

MCDANIEL

C O L L E G E

ANNUAL FIRE SAFETY AND SECURITY REPORT 2019

Working Together for a Safe Campus



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To the McDaniel Campus Community:

It is up to each one of us to help foster a secure and supportive environment here on “the Hill”— an environment where individuals can feel safe to visit, learn, work and live. Our Mission Statement talks about “human concern” and for decades, our First Principles have urged a humane environment as incumbent upon each of us. These values require we share responsibility for each other, including the responsibility for maximizing our collective safety. In fact, safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. The Annual Fire Safety and Security Report is subtitled with the motto of the Department of Campus Safety, *Working Together for a Safe Campus*. It is through this shared responsibility for safety that we can all take pride in the relatively high degree of safety at McDaniel College.

I urge you to review the important policies and procedures in this report. It contains information about campus safety measures and reports statistics about crime in our campus community. It also describes our efforts to combat alcohol and drug abuse. Please take the time to read it and help foster a more caring and safe environment.

Dr. Roger Casey, President

From the Director of Campus Safety:

On behalf of the members of the Academic and Campus Life Division, I want to thank you for your interest in the Annual Fire Safety and Security Report. The Department of Campus Safety works with many offices on the McDaniel College campus to publish accurate and important safety information. We also publish the report to comply with the important provisions of the Clery Act. Campus safety and security and compliance with the Clery Act should be a part of everyone's responsibility here at McDaniel. We encourage you to review the information we have made available to you. You will find valuable information about the College including descriptions of certain services that we provide, our strong commitment to victims of crimes and the extensive services we make available to them. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We join President Casey in the commitment to foster a secure and supportive environment at McDaniel. Campus safety and security is a collaborative effort at McDaniel. While the Department of Campus Safety is an effective leader in keeping us safe, each member of the campus community must do their part. I encourage you to embrace the mission of the Department of Campus Safety...**Working Together for a Safe Campus.**

Chief Eric D. Immler, Director of Campus Safety

ANNUAL SECURITY REPORT

Institutional Policy for Preparing the Annual Disclosure of Crime Statistics

The Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Department of Campus Safety; provided by other offices such as Campus Life, Residence Life, other Campus Security Authorities, and information provided by local law enforcement agencies surrounding the campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years (calendar years 2016, 2017, and 2018) concerning reported crimes that occurred on campus, public area contiguous to the campus, or property owned, leased or controlled by McDaniel College. This report also includes institutional policies concerning campus security, such as policies regarding sexual and gender-based violence, alcohol and drugs, and maintaining a safe campus.

The College distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Director of Campus Safety or by visiting <http://www.mcdaniel.edu/uploads/docs/CleryReport2019.pdf>.

McDaniel College Gender/Sex Based Anti-Harassment/ Non-Discrimination Policy

In accordance with Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. and its implementing regulations, 34 C.F.R. Part 106, McDaniel College (“McDaniel College” or “the College”) does not discriminate on the basis of sex in any of the College’s educational programming and activities. The College is committed to preserving an educational and employment environment that is free from gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, and relationship violence and stalking in accordance with Title IX, the United States Department of Education and the 2013 Reauthorized Violence Against Women Act. Accordingly, the College maintains comprehensive policies and procedures to ensure that all students, faculty and staff are afforded all of the rights available under Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator at 410-857-2205 or to the Office of Civil Rights of the United States Department of Education at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

Reporting Crimes And Other Emergencies

McDaniel College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College community that you immediately report all incidents to the Department of Campus Safety at 410-857-**2202** to ensure a prompt and effective investigation and appropriate follow-up actions, including issuing a timely warning designed to help prevent crime, or a *McDaniel Alert* to inform the campus of life threatening emergencies.

Voluntary, Confidential Reporting

McDaniel College recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including the criminal prosecution of an offense, may be made public (as applicable by the provisions of state law) and shared with the accused.

Reports made to McDaniel College officials, including identifying information about the victim, shall not be made public, except as required by law. The institution will only share information with institutional personnel as needed to investigate and effectively respond to the reported incident. The institution will make every effort to limit the scope of information shared, to keep it to a minimum of detail, and to share that information only when absolutely necessary. Reports made to medical professionals and licensed mental health counselors shall not be shared with any third parties except in cases of imminent danger to the patient, a third party, or in situations of State regulated mandatory reporting. Confidential resources for campus community members include the Wellness Center in the Winslow Center at 410-857-2243 for students; and the Employee Assistance Plan for employees at 1-800-327-2251.

Policy for Voluntary, Confidential Reporting at Anne Arundel Community College, Arundel Mills Campus

For McDaniel students attending the Arundel Mills campus, the Anne Arundel Community College Department of Public Safety & Police encourages accurate and prompt reporting of crimes and incidents. Call 410-777-1818 from any outside phone or ext. 1818 from a

campus phone or emergency phone. An officer will respond immediately to your call, investigate the incident and take a report. If you are a victim or witness to a crime at an off-campus location, call 911. The county police will respond and take a report. The county police monitor crimes occurring at all off-campus class locations and forward monthly reports to the Department of Public Safety & Police.

If you are a crime victim but do not want to pursue action through the college or criminal justice systems, consider making a confidential report to the Anne Arundel Community College Department of Public Safety & Police or any AACC administrator, or filing a Silent Witness report. These reports are important. They help Anne Arundel Community College have the most accurate picture of campus crime so the Department of Public Safety & Police can respond appropriately to minimize risk for others. Incidents are included in the annual crime statistics report.

The college recognizes that sexual harassment and sexual misconduct allegations are sensitive subjects for all parties involved. The college is committed to maintaining the privacy of the parties involved to the fullest extent possible under applicable law and the circumstances. There may be instances when the college determines it is required to investigate and take action even when the reporting/complaining party requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In such cases, the college will take all reasonable steps to investigate and respond to the report/complaint consistent with the reporting/complaining party's requests, and when it cannot do so, will keep the reporting/complaining party apprised, as deemed appropriate. In all cases, the college will take care to protect the identities of the parties by discussing the allegations only with those who have a legitimate administrative or legal reason to know.

Reporting to the McDaniel College Department of Campus Safety

We encourage all members of the campus community to report all crimes and other emergencies to the Department of Campus Safety by phone at 410-857-2202 or in person at the Department of Campus Safety Headquarters located at 152 Pennsylvania Avenue. All employees are required to report to the Department of Campus Safety all crimes and violations of the College policy which occur on campus or at College sponsored/sanctioned events. This is important for prompt investigation and accurate recordkeeping. Though there are many resources available, the Department of Campus Safety should be notified of any crime to assure the College can assess any and all security concerns and inform the community if a significant threat to the campus exists.

Emergency Phones

The College has installed eight exterior “blue light” emergency phones throughout the campus, along with emergency phones in locations identified as tornado evacuation sites. Emergency phones provide direct voice communications to the Department of Campus Safety Communications Center.

Reporting to Other Campus Security Authorities

While the College strongly suggests that community members promptly report all crimes and other emergencies directly to the Department of Campus Safety, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals 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. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the College has identified several CSAs, we officially designate the following offices as places where campus community members should report crimes:

Official	Campus Address	Phone Number
Department of Campus Safety	152 PA Avenue	410-857- <u>2202</u>
Office of Human Resources	Lower Level – Thompson Hall	410-857- <u>2229</u>
Dean of Students	Upper Level – Decker College Center	410-857- <u>2244</u>
Title IX Coordinator	Lower Level – Thompson Hall	410-857- <u>2205</u>

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by McDaniel College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. The College has no policy encouraging these professionals to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

About The Department Of Campus Safety

Role, Authority, and Training

McDaniel College recognizes that, in order for effective learning to take place, a safe environment is necessary. This safety is achieved through the efforts of all members of the campus community. All members of the community bear responsibility for themselves and others. This is especially true of safety. The Department of Campus Safety provides leadership in safety related issues and provides 24-hour-a-day protection to the College community 365 days a year. The officers of the Department are charged with responding to all security, criminal, fire, medical, and other emergencies on campus.

The Department of Campus Safety is responsible for a number of campus safety and security programs including uniformed campus police and security services, investigations, emergency medical services, emergency management, emergency notifications, safety awareness programming, physical security, alarm monitoring, fire extinguisher inspection, general hazard identification and mitigation, parking management, and shuttle transportation resources.

Mission Statement

The Department of Campus Safety affirms that: The protection of human life is its primary charge. In addition, preservation of College resources is essential to the accomplishment of the goals indicated in the College's First Principles. Quality of life substantially affects learning, and that quality is preserved by the enforcement of rules and laws, which is a responsibility of the Department. As educators, Campus Safety staff members provide instruction in safety related topics. The Department provides services to the College community in a professional, respectful, knowledgeable, and skillful manner, with the highest standards of ethics, accountability, dignity, humanism, equity and fairness.

Authority

Department of Campus Safety officers are sworn and commissioned under Maryland law as Special Police. This affords these officers full law enforcement and arrest authority on all McDaniel College property throughout the State of Maryland. As such, officers have authority to issue citations, obtain warrants, effect arrests, and administer all other duties required of a sworn police officer. All uniformed members of the Department of Campus Safety wear a distinctive police uniform and regularly patrol in marked vehicles, on bicycles, and on foot.

Safety, Our Number One Priority

McDaniel College is a great place to live, learn, work and study, however no campus is immune from all the unfortunate circumstances that arise in society. McDaniel College works to maintain a safe campus where violent crime and property crime are rarities. The campus community must work cooperatively to ensure its own safety. This is encouraged and expected.

Throughout the year, various offices and departments provide information on how to enhance your safety. We encourage you to take advantage of these programs. If you have a question or would like a program on a particular topic, the Department of Campus Safety is a good starting point to either get the answer or to help find the right office on campus to assist you. Other resources include Resident Assistants, Area Coordinators, Student Engagement, and Human Resources.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

The College recognizes that laws and rules are necessary for society to function and must be enforced. All persons on the campus are subject to these laws and rules at all times. While the College is private property, and Constitutional protections apply, public agency law enforcement officers may enter the campus to conduct business as needed. All partner law enforcement agencies work cooperatively with the Department of Campus Safety, especially while conducting any law enforcement functions on campus.

The Department of Campus Safety enjoys an especially good relationship with the Westminster Police Department (WPD), the Carroll County Sheriff's Office, and the Maryland State Police. WPD assists the Department of Campus Safety with routine patrols of the campus to deter crime. In accordance with a Memorandum of Understanding, the Westminster Police Department maintains the responsibility for the investigation of all serious crimes on campus, including all crimes categorized as Part 1 offenses under the FBI Uniform Crime Reporting (UCR) Program, and all criminal level drug offenses (Campus Safety officers maintain enforcement of minor drug

offenses classified as civil infractions). All sexual assault investigations in Carroll County are conducted by an interagency team known as the Carroll County Advocacy and Investigation Center. The Department of Campus Safety works cooperatively with the members of the Investigation Center.

The Westminster Police Department is notified of all crime on campus, and is immediately notified of major crimes via the telephone or shared radio communications. The College campus, which is entirely within the WPD jurisdiction, relies on the telephone to routinely contact the county emergency dispatch center for fire and emergency medical needs, although the County Public Safety Office has the capacity to link the Department of Campus Safety to responding fire or ambulance resources by radio.

Frequent meetings between the command staff of the Westminster Police Department and the Department of Campus Safety allow for exchanges of routine information on a timely basis. Resources from the Carroll County Sheriff's Office, the Maryland State Police, or federal agencies may be requested as needed by the Westminster Police Department and the Department of Campus Safety, and are organized in accordance with the principals and protocols of the National Incident Management System (NIMS) and the federal Incident Command System (ICS).

Crimes committed at off campus facilities under the control of the College will be disclosed in our statistics if they come to the attention of the Department of Campus Safety. Additionally, the Director of Campus Safety, as the chief law enforcement officer of the College, participates as a member of the Carroll County Chiefs of Police group.

Arundel Mills Campus

For students taking classes at the College's Arundel Mills location, the Department of Campus Safety maintains a Memorandum of Understanding with the Anne Arundel Community College Department of Public Safety that outlines the sharing of information on criminal matters, as well as the communication of hazardous situations. The directors of these two campuses are in regular contact and meet as part of an area association of campus law enforcement administrators six times per year.

Law enforcement and security services at the Arundel Mills Campus is provided by the Anne Arundel Community College Department of Public Safety & Police, a uniformed force consisting of both sworn police officers and Special Police officers commissioned through the State of Maryland and possessing full law enforcement authority and powers of arrest on

campus. While the members of the Anne Arundel Community College Department of Public Safety & Police are trained and equipped to address the vast majority of incidents requiring police and security services, the Department works closely and collaboratively with the Anne Arundel County Police Department when a situation may require a larger police response, or the incident requires specialized police services that exceeds the training and experience of campus officers.

Timely Warnings (Arundel Mills Campus)

In order to inform McDaniel College students of Clery Act-defined crimes taking place at the Arundel Mills campus, the Anne Arundel Community College Department of Public Safety and Police agrees to post written notices at conspicuous locations at the campus buildings (e.g. entrance doors, entrance lobbies, bulletin boards, etc.) with information adequate to satisfy the Clery Act. This information includes but is not limited to:

1. A description of the crime
2. Preventative advice

As suggested by the United States Department of Education, this information must be likely to reach most of the McDaniel students attending classes at the Arundel Mills campus. Therefore, Anne Arundel Community College Department of Public Safety and Police agrees that these timely warnings will remain posted for minimally seven days to ensure that one complete class cycle has been held.

Anne Arundel Community College Department of Public Safety and Police further agrees to provide a copy of the posting to the Department of Campus Safety at McDaniel College by either traditional and/or electronic mail.

Emergency Notifications (Arundel Mills Campus)

In order to inform McDaniel College students of imminently dangerous situations described in the Clery Act, the Anne Arundel Community College Department of Public Safety and Police will deliver an Emergency Notification to the students attending courses on the Arundel Mills campus. Students attending classes at the Arundel Mills campus are encouraged to sign-up for the Anne Arundel Community College emergency notification system through e2Campus.

Jurisdiction over Criminal Matters (Arundel Mills Campus)

The McDaniel College Department of Campus Safety declines any jurisdiction over any criminal matter taking place at the Arundel Mills campus unless specifically requested to participate in an investigation by the Anne Arundel Community College Department of Public Safety and Police. In the event of such a request, investigators from each agency shall work closely and collaboratively, fully disclosing and communicating to the other all information pertinent to a full and complete investigation.

Timely Warnings – Campus Alerts

The Department of Campus Safety shall issue a timely warning for any Clery Act crime that occurs on or near campus that has been reported to the Department of Campus Safety or local police agencies, and is considered to represent a serious or continuing threat to the campus the community. The Department of Campus Safety shall notify the campus as quickly as possible through the campus email system. In the event of the loss of email capability timely warnings may be issued by means of *McDaniel Alert* or postings. These messages will also provide strategies and tips for preventing a similar incident from occurring on campus. When circulated by email, they will come from the mailbox identified as “Campusalerts.”

When circumstances require a timely warning, distribution is approved by the Dean of Students or designee, and is disseminated by the Department of Campus Safety as soon as possible. The College will issue timely warnings whenever the following criteria are met: 1) a crime is committed in the geographical areas required by the Clery Act; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: 1) Clery Act crimes that are reported to any campus security authority or the local police; and 2) crimes that the College determines to represent an on-going threat to the campus community. Whenever a Clery Act crime or a pattern of crime occurs off campus, but is proximate enough to represent a potential threat to the McDaniel College campus, the Westminster Police Departments immediately notifies the Department of Campus Safety to make a determination regarding the need for a timely warning.

Crimes Involving Student Organizations at Off-Campus Locations

The Department of Campus Safety works with the Westminster Police Department to monitor and record student criminal activity off campus, when that activity is in the campus area, and may be actionable by the College under the Student Handbook accessible online at <http://catalog.mcdaniel.edu/index.php?catoid=33>.

Given there are no campus groups recognized by the College living off campus, monitoring of any such organization is not applicable. Crimes committed at off campus facilities under the control of the College shall be disclosed in our statistics if they come to the attention of the Department of Campus Safety. Under the Student Handbook, all recognized student organizations are required to abide by federal, state, and local laws, and College regulations.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at McDaniel College

The Department of Campus Safety is responsible for the Critical Incident Management Plan (CIMP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines. The complete plan can be reviewed in the College portal at <https://my.mcdaniel.edu/officesnservices/hr/Documents/Critical%20Incident%20Management%20Plan%202018-10-31.pdf>, but the following two sections are extracted directly from the plan in order to promote the specific procedures and decision-making criteria incorporated for evacuations, should it become necessary in an emergency.

Evacuations

Conditions requiring evacuation are too numerous to list but in recent College history they have included fires, power outages, and a chemical spill. The response to an unforeseen circumstance where life is at risk will require the first responding members of the Department of Campus Safety to begin an evacuation with very little information. Once this decision is made and the safety of campus members is undertaken, the decision-making steps are applicable.

Evacuation Decision-Making

If evacuation is necessary prior to the arrival of a responding outside emergency unit, the Director of Campus Safety or designee will define the location to evacuate to and oversee this movement of people.

