if you are calling from a cell phone or an off-campus phone. Patrol Officers can be contacted directly by dialing extension 7810. If no one is in the office to answer your call, the phone system will transfer the call to a cellular phone carried by Patrol Officers. The Officer will be able to talk directly with you through the phone. Should this system fail, please contact the emergency dispatcher at 410-778-1241 or 911 for emergencies. The dispatcher will be able to contact the Patrol Officer directly via radio.

### **12.02 What to Do in Case of an Emergency**

Call 911 from campus phones for any situation that requires an immediate response from police, fire or medical authorities to preserve life or property. **If calling from a cell phone give your location as Washington College, in Chestertown in Kent County. Any emergency or incident should also be reported to Public Safety at 410-778-7810.** The Washington College Department of Public Safety works with local police and fire agencies to respond to all emergency situations on campus including fire, accident/illness, crime, hazardous spills/gas leaks, and bomb threats.

## **13.00 Emergency Notification Methods and Evacuation Procedures**

### **13.01 Emergency Notification Methods**

The decision to notify the campus community of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students, faculty, staff or visitors will be made by the Director of Public Safety, or by an employee of the Department of Public Safety, unless issuing a notification would compromise efforts to contain the emergency or would put the community at greater risk.

Listed below is a description of several emergency notification systems on campus and processes that are in place:

### **13.02 Public Broadcast System**

The campus is equipped with outdoor emergency broadcast towers found in strategic

locations that also double as emergency blue light phones. Emergency notifications are delivered via the broadcast towers when situations warrant. When activated, the broadcast system will sound an alert accompanied by a siren and blinking blue light. A message will follow informing the campus community of the reason for the alert and with appropriate instructions.

### **13.03 WAC Alerts**

WAC Alerts is the College's self-service, web-based, emergency notification system that sends instant alerts to registered users. The College will use WAC Alerts to send emergency communications to the campus community.

WAC Alerts works by sending a message to all standard text communication devices: mobile phones (via SMS text messages, voice and voice mail), land phones, e-mail accounts, RSS readers, test pagers, wireless pagers, wireless PDAs, and web site pages. It is a cross-carrier mobile service, so it does not matter which phone provider you use.

All Washington College students, faculty and staff can self manage their accounts to register or deactivate the service, update phone numbers, email addresses, etc. Those who register can also include phone numbers or email addresses for parents, spouses or others if they want. All email addresses for students, faculty and staff, as well as office and dorm room phone numbers, are pre-loaded into the system.

To sign up, go to the Public Safety webpage (<http://www.washcoll.edu/offices/public-safety/>) and click on WAC Alerts (New Users) under Quick Links. To manage an existing account, click on WAC Alerts (Current Users) under Quick Links

### **13.04 Emergency Blue Light Phones**

Know the location of emergency phones throughout campus. They are mounted on campus buildings as well as the outdoor emergency broadcast towers. To use: push the RED emergency button and the phone will automatically dial Public Safety.

### **13.05 Additional notification methods**

Unless electrical power or electronic communication is unavailable following a major storm or emergency, the Washington College web site will be the official source for information and regular updates will be posted there. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. We may also disseminate general information through the campus' student newspaper, *The Elm*.

Should telephone and electronic communication be interrupted, information fliers will be posted on first floor bulletin boards around campus, in the residence halls, and at entrances to key buildings when and where possible.

When appropriate, the Director of Public Safety will share emergency information with the Chestertown Police Department and the Kent County Office of Emergency Services.

## **13.06 Evacuation Procedures**

### **13.07 Building/Campus Evacuation**

#### **Building evacuation**

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by the Department of Public Safety (see Emergency Notification Methods, above).

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

**Assist disabled persons in exiting the building!** Remember that elevators are reserved for disabled persons. Do not use the elevators in cases of fire or earthquake.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.

Do not return to an evacuated building unless told to do so by a Department of Public Safety Officer or emergency personnel.

#### **Campus Evacuation**

Evacuation of all or part of the campus grounds will be announced by the Department of Public Safety (see Emergency Notification Methods, above).

All persons (students, faculty, staff and visitors) are to immediately vacate the area of campus in question and relocate to another part of the campus grounds as directed.

Do not return to an evacuated area unless told to do so by a Department of Public Safety Officer or emergency personnel.

