



Washington College

Annual Security and Fire Safety Report

October 1, 2018

Department of Public Safety

EMERGENCY NUMBERS

FIRE - RESCUE - POLICE - 911

KENT COUNTY EMERGENCY MANAGEMENT - 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 - 410-778-2279

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

Center for Disease Control and Prevention Health Hotline - 1-800-232-4636

Suicide Hotline - 1-800-273-TALK (8255)

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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 the Casey Academic Center. 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 on property owned and controlled by Washington College, and work closely with the local and state jurisdictions. Occasionally, for large events, we utilize special events staff. These personnel do not have the authority to make arrests on campus. 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, the investigation of alleged criminal offenses, and responsibilities for each entity.

The jurisdiction for Public Safety Officers consists of all property owned by Washington College.

3.00 REPORTING CRIMINAL ACTIVITY

To report criminal actions or emergencies, 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 Office of Emergency Services). 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. Typically, Officers will prepare and submit incident reports, which may be shared with local law enforcement agencies for investigation or with other departments on campus (Student Affairs, Human Resources, etc.) depending on

the incident. This information will also be used for the purpose of making timely warning reports and for the annual statistical disclosure.

Individuals can also report crimes to a Campus Security Authority, the College's Title IX Coordinator or to one of several Assistant Title IX Coordinators.

3.01 Confidential Reporting Procedures

Washington College encourages accurate and prompt reporting of all crimes to Public Safety and to appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

If you are the victim or witness of a crime and are unable to make a report, or 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. Information will only be shared among people who have an immediate role in maintaining safety on campus. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

In some cases we may have to pursue action to ensure the safety of the campus but will also maintain the privacy of the reporting party. For sexual offenses, the Title IX Coordinator will be notified of the crime.

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.

If new information about an entry into a log becomes available to our Department, then the new information will be recorded into the log not later than two business days after the information becomes available.

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 through our Anonymous Tips link. The link can be found on the Public Safety website. Just click on the link marked “Anonymous Tips” and complete the form. The address for the link is:

<https://www.washcoll.edu/offices/public-safety/anonymoustips.php>

All reports are anonymous.

Individuals who have downloaded LiveSafe, our mobile safety app, can also submit anonymous tips to Public Safety using their mobile devices. LiveSafe users can also submit pictures and videos through the app, and can communicate directly with Public Safety personnel.

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.

Criminal offenses for which we are required to disclose statistics are outlined in detail on the Public Safety website. 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. CSAs are reminded during training to provide any statistical information to the Department of Public Safety.

Members of the College’s Counseling Center 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 report 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 on the ground floor of the Casey Academic Center. The mailing address is Public Safety, Washington College, 300 Washington Avenue, Chestertown, MD 21620.

3.06 Non-campus Housing

Washington College has no recognized, non-campus housing. However, on occasion, the Chestertown Police Department will contact Public Safety when there are off campus incidents involving our students. These incidents are not counted in our annual disclosure of statistics, as they are not within our physical jurisdiction.

3.07 Unfounded Crimes

All reported crimes must be recorded. For a crime to be “unfounded,” it must be proven through investigation that the crime did not occur. As an agency with non-sworn officers, we are unable to change a crime status to unfounded. We would contact the Chestertown Police Department to have a crime status changed to “unfounded.”

4.00 EDUCATION AND PREVENTION PROGRAMS

The Department of Public Safety and the Office of Student Affairs work closely with many student organizations to promote safety and security. The Prevention Education and Advocacy Center offers programs throughout the academic year designed to raise awareness with regard to the prevention of sexual assault, dating violence, domestic violence, and stalking. Self-defense classes are offered upon request. 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 at the beginning of the school year, and is also available in the Public Safety Office.

4.01 Primary Prevention and Awareness Programs

Washington College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Education programming consist of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the state of Maryland and/or using the definition of consent found in the Student Handbook if state law does not define consent;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act.

4.02 Prevention and Awareness Campaigns

To raise awareness and hopefully prevent incidents of sexual assault, dating violence, domestic violence and stalking, Washington College provides primary and ongoing educational programs to incoming students and new employees, as well as current students and employees. These programs are designed to encourage students and employees to be responsible for their own security and the security of others. Also included are training sessions attended by College personnel that relate to crime prevention and awareness.

Washington College offered the following **primary prevention and awareness programs** for all incoming students in 2017:

- **Interactive Orientation: “Making the Transition”**

Presentation for all first year students that covered situations faced by students during their first year in college and beyond. The presentation addressed consent, parties, roommate and relationship issues, and the resources available to students. This session was led by the Peer Mentors.

- **Healthy Relationships and Healthy Choices**

Presentation for all first year students and student leaders by Rachel Boyle, Director of Prevention Education and Advocacy. Students leaders learned how to identify the signs of unhealthy relationships and how to safely intervene.

- **Safe and Secure On and Off Campus**

Presented by Public Safety and Student Affairs. Students received information on personal safety, how to respond to an emergency on campus, and steps to both prevent and respond to sexual violence.

- **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.

- **“Think About It”**

All first year students must complete this three-part online course that educates students about relationships, decision-making, sexual assault, stalking, and the effects of drug and alcohol use. Upon completion, students were required to acknowledge that they read the Sexual Misconduct Policy.

Washington College offered the following **ongoing awareness and prevention programs** for students in 2017:

- **Social Expectations and Healthy Relationships:**

This presentation, for first year athletes, focused on social expectations with regard to alcohol, understanding healthy relationships, consent, sexual assault, and identifying situations where they can become active bystanders.

- **A Responsible Journey**

Provided information to students regarding responsible behavior with regard to the Birthday Ball. Resource cards were provided as well as a journal, an app for download, and other materials.

- **Hazing Prevention and Safe Host Training**

Two workshops presented to student athletes through PEAC (Prevention Education Advocacy Center).

- **Walk a Mile in Their Shoes**

This event was designed to encourage participants to take a stand against domestic violence and sexual assault, draw attention to April as Sexual Assault Awareness month, and bring the community together to pledge against sexual violence. All participants were invited to wear heels during the walk as a way to bring people together and to start the conversation about ending sexual assault.

- **Sexual Assault Awareness**

Prevention Education and Advocacy Center partnered with For All Seasons, Inc., a local rape crisis and behavior health center, to educate students regarding the issue of sexual assault and how they can safely intervene as bystanders.

- **One Love Game Day**

Partnership between men's organizations and the One Love Foundation to raise awareness with regard to the issue of relationship violence.

- **PEAC Week**

During PEAC Week, held several times during the year, campus members received information regarding healthy choices, healthy relationships, and ways to safely de-stress.

- **S.A.F.E. (Self Defense Awareness and Familiarization Exchange)**

Two-hour training course designed to introduce women to the option of physical self-defense, offered upon request. Seven workshops were held during the spring semester.

- **RAD (Rape Aggression Defense) training**

12-hour women's self-defense class, offered upon request.

Washington College offered the following **primary prevention and awareness programs** for all new employees in 2017:

- **Monthly orientation for New Faculty and Staff**

Topics covered include general security on campus, Campus Security Authorities, a Title IX overview to include responsible employees and their duties, instructions for reporting crimes, resources available, and other important information.

Washington College offered the following **ongoing prevention and awareness programs** for employees in 2017:

- **SARA (Sexual Assault Response Advocate) Protocol and Policy Non-Member Training**

Several sessions were held to educate employees regarding the function of the SARA Team on campus. Employees learned how to contact members of the SARA Team, and what to do when working with a victim of sexual violence.

- **Step Up! Facilitators Training**

The objectives for this training were to gain an understanding of the Step Up! Program, create a team of Bystander Intervention trainers, and work within the team to develop training workshops for students and employees on our campus to intervene and Step Up! when circumstances call for it.

Note: Washington College employees are also invited to, and encouraged to attend, all training and programming mentioned above.