When the evacuation of the entire College is necessary, students will be called upon to use private transportation and to provide rides to those students who do not have access to vehicles. For those students who are unable to find quarters off campus, Carroll Transit, if available, will be contacted to provide transportation to shelters designated by the American Red Cross or other officials responsible for transportation. If Carroll Transit is unavailable, the College will utilize contracted bus services.

Should evacuation be necessary for selected portions of the McDaniel College population, the decision of where to relocate students will be made by the Director of Campus Safety with special attention on the nature of the hazard or incident, and the number of students to be evacuated. “Upwind and uphill” are pre-eminent in responding to natural and man-made disasters. The following locations will be considered for locations to place evacuees:

- A. Gill Center (will be the largest and most easily useable facility)
- B. the lower level of Gill Center
- C. the lower levels of Lewis Hall of Science
- D. the lower levels Decker/Englar
- E. the sub-ground level of Hoover Library

In the event of severe weather, (tornado or hurricane) Location “A” (Gill Center) is not to be used due to its construction.

Officers will appoint an individual at each location to begin to compile a roster of people at this evacuation point. This will be provided to the Emergency Operations Center.

If the Health Center in Winslow Center is unavailable, a temporary infirmary will be established in the Gill Center training room or alternately in Decker Center Gold Room A. The College Grounds Shop will be used as a temporary morgue if essential and no other resources are available through local governmental agencies. If possible, an ASL interpreter will be dispatched to the shelter(s) (Coordinator of Interpreting Services).

Questions To Be Considered in an Evacuation Decision-Making

1. How long will the relocation last?
2. Are essentials in place for the expected duration?
 - a. Food – is there staff to cook the food?
 - b. Water – is it potable? Is there an adequate amount for hygiene?

- c. Heat or cooling – Is it adequate and likely to be available for the duration?
- d. Physical and mental health resources needed?
- 3. If prolonged can we send students home?
- 4. How will we identify students who can host those with nowhere to go?
- 5. Has an aid station been established?
- 6. Have census takers been appointed and begun (if prolonged)?
- 7. Communications & Marketing notified and status communicated publicly?
- 8. Off campus infrastructure contacts made (ex. Sunbelt)?
- 9. Local resources alerted to potential need?
- 10. Disaster MOU invoked?
- 11. To what extent will cancellations be necessary?

Drills, Exercises and Training

Annually, the College conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year, and include various campus departments and sometimes involve external public safety agencies. This experience ensures the College's emergency response capacity is maximized. It may be a drill, a functional exercise, a tabletop exercise, an emergency operations center (EOC) exercise, or a full-scale exercise. The College conducts and documents after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the College will notify the community of the exercise and remind the community of the publicly available information regarding emergency response procedures.

Emergency Notification

McDaniel College is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The College uses the emergency notification system known as *McDaniel Alert* in partnership with Omnilert. *McDaniel Alert* is an "opt out system." This means that the College will enroll all email accounts at "mcdaniel.edu" and all phone numbers provided (home and cell) to be notified of an emergency. If a member of the campus community wishes to be removed from the system, she or he can notify the Department of Campus Safety by email at campussafety@mcdaniel.edu, and the request will be processed. Additionally, these messages will

be posted to the Department of Campus Safety Facebook group (<https://www.facebook.com/McDanielDoCS>) (select “get notifications” under the “liked” tab), and Twitter (<https://twitter.com/McDanielDoCS>) (select “follow”).

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. In addition to *McDaniel Alert*, the primary emergency notification system, the College may also utilize its email system, and the McDaniel College website as additional means of notification. The College will post updates during a critical incident via *McDaniel Alert*, McDaniel email, and possibly on the College’s webpage. If the situation warrants, the College may establish a telephone call-in center to communicate during an emergency situation.

The College encourages community members to establish a “communication plan” for personal communication during an emergency. This plan should avoid reliance on voice cellular communication since this resource is often not available during a crisis due to cellular capacity being overtaxed.

Hazardous Weather Emergencies

McDaniel College will activate *McDaniel Alert* for tornado watches and warnings. Emergency procedures are located throughout campus in all occupied and public spaces. A tornado watch indicates conditions are favorable for a tornado to occur, a tornado warning indicates that the extreme weather conditions are imminent.

In the event of a tornado warning on campus, employees, students and visitors should follow the instructions on placards posted in each room on campus. Tornado refuge points have been approved by the County and are located throughout the campus.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

Generally, the procedures below are how the College plans to confirm an emergency and initiate *McDaniel Alert*. However, circumstances may require deviation from this procedure to maximize the safety of the community.

Reports to the Department of Campus Safety of emergencies on campus will be confirmed by the dispatching of an officer to the location to assess the situation. Emergencies off campus will be confirmed by either report from or verification by local public safety resources. In the case of College sponsored trips, the trip leader will be responsible for reporting incidents to the College.

Upon confirmation, the Department of Campus Safety will follow established emergency notification procedures and may activate the College's Critical Incident Management Plan, if required. The goal is to maximize the safety of our community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

Given that McDaniel College is a relatively small and compact campus, *McDaniel Alert* will be distributed to all members of the campus community simultaneously.

Determining the Contents of the Emergency Notification

Depending upon the incident, *McDaniel Alert* notifications will be composed from either a customized or pre-formatted message, which will be determined by the Dean of Students, Provost, and/or the Director of Campus Safety. The notification will be based upon the confirmed information available at that time.

Subsequent notifications will continue to be sent to the campus community throughout the emergency situation. It is important for the campus community to follow instructions provided through the *McDaniel Alert* notifications.

Emergency notifications will be developed based on information received from College officials and/or local public safety resources.

Procedures for Disseminating Emergency Information to the Larger Community

In the event the "larger community" is impacted, the Department of Campus Safety will be in touch with the Westminster Police or Carroll County Office of Public Safety either by phone or two-way radio so that they can use their resources. Other "larger community" members such as parents might get information through the web, emails or *McDaniel Alert* that students may include them in, Facebook and Twitter resources, and local media outlets.

SECURITY OF AND ACCESS TO COLLEGE FACILITIES

During business hours, McDaniel College (excluding residential facilities) will be open to students, parents, employees, contractors, and guests. During non-business hours, access to all College facilities is limited to those who are issued keys or granted prior approval for after-hours access. As authorized, the Department of Campus Safety will facilitate the access control to academic and administrative facilities, while Residence Life manages access control to residence facilities. In the case of periods of extended closing, some facilities may have individual hours, and may vary at different times of the year. Admittance will only be allowed with prior approval. In these cases, the facilities will be secured according to schedules developed and disseminated by the department responsible for the facility.

Anne Arundel County Community College, Arundel Mills Campus

Anne Arundel County Community College is closed from 11 p.m. - 6 a.m. daily and during official college holidays. Only faculty and staff are permitted after-hours entry to college buildings and facilities; such entries are documented. Employees may call Anne Arundel County Community College Department of Public Safety and Police at ext. 1818 from a campus emergency phone or 410-777-1818 to request access. An instructor or professor must be present for students to remain in a classroom after the building closes.

Special Considerations for Residence Hall Access

Residence halls are secured 24 hours a day. Over breaks, the doors of all halls will continue to be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Several special rules guide the behavior of guests in residential facilities including the requirement that guests be escorted while in the facility. More information on these special policies can be found at <http://catalog.mcdaniel.edu/content.php?catoid=40&navoid=2656>

Security Considerations for the Maintenance of Campus Facilities

Administrators from the Physical Plant, Residence Life, Conference Services, the Department of Campus Safety, and other concerned areas communicate frequently during the academic year. Areas of concern that may involve landscaping, locks, alarms, lighting, and communications are evaluated with appropriate remedial action taken by the responsible departments, typically being Physical Plant and Campus Safety. Also, the Dean of Students meets with the directors of the

Department of Campus Safety, Office of Student Engagement, Wellness Center, and Residence Life each Monday during the academic year. This weekly meeting includes conversations about security concerns and, if appropriate, recommendations for remedial action and security enhancements.

We encourage community members to promptly report any security concern, including concerns about locking mechanisms, alarms, lighting, or landscaping to the Department of Campus Safety.

MCDANIEL COLLEGE POLICY AGAINST SEXUAL AND GENDER-BASED MISCONDUCT AND OTHER FORMS OF INTERPERSONAL VIOLENCE

Support Resources On & Off Campus

McDaniel College, the City of Westminster, Carroll County, and the State of Maryland offer resources to the complainant of sexual and gender violence including medical treatment, counseling, and advocacy. The Title IX Coordinator and the Dean of Students are available to provide options and resources to all students or employees at no cost to the individual. A complainant may access these options and resources without making a formal report to external law enforcement or McDaniel College.

McDaniel College Contacts and Resources

A. On Campus Contacts

Title IX Coordinator: Jennifer Glennon, 410-857-2205, jglennon@mcdaniel.edu,
McDaniel College, 2 College Hill, Westminster, MD 21157

The Title IX Coordinator oversees the implementation of this Policy. She is available to meet with individuals to discuss the policy, the options for making a complaint, accessing medical attention, interim measures, academic accommodations, confidential counseling resources, and any other questions related to McDaniel's response to interpersonal violence.

Dean of Students: Elizabeth Towle, 410-857-2241, etowle@mcdaniel.edu,
McDaniel College, 2 College Hill, Westminster, MD 21157

The Dean of Students is available to meet with individuals to discuss the policy, the options for making a complaint, accessing medical attention, determining appropriate interim measures and academic accommodations, confidential counseling resources, and any other questions related to McDaniel's response to interpersonal violence.

Department of Campus Safety: Phone: 410-857-2202; Text: 443-821-1272
McDaniel College, 152 Pennsylvania Avenue, Westminster, MD 21157

The Department of Campus Safety staff are available 24 hours a day/7 days a week to help an individual access and provide transportation for medical care and/or a SAFE exam through Carroll Hospital Center, confidential counseling resources, discuss safety planning and explain reporting options related to the College and local law enforcement, including applying for a peace order through the Carroll County Court System.

B. On Campus Confidential Resource for Full Time Students

McDaniel College Wellness Center (located in Winslow Center): 410-857-2243
The Wellness Center medical professionals (health and counseling) are confidential resources for students. A student may choose to make an appointment with a counselor or medical staff person to discuss the situation that has occurred and the options for how to respond to the incident.

C. Confidential Resource for Employees

Employee Assistance Program (EAP) Business Health Services (BHS): 1-800-327-2251 (24 hours a day/7 days a week)
The EAP is confidential, free service to employees. Services include clinical assessment, short-term face-to-face or telephonic counseling, and referrals to community resources.

B. Confidential Resources External to the College For Any Individual

Carroll Hospital Center: 410-848-3000 for medical and SAFE exams (Please note that Carroll Hospital Center procedures require that all incidents of sexual assault be reported to the Westminster Police, unless an individual wishes to have a SAFE Exam anonymously as "Jane/John Doe")

Family and Children's Services of Central Maryland: 443-865-8031 www.fcsmd.org
This is a free and confidential hotline available 24 hours a day/7 days a week for assistance with domestic violence.

Love Is Respect: 1-866-331-9474 www.loveisrespect.org This is a free and confidential hotline available 24 hours a day/7 days a week.

Maryland Coalition Against Sexual Assault (MCASA) www.mcasa.org (The website provides a detailed list of rape crisis centers located in Maryland.)

National Domestic Violence Hotline: 1-800-799-7233, 1-800-787-3224 (TTY) <http://www.thehotline.org> This is a free and confidential hotline available 24 hours a day/7 days a week.

National Sexual Assault Hotline: 1-800-656-HOPE This is a free and confidential hotline for incidents occurring outside of Maryland available 24 hours a day/7 days a week.

Rape Crisis Intervention Service of Carroll County: 410-857-7322

www.rapecrisisccc.org All services are provided free of charge. Services are available to any victim of sexual violence age 12 and older, and secondary victims. Rape Crisis provides a 24 hr hotline 410.857.7322. Walk-in crisis intervention (Monday-Friday) Individual and group therapy. Hospital, court, school, detention center, and police accompaniments. Information and referrals.

II. Policy Statements and Definitions

A. Policy Against Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence

McDaniel College strives to assist in the development of liberally educated persons who have a commitment to responsible moral, social, and political action. To instill the desire for truth and to provide the tools by which truth may be pursued, students, faculty, and staff must maintain a relationship of mutual respect and integrity. Any conduct which violates this trust compromises the goals of the College. Gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence and stalking are reprehensible wrongs that violate another person's rights and constitute unacceptable behavior. Such conduct destroys the academic climate by distorting the interpersonal and professional relationships. Any individual who believes that they have been the object of any of these prohibited acts, including retaliation, or has witnessed such acts may use these procedures to make a report or file a grievance. McDaniel will use these procedures to investigate any reported incidents, regardless of the sex of the complainant or respondent, including when the complainant and respondent are members of the same sex.

McDaniel College is committed to maintaining a safe and secure campus environment that is free from acts of violence, intimidation and fear. Sexual violence, whether committed by a stranger or by an acquaintance, threatens the personal safety, educational experience, and the well-being of members of the McDaniel College community. McDaniel College will not tolerate violence or assault of any kind, including sexual assault.

If the College becomes aware of incidents of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, and interpersonal violence or stalking, the College will take immediate action to eliminate the discrimination, harassment, or violence, prevent its recurrence, and address its effects.

During new student orientation, sexual assault awareness month, and throughout the academic year, the Division of Academic Affairs and Campus Life and student organizations sponsor a variety of educational programs focusing on gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking and prevention and awareness of such acts. Similarly, new employees will receive training and education on gender-based discrimination, gender-based harassment, sexual harassment, sexual violence,

interpersonal violence or stalking and prevention and awareness of such acts. Additionally, the Title IX Response Team will conduct a biennial climate survey in accordance with state regulations.

B. Prohibited Conduct Policy Definitions

The following list describes conduct that is prohibited by the McDaniel College Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence Policy.

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against their will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, isolation and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion is evaluated based on the intensity, frequency, and duration of the comments or actions. Coercion renders an individual unable to consent.

Force is the use or threat of physical restraint or violence to overcome an individual's freedom of will to choose whether or not to participate in sexual contact. Force renders an individual unable to consent.

Gender-Based Discrimination refers to the unfair treatment of one person with respect to others in the same work or academic role, in terms of, including but not limited to, hiring, promotion, compensation practices, retention, grading, *etc.* because of that person's gender, including, but not limited to, pregnancy, parental status, gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Gender-Based Harassment includes, but is not limited to, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Gender Bias is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

Creating a **Hostile Environment** refers to instances in which a violation creates an environment that would be intimidating, hostile, or offensive to a reasonable person.

Intimate Partner Violence is not defined for the purposes of this policy as a distinct form of sexual misconduct. Rather, intimate partner violence shall include any act or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with the Respondent. The existence of such a relationship shall be determined based on the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. This may encompass behavior including, but not limited to, physical, sexual, and emotional violence. It may involve one act or an ongoing pattern of behavior. This may take the form of threats, assault, property

damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner whether communicated face-to-face or electronically. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background. The College will not tolerate intimate partner violence of any form. The College recognizes that sexual harassment, sexual assault, sexual exploitation, harm to others, stalking, and retaliation all may be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating, or other social relationship of a romantic or intimate nature with the Complainant. Under Clery and the Campus SaVE Act, the College will record and report all relevant incidents of intimate partner violence.

Intimidation is to place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.

Retaliation is defined as any act or attempt to counterattack or seek retribution from any individual, who in good faith reports a possible violation, participates in an investigation, engages in bystander intervention or participates in the resolution of a grievance. Acts of retaliation may include, but are not limited to, personal attacks, social media postings, or any other mode or method of hostile communication attempting to influence another person to treat any complainant, witness or respondent to a complaint of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking with hostility, negatively talking about any person involved or who witnessed the alleged acts, or causing physical or emotional harm to any person allegedly involved in the gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking.

McDaniel College strictly prohibits retaliation of any kind against an individual who in good faith reports a possible violation, participates in an investigation, engages in bystander intervention or participates in the resolution of a grievance. Reported incidents of retaliation will be investigated and addressed in accordance with the relevant disciplinary procedures.

Sexual Assault refers to an offense that meets the definition of rape, fondling, incest, or statutory rape. Rape is defined as 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 complainant. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of the individual's age or temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

- Sexual assault is committed against a person's will, as evidenced by refusal, lack of consent or the use of force, threat or intimidation.
- A respondent's level of intoxication shall not diminish their responsibility for sexual assault.

Sexual Exploitation is purposefully taking sexual advantage of another person without consent. It may involve use of one's own or another individual's nudity or sexuality. Examples of sexual exploitation include, but are not limited to:

- Voyeurism (Such as watching or taking pictures, videos, or audio recordings of another person in a state of undress or of another person engaging in a sexual act without the consent of all parties).
- Disseminating, streaming, or posting pictures or video of another in a state of undress or of a sexual nature without the person's consent.
- Exposing one's genitals to another person without consent.
- Prostituting another individual.
- Knowingly exposing another individual to a sexually transmitted disease.
- Knowingly assisting another person with committing an act of sexual misconduct.

Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, sexual remarks or behavior directed at an individual, inappropriate and offensive sexual advances, solicitation of sexual activity or other sex-linked behavior by promise of rewards or threats of punishment, unwanted or impermissible physical contact of a sexual nature, jokes, insinuating remarks, or references to physical characteristics, posters, pictures, or calendars with sexual overtones or content displayed in the work or academic environment, and sexual violence.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see Definition of "Consent" below) due to the complainant's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Examples of stalking behaviors or activities include, but are not limited to: (1) non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, social media postings, written letters, gifts, or any other communications that are unwelcome; (2) inappropriate use of online, electronic or digital technologies, including but not limited to, posting of pictures or text in chat rooms or on websites, sending

unwanted/unsolicited e-mail or talk requests, and posting private or public messages on Internet sites, social networks, and/or school bulletin boards; (3) pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; (4) surveillance or other types of observation including staring or “peeping”; (5) gathering information about an individual from friends, family, or co-workers; and (6) accessing private information through unauthorized means.

D. Other Definitions

Bystander Intervention refers to 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 gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence 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.

Character Witness refers to an individual who attests to another individual’s moral conduct or good reputation. A character witness does not have first-hand knowledge of an event.

Complainant refers to the person who allegedly experienced a violation of the McDaniel College Policy Against Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence. A Complainant may be a current or former student who makes a complaint under the Policy and who was enrolled as a student at the College at the time of the incident that is the basis of the complaint.

Consent refers to an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties.

- Individuals should not make assumptions about another individual’s willingness to participate in sexual activities.
- If confusion or ambiguity regarding consent arises at any time during the sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue.
- Consent may not be inferred from, for example, silence, passivity, or lack of active resistance.
- A current or previous dating, sexual or marital relationship is not sufficient to constitute consent.
- Consent must be given for each sexual act. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

- Conduct will be considered “without consent” if no consent, verbal or nonverbal, is given.
- Impairment due to drugs or alcohol does not diminish each party’s responsibility to obtain consent.
- A disparity in power between two parties diminishes the ability to obtain consent. Members of faculty and staff are prohibited from entering any type of sexual relationship with a student, other faculty or other staff within a direct or indirect reporting line.

Course of Conduct means two or more acts, including, but not limited to, acts in 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.

Employee refers to any individual who is actively employed by the College and receives W-2 taxable income. If an employee also is an enrolled student in any McDaniel course, their primary role will be considered during the use of this policy.

Incapacitation-An incapacitated person is unable to understand the nature of the sexual interaction or freely consent to sexual activity due to excessive consumption of alcohol or other drugs, a temporary or permanent physical or mental health condition, being asleep or having lost consciousness.

Evaluating incapacitation also requires an assessment of whether a person should have been aware of the complainant’s incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a reasonable person. An individual who engages in sexual activity with someone the individual knows, or reasonably should know, is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of this policy.

Reasonable Person means an individual under similar circumstances.

Respondent refers to the person who has allegedly committed a violation of the McDaniel College Policy Against Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence. A Respondent may be a current or former student who responds to a complaint under the Policy and who was enrolled as a student at the College at the time of the incident that is the basis of the complaint.

Responsible Person refers to all Divisional Vice Presidents, all Deans and Associate Deans, all employees in the Human Resources Department, Campus Life, Campus Safety, Residence Life, including resident advisors, and Student Engagement. Faculty members and other staff members not set forth above are not included in the definition of responsible persons.

Student refers to a member of the McDaniel College student body who has deposited or is enrolled for classes within the McDaniel College course offerings or is participating in a College sanctioned activity. If a student also is employed by the College, their primary role will be considered during the use of this policy.

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

Third Party refers to any individual that is on campus and not defined as a student or employee. This includes but is not limited to volunteers, guests, visitors, third party vendors, etc.

Witness refers to an individual who observes or has relevant information about an event or complaint.

III. Resources and Reporting to External Authorities

A. What To Do If You Experience an Act of Sexual Assault, Sexual Violence, Stalking or Intimate Partner Violence

Go to a safe place. Call someone you trust for support. Remember that being assaulted is not your fault.

Seek medical attention immediately to provide options for the prevention of sexually transmitted infections, internal injuries, and the possibility of pregnancy. A medical examination, performed by a specially trained nurse, is available at Carroll Hospital Center (410-848-3000) or the Carroll County Rape Crisis Center (24 Hour Hotline: 410-857-7322).

Transportation can be arranged by the Department of Campus Safety (Phone: 410-857-2202; Text: 443-821-1272 or Ext. 2202), or by calling the ambulance at 911.

Have evidence collected as soon as possible. Evidence collection is necessary for the investigation of the crime. Evidence may include pictures of injuries, a forensic examination, texts, phone records, social media interactions, medical records, video recordings, photographs, receipts, diaries/journals, voicemail messages and security footage. Even if you do not think you would like to pursue a criminal case now, you can have evidence collected so you can decide later whether filing a report with police is right for you.

Do NOT shower, bath, brush your teeth, and if at all possible, avoid using the restroom prior to having a medical exam. This can allow important evidence to be collected. Place all clothing worn at the time of the assault in a paper, not plastic, bag to preserve any evidence present on the items. Do not apply medication to any injuries unless absolutely necessary.

B. Helping a Person Who Has Experienced Sexual Assault, Sexual Violence, Stalking or Intimate Partner Violence

Remain calm and go to a safe place.

Help the individual seek medical treatment as soon as possible.

Help the individual preserve all physical evidence.

Contact someone you trust to get help and support.

Listen and let the individual talk.

Reassure the individual that the sexual assault is not their fault.

Assure the individual that there is help available.

C. How to Report Incidents of Sexual Assault, Sexual Violence, Stalking or Intimate Partner Violence to the Local Authorities

The College encourages full reporting of incidents of sexual violence as well as the full use of all available campus and off-campus resources. The College also recognizes that someone who believes that they have experienced sexual violence has the right in most circumstances to decide whether to report the incident to College authorities and/or law enforcement and to decide what campus or community resources to use. The College cooperates with all investigative agencies. The College will do its best to comply with the wishes of an individual who believes that they have experienced sexual violence.

Who do I talk with about reporting a sexual assault and/or incident of sexual violence to a local law enforcement agency?

- The **Wellness Center** (410-857-2243) counseling staff members are available for students and will provide information, discuss the process, and help assess which resource would be best for you. This is a confidential resource.
- The **Department of Campus Safety** (Phone: 410-857-2202; Text: 443-821-1272) can provide information about this Policy and connect individuals to external law enforcement agencies and resources. It is important to note that this initial contact will start an internal investigation at the College.
- The **Rape Crisis Intervention Service of Carroll County** (410-857-7322) is a valuable off campus resource to discuss the process involved in making a report. Rape Crisis Staff will provide support throughout the total process of reporting an incident of sexual violence to a local law enforcement agency.
- An individual can report directly to the **Westminster Police Department** (410-848-4646), **Maryland State Police** (410-386-3000), **Carroll County Sheriff's**

Office (410-386-2900) or go to **Carroll Hospital Center** (410-848-3000). Carroll Hospital Center procedures require that all incidents of sexual violence be reported to the Westminster Police, unless an individual wishes to have a SAFE Exam anonymously as “Jane/John Doe”.

- An individual can file for a Peace Order or Protective Order with the District Court of Maryland for Carroll County to prevent contact with the person(s) alleged to have engaged in a crime. The Department of Campus Safety staff is available to assist in this process. For more information on the process, you can visit the Maryland Court website at <https://www.courts.state.md.us/legalhelp/domesticviolence>

IV. Reporting Policy Violations to the College

A. How to Report Incidents of Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence to the College

Anyone who believes that they have experienced an incident of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking may initiate an investigation by reporting the incident to as follows:

STUDENTS	EMPLOYEES OR THIRD PARTIES
Department of Campus Safety (Phone: 410-857-2202; Text: 443-821-1272)	Department of Campus Safety (Phone: 410-857-2202; Text: 443-821-1272)
Any member of Campus Life (410-857-2244)	Any member of the Human Resources Department (410-857-2229)
Any Dean, Provost or Associate Dean	Any Dean, Provost or Associate Dean
Any Vice President	Any Vice President
Title IX Coordinator (410-857-2205)	Title IX Coordinator (410-857-2205)

Each individual listed above shall be informed about the responsibilities and details of these grievance procedures by the Title IX Coordinator upon appointment to their position.

- **Please note that if a person makes a report to a responsible person, federal law requires that the information be reported to the Dean of Students (410-857-2244) or the Title IX Coordinator (410-857-2205).** Reports include the name of the individual who allegedly experienced an incident of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking, the residence hall assignment of that individual (if applicable), the date, time, and location of the incident, and the name(s) of the accused individual(s), if known.

- With limited exceptions, **professional counselors are exempt** from reporting regarding incidents of incident of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, and interpersonal violence or stalking. A professional counselor is defined as an individual whose official responsibilities include providing mental health counseling to members of the College's community and who is functioning within the scope of the counselor's license or certification. **Students** can access this type of professional counselor through the Wellness Center. The Wellness Center Counseling staff members will assist a student through the reporting process if the student so chooses. A student can make contact with a Wellness Center Counselor through the Department of Campus Safety if a report has been made or by contacting the Wellness Center directly and scheduling an appointment. **Employees** can access a professional counselor through the Employee Assistance Program (EAP) at 800-327-2251. The EAP Counselor can assist the employee through the reporting process should the employee choose to do so.
- Anyone who has experienced a violation may utilize Campus Safety to be escorted on and off campus if feeling unsafe.

Anyone in the College community who is approached by someone claiming to have experienced an incident of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking is encouraged to direct or accompany the complainants to meet with one of the individuals listed above or to make a report themselves. Any reports of an incident of discrimination or harassment related to this Policy on or before August 1, 2019 will be resolved using the previous policy in effect at the time of the allegation.

B. How to Report Incidents of Discrimination or Harassment that Are Not Based on Gender to the College

Allegations of discrimination or harassment that are believed to be on the basis of race, color, religion, national origin, age, disability or genetic information against a College employee will be investigated and resolved using the College's EEOC/Non-Discrimination Policy. Allegations of discrimination or harassment that are believed to be on the basis of race, color, religion, national origin, age, disability or genetic information against a student will be investigated and resolved using the Student Conduct Process. For students, employees and third parties, if allegations of discrimination or harassment include multiple grounds, at least one of which is based on gender or pregnancy, this policy will be used to resolve the grievance.

V. Interim Measures during an Investigation and Resolution of a Violation

Once an incident has been reported to the College, there will be consideration regarding the implementation of any interim and/or protective measures during the course of and resolution of any alleged violation of policy. Each incident will be

considered based on the needs of the individual seeking remedial and/or protective measures, the severity or pervasiveness of the alleged violation of policy, any continuing effects on the complainant, the opportunities for continued interaction between the complainant and the respondent (sharing or crossing paths during use of residential, academic, dining, office or any other facilities on campus) and the needs of the individual reporting the incident.

For Students, the following interim measures may be implemented to the extent that they are deemed reasonable, feasible, and necessary, based on the circumstances:

- Request a change, when possible, to campus housing assignment or the campus housing assignment of the respondent(s).
- Request a change, when possible, to class schedule(s)
- Request a no contact order with the respondent(s) and/or other involved parties.
- Request a restriction be placed on entrance into certain campus areas or buildings.
- Request escort services while on campus.
- Request academic support through the Academic Affairs Office.
- Request counseling services at the Wellness Center.
- Request a leave of absence through the Academic Affairs Office and Financial Aid Office (Note that a Leave of Absence may impact a student's eligibility to receive financial aid, to remain in the United States under a student visa, and/or to participate in intercollegiate athletics. Consult a member of the Academic Affairs Office and Financial Aid Office staff for additional information.)

To request an interim measure, a student may contact the Title IX Coordinator or Dean of Students.

For Employees, the following interim measures may be implemented to the extent that they are deemed reasonable, feasible, and necessary, based on the circumstances:

- Request a change, when possible, to an office location(s).
- Request a change, when possible, to the employee's supervisor.
- Request a no contact order with the respondent(s).
- Request escort services while on campus.
- Request a leave of absence from the College

To request an interim measure, a staff employee may contact the Title IX Coordinator and faculty may contact the Provost.

VI. Evaluating Requests for Confidentiality

McDaniel College strives to respect the personal nature of incidents that may occur under this policy. If an individual, who allegedly experiences an incident of gender discrimination, requests confidentiality, that no investigation into a particular incident be conducted or any disciplinary action taken, McDaniel College will evaluate the request against its responsibility to provide a safe, non-discriminatory environment, including the individual who reported the incident. Although rare, there are times when McDaniel may not be able to honor the individual's request. Further, if McDaniel honors the request for confidentiality, McDaniel's ability to appropriately investigate the incident and pursue disciplinary action against the respondent(s), if warranted, may be limited.

McDaniel has designated the Title IX Coordinator, or any vice president or provost to evaluate requests for confidentiality, as appropriate to the circumstances. In considering an individual's request for confidentiality, those individuals may consult with other college personnel, as appropriate.

The evaluation of requests will be at the discretion of the Title IX Coordinator, vice presidents or provosts to weigh all factors. Factors may be considered in determining whether confidentiality should be maintained and include but are not limited to:

- evidence, if any, of the increased risk that the respondent will commit gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking or other misconduct, such as:
 - whether there have been other reports or complaints of sexual misconduct about the same respondent
 - whether the respondent has a history of arrests or records indicating a history of engaging in gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking
 - whether the respondent threatened further misconduct against the Reporter or others
- whether the gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking was committed by multiple perpetrators
- whether the act was perpetrated with a weapon
- whether the victim is a minor (under the age of legal consent)
- whether the College possesses other means to obtain relevant evidence of the alleged gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking (e.g., security cameras or personnel, physical evidence)
- whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group; and/or
- whether there is any other evidence suggesting predatory behavior by the respondent(s)

The presence of one or more of these factors may prompt an investigation and adjudication under McDaniel's policies and, if appropriate, result in disciplinary action.

If Confidentiality is Requested but Cannot be Maintained

If McDaniel determines that it cannot maintain an individual's confidentiality after it has been requested, McDaniel will inform the individual prior to conducting an investigation (unless extenuating circumstances are present) and will, to the extent possible, only share information with those individuals who are responsible for McDaniel's response to the incident. McDaniel will not require the individual to participate in any investigation or disciplinary proceeding. The College reserves the right, in its sole discretion, to pursue an incident of sexual violence to its conclusion in cases where not pursuing the incident would constitute a danger to the College community.

If when responding to reports of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence or stalking, or related retaliation, McDaniel determines it is obligated to take any action that would involve disclosing a reporting individual's identity to the respondent, or an action from which the reporting individual's identity may be easily determined by the respondent, the individual will be informed before the action is taken unless extenuating circumstances are present. If the reporting individual requests that the respondent be informed that they requested that there be no investigation or disciplinary action, McDaniel will endeavor to honor this request and inform the respondent that McDaniel made the decision to investigate the matter.

When requested, reasonably available and necessary, McDaniel will take supportive measures that are designed to prevent and address retaliation against individuals whose requests for confidentiality have not been honored (see Section II. B. Retaliation.) and respond to their needs for support, services and accommodations (See Section I. Contacts and Resources and Section V. Interim Measures During an Investigation and Resolution of a Violation.).

When Confidentiality Can Be Maintained

If McDaniel determines that it can respect the individual's request for confidentiality, McDaniel will take steps to assist the individual, to the extent possible, including the measures identified in Section V. Interim Measures During an Investigation and Resolution of a Violation.

As noted above, individuals should be aware that if McDaniel honors their request for confidentiality the College's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be severely compromised.

Actions by the police or criminal courts do not in any way prejudice the right of a person to bring a complaint using the College's disciplinary procedures described below.

VII. Grievance Procedures for Alleged Violations of the Policy Against Sexual Misconduct and Sexual and Gender-Based Harassment and Discrimination

This Grievance Process provides complainants and respondents with the same fundamental fairness and parity of process as well as additional measures specifically tailored to the experience of both parties. The process will be prompt, fair and impartial from the investigation to the final result. Due to the sensitive nature of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence and stalking and with

guidance from the U.S. Department of Education and the 2013 Reauthorized Violence Against Women Act, a separate resolution process different from the Honor and Conduct Board Process described in another Student Handbook section is afforded to the complainant and respondent in cases involving sexual misconduct that are referred to the Student Conduct Process.

A. Overview

At the conclusion of the Initial Complaint Assessment (described below), the report will be referred for Remedies-based Resolution or further investigation to determine if there is sufficient information to proceed with Formal Resolution. Remedies-based Resolution is a remedies-based approach that does not involve disciplinary action against a respondent. Formal Resolution is a sanctions-based approach that may involve discipline up to and including expulsion for students and termination for employees.

Throughout the assessment and resolution processes, all parties will be kept informed of the status of the College's actions, as permissible based on the nature and circumstances of the report.

