



Montgomery College

Safety and Security



Annual Security Report January 1 – December 31, 2013

Montgomery College is an academic institution committed to promoting equal opportunity and fostering diversity among its students, faculty, and staff. This report is available in an alternate format upon request, under the American with Disabilities Act, by contacting the Office of Compliance at 240-567-7396

TABLE OF CONTENTS

Introduction.....4

SECTION I – OFFICE OF SAFETY AND SECURITY 5

General Procedures.....5

Reporting a Crime or Emergency 6

Crime Prevention Tips .. 7

SECTION II - CAMPUS SECURITY AUTHORITIES 8

Roles and Responsibilities of Campus Security Authorities (CSAs) 8

CSA Training.....8

Collegewide CSAs.....9

SECTION III – EMERGENCY OPERATIONS PLAN..... 12

Emergency OperationsPlan.....12

Emergency Responses.....12

Incident Command System.....12

Emergency Procedures.....13

Behavioral Intervention Teams.....13

Notifications.....14

Evacuation Areas.....14

Evacuation Tests.....15

SECTION IV - CRIME STATISTICS.....16

Reporting Crime Statistics.....16

Definitions of Crimes16

Table 1 - Montgomery College Crime Statistics..... 20

SECTION V - CLERY RELATED POLICIES AND PROCEDURES.....23

Sex Crimes Prevention Act.....23

SECTION VI - EDUCATIONAL PROGRAMS FOR STUDENTS AND EMPLOYEES.....25

Student Drug/Alcohol Abuse Prevention Program.....25
including information about sexual abuse prevention programs for students

Employee Drug/Alcohol Abuse Prevention Program..... 26

Table 2 - Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol....29

Table 3 - Drug and Alcohol Resources and Clinical Services.....30

APPENDICES.....32

Appendix 1 - Timely Notice.....33

Appendix 2 - Drug and Alcohol Abuse Prevention Policy and Procedures 31005 and 31005CP.....34

Appendix 3 - Sexual Assault Policy and Procedures 31010 and 31010CP.....39

Appendix 4 – Sexual Harassment Policy 31008.....43

Appendix 5 – Prevention of Workplace Violence Policy and Procedures 31011 and 31011CP.....45

TABLE OF CONTENTS (continued)

Appendix 6 – Hate/Violence Activity Policy and Procedures 31002 and 31002CP51

INTRODUCTION

Montgomery College's Annual Security Report is prepared and distributed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act (HEOA), and all implementing regulations issued by the US Department of Education (34 C.F.R. Part 668.46). The College's Office of Safety and Security composes the Annual Security Report. The Annual Security Report contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act. The statistical information is compiled by the Office of Safety and Security based not only on information that it receives directly, but also from crimes reported to (a) campus officials designated as "campus security authorities" (as that term is defined in the regulations) and (b) crimes reported to local law enforcement agencies.

On March 7, 2013, President Obama signed into law the Violence Against Women Reauthorization Act (VAWA) and embodied in VAWA is the Campus Sexual Violence Elimination Act (Campus SaVE Act) which expands the Clery Act and other regulations. The Campus SaVE Act expands the Clery Act's coverage rights to include victims of domestic violence, dating violence and stalking. The Campus SaVE Act updates prevention guidelines and victim rights, including confidentiality for victims. In the Department of Education guidance document issued on July 14, 2014, it is stated that "institutions must make a good-faith effort to comply with the statutory provisions as written. Until the Department has published the final regulations, institutions should use the statute as the basis for revising or developing policies, procedures, and programs in advance of the ASR that must be issued by October 1, 2014." In accordance with this guidance, Montgomery College has made a good faith effort to include the new coverage areas in the crime statistics included in this report. Also additional policy statements have been included to demonstrate compliance with the new requirements under Campus SaVE and VAWA.

By October 1st of each year, all employees and members of the College community are notified by email that the Annual Security Report has been posted on the College's web site and can be accessed at the following web addresses: www.montgomerycollege.edu/verified or www.montgomerycollege.edu/emergency.

Also, as required by the Clery Act, information concerning our compliance with The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act), is contained in this report. The Drug-Free Schools and Communities Act Amendments of 1989 require the College to conduct a written biennial review which is coordinated by the Office of Compliance. This biennial review is to determine the effectiveness of drug and alcohol abuse prevention programs for both students and employees. The findings of the review are used to implement any needed changes to the programs and to ensure that sanctions developed for violating standards of conduct are enforced consistently. A copy of the college's Drug-Free Schools and Community Act 2013 Biennial Review can be accessed at the following web address: <http://www.montgomerycollege.edu/heoa>.

Hard copies of this report will be provided upon request by calling the office of compliance at 240-567-7396 or by email at: compliance@montgomerycollege.edu.

SECTION I – OFFICE OF SAFETY AND SECURITY

General Procedures

While Montgomery College is a non-residential, open-access campus, areas in some buildings have controlled access locks to limit entry into classrooms and spaces containing valuable property and or confidential material. For after hour access, authorized users must contact the Office of Safety and Security to gain admittance. Additionally, closed-circuit television monitors are used on a limited basis for asset protection and investigation. The Office of Safety and Security operates 24 hours per day on each campus, and safety and security officers perform regular patrols using marked security vehicles, bicycles and on foot. Security officers are equipped with portable radios and can communicate with each other and the Office of Safety and Security as needed. Upon request, a 24-hour escort service is also provided on each campus. Montgomery College's Safety and Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College, however, they do not possess arrest powers. Safety and Security Officers must contact the local police who have jurisdiction on campus should a criminal act occur.

The Office of Safety and Security at Montgomery College maintains a highly professional working relationship with the Montgomery County Department of Police, Rockville City Police, Takoma Park Police, and Maryland-National Capital Park Police. Additionally, officers work closely with the College administration to address problems and to keep a proactive approach to campus safety. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Office of Safety and Security as well as the appropriate police agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.



Emergency Response Partners

Montgomery County Police
City of Rockville Police
City of Takoma Park Police
Maryland-National Capital Park Police
Montgomery County Fire & Rescue



While we consider Montgomery College's environment as relatively safe, the Office of Safety and Security is committed to promptly informing the College community of incidents that occur on all campuses. In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Montgomery College posts crime alerts (Appendix 1) for serious crimes that occur within the Clery geography as well as those that may pose an ongoing risk to members of the College community.

It is policy that each campus safety and security officer complete a written Incident Report within 24 hours for all reportable incidents pursuant to 20 United States Code Section 1092 (f), the Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act. Each campus Safety and Security supervisor is responsible for ensuring proper report

classification, utilizing the FBI's Uniform Crime Reporting (UCR) procedures.

Daily Crime/Incident Logs are maintained in the Office of Safety and Security. Incidents from the last 60-days are open to public inspection during normal business hours. Any portion of the log older than 60 days shall be made available within two business days of the request for public inspection.

The following guidelines will be implemented on a continuous basis for issuing crime alerts:

1. Crime Alerts are drafted by the safety and security manager and/or safety and security supervisor and approved by the director of public safety and emergency management or designee.
2. Notification shall be made by conspicuously posting bright red Crime Alert flyers around campus, as well as the safety and security manager, or designee, transmitting an email to employees and students using MC Urgent!
3. Each campus safety and security manager shall maintain a record of all crime alerts published.
4. Notification shall be made in a timely manner, preferably within a 24-hour period. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident will also be included in the report.
5. Crime Alert flyers posted on College property shall be removed after being posted for a minimum three-day period.
6. Crime Alerts should utilize the format and include the information noted on the Crime Alert form.
7. Provided the guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation.
8. The Crime Alert will not identify the victim by name and address.
9. The general description of the location may be given such as, but not limited to: Montgomery College (Rockville, Germantown or Takoma Park/Silver Spring Campus, building, physical address, etc.)

The Office of Safety and Security offers assistance in delivering crime prevention programs and materials to employees and students. Examples include distribution of safety flyers, presentations to academic departments, new employee and student orientations, and participation in a student resource fair.

Reporting a Crime or Emergency

All students and employees are encouraged to report if they are the victim of a crime, observe a crime in progress, or believe a crime may be in progress. If a life-threatening emergency is taking place, call **9-1-1** first, then call the Office of Safety and Security at the appropriate campus.

All Local police organizations

9-1-1

Germantown Campus

240-567-7777 (on campus, x77777)
282 Sciences and Applied Studies Building (SA)

Rockville Campus

240-567-5111 (on campus, x75111)
101 Counseling and Advising Building (CB)

Takoma Park/Silver Spring Campus

240-567-1600 (on campus, x71600)
117 Student Services Center (ST)



Students and employees are encouraged to carry a cell phone to report emergencies and receive County and College alerts

All off-campus locations should call **9-1-1** and then notify the appropriate College administrator. If the emergency is at a Montgomery County Public School (MCPS), call **9-1-1** first and then call MCPS security at 301-279-3232.

Emergency phones are located in all campus elevators and at numerous internal and external locations. These phones will automatically ring in the nearest Office of Safety and Security. All calls made on emergency phones are recorded.

Crime Prevention Tips

- ✓ Be aware of your surroundings and alert to strangers
- ✓ Avoid potentially dangerous situations
- ✓ Park and walk in well lit, frequently traveled areas
- ✓ Avoid walking alone at night
- ✓ Utilize campus escort services provided by security
- ✓ Learn where emergency telephones are located on the campus
- ✓ Program campus security numbers into your cell phone
- ✓ Always lock your vehicle and do not leave valuables in plain view
- ✓ Do not leave personal items unattended at any time

SECTION II - CAMPUS SECURITY AUTHORITIES

Roles and Responsibilities of Campus Security Authorities (CSAs)

The Clery Act requires all institutions to collect crime reports from various individuals and organizations identified as Campus Security Authorities (CSAs) or campus police. Their function is to collect and report “in good faith” crimes that include: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible/non-forcible), robbery, aggravated assault, burglary, motor vehicle theft/attempted theft, arson, liquor law violations, drug-related violations, weapons possession, domestic violence, dating violence, stalking and other crimes manifesting hate or bias.