Broader emergency evacuation information will be disseminated in accordance with guidance provided by Kent County Emergency Services.

#### **13.08 Training and Testing**

Washington College conducts regular tests of our communications systems (WAC Alerts, Emergency Blue Light Phones and Public Broadcast Towers). Working with members of our Emergency Operations Group (EOG) and local emergency services, we also schedule annual emergency/tabletop exercises and other emergency drills so that we can fully assess and evaluate our emergency plans and capabilities. The results of these exercises are sent to our campus community via email and published in the EOG's annual report.

#### **13.09 Emergency Response Plan**

The College's Emergency Response Plan can be viewed online at <http://www.washcoll.edu/live/files/710-emergencyplanpdf>

## **14.00 CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT**

October 1, 2013

### **14.01 Overview**

The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Washington College.

### **14.02 Fire Log**

The Department of Public Safety maintains a written, easily understood fire log that records by the date reported any fire that occurred in an on-campus student housing facility. This log includes the nature, date, time, and general location of each fire. It also provides details regarding any deaths or injuries sustained as a result of a fire, as well as damages incurred. The fire log is available for review during normal business hours in the Public Safety Office, located in the basement of the Wicomico Building.

### **14.03 General Statement of College Owned/Controlled Student Housing**

At Washington College, most of our buildings are covered by an integrated automatic sprinkler and fire alarm system. Officers investigate alarms that are received in our Public Safety office, and officers are on duty 24 hours a day, seven days a week. Buildings are equipped with battery-powered backup lighting in the event of a power outage.

All dormitory residents and residence hall staff receive basic fire safety training at the beginning of each semester. Our annual security report has a section regarding fire safety, and fire safety tips are also posted on our website. We conduct fire drills at the start of each semester. A certified vendor conducts biannual, complete servicing of all fire protection and detection systems as well as all fire protection devices on campus.

To minimize the potential for fires at Washington College, the following policies are in place:

### **14.04 Fire Safety**

Periodic fire drills (at least one per semester) will be held in residence halls to ensure the safety of all residents. Anyone found responsible for willfully setting off a false fire alarm or tampering with fire equipment (alarm, horn, extinguisher, or detection device) will be subject to disciplinary action and a fine of \$100. Persons failing to evacuate a building during a fire alarm will be fined \$50. Open fires in or around buildings are not permitted. All buildings are smoke-free. Halogen lamps, candles and incense are not permitted in the residence halls. Students should keep in mind the dangers of overloaded electrical circuits. The College strongly recommends the use of surge protectors in student rooms.

Periodic room inspections may be made by the State Fire Marshal, the Department of Public Safety, the Buildings and Grounds Department and the Department of Residential Life to ensure the safety of the residence halls. Only loft beds that have been provided by the College are permitted in residence halls.

State fire law mandates that no items are to be hanging from the ceilings of student rooms (tapestries, flags, blankets, curtains, etc.) and further mandates that posters are to be kept to a minimum. Only 10% of the wall space may be covered (two to three posters to a room).

Any damage caused by unknown persons to fire safety equipment (alarms, horns, extinguishers, or detection devices) will be assessed to the residents in the area of the residence hall in which the damage occurred or to the residents of the entire residence hall.

All heating and cooking appliances must be enclosed and may not have an open flame.

#### **14.05 Student Housing Reporting and Evacuation Procedures**

Members of the college community should become familiar with at least two evacuation routes from each building in which they study, work or reside as well as the location of fire alarm stations, emergency exits, and fire extinguishers in the area. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. **YOU MUST LEAVE THE BUILDING WHEN THE ALARM SOUNDS.**

#### **If You Discover Smoke or Fire**

- If you have been trained and it is safe to do so, attempt to extinguish the fire with a portable fire extinguisher only if fire is small. If you have not been trained, you must evacuate the area.
- Keep yourself between the fire and an exit.
- As you vacate fire area, close all doors behind you.
- Activate the nearest fire alarm pull station. Warn people in the vicinity. (Although an alarm will alert Public Safety automatically for most major campus facilities, that is not the case for a small number of buildings. Please call Public Safety at 410-778-7810 or local authorities at 911 from a campus phone to let them know the alarm has been activated and the nature of the emergency.)
- Evacuate the building via the nearest safe exit.
- Elevators are not to be used as a means of exit during a fire emergency.
- Once outside, stay clear of the building. Do not re-enter the building until authorized by the Fire Department or Public Safety.