B. Initial Complaint Assessment

Upon receipt of a report, the College will conduct an initial complaint assessment. The first step of the assessment will usually be a preliminary meeting with the complainant and a member(s) of the Response Team. The purpose of the preliminary meeting is to gain a basic understanding of the nature and circumstances of the report; it is not intended to be an in-depth interview. At this meeting, the complainant will be provided with information about resources, procedural options and interim measures.

For Students: The Response Team is comprised of the Title IX Coordinator, Dean of Student, Director of Residence Life, and Director of Campus Safety.

For Employees: The Response Team is comprised of the Title IX Coordinator and designated Vice Presidents.

As part of the initial assessment of the report, the Response Team will:

- Assess the nature and circumstances of the allegation
- Address immediate physical safety and emotional well-being needs
- Notify the complainant of his/her right to contact law enforcement and seek medical treatment, including the importance of preservation of evidence, if appropriate
- Enter the report into the College's daily crime log, if appropriate
- Assess the reported conduct for the need for a timely warning under the Clery Act, if appropriate.
- Provide the complainant with information about:
 - On and off campus resources

- The range of interim accommodations and remedies
- An explanation of the procedural options, including Remedies-Based Resolution and Formal Resolution
- Assess for pattern evidence or other similar conduct by respondent
- Discuss the complainant's expressed preference for manner of resolution and any barriers to proceeding
- Explain the College's policy prohibiting retaliation
- Review the rights available to the complainant

This initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, an investigation may continue depending on a variety of factors, such as the complainant's wish to pursue a formal resolution or a remedies based resolution that includes the respondent, the institution's responsibility to maintain an environment free from behavior that may be perceived as discriminatory and/or harassing, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation (i.e. use of a weapon, multiple respondents, and/or egregiousness of behavior).

At the conclusion of the initial complaint assessment, the Response Team will determine if a formal investigation is warranted, taking into account the complainant's preference and, if appropriate, authorize the start of the investigation phase.

The determination as to how to proceed will be communicated to the complainant in writing. Depending on the circumstances and requested resolution, the respondent may or may not be notified of the initial complaint or resolution. A respondent will receive a notification letter when the College seeks action that impacts a respondent, such as interim measures that involve him/her directly, the initiation of an investigation, or the decision to involve the respondent in a remedies-based resolution or formal resolution. The respondent will also be notified of his/her rights throughout the process.

If the respondent will not be notified of the initial complaint; a full investigation may not be authorized by the Response Team.

C. Rights of Complainant and the Respondent

The College has established rights for both the Complainant and the Respondent to provide accessible, prompt and fair methods for reporting, investigating, and responding to complaints of Prohibited Conduct. All individuals involved in the process have the right to be treated with dignity, respect, and sensitivity by College officials during all phases of the process. If the initial assessment leads to a formal investigation, the Complainant and the Respondent have the following rights established:

- To a fair and impartial investigation;

- To disciplinary proceedings and resolutions that are prompt and equitable and provide an opportunity for the alleged victim and the alleged violator to be heard;
- To be assisted throughout the disciplinary proceedings by a licensed attorney, an advocate supervised by an attorney or a trained advocate, as more fully described in Section D below;
- To be accompanied throughout the disciplinary proceeding by a personal supporter of the Complainant or Respondent's choice at any hearing, meeting, or interview;
- To be notified of legal service organizations and referral services available to the Complainant or Respondent;
- To participate or decline to participate in the process, with the knowledge and understanding that the College may proceed with the process, despite a decision to refrain from participating;
- Timely written notice of:
 - The reported violation(s) including the date, time, and location of the alleged violation(s), and the range of potential sanctions associated with the alleged violation(s);
 - The Parties' rights and responsibilities under the Policy and information regarding other civil and criminal options;
 - The date, time, and location of each hearing, meeting, or interview the party is required or permitted to attend.
 - Any decision, resolution and/or outcome, including the basis for the determination and any sanction imposed, if applicable, at the same time as the other party;
- To have an equal opportunity to testify, present relevant witnesses, suggest specific questions, and submit evidence throughout the investigative and adjudicative process;
- To have similar and timely access to the case file and other information relative to the incident to be used during the process;
- To review and provide written responses to reports; and
- To the right of appeal through the final review process and a description of the appeal process.

D. Attorney/Advocate and Support Persons

A Complainant and Respondent have the right to be assisted by up to two advisors of their choice throughout the process. This includes the right to be assisted throughout the disciplinary proceedings by a licensed attorney, an advocate supervised by an attorney or a trained advocate; and the right to be accompanied by a personal supporter ("support person") of the Complainant or Respondent's choice.

A Complainant and Respondent have the right to have their attorney/advocate and their support person in attendance at any hearing, meeting, or interview. The attorney/advocate and/or support person may not be a witness or other party in the proceeding. The attorney/advocate and/or support persons have no speaking role in the process and are not permitted to ask or answer questions. The attorney/advocate and/or support person may only provide advice to the Complainant or Respondent in a non-disruptive manner. Individuals should select an attorney/advocate and support person whose schedule allows attendance at any scheduled meetings. Delays will not normally be allowed due to the scheduling conflicts of an attorney/advocate or support person. All communication regarding the process will be directed to the Complainant or Respondent. An attorney/advocate and/or support person will not be permitted to communicate on the Complainant or Respondent's behalf. An investigator or other McDaniel representative may terminate meetings and proceed with the investigation or process if the attorney/advocate or support person refuses to comply with these guidelines.

Complainants and Respondents are authorized to access counsel paid for by the Maryland Higher Education Commission, unless the Complainant or Respondent knowingly and voluntarily chooses not to have counsel. See Md. EDUCATION Code Ann. § 11-601. Complainants and Respondents are encouraged to contact the Maryland Higher Education Commission (www.mhec.maryland.gov) or the state and local bar associations to exercise their right to counsel under Maryland law.

If a Complainant and/or a Respondent is not a student or former student and would like to consult with an attorney, they may do so at their own expense.

E. Investigation Process

Overview

Following the initial complaint assessment, the Response Team may initiate a prompt, thorough, and impartial investigation. The Title IX Coordinator, in consultation with the Response Team, will oversee the investigation. At the conclusion of the investigation, if warranted, the Title IX Coordinator (for complaints involving graduate students and/or employees) or the Dean of Student (for complaints involving students) will facilitate adjudication of the complaint. The Dean of Student may act as the designee of the Title IX Coordinator for complaints involving student respondents.

The investigation is designed to provide a fair and reliable gathering of the facts. All individuals in the investigation, including the parties, and any witnesses, will be treated with appropriate sensitivity and respect. Consistent with the need for a full assessment of the facts, the investigation will safeguard the privacy of the individuals involved as much as possible.

If it is necessary to investigate additional College policy violations that are a part of and related to the complaint, all possible policy violations are investigated through the process dictated by the policy.

McDaniel's investigation and formal resolution process does not permit the complainant and respondent to interact or communicate directly or indirectly with each other at any time.

Preliminary Meeting with the Parties

The Title IX Coordinator or designee will contact the parties to schedule a meeting with each individual, if appropriate. At this meeting, the party will receive an explanation of the investigation and resolution process and have the opportunity to ask any questions. If the complainant/respondent have elected to have an advisor, s/he is encouraged to permit the advisor to accompany him/her to this initial meeting.

A No Contact Order, if appropriate, is normally issued to restrict contact and communication between the complainant and respondent for the duration of the investigation and formal resolution process. In particularly serious cases, temporary removal of the respondent from campus may be initiated by McDaniel College or any other interim measures outlined in V. Interim Measures During an Investigation and Resolution of Violations.

Investigation Protocol

The Response Team will designate an investigator who has specific training and experience investigating allegations of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence and stalking. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest. Based on the circumstances of a complaint, the College may designate two investigators to gather information. The College reserves the right to appoint an investigator or investigators from outside the College community where warranted by special circumstances, as determined by the Title IX Coordinator in consultation with appropriate College officials.

The investigator(s) will coordinate the gathering of information from any other individuals who may have information relevant to the complaint. Formal rules of evidence do not apply in the process described herein.

The complainant and respondent will have the option of identifying all relevant evidence that they would like the investigator to review, as well as witnesses that they would like the investigator to interview. Both parties may provide, if they wish, a list of questions that they would like the investigator to ask of particular individuals. The investigator(s) will also gather any available physical or medical evidence, including documents, communications between the parties, and other electronic records as appropriate.

The investigation will be completed as soon as reasonable possible to conduct a thorough and objective result. Given the availability of witnesses or complexity of the circumstances, this period may be extended as necessary to ensure the integrity and completeness of the investigation. The College will keep all parties informed of the progress of the investigation.

The College reserves the right to discontinue an investigation at any time. The complainant may request that an investigation be discontinued at any time. The College will attempt to honor the wishes of the complainant. However, to address incidents where compelling evidence suggests significant individual or community safety concerns, the decision to discontinue an investigation is within the sole discretion of McDaniel. Please see Section IV for a review of the factors to be considered in pursuing an investigation.

In cases where the respondent is a student, if the investigator or Response Team becomes aware, at any point prior to or during the investigation and adjudication process, of additional allegations against the respondent that, if proven, could constitute violations of other College Policies, these allegations may be investigated and adjudicated in accordance with the procedures set forth herein. The decision to investigate and adjudicate other alleged policy violations is within the sole discretion of the Title IX Coordinator.

In all cases, the parties will receive written notification if the investigator determines that additional possible policy violations will be investigated and adjudicated in accordance with the procedures set forth herein.

Prior Sexual History

If applicable, generally, complainant's prior sexual history is not relevant and will not be admitted as evidence in the resolution process. Where there is a current or ongoing relationship between the parties, and the respondent alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the complainant with other individuals is typically not relevant and will not be permitted.

A party's sexual history with anyone other than the complainant or respondent may be relevant only under very limited circumstances to prove motive, prior sexual misconduct, assess credibility if a party has put their own prior sexual conduct at issue, or to explain an injury or physical finding.

Mental Health

A party's history of mental health, counseling, treatment, or diagnosis will not be considered or documented in the investigative report, unless the party consents.

Pattern Evidence by a Respondent

Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake and documented in the investigative report. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a Title IX Policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct. The Title IX Coordinator or designee in conjunction with the Investigator

will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

Cooperation with Investigation

All participants in the investigation are expected to cooperate fully by providing complete, accurate, and truthful information. They may also be expected to sign statements or other documents citing the information they provided.

Any individual who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a decision panel meeting. Individuals may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person. Any individual scheduled to participate in a panel meeting must have been interviewed first by investigators.

Should an individual who has been notified of an investigation/adjudication fail to cooperate with the investigator, the investigation may proceed, a finding may be reached, and a sanction may be imposed based on the information available.

Cooperation with Law Enforcement Investigation

At the request of law enforcement, the College may agree to defer its fact gathering until after the initial stages of a criminal investigation. The College will nevertheless communicate with the complainant regarding rights, procedural options and the implementation of interim measures outlined in this policy to assure safety and well-being. The College will promptly resume its fact gathering as soon as law enforcement has completed its initial investigation.

Investigative Report

At the conclusion of the investigation, the Title IX Coordinator or designee will review the investigative report, any witness statements, and any other documentary evidence to determine whether the information contained therein is relevant and material to the determination of a finding given the nature of the allegation. In general, the Title IX Coordinator or designee may redact information that is irrelevant, more prejudicial than probative, or immaterial. The Title IX Coordinator or designee may redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty. The report and materials may be redacted when necessary to protect privileged or confidential information, to protect the safety or well-being of individuals involved in the investigation, or to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Privacy Act (HIPAA) or any other applicable state and federal regulation. The investigation report may not be duplicated, photographed, scanned, or copied by any party.

The parties may then review the investigation report and information gathered, including witness statements and other relevant materials. Both will have an opportunity to respond in writing to this information within a determined five calendar day period of time. Documents will be made available for review to both parties in the Office of Human Resources or in a designated campus location.

If at any stage following the submission of the parties' investigation responses new relevant evidence is gathered, it will be shared with the parties, who will have an opportunity to submit an additional written response within a time frame determined by the Title IX Coordinator or designee.

The parties may request to review the other party's written investigative response statements once they have been submitted.

At the conclusion of the investigation, the Response Team will determine the appropriate manner of resolution, taking into account the complainant's preference and, if appropriate, authorize the start of the Formal Resolution or Remedies-based Resolution. The Title IX Coordinator or Designee will notify both parties of the resolution that will be pursued.

C. Resolution Options

Once the investigation report is finalized, a designated member of the Response Team will meet with both parties to discuss resolution options. The options are as follows:

Remedies-Based Resolution

The remedies-based resolution option is designed to eliminate a hostile environment without taking disciplinary action against a respondent.

When the Response Team concludes that remedies-based resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the complainant's access to the educational and co-curricular activities at the College and to eliminate a hostile environment.

Examples of interim measures are provided in Section V: Interim Measures During an Investigation and Resolution of a Violation. Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the respondent and/or indirect action by the Title IX Coordinator or the College. Depending on the form of remedies-based resolution used, it may be possible to maintain anonymity for the complainant.

The College will not compel a complainant to engage in mediation, to directly confront the respondent, or to participate in any particular form of remedies-based resolution. The decision to pursue remedies-based resolution will be made when the College has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in remedies-based resolution is voluntary, and either party can request to discontinue the remedies-based resolution mediation process at any time. Once a resolution is mutually agreed upon, the complaint will be deemed resolved.

The Title IX Coordinator will maintain records of all reports and conduct referred for remedies-based resolution. The College will keep the complainant informed of the progress of Remedies-based Resolution procedures.

Formal Resolution

The formal resolution option is hearing process designed to eliminate a hostile environment that may result in disciplinary action against a respondent where applicable. A Decision Panel is assigned by the Title IX Coordinator or designee to make a determination of a policy violation based on the relevant facts derived from the completed investigation report and the interviews conducted during the panel meetings. The Response Team will authorize the formal resolution process.

Consolidated Cases

The Title IX Coordinator or designee may consolidate multiple cases and/or incidents to resolve as a single case through the formal resolution process under the following circumstances:

- The respondent is alleged to have been involved in multiple incidents of sexual misconduct with the same complainant;
- The respondent is alleged to have been involved in incident(s) of sexual misconduct with multiple reporting parties;
- More than one respondent is alleged to have been involved in incident(s) of sexual misconduct with the same complainant.

Decision Panel

Each decision panel consists of two members drawn from a pool of trained faculty and staff. The role of the respondent dictates which pool the panel members will be selected from.

If the respondent is a student, the Decision Panel members may be selected from those elected to serve on the Honor and Conduct Board or any of the individuals listed below.

If the respondent is a tenure or tenure track faculty member, the Decision Panel may be selected from the following group:

- Those faculty members who have been elected by their peers to serve on the Faculty Inclusion and Diversity Committee
- Deans or Associate Deans with faculty and tenure status

If the respondent is a staff or non-tenure track faculty member, the Decision Panel may be selected from the following group:

- Deans or Associate Deans with, or without faculty status and with or without tenure
- Chair of the Staff Advisory Board

All decision panel members must participate in annual training on non-discrimination; the dynamics of sexual harassment, sexual violence, stalking, and intimate partner violence; the factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive information; the manner of deliberation; evaluation of consent and incapacitation; the application of the preponderance of the evidence standard; sanctioning and the College's policies and procedures. The Title IX Coordinator or designee in conjunction with campus and external partners will coordinate the training.

Decision Panel Notifications

The Decision Panel members will review the investigative report and invite the complainant and respondent to meet individually with the panel on the designated day and time. The parties will be notified of the time and place of the Decision Panel meeting at least 5 calendar days prior to the date. They will also be informed of the two chosen Decision Panel members.

The parties will be allowed to object to a particular member who has been assigned to serve on the panel. All objections must be made in writing and delivered to the Title IX Coordinator or designee within 24-hours of receiving notification of the names of the panel members. The complainant or respondent should explain the conflict of interest. The Title IX Coordinator or designee will respond to the objection in writing within 48 hours with a decision, and if necessary, include the name of the new panel member assigned to replace the removed member.

The Title IX Coordinator or designee will provide access to the Investigation Report for the Decision Panel and parties at least three business days prior to the Panel meetings.

Note: Complainants and/or Respondents are not permitted to review the Investigative Report with any individual(s) other than their advisors.

Both parties have the ability to submit witness lists, evidence and written questions in advance for the decision panel to ask of the other parties (including investigator and/or witnesses). Any individuals included on the witness list must have been interviewed by the investigator. The Title IX Coordinator or designee will inform both parties the timeframe to submit this information. The Decision Panel reserves the right to determine the appropriateness and relevance of the questions.

Decision Panel Meeting

The Title IX Coordinator or designee will serve as the hearing administrator. In the event of technical difficulties, the hearing administrator will make appropriate accommodations to ensure a prompt, thorough, and equitable hearing.

Both parties will have an opportunity to provide direct testimony to the Decision Panel in person or through a conference call or other meeting technology. The order of the interviews during the hearing will be determined by the Decision Panel. Each party may have up to (2) advisors of their choice present during the meeting.