The Clery Act also mandates that institutions disclose statistics for crimes reported to local police agencies and crimes reported to CSAs. The intent of including non-law enforcement personnel as CSAs is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The Clery Act defines a CSA as:

- ✓ A campus law enforcement unit;
- ✓ Any individual or individuals who have responsibility for campus security but who do not constitute a campus security department, such as an individual who is responsible for monitoring entrance into school property, such as an access monitor;
- ✓ An individual or organization specified in a school’s campus security statement as the individual or organization to which students and employees should report criminal offenses; and
- ✓ An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing (not applicable at Montgomery College), student discipline, and campus judicial proceedings.

However, Clery exempts campus security authorities holding positions of a pastoral or professional counselor(s). Montgomery College does not employ these positions.

While we encourage the reporting of campus criminal activity that occurs within the geographic area as defined by the Clery Act directly to the Office of Safety and Security, in some instances members of the campus community may choose to file a report with other campus security authorities. CSAs should immediately report the criminal activity to the Office of Safety and Security who will prepare an Incident Report. Frequently, the Office of Safety and Security also sends e-mails to CSAs to solicit information on alleged crimes that were reported in good faith.

CSA Training

Online training as well as follow-up face-to-face training is conducted on each campus to provide clarity regarding the roles and responsibilities of CSAs. During the month of May, 2013 the Office of Safety and Security presented a PowerPoint presentation entitled: Clery

Act: Campus Security Authority.

Collegewide CSAs

The College maintains and updates a list of CSAs on an annual basis. Listed below is contact information on CSAs for the period January 1-December 31, 2013:

Chief of Staff	MK/300	240-567-1796
Senior VP of Student Services	MK/200	240-567-4344
Associate Senior VP of Human Resources and Strategic Talent Management	MK/130	240-567-5382
Equity and Diversity Officer	MK/140	240-567-5367
VP and Provost for Workforce Development & Continuing Education	GBTC/346	240-567-2582
Chief Enrollment Services & Financial Aid Officer	MK/281	240-567-5036
Director of Academic Initiatives	MK/342	240-567-5150
Director of College Libraries and Information Services	MT/303J	240-567-7101
Associate Director of Retail Operations	40WG/137	240-567-7656
Refugee Training Center	CF/269	240-567-1404
Director of Child Care Services	MK/139	240-567-7672
Athletic Director	MK/234	240-567-7587

Germantown Campus

VP and Provost for Germantown Campus	PK/108	240-567-7711
Office of Safety and Security	SA/282	240-567-7777
Safety and Security Manager	SA/277	240-567-7776
Director of Campus Facilities	PK/113	240-567-7880
Collegewide Dean of Student Access and Germantown Dean of Student Services	SA/120	240-567-1993
Associate Dean of Student Services/Chair of BIT	SA/161	240-567-1993
Counselors	SA/175	240-567-1993
Office of Disability Support Services	SA/172	240-567-7770
Student Employment Services Director	SA/122	240-567-6908
Student Services Staff	SA/120	240-567-1779
Campus Student Financial Aid Director	SA/142G	240-567-7811
Campus Registrar	SA/137B	240-567-7817
Office of Student Life	SA/186	240-567-7842

Instructional Deans

Communication, AELP, and Linguistics	HS140	240-567-7745
Mathematics & Statistics	HT/314	240-567-7794
Student Life Club Advisors	SA/186	240-567-7840

Chair of Counseling	SA/175A	240-567-6966
Child Care Center Manager	CG/103	240-567-7875
Center for International and Multicultural Students Counselor	SA/150	240-567-1801
Athletic Coordinator	PG/122	240-567-6915
Athletic Coaches	PG/104	240-567-7727
Librarians	HS/110	240-567-7858

Rockville Campus

VP and Provost for Rockville Campus	MT/102	240-567-5010
Office of Safety and Security	CB/101	240-567-5111
Safety and Security Manager	CB/109	240-567-5110
Director of Campus Facilities	HU/016115	240-567-5015
Collegewide Dean of Student Success and Rockville Dean of Student Services	MT/605	240-567-5052
Associate Dean of Student Services/Chair of BIT	CC/016	240-567-7180
Counselors	CB/215	240-567-5083
Office of Disability Support Services	CB/122	240-567-5058
Office of Student Life	CC/005	240-567-7181
Campus Student Life Club Advisors	CC/005	240-567-5092
Campus Student Financial Aid Director	SV/121	240-567-7326
Campus Registrar	SV/105	240-567-7338
Campus and Community Coordinator	CC/016	240-567-4134
Child Care Center Manager	CH/103	240-567-5308
Office of International Student Coordinators	SV/115	240-567-5315
Director of Evening and Weekend Office	TC/221	240-567-7525
Athletic Trainer	PE/212	240-567-7574
Athletic Coaches	PE/239	240-567-7575
Instructional Deans	MT/602-	240-567-4148
Arts, Business, Education, English, Science, Engineering, Technology and Social Sciences	MT/623	
Librarians	MT/107	240-567-7117

Takoma Park/Silver Spring Campus

VP and Provost for Takoma Park/Silver Spring Campus	ST/306	240-567-1312
Office of Safety and Security	ST/117	240-567-1600
Safety and Security Manager	P2/128	240-567-1603
Director of Campus Facilities	P2/124	240-567-1638
Collegewide Dean of Student Engagement and Takoma Park/Silver Spring Dean of Student Services	ST/231	240-567-1469
Associate Dean of Student Services/Chair of BIT	ST/216	240-567-1469
Counselors	ST/122	240-567-1480
Office of Disability Support Services	ST/122	240-567-1480
Campus Student Financial Aid Director	ST/235	240-567-1510
Campus Registrar	ST/149	240-567-1493
Office of Student Life	ST/224	240-567-1490
Student Life Club Advisors	ST/224	240-567-1490
Child Care Center Manager	DC/201	301-650-1517
International Students Coordinator	ST/146	240-567-1639
Director of Evening and Weekend Office	CM/202G	240-567-3904
Librarians	RC/215	240-567-1540
Instructional Deans		
Humanities	CF/228	240-567-1380
Health Sciences, Health & Physical Education	HC/419	240-567-5557
Chemical and Biological Sciences	SS/120A	240-567-1408

SECTION III – EMERGENCY OPERATIONS PLAN

Emergency Operations Plan

The Emergency Operations Plan (EOP) consists of three sections: Emergency Procedures, guidelines for employees and students to follow when reporting or responding to emergencies <http://www.montgomerycollege.edu/emergency>; Emergency Protocols, confidential emergency procedures for College emergency responders; and Emergency Contact Information, critical contact information for College emergency responders.

The EOP is supported by the Emergency Guidelines for Individuals with Disabilities <http://cms.montgomerycollege.edu/EDU/Plain2.aspx?id=4162> and the Continuity of Operations Plan (confidential).

Emergency Responses

Montgomery College has developed a comprehensive emergency operations plan to prepare for and respond to both man-made and natural emergencies occurring on one or more of the campuses or in the local community. The purpose of the plan is to provide guidelines, assign responsibilities, and increase awareness in responding to emergencies that may impact the College community. The response actions of emergency personnel are guided by the College's commitment to: preventing or minimizing harm or injury to individuals; minimizing damage to College assets; effectively communicating to the College community information concerning a potential emergency, and restoring operations to a normal level in the shortest possible time frame. Information pertaining to the emergency operations plans is available on the college's website at: <http://www.montgomerycollege.edu/emergency>.

Montgomery College safety and security officers will respond immediately to emergencies and determine its priority which can include any one of the three types of priority emergencies cited below:

1. Priority 1 – Active or imminent life-safety emergency which means an incident that has an impact on the life or safety of the College community and possibly the surrounding community.
2. Priority 2 – Major Emergency is an incident that has an immediate impact or potentially may impact a significant portion of the College or campus operations and requires assistance from external organizations.
3. Priority 3 – Minor emergency which is an incident limited in scope and area with minimal impact on normal operations and is quickly resolved with internal resources or limited help from external organizations.

Incident Command System (ICS)

The College's approach to managing an emergency is based on the National Incident Management System (NIMS), which includes the Incident Command System (ICS). ICS provides

a common organizational structure, common terminology and operating procedures; establishes a clear chain of command for effectively managing an incident; and provides for effective interfacing with College personnel and emergency agencies. Moreover, ICS focuses on the rapid identification of a potential emergency, building evacuation or denial of entry, quick notification of the proper authorities, and initiation of mitigation and recovery efforts in conjunction with emergency agencies.

Emergency Procedures

Montgomery College also has emergency procedures for the following events:

Active Shooter	
Hostage Situation	
Bomb Threat	Medical
Campus Demonstrations	Pandemic Influenza
Crime	Suspicious Packages and Envelopes
Fire	Swimming Pool
Gas Leak	Utility Outage and Building Equipment Failure
Hazardous Material Spill or Release	Weather
Earthquakes	Shelter-In-Place

Additional information is also available on the website at:

www.montgomerycollege.edu/emergency.

Behavioral Intervention Teams (BIT)

A collegewide and campus-based Behavioral Intervention Teams (BIT) was created to identify students who could benefit from assessment, support, or counseling before a threatening situation might occur. The purpose of BIT is preventive. The student has not necessarily violated the Student Code of Conduct or other College policies. The mission of the Behavioral Intervention Team is to help maintain a healthy and safe environment for all students, faculty and staff; however, BIT cannot guarantee anyone's safety. BIT is not a first-responder group, but with the help of the College community, student behaviors of concern can be identified and addressed in an effort to avert potential problems or incidents.