Other resources, available to faculty, staff and students, include:

- **Public Safety Website:** Find information regarding procedures to follow when different emergency situations arise.
- **LiveSafe:** LiveSafe is our mobile safety app. Students, faculty and staff are asked to sign up for this free app. Once you download LiveSafe on your mobile phone, you can use it to communicate safety concerns directly to Public Safety. Users can also have a friend “track” them as they walk to their car or on campus, for example, just by sending a quick message.
- **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.
- **Crime alerts** (Timely Warnings) are also sent out via email and WAC Alerts (email, text message, phone message).
- **Emergency Telephones:** Direct connect emergency phones are strategically placed throughout campus.
- **CCTV Cameras:** Washington College is increasing its use of CCTV systems to deter, detect and investigate crime on campus.
- **Campus Safety Presentations:** Public Safety Officers conduct trainings for individual groups that cover general safety on campus, sexual assault prevention, fire safety and a variety of other topics. Available upon request.
- **ALICE Training:** ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate. The College hosted ALICE Instructor Training in June, 2017, and was able to have several staff members trained as instructors. ALICE Training is designed to supplement current “Lock down” or “Secure in Place” procedures used frequently in our public schools and institutions. The College began offering regular ALICE Training sessions in 2018.

- **Prevention Education and Advocacy Center:** The office serves as an advocacy and educational resource for all members of the Washington College Community in the areas of alcohol and other drugs, all forms of [gender-based violence](#), and overall student wellness.
- **Sexual Assault Response Advocates:** The Sexual Assault Response Advocates are for all survivors of sexual violence, regardless of gender, sexual orientation, race, ethnicity, religion, etc. and regardless of what kind of assault occurred. Advocates are trained Washington College staff and faculty. The advocate you talk to will be able to help you determine what your options are, and empower you to make the choice that is best for you. They are there to listen, provide support and care, and give you the options that you have in order to move forward in your healing process.

2017 Resident Assistant Training Summary:

Community Development

Opening of School Overview

Building Walk-Throughs and Room Condition Reports

Building Prep and Walk-Throughs

Expectations of the Job

Building Inclusive Communities: Intentional Interactions

Building Inclusive Communities: International Students

Opening Preparations

New RAs: Leadership

Returning RAs: Change Management

*Creating a Welcoming Environment for International Students

*Mental Health Overview

Duty Training Session

Building Prep and Zone Time

Strength Finder

The First Six Weeks and Presence

*Title IX and Responding to Sexual Response

Residence Life Teambuilding Activity

Health Services session

Rubric Training

Campus Security Authority

Public Safety session

*Disability Support and Services

Conduct Process

Behind Closed Doors

Roommate Mediation and Roommate Agreements

Mental Health Part 2

*Peer Mentors also attended

5.00 EMERGENCY NOTIFICATION

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, serious, or continuing threat, a campus-wide “timely warning” will be issued. A timely warning will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. The Director of Public Safety, or his designee, will draft a timely warning message, often after consulting with members of the Emergency Operations Group, Student Affairs personnel, College Relations and Marketing, and others. 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, wireless pagers, wireless PDAs, and web site pages. All Public Safety personnel have been trained to send messages out via WAC Alerts. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. Individuals who are signed up for LiveSafe, our mobile safety app, may also receive messages on their mobile devices. The Department may also disseminate general information through the campus’ student newspaper, *The Elm*.

5.03 Immediate Notification

Washington College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. All Public Safety personnel have been trained to activate the WAC Alerts emergency notification system.

Due to the size of the campus, notifications will normally be sent to all recipients.

5.04 Emergency Notification Systems

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

Emergency Phones

The campus is equipped with direct connect phones found in strategic locations. To use, just press the RED button – phone will automatically dial Public Safety.

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 is the College's primary emergency notification system.

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 Washington College email addresses for students, faculty and staff, as well as office 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 the WAC Alerts link (<https://washcoll.omnilert.net/>) under Quick Links.

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*, or through LiveSafe, our mobile safety app.

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. Members of the larger community can receive information regarding emergencies on campus through the College's webpage. Individuals who are signed up for LiveSafe may also receive emergency broadcasts. Depending on the scale of the emergency, community members may also tune into local media outlets (television, radio, Internet) for updates.

During an emergency, follow-up messages may come from one or all of the alert systems depending on the situation.

5.05 Training and Testing

Washington College conducts regular tests of our communications systems (WAC Alerts and Emergency Phones). 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.

For more information about the EOG, please click on the link below:

<https://www.washcoll.edu/offices/public-safety/emergency-operations-group/>

6.00 EVACUATION PROCEDURES

6.01 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.

7.00 EMERGENCY RESPONSE

7.01 What to Do in an Emergency

Call for Help

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. (Many cell phone 911 calls go to a call center not located nearby.)

Report Everything

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.

Check the Website

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. The College will also use WAC Alerts to send emergency communications to the campus community.

Check Your Building

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. WAC Alerts will still send messages to registered phones, including cell phones and email addresses, despite power failures. All members of the College community are encouraged to register their personal cell phones in the WAC Alerts system.

7.02 Personal Safety Tips

Emergency Phones

Know the location of emergency phones throughout campus. To use: push the RED emergency button - phone will automatically dial Public Safety.

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.

All Washington College students, faculty and staff can self-manage their accounts. To sign up, go to the Public Safety webpage (<http://www.washcoll.edu/offices/public-safety/>) and click on the WAC Alerts link (<https://washcoll.omnilert.net/>) under Quick Links. This is the link to follow if you need to manage an existing account.

ICE - In Case of Emergency

Program your cell phone with an “In Case of Emergency” contact number and name using the acronym ICE. This will help emergency personnel assist you when you need it most.

Personal Safety

- Walk in groups or call Public Safety (410-778-7810) for an escort; do not walk alone after dark
- Keep identification on your person at all times
- Park and walk in well-lit areas
- Know the location of emergency phones
- Stay Alert! Avoid talking on your cell or using electronic devices when walking alone
- Secure personal property and avoid displaying valuables
- Alert someone you know and trust if you plan to leave campus or if your daily schedule will be different from the “norm”
- Report all suspicious activity to Public Safety (410-778-7810)

Residence Hall Safety

- Lock doors at all times, especially when you go to sleep
- Report lost keys immediately; do not loan your ID card or keys to anyone
- Secure valuables and medications at all times
- Know the location of fire alarms and extinguishers, and be familiar with exits and evacuation procedures
- Escort your guests at all times and do not let strangers into residence halls
- Report all suspicious activity to your RA or Public Safety (410-778-7810)

If you live off-campus, know your neighbors, leave on outside lights, keep your front and back doors locked and close your curtains.

Web Safety

- Review the security setting on a website before using that site
- Avoid posting personal information on any website; do not post social security number, phone number, address, or screen name
- Secure your laptop and computer when not in use so that other people will not have access to your information
- Do not add people you do not know to your IM or contact lists
- Inform Public Safety (410-778-7810) IMMEDIATELY if you receive threatening or suspicious email, or have concerns about suspicious activity on any of your familiar websites

Fire and Smoke

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.
- Do not let the fire get between you and your exit from the building.
- As you evacuate 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 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.

On Hearing the Fire Alarm

- If a fire alarm has been activated, make your way to the nearest exit and leave the building.
- Faculty and staff are asked to ensure that all students are out of the classrooms and laboratories before leaving. If time permits, close windows and shut off any gas and other utilities. Close doors upon leaving the room.
- Continue to move out of the building in an orderly manner even if the alarm stops sounding. Never return for personal items left behind.

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

Medical Emergency

Call Public Safety at 410-778-7810, or dial 911.

If you suspect a head or spinal injury **DO NOT MOVE** the victim unless there is an immediately life-threatening emergency.

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to “sleep it off.” Stay beside the person and call Public Safety at 410-778-7810 or dial 911 immediately if the person:

1. cannot be roused

2. is incoherent and is vomiting
3. breathes shallowly
4. has cold, clammy skin
5. looks bluish or pale
6. has taken other drugs with alcohol
7. has a head injury

Injuries

- After calling Public Safety at 410-778-7810, or dialing 911, you may provide first aid if you are trained, it is safe to do so, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.
- Assist emergency personnel in locating the victim and investigating the incident.
- Prepare for medical emergencies by taking first aid and CPR training classes.