The complainant and respondent may not be present in the meeting room during any individual meetings except their own. However, they may listen to the other interviews from a different room at the time that they are occurring through conference calls or other meeting technology.

The Decision Panel will rely on the Investigation Report, evidence and the interviews conducted during the panel meetings for its determination of the relevant facts of the case.

At the discretion of the Title IX Coordinator or designee anyone disrupting the process may be removed from a meeting.

Witnesses

At its discretion, the Decision Panel may choose to meet individually with the investigators and/or witnesses, and may review any statements or other evidence that is mentioned in the report. Both parties may request that the Decision Panel Members meet individually with any witness who was previously interviewed during the investigative process.

Deliberation

After all of the information has been reviewed; the panel members will deliberate in private and render a decision within two (2) business days of the final panel meeting. The Title IX Coordinator or designee will remain for deliberations, but may not participate in the deliberations and may not vote.

The decision panel will determine a Respondent's responsibility by a preponderance of the evidence. This means that they will decide whether it is "more likely than not," based upon all of the relevant information, that the Respondent is responsible or not responsible for the alleged violation(s). Only the decision on responsibility will be shared with the parties, not the content of the deliberation discussion.

If the board finds the Respondent responsible, the board will then determine appropriate sanctions.

a. Determination of Sanctions

b. The classification of the respondent will determine the procedure and type of sanctions available.

The decision panel will determine sanctions, based upon a full consideration of the following factors: (1) the Respondent's prior discipline history (including any previous violations of the College's Policy on Gender/Sex Based Anti-Harassment/Non-Discrimination Policy); (2) how the College has sanctioned similar incidents in the past; (3) the nature and violence of the conduct at issue; (4) the impact of the conduct on the Complainant; (5) the impact of the conduct on the community, its members, or its property; (6) whether the Respondent has accepted responsibility for his/her actions; and (7) any other mitigating or aggravating circumstances. Alcohol and drug use are not considered mitigating circumstances.

For Students: If a student is found responsible, the Decision Panel will determine appropriate sanctions that may include those set forth below. Sanctions may be issued individually, or a combination of sanctions may be imposed.

Sanctions for the policy violation for sexual assault act of rape or sexual violence act of rape may receive a sanction ranging from suspension to expulsion. Sanctions that may be imposed under this policy for acts of intimate partner violence, sexual violence, stalking, coercion, gender-based discrimination,

gender-based harassment, gender bias, creating a hostile environment, intimidation, retaliation, sexual exploitation and sexual harassment include:•

A disciplinary warning, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, disciplinary probation, removal from the residence halls and/or from nonacademic campus activities, modifications to future class scheduling that do not impact graduation date, suspension or expulsion from the college and revocation of a degree.

For staff and non-tenure track faculty: If a staff member or a non-tenure track faculty member, is found responsible, the Decision Panel will determine appropriate sanctions that may include those set forth below in conjunction with the direct supervisor and/or appropriate divisional vice president. Sanctions may be issued individually, or a combination of sanctions may be imposed.

The minimum sanction for acts including the use of force, intimate partner violence, sexual assault, sexual violence, stalking is dismissal. Sanctions that may be imposed under this policy for acts of coercion, gender-based discrimination, gender-based harassment, gender bias, creating a hostile environment, intimidation, retaliation, sexual exploitation and sexual harassment include:

A first written warning, a second warning, probation, suspension or dismissal, according to the seriousness of the offense. Sanctions may be incremental in nature (*i.e.*, a first offense generally would have the least severe sanction). Information regarding the respondent's employment record, including prior sanctions for violations, may be considered.

For tenured or tenure track faculty: If a tenured or tenure track faculty member is found responsible, the Grievance Committee will consult with the Provost before determining the recommended sanction(s). If the respondent is a faculty member, his/her tenure status is not a protection, since gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, interpersonal violence and stalking violate basic human rights guaranteed by law, and tenure is not a guarantee against sanction due to either established academic principles or civil or criminal laws.

The minimum sanction for acts including the use of force, intimate partner violence, sexual assault, sexual violence, stalking is dismissal. Sanctions that may be imposed under this policy for acts of coercion, gender-based discrimination, gender-based harassment, gender bias, creating a hostile environment, intimidation, retaliation, sexual exploitation and sexual harassment include:

A first written warning, a second written warning, probation, suspension or dismissal, according to the seriousness of the offense. Sanctions may be incremental in nature (*i.e.*, a first offense generally would have the least severe sanction). Information regarding the respondent's employment record, including prior sanctions for violations of sexual misconduct, may be considered.

If the respondent is a tenured or a tenure track faculty member and the sanction recommended for the respondent is dismissal, the dismissal proceedings set forth in the American Association of University Professors (AAUP) 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings will be followed after the Appeals process in the previous section is satisfied. The first step of the AAUP process will be considered satisfied through the completion of the Formal Resolution Process.

Upon receipt of the sanction recommendation, the President will initiate the second step of the AAUP process by drafting a statement with reasonable particularity of the grounds proposed for dismissal and provide the statement to the elected faculty committee charged with review of personnel actions pertaining to tenured or tenure track faculty members (hereafter "the Hearing Committee").

The Hearing Committee will be charged by the President with reviewing the record of the formal hearing, and issuing a finding that supports a sanction of dismissal or offers an alternative of sanction. If the Hearing Committee requires additional information in order to render its findings, it will conduct proceedings in accordance with AAUP Guidelines, subject to and consistent with the requirements of Title IX. Specifically, the Committee may not request additional testimony from the complainant and witnesses who testified before the Grievance Committee. The complainant and witnesses' statements shall not be disclosed to the respondent in cases of discrimination, harassment and sexual assault and/or sexual violence. The Committee's deliberations will not be recorded.

At the conclusion of its review, the Committee will submit a written notice to the President regarding whether the faculty respondent should be dismissed. A copy will be provided to the Title IX Coordinator who will provide the written notice to the faculty respondent within three business of receipt of notice.

The President will transmit the Committee's written notice to the Board of Trustees Executive Compensation Committee ("BTECC"). The BTECC, in its sole discretion, may review the record of the hearings before the Grievance Committee, review the details and recommendations of the Committee's review, or grant the faculty member an opportunity for argument, oral or written. The BTECC shall make the final decision as to whether to dismiss the faculty member or to recommend an alternative course of action. The BTECC will

charge the President with carrying out its recommended action(s), which shall not be subject to further review or appeal.

For Divisional Vice President, the Director of Human Resources, or Title IX Coordinator: If a Divisional Vice President, the Director of Human Resources, or the Title IX Coordinator is found responsible, the Grievance Committee will consult with the President before determining the recommended sanction(s). The sanctions available include: a verbal warning, written warning, probation, suspension or dismissal, according to the seriousness of the offense. Sanctions may be incremental in nature (*i.e.*, a first offense generally would have the least severe sanction). Information regarding the respondent's employment record, including prior sanctions for violations, may be considered.

For Board of Trustee Members: If a Member of the Board of Trustees is found responsible, the Grievance Committee will consult with the Chair of the Board of Trustees before determining the recommended sanction.

For the President: If the President is found responsible, the Grievance Committee will consult with the Chair of the Board of Trustees before determining the recommended sanction(s).

c. Outcome Letter

The findings of the decision panel will be reduced to writing. The findings will detail the findings of fact and the basis/rationale for the decision of the panel, making reference to the evidence that led to the finding.

The decision panel findings will be final and communicated to the parties in writing within two business days from the date the panel concluded the individual meetings. The notification of each party should occur at or near the same time.

Both parties have the right to be informed of the outcome, the final review procedures, any change to the outcome that occurs as a result of the final review process, and when the outcome becomes final. In addition, the Respondent will be fully informed of any sanctions. For reports involving sexual violence, the complainant will be fully informed of any sanctions. For all other reports under this policy, the complainant will be informed of only those sanctions that directly relate to him/her, consistent with FERPA and other applicable law.

Audio Recording

A single audio recording shall be made of the meetings. The recording shall be the property of the College. No other recordings shall be made by any person during the meetings. Deliberations will not be recorded. The recordings are for use of the Decision Panel and Final Review panel members to aid in the decision making process. Recordings of meetings that result in suspension, dismissal of employment, expulsion, or loss of campus housing shall be kept in accordance with the records retention policy. All other recordings will be destroyed following the end of the appeal period.

Final Review Process

Both parties may request that the final outcome be reviewed. The review will be conducted in an impartial manner by a two-person panel comprised of two Vice Presidents or designee appointed by the Title IX Coordinator.

The review must be submitted via email to the Title IX Coordinator or designee within three business days of receiving the written outcome. The review shall consist of a concise and complete written statement stating the grounds for the review (see below) and all relevant information to substantiate the basis for the appeal.

The review request must state whether the individual is appealing the sanction, or both the sanction and the decision. Dissatisfaction with the outcome of the decision panel is not grounds for appeal. The only grounds for final review are:

- The College significantly deviated from its stated procedures in such a way that materially affected the fairness of the hearing. Minor deviations from designated procedures will not form the basis for sustaining an appeal.
- The sanction(s) imposed is substantially disproportionate to the severity of the violation.
- Substantive new information that was not reasonably available at the time of the investigation has now become available and could considerably affect the outcome.

The receipt of the request for final review will be acknowledged in writing (which can include email).

The Title IX Coordinator or designee shall first consider whether the review request is timely filed and if so, whether the review request is properly framed based on one or more of the three grounds. If the Title IX Coordinator or designee determines that the review request is not properly framed, the final review will be denied.

If the review request meets the final review criteria, any documents from each party will be considered together in one appeal review process. The review request and any supporting documents will be shared with the other party, who will be given three business days to respond to the review documentation in writing to the Title IX Coordinator or designee.

The burden of proof lies with the party requesting the final review, as the original determination and sanction are presumed to have been reasonable and appropriate.

Final reviews are not intended to be full rehearing of the complaint. In most cases, final reviews are confined to a review of the written documentation and pertinent documentation regarding the grounds for appeal.

The Final Review Panel will then issue a written decision that either:

- Accepts the decision of the decision panel,
- Amends the decision of the decision panel, or

- In the case of substantive new information, the Final Review Panel assesses the weight and impact of newly discovered information in light of the original decision and renders a decision.

If a party is suspended, dismissed, removed from campus, including housing, or put on leave as a result of the hearing, the assigned sanctions may go into effect pending the outcome of any appeal.

The Final Review Panel will render a written decision on the appeal to the parties within five business days from the date of the submission of all appeal documents by both parties. Final review decisions are absolute.

Limited Student Conduct Immunity for Reporting Parties and Witnesses

Individuals with information about a sexual assault and/or incident of sexual violence may hesitate to come forward out of fear of revealing that their own conduct at the time of the sexual assault and/or incident of sexual violence violates the Code of Student Conduct.

Students are encouraged to report incidents of sexual assault and/or sexual violence and assist a person involved in a sexual assault and/or incident of sexual violence in times of crisis.

McDaniel College does not condone infractions of the Code of Student Conduct, but considers reporting incidents of sexual assault and/or sexual violence to be of paramount importance. Therefore, the College extends immunity for substance abuse violations to potential witnesses and complainants in order to facilitate the reporting and resolution of incidents of sexual assault and/or sexual violence.

Immunity is extended to a student under the following circumstances:

- The College determines that the substance abuse violation occurred during or near the time of the alleged sexual assault and/or sexual violence;
- The student is determined to have made the report or is participating in an investigation as a witness in good faith; and
- The College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

Integrity of Proceedings

These procedures are entirely administrative in nature and are not considered legal proceedings. Neither party may audio nor video record the proceedings, nor is formal legal representation allowed.

Records

The Title IX Coordinator or designee will retain records of all reports and complaints, regardless of whether the matter is resolved by means of assessment, remedies-based resolution, or formal resolution.

If the complainant or respondent is a student, the records will be retained in the Office of Campus Life for seven years from when the student graduates or leaves the College due to death, withdrawal, or academic dismissal. Affirmative findings of responsibility in matters resolved through formal resolution will be included as part of the student's conduct record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record. Records of cases resulting in suspension or expulsion, or may be retained for longer periods of time or indefinitely at the discretion of the Dean of Students. Further questions about record retention should be directed to the Office of Campus Life.

Complaints resolved by means of assessment or remedies-based resolutions are not included in the student's conduct file or academic record.

If the complainant or respondent is a volunteer, faculty or staff member, the records will be retained in the Office of Human Resources in a confidential file for a period of seven years post termination.

If the complainant or respondent is a third party, the records will be retained in the Office of Human Resources in a confidential file for a period of seven years post resolution date.

E. Misuse of Policy

The purpose of this policy is to promote and maintain an environment at McDaniel College that is free from sexual misconduct, interpersonal violence, and stalking. Any member of the college community who believes that he or she has been subjected to such behavior is encouraged to use the procedures provided in this policy, for the benefit and protection not only of that individual but ultimately of the entire college community. However, fabricated charges of sexual misconduct undermine the purpose and effectiveness of this policy. A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated accusation of sexual misconduct. However, when a complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the individual may be subject to disciplinary action. It is a violation of the Code of Student Conduct, Faculty and Staff Handbook guidelines to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. Such allegations may be reported to the Title IX Coordinator, who shall investigate the allegations and take any appropriate action.

VIII. To Request Accommodations

If accommodations are needed at any time to report or participate in any part of the policy/process described within, please contact the Title IX Coordinator at 410-857-2205.

Sexual Assault Prevention Education Programs

Representatives from the Academic and Campus Life Division are primarily responsible for sexual assault prevention and education. The Academic and Campus Life Division is comprised of health and counseling services, residence life, Greek life, student activities, campus safety, and the academic deans. The group focuses on providing educational and social programming on sexual and gender violence prevention. Below is a list programs facilitated at the College:

- During January, members of the Athletic Department participated in Title IX responsibilities and sexual assault prevention awareness training, facilitated by members of the Division of Campus Life.
- All incoming new students (first year and transfers) were required to complete two on-line educational programs. These programs include: Sexual Assault Prevention/Haven (an on-line sexual assault awareness program) and Alcohol-Edu (an on-line alcohol awareness program).
- On a regular basis the Department of Campus Safety Facebook page (<https://www.facebook.com/McDanielDoCS>) was used to provide awareness and prevention messages related to sexual assault.
- As a part of the campus sexual assault prevention initiative, The Department of Campus Safety hosted a staffed information table outside of Englar Dining Hall in February with information and materials tables on a wide variety of subjects related to sexual assault reduction which included information and materials on prevention and awareness.
- In February, Campus Safety assisted the Office of Student Engagement with the “Consent Event” which is designed to educate and raise student awareness on what and what does not constitute consent in an intimate relationship.
- Students along with academic faculty and teams from McDaniel College participated in the awareness and fundraising event known as “Walk A Mile In Her Shoes” in April.
- The Department of Campus Safety conducted a number of crime and sexual assault prevention presentations in campus residence halls in the evening hours, which included information and tips on minimizing the chances the becoming a victim of crime, including sexual assault, and how bystander intervention is an effective countermeasure to prevent a potential sexual assault by those would-be perpetrators who may be using alcohol as a weapon.

- In August, Campus Life leaders provided joint training on gender violence awareness and Title IX issues to RAs and Peer Mentors.
- The Department of Campus Safety provided an information table on Title IX issues related to gender violence in September.
- Campus Life representatives presented information to all first year students during First Year Student Sessions which incorporated information from the Green Dot Bystander Intervention Program along with safety and security tips geared toward sexual assault prevention and risk minimization. Also, in November, Campus Life, including Campus Safety officers, hosted a Bystander Intervention event.
- (2) Greek 101 Education Sessions were held for members of Greek organizations, to include sexual assault prevention information.
- Bystander Intervention programming was incorporated into a number of presentations and information campaigns throughout the year.
- McDaniel College is a member of the Baltimore, MD consortium of colleges and universities who participate in the Department of Justice (DOJ) Office of Violence against Women (OVW) Grant to prevent sexual violence. The grant provides resources for training and prevention awareness and education of students, faculty, and staff.

Sex Offender Registration – Campus Sex Crimes Prevention Act

Megan's Law

As the Clery Act requires, the College directs anyone seeking information on registered sex offenders to the website maintained by the Maryland Department of Public Safety and Correctional Services at <http://www.dpscs.state.md.us/onlineservs/socem/default.shtml> .

CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

In keeping with the College's First Principles and the educational mission of the institution, the Department of Campus Safety views safety education as one of its most important responsibilities and works with other offices in Campus Life, as well as with Human Resources to provide awareness of safety issues to our community. The Department of Campus Safety motto, "Working Together for a Safe Campus," is emblematic of the College's position that campus community safety is a mutually held responsibility. As such, the College emphasizes the need for campus community members to be mindful of one another's security needs through a variety of means including new employee orientation, PowerPoint presentations, and annually, student Orientation programs featuring initial floor meetings with first year students where crime prevention and safety are discussed, and presentations given during transfer student orientation, and other events. Additionally, this education is structured in lecture formats (e.g., First Look Sessions during First Year Seminars), fairs and expositions (e.g., Consent Week, Spring Fling and Late Nights), campus posters, informal programs which are timed to thematic months in the College calendar (e.g., Safe Spring Break Week), and bulletins concerning a certain crime on campus which may be current at the time of the bulletin. Sgt. Steve Curry is trained as a National Self-Defense Institute S.A.F.E program instructor, 'S.A.F.E.' (an acronym for Self-defense Awareness & Familiarization Exchange) is an unparalleled 2-hour educational awareness, crime-victim prevention program – encompassing Strategies, Techniques, Options, and Prevention – that provides teenaged & adult women with information that may reduce their risk of exposure to violence and introduces them to the physical aspects of self-defense. Finally, the McDaniel Free Press and campus email may be used to present crime prevention information important to current crime trends on campus. These are supplemented by educational programming done for Resident Assistants (RA) as requested.