Campus-based teams are responsible for reviewing, investigating, and assessing behaviors of concern. They evaluate situations to determine risk/threat levels for reported behaviors, decide next steps and, when appropriate, refer students for internal and/or external intervention. BIT also supports first responders by providing follow-up to emergency situations and making recommendations. The campus-based teams meet on a regular basis to discuss and respond to new concerns and follow up on active cases. The campus-based teams consist of deans/associate deans, counselors, security, instructional faculty, and staff.

Incident Report Forms are used to report a "student of concern" or a student disciplinary issue. These forms are divided into three incident reports: (a) non-academic incident; (b) academic incident and (c) behavior of concern, can be accessed on College computer desktops. They are also available as a link "Submit an Incident Report" on the Deans of Student Services web page at:

<http://cms.montgomerycollege.edu/studentervicesdean>. The report form is part of the Maxient Website and is designed to alert and track student incidents. Deans of Student Services and BIT team members will be able to access the report quickly, start a case file, and provide judicial or behavioral intervention as appropriate. Information sessions on how, why, and when to report are available by contacting a dean of student services.

Reporting “cases of concern” via BIT or disciplinary cases via the Student Code of Conduct should never be substituted for calling the Office of Safety and Security or 9-1-1 in emergency situations or health and safety situations that need immediate attention.

Notifications

The Director of Public Safety and Emergency Management and the Office of Communications will determine the content of the notification and initiate the notification system, unless it will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Notifications of emergencies and changes to Montgomery College’s operational status will be communicated to the entire College community and the larger community outside the College through one or more of the following means:

1. College emergency responders: security officers, campus response and/or support teams
2. Montgomery College ALERT. Registered users receive text and e-mail messages. Registration information at: <http://www.montgomerycollege.edu/emergency>.
3. Montgomery College MC Urgent e-mail. From off-site-
<http://mcmail.montgomerycollege.edu>.
4. Montgomery College website at www.montgomerycollege.edu.
5. MyMC website at <https://mymcprod.montgomerycollege.edu/cp/home/displaylogin>.
6. Montgomery College employee voice mail. From off-site, dial 240-567-1701.
7. Montgomery College Response Center at 240-567-5000.
8. Social Media (Facebook).
9. Montgomery College cable channel 10 in Montgomery County.
10. Commercial radio and TV stations

Channel 4 WRC	WTOP (103.5fm)
Channel 5 WTTG	WFRE (99.5 FM) – Frederick
Channel 7 WJLA	WAMU (88.5 FM)
Channel 9 WUSA	WFMD (930 AM) – Frederick
News Channel 8	WMAL (630 AM)
11. Montgomery College Emergency Desktop Notification. Scrolling messages are broadcast on College computers.

Evacuation Areas

Each building has been assigned a specific external emergency evacuation area where persons should remain until receiving further instructions. Emergency evacuation area maps are posted in all buildings collegewide and can be accessed on the Montgomery College web page at www.montgomerycollege.edu and on the College’s Emergency web page at: www.montgomerycollege.edu/emergency.

Evacuation Tests

Montgomery College performs, at minimum an annual announced test of its emergency response and evacuation procedures. The test is documented by recording a description of the exercise, the date, time, and that it was announced. Prior to the exercise, emergency response and evacuation procedures are publicized.

SECTION IV – CRIME STATISTICS

Reporting Crime Statistics

Table 1 references crime statistics for all college locations, adjacent property and adjacent thoroughfares for calendar years 2011 through 2013.

Definitions of Crimes listed in Table 1:

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

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

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

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

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

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

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

NOTE: The above listed crime definitions are from the Uniform Crime Reporting Handbook.

Sex Offenses- Forcible

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

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

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

Sex Offenses- Nonforcible

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

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

NOTE: The above listed Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

HATE CRIMES

Montgomery College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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.

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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc... the assault is then also classified as a hate/bias crime.

Campus Sexual Violence Act (SaVE Act)

In addition to the already covered crimes, Montgomery College is required to report domestic violence, dating violence and stalking. These requirements have been added after the reauthorization of the Violence Against Women Act which includes the SaVE Act provision.

Domestic Violence: An act committed by the person's former or current spouse or current or former cohabitant that causes serious bodily harm, and places a person in fear of imminent serious bodily harm. Assault in any degree, rape or sexual offense or attempted rape or sexual offense in any degree, false imprisonment or stalking.

Dating Violence: An act committed by a person who has been in a romantic or intimate relationship with the victim that causes serious bodily harm, and places a person in fear of imminent serious bodily harm. Assault in any degree, rape or sexual offense or attempted rape or sexual offense in any degree, false imprisonment or stalking.

Stalking: Malicious course of conduct that includes approaching or pursuing another where the

person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear of: Serious bodily injury, an assault of any degree, rape or sexual offense, false imprisonment or death

TABLE 1 - MONTGOMERY COLLEGE CRIME STATISTICS

Montgomery College Crime Statistics
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Data is collected and reported following the FBI Uniform Crime Reporting (UCR) system.
GT = Germantown Campus TPSS = Takoma Park/Silver Spring Campus RK = Rockville Campus
 Consolidated crime statistics for all College locations, adjacent property, and adjacent public property

	VENUE	2011			2012			2013		
		GT	RK	TPSS	GT	RK	TPSS	GT	RK	TPSS
CRIMINAL HOMICIDE:										
• On Campus		0	0	0	0	0	0	0	0	0
• In or on a non-campus building or property		0	0	0	0	0	0	0	0	0
• On adjacent public property or thoroughfare		0	0	0	0	0	0	0	0	0
Negligent Manslaughter										
• On Campus		0	0	0	0	0	0	0	0	0
• In or on a non-campus building or property		0	0	0	0	0	0	0	0	0
• On adjacent public property or thoroughfare		0	0	0	0	0	0	0	0	0
SEX OFFENSES:										
Forcible										
• On Campus		2	1	2	1	0	0	1	2	1
• In or on a non-campus building or property		0	0	0	0	0	1	0	0	0
• On adjacent public property or thoroughfare		0	0	0	0	0	0	0	0	0
Non forcible										
• On Campus		0	0	0	0	0	0	0	0	0
• In or on a non-campus building or property		0	0	0	0	0	0	0	0	0
• On adjacent public property or thoroughfare		0	0	0	0	0	0	0	0	0
ROBBERY										
• On Campus		1	0	0	0	0	0	0	0	1
• In or on a non-campus building or property		0	0	0	0	0	0	0	0	0
• On adjacent public property or thoroughfare		0	0	0	0	1	0	0	0	0
AGGRAVATED ASSAULT										
• On Campus		0	1	1	0	0	0	0	0	0
• In or on a non-campus building or property		0	0	0	0	0	0	0	0	0
• On adjacent public property or thoroughfare		0	0	0	0	0	0	1	0	1
BURGLARY										
• On Campus		1	2	0	0	1	1	1	3	0
• In or on a non-campus building or property		0	0	0	0	2	0	0	3	0
• On adjacent public property or thoroughfare		0	0	0	0	0	0	0	0	0
ARSON										
• On Campus		0	0	0	0	0	0	0	0	0
• In or on non-campus building or property		0	0	0	0	0	0	0	0	0
• On adjacent public property or thoroughfare		0	0	0	0	0	0	0	0	1
MOTOR VEHICLE THEFT or Attempted										
• On Campus		2	3	1	0	0	0	0	1	0
• In or on non-campus building or property		0	0	0	0	0	0	0	2	0
• On adjacent public property or thoroughfare		0	2	0	0	1	0	0	1	1
OTHER CRIME:										
Manifesting Hate or Bias										
• On Campus		1-re	1	0	0	2-ra	0	0	0	0
• In or on a non-campus building or property		0	0	0	0	0	0	0	0	0
• On adjacent public property or thoroughfare		0	0	0	0	0	0	0	0	0
VAWA CRIMES:										
Domestic Violence										
• On Campus		-	-	-	-	-	-	2	3	0
• In or on a non-campus building or property		-	-	-	-	-	-	0	0	0
• On adjacent public property or thoroughfare		-	-	-	-	-	-	-	-	-
Dating Violence										
• On Campus		-	-	-	-	-	-	0	0	0
• In or on a non-campus building or property		-	-	-	-	-	-	0	0	0
• On adjacent public property or thoroughfare		-	-	-	-	-	-	-	-	-
Stalking										
• On Campus		-	-	-	-	-	-	0	7	1
• In or on a non-campus building or property		-	-	-	-	-	-	0	0	0
• On adjacent public property or thoroughfare		-	-	-	-	-	-	-	-	-

(ra) Race, (g) Gender, (re) Religion, (s) Sexual Orientation, (e) Ethnicity, (d) Disability, (na)National Origin, (gi) Gender Identity
 Domestic Violence, Dating Violence and Stalking data are not provided by local law enforcement

TABLE 1(cont'd) - MONTGOMERY COLLEGE CRIME STATISTICS

Montgomery College Crime Statistics
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Data is collected and reported following the FBI Uniform Crime Reporting (UCR) system.

GT = Germantown Campus TPSS = Takoma Park/Silver Spring Campus RK = Rockville Campus

Consolidated crime statistics for all College locations, adjacent property, and adjacent public property

	VENUE	2011			2012			2013		
		GT	RK	TPSS	GT	RK	TPSS	GT	RK	TPSS
ARREST FOR:										
Liquor law violations	• On Campus	0	0	4**	0	3	0	0	0	0
	• In or on a non-campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	2	0	0	0	0	0	0	1
Drug-related violations	• On Campus	0	0	4**	0	7*	0	0	2	0
	• In or on a non-campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	4	0	0	1	0	0	0	6
Weapons possession	• On Campus	0	0	0	0	2	0	0	1	0
	• In or on a non-campus building or property	0	0	0	0	0	0	0	0	1
	• On adjacent public property or thoroughfare	0	1	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS:										
Liquor law violations	• On Campus	0	0	0	0	0	0	0	2	0
	• In or on a non-campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
Drug-related violations	• On Campus	0	1	0	0	0	0	0	1	0
	• In or on a non-campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
Weapons possession	• On Campus	0	1	0	0	1	1	0	1	0
	• In or on a non-campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0

*7 Drug Related crimes on the Rockville Campus-undercover Police on campus making arrests.