Emotional/Psychological Warning Signs

If you have contact with any individual who displays the following behaviors, report your concerns to Public Safety, Student Affairs staff, Counseling or Health Services, or other college officials in a timely manner:

- Threatens harm or talks about killing self or students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly which may include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

Active Assailant

These recommended procedures cannot cover every possible situation that might occur. Nevertheless, they serve as an awareness and training tool likely to reduce the number of injuries or death if followed as soon as a situation develops.

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

- If you can get out, do so immediately.
- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911.
- Don't stay in the open hall.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.

- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Silence cell phones
- Try to stay calm and be as quiet as possible
- Keep others calm quiet and out of sight
- Contact authorities. Be aware the local emergency numbers may be overwhelmed. Program the Public Safety and Chestertown administrative numbers into cell phones: Washington College Public Safety 410-778-7810; Chestertown Police Department 410-778-1800.

What to Report

- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

- You can try to hide, but attempt to find a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area may be to fight back. This is dangerous, but depending on your situation, this could be a viable option. If you are caught by the intruder and are not going to fight back, follow directions and don't look the intruder in the eyes.

Once the police arrive, *obey all commands*. This may involve being handcuffed or made to put your hands in the air. This is done for safety reasons and once the police evaluate circumstances, they will give you further directions to follow.

Police Response

- Objective is to immediately engage assailant(s)

- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

Severe Imminent Weather

Preparations before a major storm

- Have flashlights and fresh batteries ready. Remember no candles are permitted in the residence halls.
- Obtain a battery-operated radio. Tune to a local TV/radio station or check on-line for the latest information on the storm's progress.
- Collect some bottled water and non-perishable food.
- Make sure your cell phones, laptop computers and other electronic devices are fully charged.
- If you live in an off-campus residence, bring any patio furniture and other outdoor accessories inside so that they do not blow into glass doors and windows.

During a storm

- Stay in your residence hall. Do not go outside. Downed electrical lines, flying debris, and flash flooding can be life threatening.
- Keep away from windows, glass doors and skylights. Breaking glass can cause severe injuries.
- Keep your blinds and/or curtains drawn and your windows tightly shut.
- Follow directions from your RAs and College employees.
- Use your flashlights - DO NOT USE OPEN FLAMES such as candles or kerosene lamps.
- If an injury of a life-threatening nature should occur, call 911 immediately.

If a tornado watch is announced

- Remain calm and stay inside.
- A "watch" indicates that conditions are favorable for the formation of a tornado in the area and a "warning" indicates that a tornado is imminent or has touched down in the area. If a tornado watch is announced for Kent or Queen Anne's County, pay careful attention to radio, TV or Internet reports in case it is upgraded to a warning. If the power is out, listen to your battery-operated radios and heed the advice of your RAs.

If a tornado warning is announced

- A "warning" indicates that spotters have actually sighted a tornado or indicated on radar and is occurring or imminent in the warning area.

If inside during a tornado warning

- Seek immediate shelter.
- Go to a basement or lowest level of the building.

- If there is no basement, go to an interior hallway away from exterior windows.
- Close all doors to rooms with exterior windows.
- Stay away from all windows and other glassed areas.
- Use arms to protect head and neck.
- Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs.

If outdoors during a tornado warning

- If possible, get inside a building.
- If shelter is not available, lie in a ditch or low-lying area. □
- Use arms to protect head and neck.

In case of a power outage on campus

- For a short-term disruption there is typically no need to do anything more than remain where you are unless doing so presents a safety hazard.
- Do not light candles, use flashlights only.

If the power outage is expected to be of extended duration you will be notified of where to go by either posted flyers on bulletin boards and first floor entryways of major campus buildings or by text message.

Protect your computer and other electronics

- Unplug all expensive electronics, computers, and peripherals to protect them from damage due to power surges.
- Move your electronic equipment and computers to a protected location in your room or office away from a window and cover them with plastic. Lower window blinds to deter possible broken glass.

8.00 CAMPUS FACILITIES ACCESS AND SECURITY

8.01 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.

8.02 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. Residence halls are locked 24 hours a day, 7 days a week.

8.03 Other Campus Facilities

When College is in session, campus facilities are generally open between 8:00 a.m. and 6:00 p.m. With the exception of the Fine Arts Building and Dining Hall, all Academic Buildings are accessed with ID cards after 6:00 p.m. With few exceptions, student ID access to facilities is from 7:00 a.m. to midnight, daily. 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.

8.04 Campus Escort Service

Should a student or employee require an escort at any time, please contact Public Safety at 410- 778-7810 and an Officer will assist you. Students can also contact Safe Ride at 410-810-7433 when they are operating.

9.00 BYSTANDER INTERVENTION AND RISK REDUCTION

9.01 Bystander Intervention

When an incident of sexual or relationship violence is about to take place, bystanders can intervene simply and safely, often flipping the switch to change the outcome. Some positive ways to intervene include:

- Provide a distraction that interrupts an interaction
- Directly engage one or more of the involved parties
- Get police or other authorities involved
- Tell someone else and get help
- Ask someone in a potentially dangerous situation if he/she is okay and/or wants to leave
- Make sure he/she gets home safely
- Remind a potential perpetrator that incapacitated people can't give consent
- Help remove someone from the situation
- Provide options and a listening ear

Don't just hope that someone else will step in. You have the ability to stop a terrible, life-altering situation. Be part of the solution!

9.02 Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.

3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
5. Make sure your cell phone is with you and charged and that you have cab money.
6. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
7. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
8. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
9. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the US).
10. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the US). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

15. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
16. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

10.00 SEXUAL ASSAULT

If you become a victim of sexual assault, report the incident immediately by contacting Public Safety at 410-778-7810 or by dialing 911.

1. Remember, it's not your fault, regardless of the circumstances. No one asks or deserves to be raped or assaulted!
2. For your own protection and that of the community, it is important to notify either Public Safety at 410-778-7810 or local authorities by dialing 911. If you contact Public Safety, they will then contact one of the College's Sexual Assault Response Advocates, who can assist you through this process. If a member of the Washington College community is a victim of a sexual assault off campus, either the Sexual Assault Response Advocate or a Public Safety Officer will assist the victim in notifying the appropriate law enforcement agency. Timely reports increase the likelihood that critical evidence will be obtained. Please see basic guidelines, below, for detailed instructions regarding the preservation of evidence. If you decide to file legal charges, Public Safety or the Sexual Assault Response Advocate can advise you on how to proceed. You can file criminal charges, make a report with Public Safety, or proceed with a Title IX complaint on campus. If you file criminal charges with a law enforcement agency, you can also pursue a complaint on campus.
3. Seek immediate support. Call or talk to a close friend, a roommate, a family member, an RA, or someone else, letting them know what has happened. You can also contact one of the individuals listed below. This is not the time to be alone!
4. Get immediate medical attention. Public Safety can assist in transporting victims to one of two area hospitals that have Sexual Assault Nurse Examiners available. It is crucial that you seek medical attention as soon as possible. It is also important to try to preserve all physical evidence to prove a crime and to maintain all of your legal options.
5. Contact the Counseling Center. If you want and need a safe and confidential place to talk about what has happened, call (410-778-7261) or visit the Counseling Center.

10.01 Basic guidelines for victims of sexual assault

To pursue criminal options, it is important to preserve evidence. Listed below are some basic guidelines for victims of rape and sexual assault:

Time is important - don't wait.

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.

Get immediate medical treatment. Two area hospitals (listed below under Resources for Victims of Sexual Assault) 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 (listed below under Resources for Victims of Sexual Assault).

Seek immediate assistance from any of the following:

Department of Public Safety (410-778-7810), the Director of Prevention Education and Advocacy (410-778-7277), a Resident Assistant, the Vice President and Dean of Students (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 below.