Once outside, stay clear of the building. Do not re-enter the building until authorized by fire department or Public Safety personnel.

Any fires that were quickly extinguished or any evidence of recent fires must be reported immediately to a member of the Public Safety Department at 410-778-7810. They will then document the incident as required. Public Safety personnel will assist fire department personnel and the Fire Marshal (as warranted) in the investigation of each fire

incident.

**14.06 - 2012 Fire Statistics for On-campus Student Housing Facilities**

There were no fires in on-campus student housing facilities during 2012.

**14.07 – 2012 Fire statistics for On-campus facilities (NOT student housing):**

<b>Date</b>	<b>Location</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage</b>
5/1/12	Outside of Toll Science Building	Grease fire on grill	None	None	\$0
9/18/12	Hodson Hall	Kitchen fire	None	None	\$3,000

**Because these fires did not occur in a student housing facility, they will not be counted in our annual statistics forwarded to the Department of Education. This information is provided for your information.**

### 14.08 Fire Safety Systems for on-campus student housing

	Sprinklers	Fire Extinguishers	Other Extinguishing devices	Fire Detection devices	Stand Alone smoke alarms	Other Alert devices	Fire Doors	Fire Walls
Queen Anne	x	x		x	x		x	x
Caroline	x	x		x	x		x	x
Reid	x	x	x - standpipe	x	x		x	x
Minta Martin	x	x	x - standpipe	x	x		x	x
East	x	x	x - standpipe	x	x		x	x
West	x	x	x - standpipe	x	x		x	x
Middle	x	x	x - standpipe	x	x		x	x
Wicomico	x	x	x - standpipe	x	x		x	x
Somerset	x	x	x - standpipe	x	x		x	x
Worcester	x	x	x - standpipe	x	x		x	x
Cecil	x	x		x	x		x	x
Talbot	x	x		x	x		x	x
Dorchester	x	x		x	x		x	x
Harford	x	x		x	x		x	x
Sassafras	x	x	x - standpipe	x	x		x	x
Chester	x	x	x - standpipe	x	x		x	x
Montgomery	x	x		x	x		x	x
Howard	x	x		x	x		x	x
Carroll	x	x		x	x		x	x
Frederick	x	x		x	x		x	x
Alleghany	x	x		x	x		x	x
Garrett	x	x		x	x		x	x
Anne Arundel	x	x		x	x		x	x
Calvert	x	x		x	x		x	x
St. Mary's	x	x		x	x		x	x
Prince Georges	x	x		x	x		x	x
Charles	x	x		x	x		x	x
Kent	x	x		x	x		x	x
100 Gibson	x	x		x	x		x	x
Kent Crossings	x – all but 3 buildings	x		x	x		x	x

## 15.00 ANNUAL CRIME STATISTICS

Crime statistic handouts (Student Right to Know and Campus Security Act) are located in the Public Safety Office and may be obtained upon request. During the past 3 calendar years the Washington College community reported to the Department of Public Safety and the Chestertown Police Department the following crimes:

### 15.01 Annual Crime Statistics for past 3 years

Total Crimes Reported For: Offense Type	<b>On Campus</b> - this category includes all on-campus incidents, including those listed in the category to the right, "In dormitories or other residential facilities."						<b>Non-Campus Buildings or Property</b>			<b>Public Property</b>		
	<b>2010</b>		<b>2011</b>		<b>2012</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities						
<b>Murder &amp; Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offense – Forcible</b>	2	2	4	4	2	2	0	0	0	0	0	0
<b>Sex Offense – Non-Forcible</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	1	0	0	0	0	1	0	0
<b>Aggravated Assault</b>	2	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	30	27	6	4	5	3	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	1	0	0	0	0	0	0	0	0	0
<b>Arson</b>	1	1	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	2	2	2	2	1	0	0	0	0	0	0	0