** 2 drug related arrests and 4 alcohol related offenses occurred in public park adjacent to Takoma Park/Silver Spring Campus

TABLE 1(cont'd) - MONTGOMERY COLLEGE CRIME STATISTICS

Montgomery College Crime Statistics
Crime Statistics reported for Non-campus designated properties

GBTC = Gaithersburg Business Training Center
SWIM = Rockville Swim and Fitness Center
WHPL = Westfield South

40WG = 40 West Gude Drive
OITB = Office of Information Technology Building

	Year	Germantown Non-Campus	Rockville Campus Non-Campus			Takoma Park Non-Campus
		GBTC	SWIM	OITB	40 WG	WHPL
SEX OFFENSES: Forcible						
	• 2011	1	0	0	0	0
	• 2012	0	0	0	0	1
	• 2013	0	0	0	0	0
ROBBERY						
	• 2011	0	0	0	0	0
	• 2012	0	0	0	0	0
	• 2013	0	0	0	0	0
AGGRAVATED ASSAULT						
	• 2011	0	0	0	0	0
	• 2012	0	0	0	0	0
	• 2013	0	0	0	0	0
BURGLARY (forcible, non-forcible)						
	• 2011	0	0	0	0	0
	• 2012	0	0	0	0	0
	• 2013	0	0	2	1	0
MOTOR VEHICLE THEFT or Attempted						
	• 2011	1	0	0	0	0
	• 2012	0	0	0	0	0
	• 2013	0	0	1	1	0
OTHER CRIME: Manifesting Hate or Bias						
	• 2011	0	0	0	0	0
	• 2012	0	0	0	0	0
	• 2013	0	0	0	0	0
DISCIPLINARY REFERRALS: Weapons possession						
	• 2011	0	0	0	0	0
	• 2012	0	0	0	0	0
	• 2013	0	0	0	0	1

SECTION V – CLERY RELATED POLICIES AND PROCEDURES

Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act requires sex offenders to notify states when they enroll or become employees at an institution of higher education. Information provided by the state of Maryland concerning registered sex offenders may be obtained from the Department of Public Safety and Correctional Services. Maryland’s sex offender registry can be found online at <http://www.dpscs.state.md.us/sorSearch>.

As mandated by the Clery Act and Campus SaVE Act, the following policies have been provided in the appendices at the end of this report.

Policy	What does this policy tell me?	Who does this policy apply to?
31005- Drug and Alcohol Abuse Prevention	Sanctions against students and employees that abuse illegal drugs or alcohol Prohibition of illegal drugs or alcohol at MC	Students and Employees
31010 – Sexual Assault	Definition of sexual assault How to report a sexual assault Resources available to victims Sanctions against those committing sexual assault	Students and Employees
31008 – Sexual Harassment	Definition of sexual harassment How to report sexual harassment Education made available to college community to reduce sexual harassment Sanctions against those committing sexual harassment	Students and Employees

<p>31011 – Prevention of Workplace Violence</p>	<p>Definition of workplace violence</p> <p>Process for evaluating workplace violence threats</p> <p>Sanctions against those threatening or creating workplace violence acts</p> <p>Resources for victims of workplace violence</p>	<p>Employees</p>
<p>31002 – Hate/Violence Activity</p>	<p>Definition of hate/violence activities</p> <p>Education made available to college community to reduce hate/violence activities</p> <p>Sanctions against those conducting hate/violence activities</p>	<p>Students and Employees</p>

SECTION VI –EDUCATIONAL PROGRAMS FOR STUDENTS AND EMPLOYEES

Student Drug/Alcohol and Sexual Assault Abuse Prevention Programs

During the summer of 2013, the County’s Keeping it Safe Coalition changed its name and brand. The new name is “Many Voices for Smart Choices: Montgomery County Alliance to Prevent Youth Substance Abuse”. The Coalition’s office is located in the Montgomery County Collaboration Council for Children Youth and Families Office in Rockville, MD. Collegewide Dean for Student Engagement Dr. Clemmie Solomon still represents Montgomery College on the Coalition. The following activities which included substance abuse education and awareness components were held during the 2013-2014 academic year.

Germantown Campus Activities:

- 10/24/14 Drunk Driving/Texting Simulator (57 participants)
- 3/13/14 Health and Wellness Fair* (100+ participants)
- 4/30/14 Stress Relief Workshop (20+ participants)
- 5/1/14 Drunk Driving/Texting Simulator (100+ participant)

**Vendors who’s hand-out information pertained to substance abuse, alcohol awareness and/or sexual assault: Family Services, LifeWorks Strategies Inc., Montgomery County - Mental Health Associates, Montgomery County - Narcotics Anonymous, Montgomery County - Health and Human Services, Montgomery County - Crisis Center, National Alliance for the Mentally Ill*

Rockville Campus Activities

- 8/13/13 Orientation Leader Training– training includes discussion on wellness issues including alcohol/substance abuse (20 participants)
- 10/17/13 Drunk Driving/Texting Simulator (50 participants)
- 11/18/13 Leadership Workshop on Identity & Self Awareness,– workshop touched on wellness issues which included alcohol/substance abuse (20 participants)
- 1/17/14 Orientation Leader Training– training includes discussion on wellness issues including alcohol/substance abuse (20 participants)

Takoma Park/Silver Spring Campus Activities:

- 10/16/13 Drunk Driving Simulator (140 participants)
- 10/17/13 Domestic Violence Info table (60 participants)
- 11/ 21/13 The Takoma Park/Silver Spring Campus held a Drug Awareness Forum titled HEROIN – OLD DRUG-NEW EPIDEMIC on November 21, 2013 from 12:30PM to 1:45PM. The guest speakers were Sgt. Keith Matthis of Montgomery County Police, Lea Edgecomb who presented her “Heroin overdose survivor story” and Ben E. Stevenson from Montgomery County Health and Human Services. About 40 people (student and faculty/staff) attended the forum.
- 3/27/14 Street Harassment Lecture (95 participants)
- 3/27/14 Street Harassment Interactive Workshop (40 participants)
- 3/27/14 Domestic Violence Info table (40 participants)
- 4/03/14 Domestic Violence Info table (45 participants)
- 4/10/14 Domestic Violence Info table (50 participants)
- 4/23/14 DC Rape Crisis Center Sexual Assault Workshop: Preventing Violence Against Women (20 participants)

Employee Drug/Alcohol Abuse Prevention Program

Drug and Alcohol education programs for employees are primarily provided through the Office of Human Resources and Strategic Talent Management. The mission is to promote responsible decision making regarding alcohol and drug use to students and employees through educational programs and other resources. Educational information is disseminated through the following:

- Alcohol and Drug Education Presentations
These presentations deliver information on alcohol and drug use to employees via a lecture and other interactive activities. Presentations are delivered to college employees at training seminars, department meetings and workshops.
- Faculty Staff Assistance Program
Employees that need assistance are referred to The Faculty Staff Assistance Program (FSAP). The FSAP is a voluntary, confidential assistance program available 24 hours a day, 7 days a week, and 365 days a year at no cost to employees. FSAP has licensed masters-level EAP specialists answering calls. It also has a diverse and credentialed national and international affiliate network to provide face-to face sessions, short-term solution-focused interventions and

consultations.

- **Tip Sheets**

Tip sheets on topics related to Substance Abuse Prevention are placed on bulletin boards on all three campuses and at eight satellite locations located throughout Montgomery College. These tip-sheets are also featured on Inside MC Online which is an online bulletin board that is accessible to all employees and students. The tip sheets are run twice a month for the entire year. There have been over 822 “reads” on the following topics: Alcoholism in the Workplace: A Managers Role; Alcohol and the Family; What do you know about Alcohol & Drugs?; and Addiction

- **New Employee Orientation**

New employees are provided with a hard copy of the College’s “Drug and Alcohol Abuse Prevention Policy” (Referenced under Appendix 2). They are advised that short term counseling is available to all employees and eligible dependents at no cost via the Faculty Staff Assistance Program. A list of resources in the community and treatment centers has also been provided in Section VII.

- **Staff Professional Day**

Staff Professional Day is a day set aside to celebrate staff and to provide them with a wide variety of programs that will enrich their lives. Employees can attend workshops on various subjects of interest to them. This year, workshops listed below were offered to employees: Compliance Matters; Drug & Alcohol Awareness for Employees; What is a Safe Zone? Why Create One at Montgomery College?; and Miranda Rights...What Do They Mean Anyway?

- **In-house Training**

During this reporting period, supervisors were required to attend the following classes: Preventing Workplace Violence and Preventing Sexual Harassment and Workplace Discrimination.

- **The Evening Weekend News – A Newsletter for Montgomery College Part –Time Faculty**

Information on the Drug and Alcohol Abuse Prevention Policy and a list of resources available to employees is published in the Part-time Faculty newsletter which is made available to all employees.

- **Employee Handbook**

The Employee Handbook is provided to all new employees during orientation and contains the drug and alcohol abuse prevention policy as well as a list of community resources relative to substance abuse. It is also available to all employees on the Human Resources Development and Engagement website at: <http://www.montgomerycollege.edu/ohr>. New employees receive a summary of

the College's drug-free workplace policy and sign a statement that they received it when they complete their packet of "new hire" paperwork.

- Notification

Current employees are notified via email of the "Drug and Alcohol Abuse Prevention Policy" on an annual basis.

Table 2 at the end of this section contains a description of health risks associated with the use of illicit drugs and abuse of alcohol and Table 3 contains a list of drug and alcohol resources and clinical services.