10.02 Resources for Victims of Sexual Assault

There are many services established to assist individuals who have been sexually assaulted. Rachel Boyle, Director of Prevention Education and Advocacy, ext. 7277, campus Sexual Assault Response Advocates (SARA) or other Student Affairs staff members (see list below under Education and Training) may be contacted to provide assistance or for any questions.

- Washington College Health Services, ext. 7261
- Washington College Counseling Services, ext. 7261
- “For All Seasons, Inc.” Sexual Assault Crisis Center, 1-800-310-7273 (A 24-hour confidential service that provides counseling, advocacy and support to survivors.)
- Office of Public Safety, ext. 7810

A member of the Campus Department of Public Safety is available 24 hours a day and 7 days a week to transport the Reporting Party to either hospital listed below if requested. Volunteers from the For All Seasons Sexual Assault Crisis Center are also available to provide counseling and assistance throughout this process.

Two area hospitals have sexual assault response programs in place. Sexual Assault Nurse Examiners are available 24 hours a day, 7 days a week to provide confidential medical examination, STI and pregnancy prophylactics. The programs work in conjunction with For All Seasons, Inc., to provide advocacy support to victims.

- University of Maryland Shore Medical Center at Chestertown, 410-778-3300 located adjacent to Washington College
- University of Maryland Shore Medical Center at Easton 410-822-1000

The Director of Prevention Education and Advocacy, serving as the sexual assault response coordinator, will inform the Reporting Party, at a minimum, of internal complaint options, availability of confidential counseling, mechanisms available to address concerns about physical safety, as well as the possibility of alternative housing assignments or classroom arrangements (where appropriate).

10.03 Education and Training

The Office of Prevention Education and Advocacy 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.

10.04 Sexual Assault Amnesty Protocol

Washington College encourages the reporting of sexual misconduct by survivors. The College recognizes that individuals who have been drinking and/or using drugs (whether use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, sexual misconduct or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

An individual reporting sexual violence to College officials or a bystander reporting such violations, provided that their behavior did not place the health and safety of any person at risk, will not be subject to disciplinary action for violations of alcohol and other drug policies occurring at the time of the sexual misconduct.

10.05 Sexual Assault Campus Climate Survey

In compliance with Maryland House Bill 571, Washington College conducted a sexual assault campus climate survey in April of 2018 and will do so every two years. People to contact for more information:

- Sarah Feyerherm, Vice President of Student Affairs, 410-778-7752
- Candace Wannamaker, Associate Vice President for Student Affairs/Title IX Coordinator, 410-778-7752

- Ursula Herz, Associate Dean of Students and Director of Residential Life, 410-778-7752
- Rachel Boyle, Director of Prevention Education and Advocacy and Sexual Assault Response Coordinator, 410-778-7277
- Lisa Marx, Director of Health Services, 410-778-7261
- Miranda Altman, Director of Counseling Services, 410-778-7289
- Brandon McFayden, Director of Public Safety, 410-778-7810
- Sexual Assault Response Advocate (SARA) 410-699-0742

10.06 Procedures for reporting a complaint

Due to the sensitive issues involved in domestic violence, dating violence, sexual assault, and stalking, the victim may disclose the incident sometime after it has occurred, but the victim is nonetheless encouraged to contact Public Safety, Student Affairs, Counseling Services or any of the other individuals listed below for support and assistance, and to report the incident as soon as possible.

- Sarah Feyerherm, Vice President of Student Affairs, 410-778-7228
- Candace Wannamaker, Associate Vice President for Student Affairs/Title IX Coordinator, 410-778-7752
- Rachel Boyle, Director of Prevention Education and Advocacy and Sexual Assault Response Coordinator, 410-778-7277
- Lisa Marx, Director of Health Services, 410-778-7261
- Miranda Altman, Director of Counseling Services, 410-778-7289
- Brandon McFayden, Director of Public Safety, 410-778-7810
- Carolyn Burton, Director of Human Resources, 410-778-7298

Incidents that are reported to the appropriate departments at Washington College will be addressed promptly and will be treated as discreetly as possible. The procedures that govern the investigation of sexual assault and other interpersonal crimes will take into account both the need to gather the facts and the rights of all parties involved in the incident. There are procedures in place to inform individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistances and other services both on and/or off campus, as well as additional remedies to prevent contact between a reporting party and a responding party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Public Safety or to local law enforcement. Students should contact the Title IX Coordinator at 410-778-7752 or the Vice President of Student Affairs at 410-778-7228. Employees should contact Human Resources at 410-778-7298 or the Title IX Coordinator at 410-778-7752.

After an incident of sexual assault, domestic violence, or dating violence, the victim should consider seeking medical attention as soon as possible. Two area hospitals (University of Maryland Shore Medical Center at Chestertown, and University of Maryland

Shore Medical Center at Easton) have sexual assault response programs in place. Sexual Assault Nurse Examiners are available 24 hours a day, 7 days a week to provide confidential medical examination, STI and pregnancy prophylactics. The programs work in conjunction with For All Seasons, Inc., to provide advocacy support to victims. 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. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College hearing boards/investigators, or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report, and victims have the right to decline involvement with the police. Public Safety, the Title IX Coordinator, the Director of Prevention Education and Advocacy, or one of the College’s Sexual Assault Response Advocates will assist any victim with notifying local police, if they so desire. The Chestertown Police Department may also be reached directly by calling 911 or 410-778-1800. Reports may be made in person at 601 High Street, Chestertown, MD 21620. Additional information about the Chestertown Police Department may be found online at: <http://townofchestertown.com/government/police-department/>

10.07 Title IX Coordinator

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator by calling, writing, or coming into the office to report in person and, if the victim desires, report the crime to Public Safety. The Title IX Coordinator is also the Associate Vice President for Student Affairs, and she can be reached at 410-778-7752. The office is located inside of the Casey Academic Center, on the second floor. The College’s sexual harassment policy, including a description of the appeal procedures, can be found at: <https://www.washcoll.edu/title-ix/>

The College will provide or make arrangements for resources both on and off campus, to include medical and counseling assistance, to persons who have been victims of sexual assault, dating violence, domestic violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

It is crucial that you seek medical attention as soon as possible. It is important to try to preserve all physical evidence to prove a crime and to maintain all of your legal options. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Public Safety or other law enforcement to preserve evidence in the event that the victim changes his/her mind at a later date.

10.08 Procedures to follow and evidentiary standards

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the College, the procedures that the College will follow as well as a statement of evidence that will be used during any judicial hearing on campus arising from such a report are listed below:

Incident Being Reported:	Procedures Washington College (WC) will follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), WC will assist the reporting party with access to medical care. 2. WC will assess immediate safety needs of reporting party. 3. WC will assist reporting party with contacting local police if reporting party requests AND reporting party provided with contact information for local police department. 4. WC will provide reporting party with referrals to on and off campus mental health providers. 5. WC will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, No-Contact Order between both parties, etc. 6. WC will provide a No-Trespass Order to the responding party if deemed appropriate. 7. WC will provide written instructions on how to apply for a Peace or Protective Order. 8. WC will direct individuals to a copy of the Sexual Harassment Policy and inform the reporting party regarding timeframes for inquiry, investigation and resolution. 9. WC will inform the reporting party of the outcome of the investigation, whether or not the responding party will be administratively charged, and what the outcome of the hearing is. 10. WC will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. 	Preponderance of the evidence