The Student Outreach Network “SON”... *(Behavioral Intervention Team)*

Each week the Student Outreach Network (SON) group gathers to share and discuss students who are demonstrating various signs of “at-risk” behavior. As each student is discussed, members of the group provide up-to-date knowledge that includes, but not limited to, academic performance, out-of-classroom involvement, disciplinary issues, and information gathered from faculty, coaches, family and friends. With key “players” at the table, discussion ensues to develop an appropriate plan of action. From week to week, staff and faculty members are involved in this plan of action through direct and indirect intervention of each student.

Members of SON are **not** resources to which crimes or emergencies are reported. Those reports are to be filed with the Department of Campus Safety. Rather, SON is a group that campus community members can reach out to in order to obtain assistance with concerns for the campus success of other campus community members.

Lisa Breslin	Dean of Student Academic Life	lbreslin@mcdaniel.edu	x2225
Melanie Conley	Director of Student Accessibility & Support Services	mconley@mcdaniel.edu	x4028
Heidi Huber	Director of Wellness Center	hhuber@mcdaniel.edu	x2769
Eric Immler	Director of Campus Safety	eimmler@mcdaniel.edu	x2202
Stephanie Madsen	Associate Dean of Sophomore Students	smadsen@mcdaniel.edu	x4674
José Moreno	Director of Diversity & Inclusion	jmoreno@mcdaniel.edu	x2794
Jessica Wolverton	Assistant Athletic Director	jwolverton@mcdaniel.edu	x2566
Michael Robbins	Associate Dean of Students	mrobbins@mcdaniel.edu	x2242
Liz Towle	Dean of Students	etowle@mcdaniel.edu	x2241

Crime Prevention and Safety Awareness Programs

The College emphasizes the need for campus community members to be mindful of one another’s security needs and the responsibility for all community members to share in their own safety and security. This message is conveyed through a variety of crime prevention and safety awareness programs that are administered by trained Department of Campus Safety personnel throughout the academic year at various venues throughout campus. These specific programs include the following:

- New employee orientation PowerPoint presentations at the time of hiring,
- Annual New Student Orientation programs featuring:
 - Initial floor meetings with first year students where crime prevention and safety are discussed,
 - Discussions during transfer student orientation,
 - First Year Seminar First Look Sessions (in September and October 2017, Campus Safety presented in numerous sessions, providing information to freshmen on Crime Prevention, Safety & Security, and Bystander Intervention),
- Themed events such as Spring Fling, Consent Event and National Night Out,
- Campus Safety officers presented Safety & Security presentations at several RA Floor Meetings in several residence halls,
- Themed weeks or months such as Safe Spring Break Week where the Department of Campus Safety works with other campus offices to increase awareness through campus posters, informal programs etc.
- Timely Warnings that related to specific criminal events on campus and in the immediate area,
- McDaniel Free Press and campus email may be used to present crime prevention information important to current crime trends on campus.

Additionally, during the year through programming by various Academic and Campus Life departments and the Rape Crisis Intervention Service the topic of sexual violence is dealt with on an on-going basis. Commuter students have an opportunity to attend crime prevention events sponsored by the Department of Campus Safety and the Office of Student Engagement which are schedule upon request. Additionally, resident students are provided with programming co-sponsored by Resident Life and Campus Safety. The frequency of these programs varies based upon the requests from students and RAs.

The campus safety awareness effort in the Department of Campus Safety is led by Pfc. Steve Curry (scurry@mcdaniel.edu) who is assigned to assist community members with questions about increasing their safety while on campus. Pfc. Curry may also help with requests from departments and student groups for safety awareness and crime prevention programs.

Bystander Intervention

The Clery Act defines bystander intervention as, "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." (34 CFR 668.46(j)(2)(ii))

McDaniel College community members are strongly encouraged to actively engage in bystander intervention since bystanders play a critical role in the prevention of sexual and relationship violence. Safe and positive options for bystander intervention include the following:

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Distract or redirect individuals in unsafe situations.
- Ask the person if he/she wants to leave. Make sure that he/she gets home safely.
- Call 911 or Campus Safety (410-857-2202, or ext. 2202), or yell for help.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Diffuse situations. If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources for support in health, counseling, or with legal assistance.

The prevention of dating and relationship violence is enhanced through the reduction of risks. The following tips are options for reducing risk and minimizing exposure to situations that could be potentially harmful:

- Notice the situation. Be aware of your surroundings.
- Interpret it as a problem. Ask yourself, "Do I recognize that someone needs help?"
- Feel responsible to act. Educate yourself on what to do.
- Intervene safely. Take action but be sure to keep yourself safe.
- Tell another person. Being with others is a good idea when a situation looks dangerous.
- What can my friends and I do to be safe?
- Have a plan. Talk to your friends about your plan BEFORE you go out.
- Go out together. Go out as a group and come home as a group; never separate and never leave your friend(s) behind.
- Watch out for others. If you are walking at night with friends and notice a woman walking by herself in the same direction, ask her to join you so she doesn't have to walk alone.
- Trust your instincts. If a situation or person doesn't seem "right" to you, trust your gut and remove yourself, if possible, from the situation.

Weapons Policy

Unauthorized possession or use, or storage (anywhere on campus) of weapons, including but not limited to:

- Firearms, bb guns, soft pellet guns, air soft guns, paint ball guns, and air rifles,
- Electronic control devices, i.e. Tasers and stun guns
- Ammunition, explosives, combustibles, fireworks, laser guns, dangerous chemicals, all types of martial arts weaponry, any device capable of casting a projectile or other weapons (e.g. brass knuckles, swords, nunchakus)
- Knives including, butterfly knives, spring assisted/automatically opening knives, or knives with blades greater than three 3 inches in length.

On college-owned or college-supervised property are prohibited. Pepper spray or similar self-defense pressurized liquid sprays are permitted. Employees may request an exception in an email to the Director of Campus Safety. In the event of a denial, employees may request a review of the denial to their Divisional Vice Presidents. Law enforcement officers in uniform and on duty are exempted from this policy. Law enforcement officers on duty and in civilian clothing must check in with the Department of Campus Safety. Law enforcement officers off duty and in civilian clothing must obtain approval in writing (email) from the Department of Campus Safety and may not wear the firearm visibly under any circumstance.

Victim Rights

Your Rights as a Crime Victim:

As a victim of crime in Maryland you have certain rights. The State provides a website that describes these rights (<http://goccp.maryland.gov/wp-content/uploads/crime-victims-rights-and-services.pdf>). Additionally, victim's advocacy is provided by the Maryland Crime Victims' Resource Center (<http://www.mdcrimevictims.org/>).

The Student Code of Conduct

The Associate Dean of Students is responsible for administering the Student Code of Conduct, which articulates the behavioral standards and the procedures employed by the College to respond to allegations of student misconduct.

The Code of Student Conduct is in effect on all campus property, College sanctioned events, and may also address off campus student misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of the campus community the Dean of Students or designee, may assign an interim sanction and/or other actions, designed to protect the health and safety of the community its members.

Any individual or entity may submit reports alleging student misconduct to the Dean of Students Office and/or the Department of Campus Safety.

The complete Student Code of Conduct is available in the Handbook at <http://catalog.mcdaniel.edu/index.php>

Missing Student Notification Policy

McDaniel College will work to ensure all reports of missing students are investigated promptly and collaboratively with the Westminster Police Department.

McDaniel College has developed the following process for residential students who are reported missing, however any student may participate. A student wishing to participate will be able to provide contact information for someone to be notified in the event the student is reported missing. The information will be entered into a confidential registry which will be maintained by Information Technology and used only for the investigation of the missing student. Only authorized College officials, namely the Dean of Students, the Director of Campus Safety, and Deputy Director of Campus Safety will have access to this information to be shared to local law enforcement. All students who are minors (less than 18 years old) must have their guardian notified unless the minor student is emancipated. Even if the student declines to name an emergency contact, WPD will be notified and the emergency contact information the student has provided to the College will be used. Students can enroll by responding to an email which will contain a hyperlink to an on-line registration form. If you would like to register please visit https://mcdaniel.qualtrics.com/SE/?SID=SV_9BUb8Yg8V0DureQ

The College expects that students who are missing will be reported directly to the Department of Campus Safety by telephone (410-857-2202 or ext. 2202). The College will conduct a brief inquiry into the student's whereabouts. This inquiry will be by telephone and will typically take between thirty and sixty minutes. If the student is not located, the report will be turned over to WPD for further action, including notification of the designated contact. Federal law allows for the College to notify the WPD within 24 hours after notification of a missing student, and allows up to another 24 hours for the emergency contact to be notified. Neither the College nor WPD will wait that long, and will attempt to speedily locate the student. If such location requires notification of the emergency contact at any point after either the College or WPD has been made aware a student is missing such action will be appropriate.

Daily Crime and Fire Log

The Department of Campus Safety maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported. The log is available during the College's normal business hours. This log identifies the type, location, and time of each criminal incident reported to the Department of Campus Safety. The most current 60 days of information is available from the dispatcher and may be reviewed within the lobby of the Department of Campus Safety. Archived records (up to 7 years old) are available and access may be requested by email to the Department of Campus Safety (campussafety@mcdaniel.edu).

Parental Notification Policy

The College exercises its right to report student discipline information to the parents or legal guardians of students, as noted in the sanctions provisions of the Student Handbook.

Federal legislation authorizes McDaniel College to disclose disciplinary records concerning violations of the regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of whether the student is a dependent.

McDANIEL COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

Alcohol And Other Drug Policies:

Student Policies

Programs designed to comply with the Higher Education Act sections 120 (a) through (d) are described in the Student Handbook. Student conduct in this area is governed by the "Code of Student Conduct" which prohibits:

..."Violations of College alcohol policy, including unauthorized possession of kegs, 'party balls', or other multi-liter containers in residential area, underage possession of alcohol, or possession of alcohol in public areas. (Specifically, the "Alcohol Beverage Policy and Procedures" reiterates the Maryland State Law concerning age of majority, false identification, and prohibited purchase.

"...Failure to comply with State, county, or municipal alcohol beverage laws may result in disciplinary action through college judicial programs and or legal action through the appropriate

civil authority..."...Possession, use, sale, or distribution of controlled substances (drugs) on college property or sale or distribution to members of the college community."

Education and awareness programming related to alcohol and drug abuse is overseen by the Wellness Center (410-857-2243).

A more detailed description of student drug and alcohol awareness and treatment programs can be found on the College's website at <http://catalog.mcdaniel.edu/content.php?catoid=37&navoid=2446>

Alcohol on Campus

McDaniel College entrusts to its students the responsibility of compliance with state, county, and municipal laws concerning the purchase, possession, consumption and transport of alcoholic beverages. It is expected that alcoholic beverages will be used in moderation, at suitable times, and under decorous conditions. Public intoxication is prohibited. The College Alcoholic Beverage Policy states that "under Maryland state law, persons 21 years of age can purchase, possess, and consume alcoholic beverages. Any underage individual drinking, purchasing, or possessing alcoholic beverage is subject to fine or imprisonment. Borrowing or falsifying identification constitutes a felony. Procuring alcoholic beverages for underage persons is also prohibited by law. Failure to comply with state, county, or municipal alcoholic beverage laws may result in referral to the College Discipline Process and/or legal action through the appropriate civil authority." In addition to state laws, alcoholic beverages on campus are limited. Alcoholic beverages are not permitted in any public areas of the campus, nor is any alcoholic beverage permitted in the public areas of residence halls or in residence halls designated as substance free. Hard liquor is prohibited on campus.

Medical Amnesty Policy for Persons in need of Emergency Medical Attention

Students who a) proactively seek emergency medical attention on their own or b) emergency medical attention is proactively sought by other individuals present and who are transported to the hospital for reasons directly related to the consumption or use of alcohol or drugs may be eligible to receive medical amnesty. Students who receive emergency medical attention may be granted medical amnesty only once while enrolled at McDaniel College. Any subsequent violation will result in a referral to the Student Conduct System.

Sanctions for the College Alcohol Policy

The minimum sanctions for violations of the College Student Alcohol Policy are as follows:

First Alcohol Policy Violation

1. \$75 fine for possession/consumption; \$100 for social host violation
2. Parental notification via letter
3. Disciplinary warning
4. Completion of the 2 hour on campus substance use education class

Second Alcohol Policy Violation

1. \$125 fine for possession/consumption; \$150 for social host violation
2. Parental notification via letter
3. Completion of the Before 1 More Program: Substance Use Assessment and Psychoeducation at the Wellness Center.

Third Alcohol Violation

1. \$200 fine for possession/consumption; \$250 for social host violation.
2. Disciplinary probation
3. Parental/Guardian notification via phone contact
4. Referral to the Wellness Center for the Before 1 More Program: Substance Use Assessment and Psychoeducation.
Important: If a student has already completed the “Before 1 More” Program, an off-campus referral will likely be made instead.

Minimum Sanctions Resulting After Alcohol Related Hospitalization

1. Parental/Guardian notification via phone contact at the time of the hospitalization
2. Completion of the Before 1 More Program: Substance Use Assessment and Psychoeducation
3. Fine for possession/consumption and/or social host violation

Employee Policies

The McDaniel College Drug Free Workplace Policy governs employee conduct. This policy states: "McDaniel College intends to maintain a drug free workplace... The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance...is prohibited on College property, and is cause for employee discipline, up to and including dismissal from employment..." The policy further states: "...Any person employed by the College found to be unlawfully under the influence of a controlled substance while on College property is subject to disciplinary action, up to and including termination." Information on programs for both alcohol and drug abuse is available from the Office of Human Resources (410-857-2229), by visiting the website at <https://my.mcdaniel.edu/officesnservices/hr/Pages/default.aspx>, at the Employee Assistance Program Links tab or by calling the Employee Assistance Program at 1-800-327-2251.

Please Note: McDaniel College has adopted a "zero tolerance" drug policy for employees and students. In all criminal drug cases, McDaniel College immediately involves the Westminster Police who assume control of the matter. Where students are found responsible of Conduct Code violations, minimum sanctions will be imposed by the College as described in our "Drug Free Schools" statement issued by the Dean of Students.

Zero-Tolerance Drug Policy

As noted in the Code of Student Conduct number 8, the College does not tolerate the possession, use, sale, or distribution of controlled substances (drugs). When staff becomes aware of the presence of drugs on campus, they are required to notify the Department of Campus Safety. And if Campus Safety determines that the violation is criminal (rather than a civil infraction), by MOU, Westminster Police will be called onto campus to take enforcement action. Law enforcement authorities follow legal police procedures in investigating such matters, including searches.

Minimum Sanctions for the College Drug Policy

The minimum sanctions for violations of the College Drug Policy are as follows:

First Drug Policy Violation

1. \$150 fine
2. Parental notification via letter
3. Disciplinary warning
4. Completion of the 2 hour on campus substance use education course

Second Drug Policy Violation

1. \$300 fine
2. Parental notification via phone contact

3. Disciplinary probation
4. Completion of the Before 1 More Program: Substance Use Assessment and Psychoeducation at the Wellness Center.
Important: If a student has already completed the Before 1 More Program, an off-campus referral to a substance use treatment program will likely be made instead.

Third Drug Policy Violation

(or any violation that is more severe specifically involving the sale and/or distribution of illegal drugs)

1. Suspension or expulsion from the College

Minimum Sanctions Resulting After Drug Related Hospitalization

1. Parental/Guardian notification via phone contact at the time of the hospitalization
2. Completion of the Before 1 More Program: Substance Use Assessment and Psychoeducation.
3. Fine for possession/consumption and/or social host violation

Know the signs:

- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:

- Turn a vomiting person on his/her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended

Maryland Criminal Sanctions

Detailed information on the Maryland criminal statutes regarding drug law violations and the associated penalties may be obtained at <http://norml.org/laws/item/maryland-penalties-2>. An overview of the more common offenses is as follows:

Possession for Personal Use

In Maryland marijuana is listed as a Schedule I controlled hallucinogenic substances. Simple possession (possession without the intent to distribute) of less than 10 grams in Maryland is a civil

offense (fine not exceeding \$100 for first-time offenders, \$250 for second-time offenders, and \$500 for third or subsequent offenders).

Possession of between 10 grams and less than 50 pounds of marijuana is a misdemeanor with a punishment of up to one year imprisonment and a fine not exceeding \$1,000.