For more detailed information concerning Montgomery College programs for students and employees to prevent drug/alcohol abuse, please consult the 2013 Drug-Free Schools and Community Act Biennial Review at: <http://cms.montgomerycollege.edu/heoa/>.

TABLE 2
HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL

Controlled Substances - Uses & Effects							
Classification	Drug Name	Common or Brand	Dependence		Acute Effects	Health Risks and Effects of Long-term Use*	Overdose Effects
			Physical	Psycho-Logical			
ALCOHOL	Ethanol	Beer Wine Distilled Liquor	High High High	High High High	<ul style="list-style-type: none"> Lowered Inhibitions Impaired Judgment, Vision Loss of Motor Skills, Coordination Slurred Speech 	<ul style="list-style-type: none"> Hypertension Liver Damage Cardiovascular Disease Toxic Psychosis Neurologic Damage Addiction with Severe Withdrawal 	<ul style="list-style-type: none"> Coma Possible Death
NARCOTICS	¹ Opium Morphine Codeine Heroin Meperidine Other	² Paregoric, Dover S Power ³ Morphine ² Tylenol W/Codeine, Robitussin Heroin ² Demerol, Pethadol ² Deluded, Lentine, Percodan	High High High High High High	High High High High High High	<ul style="list-style-type: none"> Euphoria, Drowsiness Respiratory Depression Constricted Pupils Nausea, Vomit Analgesia (Pain Relief) 	<ul style="list-style-type: none"> Loss of Appetite Constipation Risk of AIDS & Hepatitis from I.V. Drug Use 	<ul style="list-style-type: none"> Shallow Perspiration Clammy Skin Convulsions, Coma Possible Death May be Toxic if Mixed with Alcohol
DEPRESSANTS	Chloral Hydrate Barbiturates	² Noctec, Somnos ² Nembutal, Phonobarbitol, Seconal, Tuinol	Moderate High	Moderate High	<ul style="list-style-type: none"> Slurred Speech Disorientation Drunken Behavior Without the Odor of Alcohol Euphoria Lowered Inhibitions Loss of Motor Skills Blackouts Relaxation, Depression Hallucinations 	<ul style="list-style-type: none"> Addiction with Withdrawal Toxic Psychosis Weak, Rapid Pulse Hallucinations Nausea Seizures Insomnia Anxiety Tremors Dizziness Loss of Peripheral Vision 	<ul style="list-style-type: none"> Shallow Respiration Cold, Clammy Skin Blackout Coma Possible Death May be Toxic if mixed with Alcohol
	Gamma Hydroxybutric Acid	Date Rape Drug, Liquid Ecstasy, Cherrymeth,	Moderate-High	High			
	Gamma Butyrolactone Glutethimide Ketamine Methaqualone Tranquilizers	GBL ² Doriden Special K, K ² Optimal, Parest, Quaalude, Sopor ² Equanil, Valium, Tranxene Serax, Xanax, Rohyphal, Dalmane, Dormate, Placidyl, Valmid	Unknown High Unknown High Moderate	Unknown High Unknown High High			High
STIMULANTS	² Cocaine ¹ Amphetamine	Cocaine Hydrochloride ² Benzedrine, Biphphetamine, Desoxy, Dexedrine ² Preludin ² Ritalin	Possible Possible	High High	<ul style="list-style-type: none"> Feeling of Well-Being Excitation, Euphoria Increased Alertness Increased Blood Pressure, Pulse Insomnia, Appetite Loss 	<ul style="list-style-type: none"> Delusions, Hallucinations (Toxic Psychosis) Possible Organ/Tissue Damage 	<ul style="list-style-type: none"> Agitation Temperature Increase Hallucinations Convulsions Heart Attack, Stroke High Blood Pressure Loss of Consciousness Seizures
	Phenmetrazine Methylphenidate Other	² Cylert, Didrex, Pre-Sate, Sanorex, Voranil Ecstasy, MDMA	Possible Possible Possible	High High High			
	Methylenedioxy-methamphetamine		Low	High			
HALLUNCINO-GENICS	¹ LSD ¹ Mescaline ¹ Psilocybin ¹ MDA ¹ PCP	Acid, Lysergic Acid Peyote, Peyote Buttons, Mescalitor Magic Mushrooms, Shrooms Angel Dust, Crystal, Cernylan (Veterinary)	Low Low Low Unknown Unknown	Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> Dilated Pupils Increased Blood Pressure, Pulse Delusions/Hallucinations Distorted Perception of Time, Space, and Reality 	<ul style="list-style-type: none"> Hallucinogens, Especially LSD, may Intensify Existing Psychosis Possible Violent Behavior 	<ul style="list-style-type: none"> Intense Bad Trips Psychosis Possible Sudden Death
INHALANTS	Airplane Glue Lighter Fluid Aerosols Spray Paints Paint Thinner Gasoline Poppers	Active Ingredient: Toluene Active Ingredient: Naphalene Active Ingred.: Chloroplouocarbon Active Ingred.: Petroleum Distillate Active Ingred.: Petroleum Distillate Active Ingred.: Petroleum Distillate Active Ingred.: Amyl/butyl Nitrite	Unknown Unknown Unknown Unknown Unknown Unknown	Unknown Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> Slurred Speech Drunken Behavior Impaired Judgment Poor Coordination 	<ul style="list-style-type: none"> Hallucinations Possible Damage to Bone Marrow, Lungs, Kidneys, Liver, Heart, Brain, Eyes 	<ul style="list-style-type: none"> Unconsciousness Coma Possible Toxic Reaction Possible Sudden Death
CANNABIS	¹ Marijuana ¹ Hashish ¹ Hash Oil	Grass, Pot, Weed, Dope Hash	Low Low Low	Moderate Moderate Moderate	<ul style="list-style-type: none"> Tachycardia, Reddened Eyes Euphoria, Profound Humor Altered Time/Space Perception Short-Term Memory Loss Increased Appetite 	<ul style="list-style-type: none"> Cardiovascular Damage as with Smoking Tobacco 	<ul style="list-style-type: none"> Insomnia, Hyperactivity Panic Attacks, Paranoia Possible Toxic Reaction if Treated w/other Chemicals
TOBACCO	Nicotine	Cigarettes Cigars	Moderate Moderate	High High	<ul style="list-style-type: none"> Relaxation Stimulation 	<ul style="list-style-type: none"> Cardiovascular Disease Respiratory Illness 	<ul style="list-style-type: none"> Possible Death at very High Dosage Levels

* Alcohol and other drug use during pregnancy increases risk of physical harm to fetus

² Psychoactive drug effects refer to use at a greater than prescribed therapeutic dosage level

¹ Additional risk of harm from toxic impurities in street drugs

**TABLE 3
DRUG AND ALCOHOL RESOURCES AND CLINICAL SERVICES**

Montgomery College Faculty/Staff Assistance Program

Guidanceresources.com

TDD:800-697-0353

Call: 844-236-2668

WebID: MCC

Available 24/7

Montgomery County Department of Health and Human Services

Behavioral Health – Addiction Services

255 Rockville Pike #145

Rockville, MD 20850

240-777-1770 or 240-777-4710

Behavioral Health – Outpatient Addiction Services

240-777-1680

<http://www.montgomerycountymd.gov/>

Mental Health Association of Montgomery County

1000 Twinbrook Parkway

Rockville, MD 20851

301-738-9697 - Youth Hotline

301-738-2255 - General Hotline

Crisis Center

1301 Piccard Drive

Rockville, MD 20850

240-777-4000

Available 24 hours a day, 7 days per week

NATIONAL HOTLINES

Alcohol Hotline

Information and referral 24 hour

1- 800-ALCOHOL (252-6465)

National Treatment Referral

1-800-662-HELP (4357)

National Suicide Prevention Lifeline

1-800-273-TALK (8255)

Substance Abuse and Mental Health Services Administration (SAMHSA)

Treatment Facility Locator

<http://www.samhsa.gov/treatment/index.aspx>

SELF- HELP GROUPS

Alcoholics Anonymous

Self-help group for alcoholic and alcohol abusers

202-966-9115 (DC, MD, VA)

www.aa-dc.org

Montgomery Recovery Services Inc.

14636 Rothgeb Drive

Rockville, MD 20850

www.drugtreatment.net

Phone: 301-762-5300

Avery House (Group)

14705 Avery Road

Rockville, MD 20853

Phone: 301-762-4651

Women/Children - Phone: 301-762-5613

Intermediate Care - Phone: 301-279-8828

Combined Care – 301-279-8828

Narcotics Anonymous

Group for narcotics abusers

202-399-5316 DC and MD

www.na.org

Bilingual Counseling Center

11301 Georgia Avenue

Silver Spring, MD 20902

Phone: 301-942-7821

New Beginnings at Potomac Valley Nursing and Wellness Center

1235 Potomac Valley Road

Rockville, MD 20850

www.potomacvalley.com

Phone: 301-762-0700

Circle Treatment Center PC

424 N. Fredrick Avenue

Gaithersburg, MD 20877

www.circle-treatment.com

Phone: 301-258-2626

Potomac Ridge Behavioral Health

14901 Broschart

Rockville, MD 20850

Phone: 301-251-4500

TABLE 3 (continued)

Cocaine Anonymous National Referral Line

Group for cocaine abusers
800-347-8998 24 hours
www.ca.org

Counseling Plus Inc

8561 Fenton Street
Silver Spring, MD 20910
Phone: 301-565-9001

Family Health Center

Psychological Services
16220 S. Frederick Avenue
Gaithersburg, MD 20877
www.sober.com
Phone: 301-963-7222

Journeys Adult Program

402 Hungerford Drive
Rockville, MD 20850
Phone: 301-294-4015

Kolmac Clinic

1003 Spring Street
Silver Spring, MD 20910
www.kolmac.com
Phone: 301-589-0255

Lawrence Court Halfway House

1 Lawrence Court
Rockville, MD 20850
www.vanguardservices.org
Phone: 301-251-8920

Metro Counseling Service Inc.