Incident Being Reported:	Procedures Washington College (WC) will follow:	Evidentiary Standard
Stalking	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), WC will assist the reporting party with access to medical care. 2. WC will assess immediate safety needs of reporting party. 3. WC will assist reporting party with contacting local police if reporting party requests AND reporting party provided with contact information for local police department. 4. WC will provide reporting party with referrals to on and off campus mental health providers. 5. WC will provide written instructions on how to apply for a Peace or Protective Order. 6. WC will provide written information to reporting party on how to preserve evidence. 7. WC will assess need to implement interim or long-term protective measures, including an on campus No-Contact Order to protect the reporting party, if appropriate. 8. WC will provide a No-Trespass Order to the accused party if deemed appropriate. 	Preponderance of the evidence.
Dating Violence	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), WC will assist the reporting party with access to medical care. 2. WC will assess immediate safety needs of reporting party. 3. WC will assist reporting party with contacting local police if reporting party requests AND reporting party provided with contact information for local police department. 4. WC will provide reporting party with referrals to on and off campus mental health providers. 5. WC will provide written instructions on how to apply for a Peace or Protective Order. 6. WC will provide written information to reporting party on how to preserve evidence. 7. WC will assess need to implement interim or long-term protective measures, including an on campus No-Contact Order to protect the reporting party, if appropriate. 8. WC will provide a No-Trespass Order to the accused party if deemed appropriate. 	Preponderance of the evidence

<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), WC will assist the reporting party with access to medical care. 2. WC will assess immediate safety needs of reporting party. 3. WC will assist reporting party with contacting local police if reporting party requests AND reporting party will be provided with contact information for local police department. 4. WC will provide reporting party with referrals to on and off campus mental health providers. 5. WC will provide written instructions on how to apply for a Peace or Protective Order. 6. WC will provide written information to reporting party on how to preserve evidence. 7. WC will assess need to implement interim or long-term protective measures, including an on campus No-Contact Order to protect the reporting party, if appropriate. 8. WC will provide a No-Trespass Order to the responding party if deemed appropriate. 	<p>Preponderance of the evidence</p>
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11.00 DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

11.01 Definitions

The following definitions were taken from the Violence Against Women Act of 1994.

Domestic violence is defined as: a felony or misdemeanor crime of violence committed by—

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

Dating violence is defined as: violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
- For the purpose of this definition:
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

Sexual Assault is defined as: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including

instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Stalking is defined as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- For the purpose of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identifies to the victim.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

11.02 Maryland State Law Sexual Assault Definitions

Maryland Annotated Code, Criminal Law, Sections 3-303 through 3-312

Rape in the first degree:

Defined as vaginal intercourse with another by force or threat of force, without the consent of the other and defendant:

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

Rape in the second degree:

Defined as vaginal intercourse with another:

- By force, or the threat of force, without the consent of the other;
- If the victim is a mentally defective individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know that the victim is a mentally defective individual, etc.; or

- If the victim is under the age of 14 years, and the defendant is at least 4 years older than the victim.

Sexual Offense in the First Degree

Defined as engaging in a sexual act with another by force, or the threat of force, without the consent of the other and:

- Must employ/display a dangerous weapon, or a physical object the victim reasonably believes is a dangerous weapon;
- Inflict serious physical injury on the victim or another in the course of committing the crime;
- Threaten or place the victim in fear that the victim, or a 3rd person known to the victim, imminently will be subject to death, suffocation, etc.; or
- Commit the crime while aided and abetted by another; or
- Commit the crime in connection with a burglary in the 1st, 2nd, or 3rd degree.

Sexual Offense in the Second Degree

Defined as engaging in a sexual act with another:

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

Sexual Offense in the Third Degree

Defined as engaging in sexual contact with another without the consent of the other; and:

- Must employ/display a dangerous weapon, or a physical object the victim reasonably believes is a dangerous weapon;
- Inflict serious physical injury on the victim or another in the course of committing the crime;
- Threaten or place the victim in fear that the victim, or a 3rd person known to the victim, imminently will be subject to death, suffocation, etc.;
- Commit the crime while aided and abetted by another;
- (2) Engaging in sexual contact with another if the victim is a mentally defective individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know the victim is a mentally defective individual, a mentally incapacitated individual, or a physically helpless individual; (3) Engaging in sexual contact with another if the victim is under the age of 14 years, and the person performing the sexual contact is at least 4 years older than the victim; (4) Engaging in a sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 21 years old; or (5) Engaging in vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 21 years old.

Sexual Offense in the Fourth Degree Defined as engaging in:

- Sexual contact with another without the consent of the other;
- Sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 4 years older than the victim; or
- Vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 4 years older than the victim.
- A person in a position of authority may not engage in a sexual act or sexual contact with a minor who, at the time of the sexual act or sexual contact, is a student enrolled at a school where the person in position of authority is employed.
- A person in a position of authority may not engage in vaginal intercourse with a minor who, at the time of the vaginal intercourse, is a student enrolled at a school where the person in position of authority is employed.

Attempted Rape in the First Degree

Defined as attempting to commit rape in the first degree.

Attempted Rape in the Second Degree

Defined as attempting to commit rape in the second degree.

Attempted Sexual Offense in the First Degree

Defined as attempting to commit a sexual offense in the first degree.

Attempted Sexual Offense in the Second Degree

Defined as attempting to commit a sexual offense in the second degree.

11.03 Definitions:

“Sexual Act” means cunnilingus, fellatio, anilingus, or anal intercourse, but does not include vaginal intercourse. Emission of semen is not required. Penetration, however slight, is evidence of anal intercourse. Sexual act also means the penetration, however slight, by any object into the genital or anal opening of another person’s body if the penetration can be reasonably construed as being for the purposes of sexual arousal or gratification or for abuse of either party and if the penetration is not for accepted medical purposes.

“Sexual contact” means the intentional touching of any part of the victim’s or actor’s anal or genital areas or other intimate parts for the purposes of sexual arousal or gratification or for abuse of either party and includes the penetration, however slight, by any part of a person’s body, other than the penis, mouth, or tongue, into the genital or anal opening of another person’s body if that penetration can be reasonably construed as being for the purposes of sexual arousal or gratification or for abuse of either party. It does not include acts commonly expressive of familial or friendly affection, or acts for accepted medical purposes.

“Vaginal intercourse” has its ordinary meaning of genital copulation. Penetration, however slight, is evidence of vaginal intercourse. Emission of semen is not required.

Consent: Maryland does not define consent as it relates to sexual activity. Please see Washington College's definition of consent, taken from the Student Handbook:

Consent is the equivalent of approval, given freely, willingly, and knowingly, of each participant to each sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person engaging in sexual contact by force, threat of force, or coercion has not consented to contact.

- Lack of mutual consent is the crucial factor in any sexual misconduct case.
- Consent to some form of sexual activity does not necessarily constitute consent to another form of sexual activity even within the same initial consensual activity.
- Consent to past sexual activity does not imply consent to future sexual activity.
- Consent can be withdrawn at any time.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Silence without demonstrating permission does not constitute consent.
- Consent CANNOT be given if a person's ability to resist or consent is incapacitated because of a mental illness or physical condition (by alcohol or other drugs, unconsciousness, sleep, or blackout) or if there is a significant age or perceived power differential.

Sexual activity with someone who the Responding Party should know to be, or based on the circumstances should reasonably have known to be, mentally or physically incapacitated (by alcohol or other drugs, unconsciousness, sleep, or blackout) is sexual activity without consent.

11.04 Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking, and will provide each victim with a written explanation of their rights and options.

11.05 Maryland Crime Victims' Rights

Under the Maryland Constitution and under State laws and guidelines, victims of crime must be:

- Treated with dignity, respect, and sensitivity
- Informed of their rights
- Notified of crisis intervention and counseling services
- Notified of domestic violence programs and support groups
- Notified of criminal injuries compensation and other social services available
- Informed on how to apply for services

- Told of protection available to them and how to obtain protection
- Informed by the police or the State's Attorney of the arrest of a suspect and closing of the case
- Notified of court hearings and offender custody status
- Permitted to be present and heard at criminal justice proceedings
- Permitted to seek restitution from their offender(s)

If you are a victim of crime in Maryland, and need more information about your rights visit, [Victim Services - Governor's Office of Crime Control and Prevention for Maryland](#)

Washington College complies with Maryland law in recognizing peace and protective orders issued in Maryland or protective orders from other states. Individuals should provide a copy of the order to the Department of Public Safety and to the Title IX Coordinator. A reporting party may then meet with Public Safety to develop a safety action plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or when coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom locations or allowing a student to complete assignments from home, etc. Washington College cannot apply for a peace or protective order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services but may request a member of the Public Safety Department accompany them to obtain the order. A petition for protection from domestic violence may be filed in any District Court or Circuit Court in Maryland. If the clerk's office is open, you must file with the clerk. If the clerk's office is closed, file with a District Court Commissioner. To locate a court, look at www.courts.state.md.us or the government pages of your phone book. Some courthouses have on-site programs to assist victims with safety plans and filing for protection. Washington College may issue an institutional no-contact order if deemed appropriate or at the request of the victim or responding party to a student or employee. Upon the victim's request and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a reporting party may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student park in a different location, assisting the student with an escort, etc. To the extent possible, Washington College will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

Washington College is committed to ensuring the safety of our community. Anyone who feels they are a victim of the above-listed crimes on campus should immediately notify Public

Safety. If the crime occurs off campus, immediately notify the police department in the location where the crime occurred. A delay in reporting may cause the situation to escalate.