Possession of 50 pounds or more of marijuana carries a punishment of a minimum of 5 years imprisonment and a fine not exceeding \$100,000.

Offenses involving the use of marijuana in public carries a civil fine of up to \$500.

Possession With Intent to Distribute

Possession with intent to distribute less than 50 pounds of marijuana in Maryland is a felony with a punishment of up to 5 years imprisonment and a fine not exceeding \$15,000.

If a person is found to be in possession of 50 pounds or more of marijuana (acts in proceeding 90 days can be aggregated), then the punishment for this felony is imprisonment of not less than 5 years and a fine not exceeding \$100,000.

Possessing marijuana with the intent to distribute in a school vehicle, or in, on, or within 1,000 feet of real property owned by or leased to an elementary school or secondary school, is a felony and is punishable by, for a first violation, imprisonment not exceeding 20 years and a fine not exceeding \$20,000, and for each subsequent violation, imprisonment not less than 5 years and not exceeding 40 years and a fine not exceeding \$40,000. These penalties are in addition to any other conviction.

If an offender has previously been convicted of possession with intent to distribute, then there is a mandatory minimum sentence of 2 years.

If an individual is found to be a "drug kingpin" (an organizer, supervisor, financier, or manager who acts as a co-conspirator in a conspiracy to manufacture, distribute, dispense, transport in, or bring into the State a controlled dangerous substance), and dealt with 50 pounds or more of marijuana, then they are guilty of a felony and subject to imprisonment for not less than 20 years and not exceeding 40 years without the possibility of parole and a fine not exceeding \$1,000,000.

If an adult uses or solicits a minor in a conspiracy to distribute, deliver or manufacture marijuana, then the adult is guilty of a felony and is subject to imprisonment not exceeding 20 years or a fine not exceeding \$20,000.

Cultivation

Cultivation in Maryland is punished as either simple possession or as possession with intent to deliver, depending on the amount of marijuana being produced and other factors that may lead to the conclusion that the marijuana was being grown for reasons other than strict personal use.

Trafficking

If a person brings 45 kilograms or more of marijuana into the state of Maryland, then they are guilty of a felony and are subject to imprisonment not exceeding 25 years and a fine not exceeding \$50,000.

If a person brings less than 45 kilograms of marijuana into the state, but more than 5 kilograms, then said person is guilty of a felony and subject to imprisonment not exceeding 10 years and a fine not exceeding \$10,000.

If a person is in possession of a firearm at the time they are arrested for trafficking marijuana into MD, then said person is guilty of a felony and may be punished with, for a first violation, imprisonment for not less than 5 years and not exceeding 20 years, and for each subsequent violation, imprisonment for not less than 10 years and not exceeding 20 years.

Hash & Concentrates

In Maryland, hashish and marijuana concentrates are punished at the same level as plant-form marijuana, and are Schedule I controlled hallucinogenic substances. See the Maryland marijuana penalty section for further details.

Paraphernalia

Under MD law, paraphernalia includes all equipment and materials used in the use, manufacture, or distribution of marijuana. This includes all agricultural materials used in the growing process, including electronic equipment and typical gardening supplies, such as lights, fertilizer, and top soil. §5-101 also includes under its definition items such as scales, plastic bags, and others used in the distribution process. Hash bubble sacks are paraphernalia. These items are joined by the typical forms of paraphernalia involved in the ingestion of marijuana, including pipes, bongs, and roach clips. Rolling papers and blunt wraps are not included under the statutory definition.

Possession of marijuana-related paraphernalia is a civil violation.

If a person is convicted of selling drug paraphernalia, then they are guilty of a misdemeanor and can be sentenced, for a first violation, a fine not exceeding \$500, and for each subsequent violation, imprisonment not exceeding 2 years and a fine not exceeding \$2,000.

If a person is caught in possession of controlled paraphernalia and marijuana, then they are guilty of a misdemeanor and subject to imprisonment not exceeding 1 year and a fine not exceeding \$1,000.

If an adult delivers drug paraphernalia to a minor who is at least 3 years younger than the person, the person is guilty of a separate misdemeanor and on conviction is subject to imprisonment not exceeding 8 years and a fine not exceeding \$15,000.

Advertising the distribution of paraphernalia is a misdemeanor and can be punished, for a first violation, with a fine not exceeding \$500, and for each subsequent violation, with imprisonment for not exceeding 2 years and a fine not exceeding \$2,000.

Mandatory Minimum

Maryland has a mandatory minimum sentences for:

1. Repeat offenders who have been convicted of possession to distribute on 2 or more occasions (2 years).
2. Repeat offenders who have previously been convicted of possession with intent to distribute within 1,000 ft. of a school on 2 or more occasions (5 years).

3. Any offender convicted of possessing 50 pounds or more of marijuana, including any acts of possession within the last 90 days (5 years).
4. Any offender convicted of being a "drug kingpin" who dealt in more than 50 pounds of marijuana (20 years).
5. Any offender who is in possession of a firearm at the time they are arrested for trafficking marijuana into MD (10 years).

Federal Sanctions

Federal Mandatory Minimum Drug Sentences: 21 U.S.C., Section 841		
Drug	5-Year Mandatory Minimum Without Parole	10-Year Mandatory Minimum Without Parole
LSD	1 gram	10 grams
Marijuana	100 plants or 100 Kilos	1000 plants or 1000 Kilos
Crack Cocaine	28 grams	280 grams
Powder Cocaine	500 grams	5 Kilos
Heroin	100 grams	1 Kilo
Methamphetamine	5 grams (pure)/50 grams (mixture)	50 grams (pure)/500 grams (mixture)
PCP	10 grams (pure)/100 grams (mixture)	100 grams (pure)/1 Kilo (mixture)
	For All Drug Types: Doubles to 10 years with one prior drug offense	For All Drug Types: Doubles to 10 years with one prior drug offense
	Mandatory 20 years for first offense, if death results	Mandatory 20 years for first offense, if death results
	Mandatory life sentence if death results <u>and</u> offender has one prior felony drug offense	Mandatory life sentence if death results <u>and</u> offender has one prior felony drug offense
		Mandatory life sentence if offender has <u>two or more</u> felony drug offenses

Source: <https://famm.org/wp-content/uploads/Chart-841-Fed-Drug-MMs.pdf>

ANNUAL DISCLOSURE OF CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Department of Campus Safety maintains a close relationship with the Westminster Police Department, with whom we work to ensure the best and most precise crime reporting possible. Additionally, College employees must notify the Department of Campus Safety when they become aware that an incident which may be a crime has taken place on campus or at a College sponsored event. All reports lead to documentation in the Department of Campus Safety's electronic records management system, where both a log entry and an incident report are created. The incident report is then reviewed by the Department of Campus Safety Investigations Manager and shared (when legally possible) with the College's disciplinary system. These records are then classified according to Clery Act regulations. Alternatively, some disciplinary referrals for violations of the law (almost exclusively underage possession of alcohol) may be recorded and disciplined without the Department of Campus Safety involvement. In order to ensure full compliance with the Clery Act requirements, statistics on disciplinary referrals of students are provided to the Department of Campus Safety by the Associate Dean of Students who oversees the College's discipline system, and the Director of Human Resources who oversees the College's employee discipline system (referrals for weapons, drug and alcohol law violations).

It is important to distinguish that the numbers disclosed are for "reported" offenses and do not reflect the outcome of any disciplinary or judicial processes. They are reports which have been filed in good faith.

Definitions of Reportable Crimes

Murder/Manslaughter – defined as the willful killing of one human being by another.

Negligent Manslaughter – is defined as 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.

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

Incest — is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape — is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery – is defined as taking or attempting to take anything of value from the car, 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 – is defined as 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.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.

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

Domestic Violence – A felony or misdemeanor crime of violence committed--

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- (v) 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 – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) Fear for the person’s safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

Larceny/Theft—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism or Property (except Arson)—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice:

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Gender Identity – A preformed negative opinion or attitude toward a group of persons because of a person’s internal sense of being male, female, or a combination of both.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity - A preformed negative opinion or attitude toward a group of persons of the same race or cultural origin who share common or similar traits, languages, customs and traditions.

National origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Non-campus Locations

A non-campus location includes the Singleton Farm, a property owned and operated by McDaniel College located south of Westminster and east of New Windsor, MD. The Singleton Farm is identifiable by the physical addresses of 1644, 1646, & 1648 Stone Chapel Road, New Windsor, MD 21776. In 2018, certain McDaniel College faculty members conducted regular fieldwork on the property with their McDaniel College students. The farm is therefore classified as a non-campus location. The Carroll County Sheriff's Office confirmed that no crimes were reported on the property at any of the addresses in 2018.

Also, the following locations hosted evening graduate courses for McDaniel College in 2018, and have been identified as non-campus locations. The Department of Campus Safety was never notified of any crimes at those locations during the reportable timeframe. Additionally, all law enforcement agencies that hold primary jurisdiction at the non-campus locations were mailed letters by the Department of Campus Safety requesting the disclosure of any *Clery Act* reportable crimes that occurred in those specific classrooms or public areas during the dates and times that McDaniel College courses convened. Those law enforcement agencies either: 1) responded, confirming that no reportable offenses occurred, or 2) responded that they lacked the ability to provide crime data so narrowly specific for the reportable classroom locations and timeframes, or 3) did not respond to the request after a good faith effort by the Department of Campus Safety to obtain crime statistics. The non-campus locations, therefore, do not contribute to any campus crime statistics as tabulated in the charts on the following pages.

The 2018 non-campus locations, listed below by the county in which they are situated, include:

Anne Arundel County

- Severn River Middle School, Arnold, MD
- Annapolis Area Christian School, Severn, MD
- Severna Park High School, Severna Park, MD

Baltimore County

- Maryland Public Television Building, Owings Mills, MD

Frederick County

- Linganore High School, Ijamsville, MD
- Walkersville High School, Walkersville, MD

Howard County

- River Hill High School, Clarksville, MD
- Oakland Mills High School, Columbia, MD
- Phelps Luck Elementary School, Columbia, MD
- Mount Hebron High School, Ellicott City, MD

Montgomery County

- Seneca Valley High School, Germantown, MD
- Magruder High School, Rockville, MD
- Montgomery County Education Association (MCEA) Center, Rockville, MD
- Stedwick Elementary School, Gaithersburg, MD

Prince George's County

- Doswell Brooks Elementary School, Capitol Heights, MD
- Charles Flowers High School, Springdale, MD

St. Mary's County

- Oakville Elementary School, Mechanicsville, MD
- Mechanicsville Elementary School, Mechanicsville, MD

McDaniel College – Westminster Campus						
Offense	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	Unfounded Crimes
Criminal Homicide: Murder and Nonnegligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Criminal Homicide: Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Rape	2016	16	15	0	0	0
	2017	8	8	0	0	0
	2018	6	6	0	0	0
Fondling	2016	1	1	0	0	0
	2017	4	3	0	0	1
	2018	8	6	0	0	0
Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

McDaniel College – Westminster Campus						
Offense	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	Unfounded Crimes
Robbery	2016	0	0	0	0	0
	2017	1	0	0	0	1
	2018	0	0	0	0	1
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	3	1	0	0	0
	2017	5	5	0	0	0
	2018	5	5	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	2	0	0	0	0
Arson	2016	0	0	0	0	0
	2017	1	0	0	0	0
	2018	4	4	0	0	0
Additional Offenses						
Dating Violence	2016	11	10	0	0	0
	2017	5	3	0	0	0

McDaniel College – Westminster Campus						
Offense	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	Unfounded Crimes
	2018	2	1	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	1	1	0	0	0
Stalking	2016	2	0	0	0	0
	2017	1	0	0	0	0
	2018	0	0	0	0	0
Hate Crimes	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Other Offenses – Arrest						
Liquor Law Violations	2016	0	0	0	1	n/a
	2017	0	0	0	2	n/a
	2018	0	0	0	1	n/a
Drug Abuse Violations	2016	3	2	0	0	n/a
	2017	0	0	0	1	n/a
	2018	1	1	0	0	n/a
Illegal Weapons Offenses	2016	1	0	0	0	n/a

McDaniel College – Westminster Campus						
Offense	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	Unfounded Crimes
	2017	0	0	0	0	n/a
	2018	0	0	0	0	n/a
Other Offenses – Disciplinary Referral						
Liquor Law Violations	2016	81	69	0	1	n/a
	2017	85	82	0	1	n/a
	2018	93	92	0	0	n/a
Drug Abuse Violations	2016	0	0	0	0	n/a
	2017	0	0	0	0	n/a
	2018	1	0	0	0	n/a
Illegal Weapons Offenses	2016	0	0	0	0	n/a
	2017	0	0	0	0	n/a
	2018	1	0	0	0	n/a
<u>Notes:</u> <ol style="list-style-type: none"> 10 of the 16 reported rapes and 10 of the 11 reports of dating violence in 2016 were reported by the same complainant involving the same respondent. As of October 1, 2014, possession of marijuana less than 10 grams was decriminalized in Maryland, and is no longer reportable under the Clery Act as an arrest or disciplinary referral. 						

McDaniel College – Arundel Mills Campus

Offense	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	Unfounded Crimes
Criminal Homicide: Murder and Nonnegligent Manslaughter	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Criminal Homicide: Negligent Manslaughter	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Rape	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Fondling	2016	0	n/a	0	0	0
	2017	1	n/a	0	0	0
	2018	0	n/a	0	0	0
Incest	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Statutory Rape	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0

McDaniel College – Arundel Mills Campus

Offense	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	Unfounded Crimes
Robbery	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Aggravated Assault	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Burglary	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Motor Vehicle Theft	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Arson	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Additional Offenses						
Dating Violence	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0

McDaniel College – Arundel Mills Campus						
Offense	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	Unfounded Crimes
	2018	0	n/a	0	0	0
Domestic Violence	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Stalking	2016	0	n/a	0	0	0
	2017	1	n/a	0	0	0
	2018	0	n/a	0	0	0
Hate Crimes	2016	0	n/a	0	0	0
	2017	0	n/a	0	0	0
	2018	0	n/a	0	0	0
Other Offenses – Arrest						
Liquor Law Violations	2016	0	n/a	0	0	n/a
	2017	0	n/a	0	0	n/a
	2018	0	n/a	0	0	n/a
Drug Abuse Violations	2016	0	n/a	0	0	n/a
	2017	0	n/a	0	0	n/a
	2018	1	n/a	0	0	n/a
Illegal Weapons Offenses	2016	0	n/a	0	0	n/a

McDaniel College – Arundel Mills Campus						
Offense	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	Unfounded Crimes
	2017	0	n/a	0	0	n/a
	2018	0	n/a	0	0	n/a
Other Offenses – Disciplinary Referral						
Liquor Law Violations	2016	0	n/a	0	0	n/a
	2017	0	n/a	0	0	n/a
	2018	0	n/a	0	0	n/a
Drug Abuse Violations	2016	0	n/a	0	0	n/a
	2017	0	n/a	0	0	n/a
	2018	0	n/a	0	0	n/a
Illegal Weapons Offenses	2016	0	n/a	0	0	n/a
	2017	0	n/a	0	0	n/a
	2018	0	n/a	0	0	n/a
<u>Notes:</u> <ul style="list-style-type: none"> The Arundel Mills Campus has no student housing. 						

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for McDaniel College.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Residential Areas Fire Drills

Fire Drills are conducted at least one time every academic year in each residential facility. These drills are undertaken cooperatively by the Office of Residence Life, the Department of Campus Safety and the Physical Plant. Campus Safety maintains detailed records of each of those fire drills conducted in each residential facility.

Fire Safety

McDaniel College takes its responsibility to provide a fire safe environment very seriously and continues to enhance its programs to the campus community through education, engineering, and enforcement. Resident Assistants (RAs) and the Department of Campus Safety officers patrolling are looking out for safety and fire hazards. When these are identified, corrective action is either undertaken immediately or acted upon by the filing of a work order for Physical Plant to repair the issue. Awareness activities are presented during October to coincide with the national fire safety effort. No member of the community is expected to fight a fire; therefore, no campus community

member is trained in firefighting. McDaniel College does train RAs in the use of extinguishers but they are not expected to use them.

All McDaniel College offices, residential rooms, classroom, labs, and meeting spaces have distinctive emergency placards that address various campus emergencies and the specific procedures for community members to follow.

McDaniel College has a “Critical Incident Management Plan” that can be reviewed by any member of the campus community on the College’s portal at

[https://my.mcdaniel.edu/officesnservices/hr/Documents/Critical%20Incident%20Management%20Plan%20\(CIMP\)%202017-02-23.pdf#search=critical%20incident](https://my.mcdaniel.edu/officesnservices/hr/Documents/Critical%20Incident%20Management%20Plan%20(CIMP)%202017-02-23.pdf#search=critical%20incident)

The Westminster Fire Department is located within one third of a mile of campus and provides prompt responses to the campus. All McDaniel buildings have fire alarm systems that are inspected in compliance with fire codes and the National Fire Protection Association requirements by licensed contractors. Additionally, campus buildings are monitored by the Department of Campus Safety via a modern fire alarm monitoring system provided by Honeywell and Underwriters Laboratories (UL) approved.