Total Crimes Reported For: Offense Type	<b>On Campus</b> - this category includes all on-campus incidents, including those listed in the category to the right, "In dormitories or other residential facilities."						<b>Non-Campus Buildings or Property</b>			<b>Public Property</b>		
	<b>2010</b>		<b>2011</b>		<b>2012</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities						
<b>Liquor law violation arrests</b>	7	1	0	0	2	1	5	0	0	0	0	0
<b>Liquor law violation referrals</b>	53	32	42	36	60	40	0	0	0	0	0	0
<b>Drug related arrests</b>	28	16	19	15	14	8	12	0	0	0	0	0
<b>Drug related referrals</b>	2	2	4	4	1	1	0	0	0	0	0	0
<b>Weapons possession arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapons possession referrals</b>	0	0	0	0	0	0	0	0	0	0	0	0

## 15.02 Annual Crime Statistics for 2012

<b>Annual Crime Statistics for 2012</b>				
	On Campus	Residence Halls	Non-Campus Buildings	Public Property
Murder and Non- Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible sex offenses (rape, sodomy, sexual assault with an object, forcible fondling)	2 (FF)	2 (FF)	0	0
Non-Forcible sex offenses (statutory rape and incest only)	0	0	0	0
Robbery	1	0	0	0
Aggravated Assault	0	0	0	0
Burglary	5	3	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0

	On Campus	Residence Halls	Non-Campus Buildings	Public Property
<b>Arrests:</b>				
Liquor Law Violations	2	1	0	0
Drug Law Violations	14	8	0	0
Weapons Violations	0	0	0	0
<b>Referrals</b> for disciplinary action (does not include arrests, above):				
Liquor Law Violations	60	40	0	0
Drug Law Violations	1	1	0	0
Weapons Violations	0	0	0	0

Forcible sex offenses include: rape (R), sodomy (S), sexual assault with an object (SO), forcible fondling (FF).

Non-forcible sex offenses include: statutory rape and incest only.

<b>Annual Crime Statistics for 2012, continued</b>	<b>On Campus</b>	<b>Residence Halls</b>	<b>Non-Campus Buildings</b>	<b>Public Property</b>
<b>Hate Crimes:</b>				
Crimes that are committed because of a victim's Gender (G), Disability (D), Ethnicity (E), Race (RA), Religion (RE) or Sexual Orientation (SO)				
Murder and Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible sex offenses (rape, sodomy, sexual assault with an object, forcible fondling)	0	0	0	0
Non-Forcible sex offenses (statutory rape and incest only)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Any other crimes involving bodily injury	0	0	0	0
Assault (non aggravated)	0	0	0	0
Intimidation	1 (SO)	0	0	0
Larceny-Theft	0	0	0	0
Vandalism	0	0	0	0

Hate crimes: crimes that are committed because of a victim's Gender (G), Disability (D), Ethnicity (E), Race (RA), Religion (RE) or Sexual Orientation (SO).

Hate crimes also include the following categories: any crime involving bodily injury, assault (non-aggravated), intimidation, larceny-theft, and vandalism.

### **15.03 Reporting Locations**

On Campus is defined as any on campus owned, contiguous, education or student-used areas, including residence halls.

Residence Halls are defined as any dormitory, or other student residence, which is located “on campus.”

Non-campus Buildings or property is defined as any off-campus building or property which is owned or controlled by a student organization or an institution of higher education which is not within the same reasonably geographic area of the college.

Public Property is defined as any street, sidewalk, or lots which are adjacent to the “campus.”

### **15.04 Crime Definitions**

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

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offense (forcible):** Any sexual act directed against another person without the other person’s consent. (Includes attempts)

**Sex Offense (non-forcible):** An unlawful and non-consensual sex act with another person. (Includes attempts)

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s free will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

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

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

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

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

**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. 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 a felony; breaking and entering with the 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. (All cases where automobiles are taken by persons not having lawful access, even though the vehicles were later abandoned – including joyriding are classified as motor vehicle theft.)

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

**Weapon law violation:** 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.

**Drug abuse violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demoral, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

**Hate crimes:** Any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury

that manifests evidence that the victim was intentionally selected because of the perpetrator's bias (bias categories include race, gender, religion, sexual orientation, ethnicity/national origin, and disability). The guidelines for reporting hate crimes have recently been expanded to include intimidation, larceny-theft, simple assault and vandalism in cases where there is evidence the victim was intentionally selected because of the perpetrator's bias.