11.06 VINE

“Victim Information and Notification Everyday” (**VINE**) is a free, anonymous, automated telephone service that provides victims of crime with two important services: information and notification. VINE will provide you with vital court case, custody, parole and probation information for an offender currently involved in the criminal justice system in Maryland.

Toll Free – call 1-866-634-8463

Website – www.vinelink.com

11.07 Protective or Peace Order

Victims of domestic or dating violence who would like to file a complaint for a Protective or Peace Order can contact the Department of Public Safety at 410-778-7810 and we will assist you with the process. Washington College may also issue no-contact orders.

Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know. The institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Washington College does not publish the name of crime victims nor house identifiable information regarding victims in the College’s Daily Crime Log. Victims may request that directory information on file be removed from public sources by contacting the Registrar’s Office at 410-778-7299.

11.08 Change in Victim’s Academic and Living Situation

The College will make every effort to make changes in a victim’s academic, transportation, work and living situation if requested and reasonably available, regardless of whether a victim has reported an offense to the campus or to local police. Changes in an academic situation be made through the Dean’s Office and housing changes should be made by Residential Life. Academic and housing changes may also be requested through the Title IX Coordinator.

11.09 Confidential and Anonymous Reports

Confidential reports may be made to the Department of Public Safety where the name of the victim will not appear in the report. Counseling Services and the Title IX Coordinator will also take confidential reports. When receiving a confidential report, the College will take precautions to protect the confidentiality of both the reporting party and the responding party. However, individuals should understand that under conditions of imminent harm to the community, the College is required by federal law to inform the community of the possible occurrence of a crime for the protection of all members of the community. In addition, if the reporting party does not wish to pursue a campus judicial hearing and/or requests his or her

complaint remain confidential, Title IX nevertheless requires the College to investigate and take responsible action in response to the complaint. Statistics from confidential reports are included in the College's Annual Security and Fire Safety Report.

11.10 Campus disciplinary actions

Whether or not criminal charges are filed, a person may file a complaint under the Sexual Harassment Policy alleging that a student violated the College's policy.

Prior to the hearing, the reporting party has the right to receive notification and assistance from the College's Title IX Coordinator or an Assistant Title IX Coordinator regarding interim actions, including assistance in changing academic and living situations after an alleged incident of sexual misconduct. In addition, no-contact orders may also be issued to prevent any contact, whether in person or indirectly, between the responding party student, acquaintances, witnesses, and/or the complaining party.

Students

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Sexual Harassment Policy. The Sexual Misconduct Hearing Board, a subset of the Honor Board, hears cases of sexual assault as well as other sexual misconduct. A panel of the Sexual Misconduct Hearing Board consists of three Honor Board members. The hearing panel will be responsible for asking questions of witnesses and developing evidence through witness testimony. Issues regarding admission of evidence or testimony, including relevancy and the reliability of the evidence and testimony will be determined by the College hearing officer during the hearing. At the conclusion of the hearing, the panel will confer regarding whether the responding party is responsible for the alleged sexual misconduct. Evidence will be evaluated under a "preponderance of the evidence standard," meaning that the responding party student will be found responsible if, based upon the entirety of the evidence presented during the hearing, it is determined that the responding party student "more likely than not" committed the offense in question. Sanctions for a finding of responsibility depend on the nature and the gravity of the misconduct. This may include: college warning (except in cases of sexual assault/violence), suspension/expulsion, probation, termination of employment, protection from retaliation, counseling for the reporting party, and other steps to address the impact of harassment or discrimination on the reporting party, any witnesses and the College community. An investigation by the College and a decision by the Sexual Misconduct Hearing Board will, in most cases, be rendered within sixty (60) days of the filing of a complaint. This time period can be modified at the discretion of the College's Title IX Coordinator and in consultation with the appropriate Dean, if deemed necessary to conduct a thorough investigation or to protect the rights of all parties.

A complete description of the judicial system can be found online at:

<https://www.washcoll.edu/offices/student-affairs/honor-board-and-student-conduct.php>

For students, sexual assault, domestic violence, dating violence, and stalking are violations of College policy. Interim actions may be put in place until a hearing can be conducted. Interim actions include interim suspension, reassignment to alternate housing, limitation of access to designated College housing and/or campus facilities, and limitation of privileges to engage in specified College activities. In cases of sexual misconduct, domestic/dating violence, and stalking, sanctions for a finding of responsibility depend on the nature and gravity of the

misconduct. These may include: college warning (except in cases of sexual assault/violence), suspension/expulsion, probation, termination of employment, protection from retaliation, counseling for the reporting party, and other steps to address the impact of harassment or discrimination on the reporting party, any witnesses and the College community. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

All investigators and Honor Board members receive annual training in hearing practices, and are trained on investigating and hearing cases of domestic violence, dating violence, sexual assault, stalking and other related topics in order to protect the safety of the victims and promote accountability. Any form of sexual misconduct may be addressed through a campus sexual misconduct hearing. It is the College's policy to complete all proceedings within 60 days when feasible, additionally proceedings shall be prompt, fair, with an impartial investigation and resolution. Both the reporting party and responding party receive notice prior to the proceeding and are provided with timely access to hearing materials for their review. Both the reporting party and responding party may be assisted by an advisor of their choice. Advisors may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing. The institution will allow for timely access to any information that will be used after the fact-finding investigation and prior to formal and informal disciplinary meeting and hearings to the reporting party, the responding party and appropriate officials. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the reporting party or the responding party. Both are also advised simultaneously (verbally and in writing) of the hearing result and the sanctions imposed. The reporting party and the responding party each have the right to appeal the outcome of the hearing by emailing an appeal request to the Vice President of Student Affairs. They can also appeal by completing the online appeal form which can be found at:

https://washcoll.col.qualtrics.com/SE/?SID=SV_cGdgaxWayzyhi9D

Students who have been suspended or expelled must submit their appeal within 5 business days of the notification of the hearing result. The reporting party and the responding party will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: A College order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Washington College.

Employees

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the College's policy against Sexual Harassment: <https://www.washcoll.edu/title-ix/indexB.php> in order to remedy any

hostile environment. Employees who violate College policy will be subject to discipline including: College warning (except in cases of sexual assault/violence), suspension/expulsion, probation, termination of employment, protection from retaliation, counseling for the reporting party, and other steps to address the impact of harassment or discrimination on the reporting party, any witnesses and the College community. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

When a reporting party does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College’s ability to respond to the complaint may be limited.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know. Further, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

11.11 Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On Campus Resources		
Counseling	For emergencies after hours, contact Public Safety	410-778-7810
Health	Health Services	410-778-7261
Mental Health	Counseling Center	410-778-7261
Victim Advocacy	Prevention, Education, and Advocacy Center	410-778-7277
Legal Assistance	MD Legal Aid (Easton Office) – not an on-campus service	1-800-477-2543
Visa and Immigration Assistance	Global Education Office	410-778-7762
Off Campus Resources		
Counseling	For All Seasons, Inc.	1-800-310-7273
Health	University of Maryland Shore Medical Center at Chestertown	410-778-3300

Mental Health	Eastern Shore Crisis Response	1-888-407-8018
Victim Advocacy	For All Seasons, Inc.	1-800-310-7273
Legal Assistance	MD Legal Aid (Easton Office)	1-800-477-2543
Visa and Immigration Assistance	See Legal Assistance, above	

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<https://www.rainn.org/> – Rape, Abuse and Incest National Network

<https://ovc.ncjrs.gov/findvictimservices/> - Directory of Crime Victim Services, Office for Victims of Crime

<http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office of Civil Rights

12.00 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.