Fire safety questions can be directed to the Department of Campus Safety at 410-857-2202.

2016 Fires in Residential Facilities							
Residential Facility	Number of Fires	Date of Report	Time of Report	Cause of Fire	Number of Deaths	Number of Injuries	Total Value of Damage
Albert Norman Ward	0	N/A	N/A	N/A	N/A	N/A	N/A
Blanche Ward	0	N/A	N/A	N/A	N/A	N/A	N/A
Daniel MacLea	0	N/A	N/A	N/A	N/A	N/A	N/A
Elderdice	0	N/A	N/A	N/A	N/A	N/A	N/A
Forlines	0	N/A	N/A	N/A	N/A	N/A	N/A
Garden Apts. 155	0	N/A	N/A	N/A	N/A	N/A	N/A
Garden Apts. 159	0	N/A	N/A	N/A	N/A	N/A	N/A
Garden Apts. 161	0	N/A	N/A	N/A	N/A	N/A	N/A
McDaniel	0	N/A	N/A	N/A	N/A	N/A	N/A
PA Ave. 127	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 133 ½	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 133	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 139	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 143	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 147	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 149	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 163	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 169	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 171	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 175	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 181	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 185	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 187	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 199	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 201	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 203	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 183, E	1	4/3/2016	0422 hrs.	Cooking grease	0	0	\$0
North Village 189, F	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 191, A	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 193, B	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 195, C	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 197, D	2	4/1/2016 4/17/2016	1725 hrs. 0205 hrs.	Cooking grease Cooking grease	0 0	0 0	\$0 \$0
Rouzer	0	N/A	N/A	N/A	N/A	N/A	N/A
Whiteford	0	N/A	N/A	N/A	N/A	N/A	N/A

2017 Fires in Residential Facilities							
Residential Facility	Number of Fires	Date of Report	Time of Report	Cause of Fire	Number of Deaths	Number of Injuries	Total Value of Damage
Albert Norman Ward	0	N/A	N/A	N/A	N/A	N/A	N/A
Blanche Ward	0	N/A	N/A	N/A	N/A	N/A	N/A
Daniel MacLea	0	N/A	N/A	N/A	N/A	N/A	N/A
Elderdice	0	N/A	N/A	N/A	N/A	N/A	N/A
Forlines	0	N/A	N/A	N/A	N/A	N/A	N/A
Garden Apts. 155	0	N/A	N/A	N/A	N/A	N/A	N/A
Garden Apts. 159	0	N/A	N/A	N/A	N/A	N/A	N/A
Garden Apts. 161	0	N/A	N/A	N/A	N/A	N/A	N/A
McDaniel	0	N/A	N/A	N/A	N/A	N/A	N/A
PA Ave. 127	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 133 ½	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 133	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 139	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 143	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 147	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 149	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 163	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 169	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 171	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 175	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 181	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 185	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 187	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 199	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 201	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 203	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 183, E	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 189, F	1	8/16/2017	1940	Cooking grease	0	0	\$0
North Village 191, A	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 193, B	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 195, C	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 197, D	1	2/8/2017	2304 hrs.	Cooking grease	0	0	\$0
Rouzer	0	N/A	N/A	N/A	N/A	N/A	N/A
Whiteford	0	N/A	N/A	N/A	N/A	N/A	N/A

2018 Fires in Residential Facilities							
Residential Facility	Number of Fires	Date of Report	Time of Report	Cause of Fire	Number of Deaths	Number of Injuries	Total Value of Damage
Albert Norman Ward	0	N/A	N/A	N/A	N/A	N/A	N/A
Blanche Ward	0	N/A	N/A	N/A	N/A	N/A	N/A
Daniel MacLea	0	N/A	N/A	N/A	N/A	N/A	N/A
Elderdice	0	N/A	N/A	N/A	N/A	N/A	N/A
Forlines	0	N/A	N/A	N/A	N/A	N/A	N/A
Garden Apts. 155	0	N/A	N/A	N/A	N/A	N/A	N/A
Garden Apts. 159	1	02/14/2018	1752 hrs.	Cooking grease	0	0	\$0
Garden Apts. 161	0	N/A	N/A	N/A	N/A	N/A	N/A
McDaniel	1	05/11/2018	0100 hrs.	Arson	0	0	\$0
PA Ave. 127	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 133 ½	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 133	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 139	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 143	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 147	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 149	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 163	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 169	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 171	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 175	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 181	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 185	0	N/A	N/A	N/A	N/A	N/A	N/A
PA House 187	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 199	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 201	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 203	1	11/06/2018	1320	Cooking grease	0	0	\$0
North Village 183, E	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 189, F	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 191, A	1	09/12/2018	2221 hrs.	Cooking grease	0	0	\$0
North Village 193, B	0	N/A	N/A	N/A	N/A	N/A	N/A
North Village 195, C	1	01/24/2018	1300	Cooking grease	0	0	\$75.00
North Village 197, D	0	N/A	N/A	N/A	N/A	N/A	N/A
Rouzer	0	N/A	N/A	N/A	N/A	N/A	N/A
Whiteford	3	04/01/2018	0800 hrs.	Arson	0	0	\$0
		04/01/2018	1400 hrs.	Arson	0	0	\$100
		04/01/2018	2333 hrs.	Arson	0	0	\$344.00

Fire Safety Education and Training Programs for Students, Faculty and Staff

During National Fire Prevention Week in October, the Department of Campus Safety works with Residence Life and Student Engagement, and Human Resources to deliver fire safety displays and poster projects (both traditional and electronic). The Department of Campus Safety also leverages its Facebook group, and campus emails to remind community members about this topic.

Resident Assistants and Area Coordinators coordinate additional fire safety training and education programs for residence hall students.

Fire Incident Reporting

All members of the campus community should immediately notify the 911 Center to report a fire emergency. When it is safe to do so, we ask that you also call the Department of Campus Safety at 410-857-2202. Likewise, any reports of past fires should be made to the Department of Campus Safety.

Evacuation Procedures in the event of fire on campus

- Call 9-911 (from a campus phone) or 911 from a cell phone. And if it is safe to do so, call the Department of Campus Safety at 410-857-2202. No member of the McDaniel campus community is to engage in firefighting activity unless trained and equipped to do so.
- Activate the fire alarm if it is not already sounding.
- Evacuate the building immediately from the closest, marked exit, always using the stairs, and never an elevator.
- When opening doors, feel the handle first. If it is hot, do not open it, but instead, go to a window, and call for help to alert responding personnel.
- Report to the designated assembly area for that building which is indicated on the placard posted inside of each residence hall room.

Student Housing Facilities Policies Regarding Fire Safety

McDaniel College prohibits in all residence halls the use or possession of potentially dangerous materials or devices including, but not limited to:

- Firecrackers and all fireworks

- Incense
- Electric Frying Pans
- Candles or other open flames
- Portable Heaters
- Explosive Material
- Live cut plants (e.g., Xmas trees)

Any electrical appliances, power cords, and power strips used in the residence halls must be tagged as Underwriters Laboratories (UL) approved.

Lighted grills are not permitted within 10 yards of any residential area. Charcoal and lighter fluid may not be stored in residence halls.

Bicycles or similar wheeled vehicles may not be parked in stairwells, hallways, or public areas of residence halls.

Plans for Future Improvements in Fire Safety

As buildings are renovated they are brought into compliance with fire and life safety codes.

A renovation project set to begin in the fall of 2019 to the Decker Student Center, will include an upgrade to the life safety system, specifically the fire panel, horn/strobes, and communication with Campus Safety's 24 hour monitoring station.

Harrison House (139 W. Main Street) was renovated to student housing in the summer of 2019. This renovation included installation of life safety equipment, specifically the fire panel, horn/strobes, and communication with Campus Safety's 24 hour monitoring station.

A project is currently underway to review and update all posted emergency evacuation maps throughout campus, including residence halls.

CRIME PREVENTION TIPS

While no community is immune from crime, there is much we can do working together to minimize its impact, and prompt and accurate reporting is a vital first step. As noted elsewhere, this is required of ALL employees, and strongly encouraged by the College by students. Crime is opportunistic. Serenity pervades the McDaniel College campus. Comparatively, crime rates are low here at McDaniel. While these factors can create the sense that the campus is crime free; unfortunately, this isn't true. Common sense, alertness, and cooperation are the building blocks of a

safe campus. If each of us takes a moment to follow a few simple precautions, we can improve safety and thus the quality of campus life here.

Around and About the Campus...

- In all cases, be alert to your surroundings. Don't intervene in crimes in progress. Call the Department of Campus Safety at ext. 2202 to report ALL crime and suspicious activity.
- The old adage "better safe than sorry" is sound advice.
- While the department will not accept confidential reports of crime, you may report anonymously through the Westminster Police Department tips line (410-857-8477) or by texting an anonymous tip using the text the keyword TIPWPD and the tip to 847411 (tip411). However, further investigation, college discipline, or court action may not be possible with anonymous tips.
- Don't walk alone; stay on well-lit pathways and away from deserted areas such as the track, the golf course, and Harveystone Park.
- If you are being followed:
 - trust your "gut"
 - change direction, and go to a populated, well-lit location; know the locations of these "safe houses" in the campus area.
 - If no help is immediately available, pull a fire alarm box, or dial 911 from your cell phone.
- Don't go to parties with unfamiliar groups alone. Don't leave your friend at a party.

In the Residence Halls or Offices...

Lock your door when you are leaving NO MATTER HOW SHORT THE PERIOD OF TIME!

- Don't leave notes saying you are out, and how long you will be gone.
- Don't keep excessive money or valuables in your office or room.
- Request identification of any unfamiliar person attempting to gain access to your room. If you are still unsure call the Department of Campus Safety at ext. 2202.
- DO NOT PROP DOORS TO HALLS. This jeopardizes the safety of all and is a serious offense.

In the Virtual World...

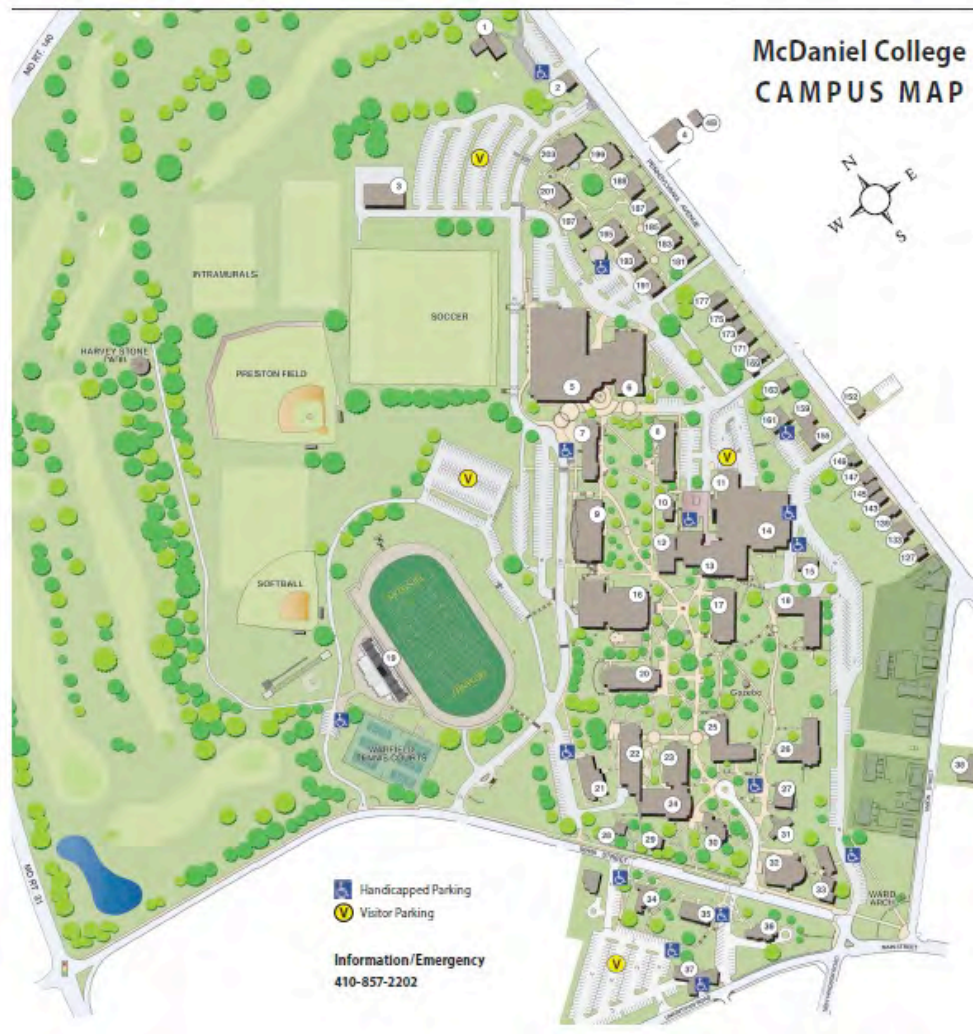
- Lock up your Facebook privacy settings to the maximum.
- Nobody should ask you for any password, social security number, date of birth, ID number or other identification information in a phone call or computer exchange that you have not initiated.
- Be careful of “spoofed” websites. You may think you’re on a genuine website but is in fact built to fool you into giving up private information.
- Make sure your internet browser privacy and security settings are maximized.
- Keep your software updated, not just your virus protection but all add-ons and programs. The updates often have security enhancements to “plug holes.” If you’re concerned about your computer’s integrity, don’t use it for sensitive or confidential transactions like banking until you work with Information Technology in Hoover Library.

SURVEILLANCE POLICY

Throughout the campus, video recording may take place in the public areas. These cameras are NOT monitored in real time. They record video images to facilitate the investigation of crimes and images are overwritten as the storage discs reach capacity, although the Department of Campus Safety reserves the right to monitor them should circumstances warrant monitoring to reduce crime and enhance community safety. Typically these cameras will be recording areas where financial transactions take place (examples include eateries, the Bursar’s office, etc.). Cameras may also be recording areas where there have been crime or the conditions which contribute to crime are more prevalent than elsewhere on campus (examples include the areas around Rouzer, Daniel Maclea, and Whiteford Halls).

The McDaniel College Campus Map below is viewable at:

<https://www.mcdaniel.edu/uploads/docs/McDanielCampusMap.pdf>



BUILDINGS

Albert Norman Ward Hall (ANW)	7
Art Studio	37
Baker Chapel (Little Baker)	31
Baker Memorial Chapel (Big Baker)	20
Blanche Ward Hall	26
Campus Safety	152
Carroll Hall (Admissions)	36
Daniel MacLus Hall (DMC)	8
Dean's Cottage (Human Resources)	28
Decker College Center	13
Eaton Hall	22
Elderidge Hall	12
Englar Dining Hall/Harlow Pool	14
Forlives House	10
Gil Center/Merritt Fitness/ Klitzberg Pavilion	5
Gil Gymnasium	6
Kenneth R. Gil Stadium/Hoffa Field	19
Golf Shop	1
Grounds Maintenance	3
Harrison House - 239 W. Main St.	34
Hill Hall	17
Hoover Library	16
Levine Hall	33
Lewis Recitation Hall	23
Lewis Hall of Science/ Decker Auditorium	24
McDaniel Hall/McDaniel Lounge	25
McDaniel House	29
Merritt Hall	9

RESIDENCES

PA Avenue Housing	127-203
Garden Apt.	155
Garden Apt.	159
Garden Apt.	161
Emma's Place - North Village	183
North Village	189
Stackhouse Hall - North Village	191
Marshall Hall - North Village	193
Hart Hall - North Village	195
North Village	197
North Village	199
North Village	201
North Village	203

ADMINISTRATIVE OFFICES

Academic Affairs	12
Administration & Finance	35
Admissions (Undergraduate)	36
Admissions (Graduate)	9
Alumni Relations	35
Bursar's Office	12
Campus Safety	152
Center for Experience & Opportunity	11
College Bookstore	13
Communications & Marketing	34
Conference & Auxiliary Services	15
Diversity and Inclusion	14
Faculty Grants	17
Financial Aid	12
First Stop Office	16
Human Resources	28
Information Technology	13
Intercollegiate Athletics	6
International Programs	11
Institutional Advancement	12
Instructional Technology	9
Library	16
Physical Plant - 192 PA Ave.	4
Post Office	13
President's Office	13
Registrar	12
Residence Life	13
Student Academic Support Services	9
Student Affairs	13
Student Engagement	14
Wellness Center	21

ACADEMIC OFFICES

Art & Art History	27
Biology	22
Center for the Study of Aging	9
Chemistry	22
Communication & Cinema	23
Economics & Business Administration	23
Education	9
English	17
Environmental Studies	23
Exercise Science & Physical Education	5
Graduate & Professional Studies	9
History	17
Mathematics & Computer Science	24
Music	33
Philosophy	20
Physics	24
Political Science	17
Psychology	9
Religious Studies	20
ROTC/Military Science	21
Social Work	17
Sociology	23
Theatre Arts	32
World Languages, Literatures, & Cultures	20



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