15719 Crabbs Branch Way
Derwood, MD 20855
Phone: 301-670-6161

**Montgomery County Dept. Health/Human Services/
Outpatient Addiction Services**

751 Twinbrook Parkway
Rockville, MD 20851
www.montgomerycountymd.gov
Phone: 240-777-1680

**Montgomery General Hospital Addiction
and Mental Health Center**

18101 Prince Philip Drive
Olney, MD 20832
www.montgomerygeneral.com
Phone: 301-774-8800

**Prince George's County Addictions Treatment
Centers(Group)**

3003 Hospital Drive
Cheverly, MD 20785
Phone: 301-583-5920
(Clinton)**301-856-9400**

Step Ahead Program of KHI Services

20528 Boland Farm Road
Germantown, MD 20876
Phone: 240-686-0707

**Suburban Hospital Addiction
Treatment Center Outpatient
Services**

6001 Montrose Road
Rockville, MD 20852
www.suburbanhospital.org
Phone: 301-896-2036

Suburban Hospital Behavioral Health

8600 Old Georgetown Road
Bethesda, MD 20814
Phone: 301-896-2564 (or) 301-896-3100

Washington Adventist Hospital

7600 Carroll Avenue
Takoma Park, MD 20912
www.adventisthealthcare.com
Phone: 301-891-7600(or) 301-891-5600

White Flint Recovery Inc.

1335 Rockville Pike
Rockville, MD 20852
Phone: 301-294-6545

APPENDICES

APPENDIX 1
MONTGOMERY COLLEGE
Office of Facilities/Safety and Security

<h1 style="margin:0;">CRIME ALERT</h1>
--

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Montgomery College posts crime alerts for serious crimes that occur within its Clery geography and that may pose an ongoing risk to members of the College community. Through crime alerts, the College seeks to encourage crime prevention and safety practices.

Date:

Incident Number:

The contents should include:

Date and Time of Incident

A brief description of the Incident

Suspect description when appropriate and if there is sufficient detail (If the only provided detail is race, for example, a description should NOT be included).

Other information as deemed appropriate by the Safety and Security Supervisor or his/her designee

Police/Public Safety agency contact information

Information that will promote safety and potentially aid in the prevention of similar crimes
(Crime prevention or safety tips)

APPENDIX 2

POLICY Board of Trustees – Montgomery College

31005

Chapter: Personnel

Modification No. 001

Subject: **Drug and Alcohol Abuse Prevention**

- I. The Board of Trustees is committed to the education of students, employees, and community members regarding substance abuse prevention, detection, and treatment services; to the continuation of a collegewide substance abuse prevention program and other ongoing efforts which foster such education; and to the maintenance of a drug-free environment throughout the College.
- II. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Montgomery College.
- III. College employees and students are subject to appropriate disciplinary action for violation of this policy, in accordance with College policies and procedures regarding employee discipline and discharge and in accordance with the student code of conduct.
- IV. The President is authorized to establish procedures to implement this policy.

Board Approval: May 15, 1989

Chapter: Personnel

Modification No. 001Subject: **Drug and Alcohol Abuse Prevention**

- I. The College's Drug and Alcohol Abuse Prevention (substance abuse) program shall consist of the following:
 - A. Notification to all employees at the time of hire and annually thereafter through handbooks and other informational means:
 1. Of the College's policy on drug and alcohol abuse prevention;
 2. That the possession, use, or distribution of unlawful drugs and alcohol on its property or as part of any of its activities is prohibited;
 3. That the College will impose disciplinary sanctions on students and employees for violations of the policy, up to and including expulsion or termination of employment;
 4. Of the availability of counseling services available through the Faculty/Staff Assistance Program for those who voluntarily seek assistance;
 5. Of the educational opportunities and training programs available for all students and employees concerning the adverse effects of alcohol and drug abuse and the identification of behaviors and conduct that may be indicative of alcohol and drug abuse; and
 6. Of the treatment options available locally.
 - B. Maintaining data on the number of reported cases of drug and alcohol-related violations to assist in determining the effectiveness of programs and activities offered; and
 - C. Maintaining data on the number and type of sanctions imposed for violations of drug and alcohol-related violations for federal reporting purposes
 - D. The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) requires the College to conduct a written biennial review which will be coordinated by the Office of Compliance. The review is to determine the effectiveness of programs to implement any needed changes to the prevention program and to ensure that sanctions developed for violating standards of conduct are enforced consistently.
- II. Standards of Conduct for Employees
 - A. Employees should report for work fit for duty and free of any adverse effects of illegal drugs or alcohol. This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physicians about the medication's effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions to supervisors, but should do so to the HIPPA Privacy Official in the Office of Human Resources, Development and Engagement.
 - B. The unlawful manufacture, sale, distribution, dispensing, possession or use of

Chapter: Personnel

Modification No. 001Subject: **Drug and Alcohol Abuse Prevention**

controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by anyone on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by anyone at any College sponsored or supervised activity off campus is also prohibited.

C. Notification of Criminal Conviction

1. As required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments, the Maryland Higher Education Commission's Policies Concerning Drug and Alcohol Abuse Control, and as a condition of employment, employees must abide by the terms of this procedure and notify the Office of Human Resources, Development and Engagement in writing, of any criminal drug statute conviction for a violation occurring on or off Montgomery College property, no later than five calendar days after such conviction. Lack of compliance with these requirements may subject the employee to immediate disciplinary action, up to and including dismissal.
2. Upon receipt of notification of a conviction, the College will take the following actions as required by law:
 - a. Notify the appropriate federal agencies of such convictions, and
 - b. Take appropriate personnel action against the employee, up to and including termination; and/or
 - c. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

D. Consequences of Alcohol and Drug Abuse

1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on the job or on College leased or owned property is a dismissible offense and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.
2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, employees who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, suspension,

Chapter: Personnel

Modification No. 001Subject: **Drug and Alcohol Abuse Prevention**

termination of employment, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued employment.

III. Standards of Conduct for Students

- A. Students are expected to abide by 42001 Student Code of Conduct. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by students on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by students at any College sponsored or supervised activity off campus is also prohibited.
- B. Consequences of Alcohol and Drug Abuse
1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on College leased or owned property may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.
 2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, students who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, dismissal, suspension, disciplinary probation, community service, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued enrollment.
 3. The Dean of Student Development or designated instructional Dean of Workforce Development and Continuing Education should be informed in writing about any situation that should be addressed through the formal disciplinary process. The faculty or staff member will provide the Dean of Student Development with a written summary of the facts or conduct on which the referral is based within 48 hours of the incident for appropriate and effective disciplinary process, which must include the date, time, place, and a description of the incident.

Chapter: Personnel

Modification No.001

Subject: **Drug and Alcohol Abuse Prevention**

IV. Responsibility

- A. The Office of Human Resources and Strategic Talent Management and the Office of Business Services shall collaborate to make the Drug and Alcohol Abuse Prevention (substance abuse) program known and available to all employees and manage the procedural aspects of managing cases.
- B. The Risk Management Coordinator is responsible for employee education and providing community resources on the topics of drugs and alcohol and for tracking and reporting the number of initiatives, programs and people attending to ensure programming is adequate to address the needs of employees.
- C. The Deans of Student Services are responsible for educating students on the topics of drugs and alcohol and providing students with community resources and for tracking and reporting on the number of initiatives, programs and attendance to ensure programming is adequate to address the needs of students.
- D. The President, or designee, shall from time to time promote opportunities to educate the community regarding substance abuse prevention, detection, and available treatment options.

Administrative Approval: June 24, 2013

APPENDIX 3

POLICY Board of Trustees – Montgomery College

31010

Chapter: Personnel

Modification No. 03

Subject: **Sexual Assault**

I. Prohibition

The College prohibits and will not tolerate sexual offenses by an employee, student, or participant in a College-sponsored program, or by any individual present on the College's premises. For purposes of this Policy, the College's premises include any property that it owns or leases or that it has permission to occupy for the purpose of conducting a College-sponsored program.

II. Definition

Sexual offenses are defined as nonconsensual, physical conduct of a sexual nature, whether with a member of the same gender or the opposite gender.

A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A nonforcible sex offense is an unlawful, nonforcible sexual intercourse, such as: (a) incest (nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law), and (b) statutory rape (nonforcible sexual intercourse with a person who is under the statutory age of consent).

III. General Explanation

Although, generally, a sexual offense under this Policy is sexual contact with another individual that constitutes a criminal offense under the laws of the State of Maryland, certain nonconsensual, physical conduct of a sexual nature may constitute a sexual offense under this Policy even though it does not constitute a crime in the State of Maryland. Conviction of a criminal offense is not necessary to a finding of commission of a sexual offense under this Policy, whether or not the sexual offense is a crime in the State of Maryland.

A sexual offense includes what is now commonly referred to as "acquaintance rape" or "date rape." For example, if two individuals, consensually, engage in one or more acts of sexual conduct, there will be no sexual offense. However, an individual's consent to engage in one or more acts of sexual conduct does not imply, and shall not be deemed to constitute, consent to engage in any other act of sexual conduct.

Further, an individual will not be considered to have consented to an act of sexual conduct if, for any reason, such individual is incapable of appraising the nature of the conduct or if the person is mentally or physically impaired or prevented from resisting another individual's demands or requests to engage in such conduct. An individual shall also not be deemed to have consented to engage in sexual conduct if such individual was induced to engage in such conduct because of a promise or threat (by an individual

Chapter: Personnel

Modification No. 03

Subject: **Sexual Assault**

reasonably perceived by the alleged victim to have the authority to effect such promise or threat) to favorably or adversely affect such individual's employment or academic status.