13.00 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 Department of Public Safety (which will inform the President of Washington College if such an exception is made) 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.

Any violation of the above policy by a student will be referred to the student conduct process for adjudication.

Additionally, all incidents of possession of suspected illegal weapons will be referred to law enforcement and students possessing illegal weapons will likely face removal from campus as an interim measure, pending formal conduct review.

14.00 MISSING STUDENT PROCEDURES

If you believe that a resident student is missing, please contact the Public Safety Department at 410-778-7810. Public Safety will begin an investigation and appropriate campus staff will be notified to aid in the search of the individual. If Public Safety is unable to locate the student, or, if in the judgment of Public Safety or local law enforcement staff, it is likely the person is actually missing, the investigation will be turned over to local law enforcement. Public Safety will then aid local law enforcement in continuing to determine the student's whereabouts. 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.

Students residing in on-campus housing who are over the age of 18 and not emancipated may register a confidential contact when completing the Housing and Meals Application and Information Form. This form, available for students to complete prior to checking in to an on-campus housing facility, can be found in the student's menu under the section marked "Residence Life Options" on Web Advisor (<https://webadvisor.washcoll.edu>). Listing a confidential contact is required, and the contact name will only be accessed and contacted if a student is officially determined to be missing for 24 hours. The confidential contact information will be accessible only to authorized campus officials and law enforcement personnel, and it may not be disclosed outside of a missing person investigation. This information can be changed or updated at any time by resubmitting this form.

15.00 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.

15.01 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).

15.02 Marijuana Policy

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

Maryland State Laws Concerning Marijuana:

Although the State of Maryland has decriminalized the possession of marijuana in amounts less than 10 grams and has legalized the use of medical marijuana in certain cases, the possession and use of marijuana on Washington College's campus continues to be prohibited by federal law (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989). If Washington College fails to

comply with federal law, it could become ineligible for federal funding and financial aid programs for its students. Thus, possession and use of marijuana, including medical use, continue to be prohibited at Washington College including in residence halls, on college property, or at off-campus events sponsored by the college.

15.03 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.

Opioid Use

Washington College recognizes that opioid overdose is a major public health problem. Overdose involves students of all ages, ethnicities, and demographic and economic characteristics, and involves both illicit opioids such as heroin and, increasingly, prescription opioid analgesics such as oxycodone, hydrocodone, fentanyl, and methadone. Therefore, the Health Center and the Department of Public Safety will maintain doses of **naloxone**, a drug to reverse the effects of an opioid related overdose.

Washington College is committed to:

- Keeping naloxone on hand at the Department of Public Safety and the Health Center
- Ensuring that Public Safety Officers and health center staff has adequate expertise and equipment to manage the airway of an unconscious patient
- Ensuring that emergency response, including EMS system activation, has been planned and appropriately drilled

To encourage students to report an overdose, anyone who reports possible overdoses in the campus setting will qualify for medical amnesty and may not be subject to the Washington College student code of conduct honor board procedures.

15.04 Smoking Policy

All residence halls, including entryways, are smoke-free. Students may not smoke in the building. Students choosing to smoke must do so outdoors a minimum of 25 feet away from any residence hall building. Students who smoke in their residence hall rooms can expect to be charged for cleaning or replacement of all furnishings, floor tiles, and paint in addition to facing judicial action. Hookahs- single or multi-stemmed water pipes used for smoking tobacco- are allowed to be used on campus grounds but, in accordance with the Smoking Policy, cannot be used inside of residence halls or any other campus building. Furthermore, in accordance with the drug laws and policies, hookahs should not be used to smoke marijuana or other illegal drugs.

15.05 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.

15.06 Medical Amnesty Policy

The Washington College community strives to provide continued support for all of its members, and as a community advocates for the well-being of one another. When an individual is potentially at risk for harm or in need of medical attention, the well-being of the individual is placed at priority over upholding the conduct process and the administering of sanctions. Though individuals may be reluctant to seek help during situations in which they or another student may be in violation of college policy, it is imperative that someone calls for medical assistance if any student is at immediate risk for harm or injury or if there is cause for potential harm or injury. Since such situations are potentially life threatening, the Medical Amnesty Policy reduces or eliminates disciplinary consequences for students who call for medical attention or for the student in need of medical attention. Medical attention is defined by Washington College as being an assessment and/or treatment by a first responder, such as an RA, AC, a Public Safety Officer, Paramedics or EMTs, or a Treating Health Care Provider at the hospital.

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. It is important to realize that occasionally, such problematic behaviors which would necessitate medical amnesty may be associated with mental health concerns. As a community, we need to look out for other members who may need attention and/or assistance in such circumstances, and this policy is designed to protect and support those individuals.

How does the Medical Amnesty Policy work?

The Medical Amnesty Policy reduces or eliminates disciplinary consequences when a student actively calls for help as follows:

Student in need of medical attention

If a student actively seeks medical attention (either themselves or through another individual calling for assistance) and completes the mandated follow-up programs and recommendations, the Medical Amnesty Policy offers minimal consequences from conduct actions for the following policy violations for the student in need of medical attention should they occur at the time of the emergency:

- Underage consumption and/or possession of alcohol and/or illegal substances

Whenever a student utilizes medical amnesty, they must complete the required educational follow-up at Health Services and also with the Director of Wellness and Prevention Education. In cases where there is reasonable worry of problematic behavior, the student may be mandated to complete additional follow-up as noted below in Prevention, Education, and Intervention Methods.

Student calling on behalf of someone else

An individual who actively calls for emergency assistance on behalf of a person experiencing an alcohol or other substance related emergency would not be subject to conduct 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

Prevention, Education, and Intervention Methods:

While the Medical Amnesty policy minimal consequences from conduct actions for the student in need of medical attention, instances of extreme problematic behavior, which are defined extreme in relation to volume, frequency, and/or intensity of instances, may result in implementation of intervention methods designed with regards for the best interest of the student.

Such intervention strategies may include but are not limited to:

- Meeting with the Director of Prevention, Education and Advocacy
- Recommended meetings with the counseling center
- Participation in peer-lead advocacy groups
- Online educational/intervention programs
- Recommended meetings or involvement with out-sourced programs such as Kent Behavioral Health and For All Seasons

Additional Details:

An active call requires an individual to call 911 or a College Official, such as a Public Safety Officer or a Resident Assistant. Medical Amnesty will not be granted where there was no active call for medical assistance. Failure to complete the above requirements of meeting with designated educational follow up officials may result in the case being referred to the student conduct process.

For more information about the Medical Amnesty Policy, contact the Director of Prevention Education and Advocacy at x7727.

15.07 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 (below) that provide information and referral.

15.08 Resources

Health Services 410-778-7261

Counseling Services 410-778-7261

Prevention Education and Advocacy 410-778-7727

Off-Campus/Community Resources

Alcoholics Anonymous <http://www.aa.org>

Al-Anon/Alateen <http://www.al-anon-alateen.org>

Marijuana Anonymous <http://www.marijuanaanonymous.org>

National Association for Children of Addiction <https://nacoa.org/>

Cocaine Anonymous <http://www.ca.org>

Narcotics Anonymous <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

15.09 Additional information

Please refer to the section titled “Alcohol and Other Drugs: Expectations, Education and Policies” in the Student Handbook for a complete description of policies, sanctions, health risks, and resource information. The link to the Student Handbook is:

<https://www.washcoll.edu/offices/student-affairs/student-handbook/>

16.00 CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT

October 1, 2018

16.01 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.