Finally, it is to be noted that a sexual offense will always constitute an act of sexual harassment under the College's Sexual Harassment Policy, although, depending on all surrounding circumstances, an act of sexual harassment that involves physical contact will not necessarily constitute a sexual offense under this Policy.

IV. College Aid to Victims of Sexual Offense

An individual who claims to be a victim of a sexual offense may notify any College administrator or any campus Safety and Security Office. If a College administrator is notified of the commission of an alleged sexual offense, the administrator shall immediately direct that individual to a Dean of Student Development or a campus Safety and Security Office. The Dean of Student Development or campus Safety and Security Office shall immediately inform the individual claiming to be a victim of a sexual offense (1) of his or her right to notify the appropriate law enforcement authorities, including the campus security office and local police; (2) of his or her right to file criminal charges with the appropriate law enforcement authorities; (3) of the importance of preserving evidence necessary to the proof of criminal sexual offense and prompt notification of law enforcement authorities; and (4) of the name and location of the nearest hospitals equipped with the Maryland State Police sexual assault evidence collection kit.

The College shall assist an individual who claims to be a victim of a sexual offense in notifying local law enforcement authorities and in obtaining appropriate medical attention, including transportation to the nearest hospital equipped with the Maryland State Police sexual assault evidence collection kit, unless such assistance is refused by such individual.

The College shall also provide to an individual who claims to be a victim of a sexual offense immediate access to a professional counselor trained and experienced in dealing with sexual offense crises.

A victim of a sexual offense may request a change in academic situations after an alleged sexual offense. The College will notify the victim of the options for such change(s) and make such changes if the change(s) are reasonably available. To make such a request, students should contact the Director of Equity and Diversity or a Dean of Student Development.

V. Enforcement

Individuals found to have committed a sexual offense in violation of this policy will be subject to disciplinary action in accordance with College Policy/Procedure, up to and including dismissal from employment or from such academic or other College-sponsored

Chapter: Personnel

Modification No. 03

Subject: **Sexual Assault**

program in which such individual participates and/or may be barred from College facilities.

Any individual who learns of an alleged incident of a sexual offense shall inform the Director of Equity and Diversity or a Dean of Student Development, who shall be responsible for contacting the alleged victim and, in addition to assisting the alleged victim as provided in Part IV of this Policy, informing the alleged victim of his or her right to file a formal complaint and offering assistance in initiating such a complaint. Failure of a College employee to comply with these requirements will be treated as a failure to fulfill duties and may result in counseling and/or disciplinary action as appropriate.

VI. Procedures

Any individual who believes that he or she has been the victim of a sexual offense in violation of this policy, may file a complaint with the College's Director of Equity and Diversity. All complaints will be investigated, and confidentiality will be maintained to an extent consistent with the College's duty to investigate the complaint. During any meeting or hearing conducted during the course of a disciplinary proceeding arising out of an alleged sexual offense, an individual who claims to be a victim of a sexual offense and the individual who is asserted to have committed such offense may have present with him or her a person of his or her choice, provided that the unavailability of such a person who is not a witness shall not be a reason to delay or postpone any meeting or hearing. Both the individual who claims to be a victim of a sexual offense and the individual who is asserted to have committed such an offense shall be informed, in writing, of the outcome of any disciplinary proceeding arising out of a sexual offense.

No person will be retaliated against as a result of bringing a complaint of a sexual offense, except that an individual who files a complaint knowing that complaint to be false will be subject to appropriate administrative action, including dismissal from employment and/or any program of the College in which such individual participates.

VII. Educational and Guidance Programs

The College is committed to preventing sexual offenses on campus. The College president shall designate a College employee who will be responsible for the administration and development of education and guidance programs to promote the awareness of forcible and nonforcible sex offenses, including date rape and acquaintance rape. Students, staff, and other participants in College sponsored programs are strongly encouraged to take advantage of these programs to further develop an understanding of what constitutes a sexual offense, steps which may be taken to prevent such conduct and steps to be taken in the event such conduct does occur.

Chapter: Personnel

Modification No. 03

Subject: **Sexual Assault**

The College provides counseling, mental health and other services which are available to victims of sexual offenses, information about which is available through the Director of Equity and Diversity and the Deans of Student Development. In addition, the Director of Human Resources, the Director of Equity and Diversity, and the Deans of Student Development shall jointly compile a list of resources that, although not provided by the College, are available in the community to victims of sexual offenses, which list shall include the nearest rape crisis centers designated by the State of Maryland.

Board Approval: July 19, 1993; July 18, 1994; July 15, 1999

APPENFIX 4

POLICY Board of Trustees – Montgomery College

31008

Chapter: Personnel

Modification No. 006

Subject: **Sexual Harassment**

I. It is the policy of Montgomery College to establish and maintain a community in which everyone who works or participates in College programs and activities can do so in an atmosphere free from all forms of harassment, including sexual harassment, and from an offensive, hostile, or intimidating environment. When made aware, the College will take immediate action to eliminate the harassment, prevent its recurrence, and address its effects.

II. This policy applies to all members of the Montgomery College community and prohibits sexual harassment by employees, students, or other individuals on the College's premises.

III. Sexual harassment will not be tolerated. The College will consider a violation of this policy to be a significant act of misconduct that will result in discipline, possibly including discharge from employment or expulsion from the institution.

IV. Just as the College will consider violations of this policy an act of misconduct, the filing of frivolous or malicious allegations of sexual harassment may subject individuals to disciplinary action up to and including discharge or expulsion from the institution. The failure to substantiate a sexual harassment allegation does not automatically constitute malicious intent, frivolity, or a false claim.

V. The College will take steps to prevent and promptly correct sexually harassing behavior. Employees, students, and individuals present on the College's premises are expected to take advantage of these preventive and corrective opportunities and to otherwise avoid possible harm.

VI. Sexual harassment is defined as follows:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;

B. Submission to, or rejection of, such conduct by an individual is used as the basis of an employment decision or academic decision affecting that person; or

C. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or learning environment.

VII. Individuals who believe that they have witnessed sexual harassment or who believe they have been sexually harassed should immediately contact the College's Chief Equity and

Chapter: Personnel

Modification No. 006

Subject: **Sexual Harassment**

Diversity Officer, who is also the College's Title IX Coordinator.

VIII. A criminal investigation does not preclude the College's ability to conduct its own sexual harassment investigation. The College will not impede or compromise a criminal investigation in conducting its own investigation. All reasonable steps will be taken to protect individuals and students in the academic or employment setting depending on the nature of the allegations.

IX. In investigating allegations of sexual harassment, the College uses the preponderance of the evidence standard.

X. Individuals who complain of sexual harassment are assured appropriate confidentiality and will not be disciplined or otherwise retaliated against for reporting an incident of sexual harassment. A reasonable effort will be made to protect and preserve the confidentiality of all parties during the processing of complaints under this policy. The College will take action necessary to prevent and promptly correct any sexually harassing behavior.

XI. This policy does not preclude an individual from pursuing a complaint of sexual harassment with an external agency at any time.

XII. Education is a key element of this policy. The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's sexual harassment policy and procedures. Annual training will be conducted for both sexual harassment training and sexual assault training. Any mandatory education requirements will be announced and posted on the College's website. The president is authorized to provide institutional leadership and guidance for developing education programs to promote awareness about sexual harassment. Some goals to be achieved through education are: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed; (c) informing employees, contractors, and students about the proper way to recognize and address complaints involving a violation of this policy (d) preventing issues that this policy addresses; and (e) identifying the necessary steps for preventing its recurrence and addressing its effects.

XIII. The president is authorized and directed to establish procedures and/or to implement this policy.

Board Approval: September 21, 1987; December 18, 1989; April 15, 1991; October 19, 1998; July 15, 1999; February 25, 2013.

APPENDIX 5

POLICY Board of Trustees – Montgomery College

31011

Chapter: Personnel

Modification No. 001

Subject: Prevention of Workplace Violence

- I. Montgomery College is committed to providing a workplace that is safe, secure and free of harassment, threats, intimidation and violence for all employees.

- II. Montgomery College views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive and supportive work environment. Such behavior is prohibited. Employees who exhibit such behavior will be held accountable. Administrators are responsible for assuring that appropriate investigations are undertaken when it appears that such actions may have occurred; and are responsible for recommending appropriate disciplinary action.

- III. It is the policy of Montgomery College to expressly prohibit violence or threats of violence by any College employee against any other employee in or about College facilities or elsewhere at any time. Montgomery College will also not condone any acts or threats of violence by any College employee against College employees, students, or visitors on the College premises (including its leased locations) at any time or while they are engaged in business with or on behalf of the College.

- IV. The president is authorized to develop procedures to implement this policy.

Board Approval: June 20, 2011

Chapter: Personnel

Modification No. 001

Subject: **Prevention of Work Place Violence**

I. General

- A. Violence, threats of violence, intimidation, harassment, aggression or other threatening behavior towards people or property will not be tolerated.
- B. Individuals who violate this policy may be removed from College property and are subject to disciplinary action up to and including dismissal, consistent with College policies, procedures and collective bargaining agreements, and/or referral to law enforcement authorities.