16.02 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 (8:30 am to 4:30 pm, Monday through Friday) in the Public Safety Office, located in the lower level of the Casey Academic Center.

16.03 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 and fire safety 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:

16.04 Fire Safety

Each semester, Public Safety will hold unannounced fire drills (at least one per semester) for all residence hall students. Students are expected to vacate their residence hall when they hear a fire alarm or are directed to do so by appropriate College staff. Failure to do so may be considered a violation of College policy. Tampering with fire extinguishers or smoke detectors is a violation of College policy that may result in suspension. Per state code, students are not permitted to store their bicycles or any personal property inside the building in the stairwells. Bicycles or property left in stairwells may be removed. Bicycle racks are provided outside most residence halls.

Small Appliances

A student may bring the following items depending on location. All electrical appliances must be UL approved. For questions regarding any item not listed, please contact the Residential Life Office.

All bedrooms: Refrigerator (not more than 5 cu. Ft.), microwave, game systems, fans, air purifiers, televisions (may not be mounted on walls), microwaves, hair dryers, coffee makers with automatic shut-off.

Non-bedroom spaces: Following appliances approved to be confined to common rooms in applicable suites or kitchens in apartments: toasters, small closed-element electric grills or electric kettle, popcorn poppers, slow cookers, rice makers.

Due to safety considerations, the following items are prohibited from all residence halls: portable heaters, halogen lamps, hot plates, toaster ovens, propane or charcoal grills, incense, candles and anything with open flame, anything with an exposed heating element, multi-arm lamps with plastic shades.

Room Inspections

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.

16.05 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.

For purposes of including a fire in the statistics in the annual security and fire safety report, students and employees should contact Public Safety to report that a fire has occurred

The address for all buildings, with the exception of Kent Crossing, is 300 Washington Avenue, Chestertown, MD 21620. The address for Kent Crossing is 101 Morgnec Road, Chestertown, MD 21620.

16.06 Fire Statistics for On-campus Student Housing Facilities

2017 Fire Statistics for On Campus, Residential Facilities

Residential Facility	# of fires	Date	Cause	Estimated Property Damage	Estimated Content Damage	# of Injuries	# of Deaths
Queen Anne	0						
Caroline	0						
Reid	0						
Minta Martin	1	11/11/17	electrical	\$100 - \$999	\$100 - \$999	0	0
East	0						
West	0						
Middle	0						
Wicomico	0						
Somerset	0						
Worcester	0						
Cecil	0						
Talbot	0						
Dorchester	0						
Harford	0						
Sassafras	0						
Chester	0						
Montgomery	0						
Howard	0						
Carroll	0						
Frederick	0						
Alleghany	0						
Garrett	0						
Anne Arundel	0						
Calvert	0						
St. Mary's	0						

Prince Georges	0						
Charles	0						
Kent	0						
Kent Crossings	0						
Corsica	1	7/10/17	Object set on stove	\$100 - \$999	\$100 - \$999	0	0

2016 Fire Statistics for On Campus, Residential Facilities

Residential Facility	# of fires	Date	Cause	Estimated Property Damage	Estimated Content Damage	# of Injuries	# of Deaths
Queen Anne	0						
Caroline	0						
Reid	0						
Minta Martin	0						
East	0						
West	0						
Middle	0						
Wicomico	0						
Somerset	0						
Worcester	0						
Cecil	0						
Talbot	0						
Dorchester	0						
Harford	0						
Sassafras	0						
Chester	0						
Montgomery	0						
Howard	0						
Carroll	0						

Frederick	0						
Alleghany	0						
Garrett	0						
Anne Arundel	0						
Calvert	0						
St. Mary's	0						
Prince Georges	0						
Charles	0						
Kent	0						
Kent Crossings	0						
Corsica	0						

2015 Fire Statistics for On Campus, Residential Facilities

Residential Facility	# of fires	Date	Cause	Estimated Property Damage	Estimated Content Damage	# of Injuries	# of Deaths
Queen Anne	0						
Caroline	0						
Reid	1	9/8/15	electrical	\$100 - \$999	\$100 - \$999	0	0
Minta Martin	0						
East	0						
West	0						
Middle	0						
Wicomico	0						
Somerset	0						
Worcester	0						
Cecil	0						
Talbot	0						
Dorchester	0						

Harford	0						
Sassafras	0						
Chester	0						
Montgomery	0						
Howard	0						
Carroll	0						
Frederick	0						
Alleghany	0						
Garrett	0						
Anne Arundel	0						
Calvert	0						
St. Mary's	0						
Prince Georges	0						
Charles	0						
Kent	0						
Kent Crossings	0						

16.07 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
Kent Crossing	x-all but 3 buildings	x		x	x		x	x
Corsica	x	x	x-standpipe	x	x		x	x

17.00 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:

17.01 Annual Crime Statistics for past 3 years

Total Crimes Reported For: Offense Type	On Campus - this category includes all on-campus incidents, including those listed in the category to the right, "In dormitories or other residential facilities."						Non Campus			Public Property		
	2015		2016		2017		2015	2016	2017	2015	2016	2017
	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	4 (2 R, 2 F)	2	9 (3 R, 6 F)	9	6 (5 R, 1 F)	6	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	1	1	0	0	0	0	0	0
Burglary	7	2	3	2	9	6	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	1	2	1	1	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

Sex offenses are categorized as rape (R), fondling (F), statutory rape (SR) and incest (I).

There were no hate crimes reported in 2017.

Total Crimes Reported For:	On Campus - this category includes all on-campus incidents, including those listed in the category to the right, "In dormitories or other residential facilities."						Non-Campus Buildings or Property			Public Property		
	2015		2016		2017		2015	2016	2017	2015	2016	2017
Offense Type	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities						
	Liquor law violation arrests	0	0	0	0	0	0	0	0	0	0	0
Liquor law violation referrals	49	27	47	31	47	44	0	0	0	0	0	0
Drug related arrests	2	0	0	0	0	0	0	0	0	0	0	0
Drug related referrals	19	19	7	6	0	0	0	0	0	0	0	0
Weapons possession arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapons possession referrals	1	1	0	0	0	0	0	0	0	0	0	0

17.02 Annual Crime Statistics for 2017

Annual Crime Statistics for 2017				
	On Campus	Residence Halls	Non-Campus Buildings or Property	Public Property
Murder and Non- Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses (rape, fondling, statutory rape, incest)	6 (5 R, 1 F)	6 (5 R, 1 F)	0	0
Robbery	1	0	0	0
Aggravated Assault	1	1	0	0
Burglary	9	6	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	1	1	0	0
Stalking	0	0	0	0
Hate Crime	0	0	0	0
	On Campus	Residence Halls	Non-Campus Buildings	Public Property
Arrests:				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Violations	0	0	0	0
Referrals for disciplinary action (does not include arrests, above):				
Liquor Law Violations	47	44	0	0
Drug Law Violations	0	0	0	0
Weapons Violations	0	0	0	0

Sex offenses include: rape (R), fondling (F), statutory rape (SR) and incest (I).

There were no hate crimes reported in 2017.

There were no unfounded crimes in 2017.

17.03 Reporting Locations

On Campus is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

The term Non Campus Building or Property means

- Any building or property owned or controlled by a student organization recognized by the institution; and
- Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

The term Public Property means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

17.04 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.

Sexual Assault is defined as: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

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

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. (Drunkenness 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, disability, and gender identity). 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.

Domestic violence is defined as: a felony or misdemeanor crime of violence committed by –

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,

- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence is defined as: violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
- For the purpose of this definition:
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

Sexual Assault is defined as: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Stalking is defined as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or - Suffer substantial emotional distress.
- For the purpose of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identifies to the victim.

- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Unfounded Crimes

All reported crimes must be recorded. For a crime to be “unfounded,” it must be proven through investigation that the crime did not occur. As an agency with non-sworn officers, we are unable to change a crime status to unfounded. We would contact the Chestertown Police Department to have a crime status changed to “unfounded.”