II. Violence, Threats of Violence, Intimidation, Harassment and Workplace Aggression

- A. Violence, Threats of Violence, Intimidation, Harassment and Workplace Aggression Defined:
 - 1. Employees are prohibited from making threats or engaging in violent activities. Violence or threats of violence include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the conditions of employment, or to create a hostile, abusive, or intimidating work environment for one or more employees, students, or visitors.
 - 2. Violence, threats of violence, intimidation, harassment and workplace aggression – includes, but are not limited to:
 - a) threats of any kind;
 - b) aggressive or hostile behavior that creates an objective reasonable fear of injury to another person or subjects another individual to emotional distress;
 - c) intentionally damaging College property or property of another employee;
 - d) making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications;
 - e) the willful, malicious and repeated following of another person, also known as “stalking,” and making of a credible threat with intent to place the other person in reasonable fear for his or her safety;
 - f) possession of a weapon while on College property or while on College business (unless specifically approved as a job-related requirement);
 - g) using any object in a threatening or weapon-like manner;
 - h) committing acts of violence;
 - i) workplace bullying, as evidenced by a pattern of: incivility, discourteous verbal and non-verbal behaviors, name calling, yelling, ignoring or excluding, perpetuating falsehoods or insulting another’s habits, attitudes or private life, which is

Chapter:	Personnel	Modification No. <u>001</u>
Subject:	Prevention of Work Place Violence	

sufficiently severe, offensive, or intimidating to alter the conditions of employment, or to create a hostile, abusive, or intimidating work environment for one or more employees, students, or visitors.

- B. A workplace is defined as any location where an employee performs any work-related duty. This includes but is not limited to, the buildings and the surrounding perimeters, including parking lots, and field locations.

III. Workplace Violence Advisory Team

- A. The College will establish a Workplace Violence Advisory Team. This team will assist in addressing workplace violence by: facilitating appropriate responses to reported incidents of workplace violence; assessing the College's readiness for dealing with workplace violence; evaluating incidents and making recommendations to prevent future occurrences; and utilizing prevention and intervention techniques in responding to workplace violence. This Team will develop workplace violence prevention and education tools (such as incident reporting forms, pamphlets, guidelines, trainings and handbooks, etc.) to further assist in recognizing and preventing workplace violence. Additionally, the Workplace Violence Advisory Team will develop and recommend facility and administrative actions to prevent and reduce workplace violence.
- B. The Workplace Violence Advisory Team shall include representatives from: Facilities, Security, Human Resources and Strategic Talent Management, Emergency Planning, Environmental Safety, General Counsel, and others, including faculty, staff and students, as deemed appropriate by the President.

IV. Responsibilities

All members of the College community have the responsibility to report threatening or violent behavior, whether that behavior is exhibited by faculty, staff, students, or visitors.

If there is an immediate threat of violence which may be life threatening, call 911 first, then call the Office of Safety and Security.

- A. All employees will:
 - 1. If necessary and possible, leave the presence of the threatening person.
 - 2. Immediately report to an available supervisor, manager or security officer any threats or acts of violence experienced or witnessed in the workplace. This includes having knowledge of facts reasonably causing him or her to believe a violent situation is present; threats or violent acts by co-workers, students, visitors, or others which have been exhibited on the premises.

Chapter: Personnel Modification No. 001

Subject: **Prevention of Work Place Violence**

3. In making reports, an employee will provide as much factual information and detail as possible and will, if requested, prepare a report in writing.

B. Supervisors will:

1. Immediately notify their respective Campus Security Office of any actual or imminent threat of violence or report thereof.

2. Report all violations of this policy to their immediate administrative supervisor and consult with the Workplace Violence Advisory Team on any complaint of workplace violence made and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist.

3. Document all violations of the Prevention of Workplace Violence Policy in order that appropriate corrective action can be administered.

4. Keep information the employee has shared confidential, except for the reporting requirements above or as otherwise required by law or procedure.

V. Discipline for Employees Engaging in Prohibited Conduct or Violating Other Aspects of This Policy

1. Report all violations of this policy to their immediate administrative supervisor and consult with the Workplace Violence Advisory Team on any complaint of workplace violence made and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist.

2. Document all violations of the Prevention of Workplace Violence Policy in order that appropriate corrective action can be administered.

3. Keep information the employee has shared confidential, except for the reporting requirements above or as otherwise required by law or procedure.

VI. Discipline for Employees Engaging in Prohibited Conduct or Violating Other Aspects of This Policy

A. An employee engaging in conduct prohibited by this policy will be disciplined. Appropriate sanctions will be recommended by the supervisor after consultation with Office of Human Resources and Strategic Talent Management and may include:

- Written reprimand;
- Suspension; or
- Dismissal.

Chapter: Personnel

Modification No. 001

Subject: **Prevention of Work Place Violence**

Discipline does not preclude referral to law enforcement for criminal prosecution.

- B. An employee failing to report violent acts or situations required by this policy, or failing to cooperate with investigations conducted under this policy may be disciplined. Appropriate sanctions will be recommended by the supervisor after consultation with the Office of Employee Engagement & Labor Relations and may include those sanctions listed in paragraph A of this section.
- C. Retaliation for truthfully reporting violations of this procedure is prohibited and will result in discipline.

VII. Faculty Staff and Assistance Program (FSAP)

- A. The FSAP Program, which includes counseling and referral services, is available to all employees, and should be used both to prevent violent acts and situations occurring in the workplace in accordance with section 35002.
- B. Any employee who displays a tendency to engage in violent or threatening behavior, or who otherwise engages in behavior that the College deems harassing, may be required to contact the FSAP provider for assessment and referral for appropriate treatment or other services and subject to disciplinary action, up to and including dismissal.
- C. A mandatory referral may be used only when the employee is facing imminent suspension or dismissal. A mandatory referral may only be made by the Office of Human Resources and Strategic Talent Management after consultation with the supervisor. If the employee chooses not to participate in the FSAP program, dismissal proceedings will be initiated. If the employee does choose to participate in FSAP, the employee will be required to sign a written statement, agreeing to an immediate referral to FSAP. Further, the employee will agree to sign a release of information statement allowing the Office of Human Resources and Strategic Talent Management access to the following limited information: the employee's attendance, cooperation, and progress as specified by the FSAP provider, after the assessment has been made. If the employee does not cooperate with the recommendations of FSAP, then disciplinary proceedings shall begin.

Administrative Approval: July 11, 2012

Chapter: Personnel

Modification No. 001

Subject: **Prevention of Workplace Violence**

Human Resources and Strategic Talent Management after consultation with the supervisor. If the employee chooses not to participate in the FSAP program, dismissal proceedings will be initiated. If the employee does choose to participate in FSAP, the employee will be required to sign a written statement, agreeing to an immediate referral to FSAP. Further, the employee will agree to sign a release of information statement allowing the Office of Human Resources and Strategic Talent Management access to the following limited information: the employee's attendance, cooperation, and progress as specified by the FSAP provider, after the assessment has been made. If the employee does not cooperate with the recommendations of FSAP, then disciplinary proceedings shall begin.

Administrative Approval: July 11, 2012

APPENDIX 6

POLICY Board of Trustees – Montgomery College

31002

Chapter: Personnel

Modification No. 005

Subject: **Hate/Violence Activity Policy and Procedures**

- I. Montgomery College is committed to maintaining educational and employment environments free from ethnic, cultural and racial hostility, violence, or harassment. Furthermore, the College encourages and promotes a climate of civility and mutual respect among its diverse employees, students and groups that make up the College and Montgomery County communities. The College condemns any and all hate/violence activities, including those acts based on age, color, citizenship status, covered veteran status, disability, gender, gender identity, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason to the extent these attributes are not covered in this policy and covered by federal, state and county laws and regulations.
- II. Montgomery College is a learning community that encourages freedom of thought and expression which maintains civility in the meaningful exchange of ideas. The College's employees and students are encouraged to be the voices and examples of reason and understanding in maintaining community, mutual respect and civility which are consistent with the mission, vision and goals of the College.
- III. Education is a key element of this policy. The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Hate/Violence Policy. Any mandatory education requirements will be announced and posted on the College's website. The president is authorized to provide institutional leadership and guidance for developing education programs to promote awareness about hate/violence. Some goals to be achieved through education are: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed; (c) informing employees, contractors, and students about the proper way to recognize and address complaints involving a violation of this policy; (d) preventing issues that this Policy addresses; and (e) identifying the necessary steps for preventing its recurrence and addressing its effects.
- IV. The president is authorized to support efforts in this area, including governmental, private and individual efforts; to make certain that any individuals who conduct such activities on any of the campuses or at any facility used by the College, at college sponsored- activities, or during the execution of college-related business are referred to appropriate authorities for prosecution to the fullest extent of the law and subjected to appropriate disciplinary action, including dismissal if they are College students or employees; and to establish procedures to implement this policy.

Board Approval: September 21, 1987; September 18, 1990; February 16, 1998; December 13, 2010; February 25, 2013.

Chapter: Personnel

Modification No. 005

Subject: **Hate/Violence Activity Policy and Procedures**

I. General

Any person, including but not limited to an employee, student, facility user, or visitor, who performs acts considered within the purview of hate/violence activities, who conducts or attempts to conduct hate/violence activities and/or encourages, participates in, or assists in hate/violence activities shall be subject to disciplinary action including dismissal and/or referred to appropriate authorities for prosecution to the fullest extent of the law.

II. Definition

Hate/violence activities include but are not limited to:

- A. Activities which involve the destruction of, injury to, defacement of, or molestation of any person or any real or personal property with the intent of intimidating or attempting to intimidate any person because of such personal attributes as race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, veteran of the Vietnam era, and/or identity as a veteran with a disability, or any other basis; and/or
- B. Burning, or causing to be burned, any religious symbol or simulation thereof without the express consent of the College or the owner of the property which is the site of the burning if other than the College, and without prior notification to the serving fire department.

III. Procedures

- A. Any person, including but not limited to an employee, student, facility user, or visitor, who conducts such activities on any of the campuses or at any facility used by the College, at College sponsored activities, or during the execution of College-related business shall be subject to administrative disciplinary action including dismissal and/or referred to appropriate authorities for prosecution to the fullest extent of the law.
- B. Hate/violence activity by a student at College sponsored activities, on or off campus, as defined in the Student Conduct Code, is a violation of College policy and procedure subject to administrative disciplinary action under the Student Code of Conduct. Such hate/violence activity shall be immediately reported to the appropriate College personnel and external agencies, which includes the Dean of Student Development and the Director of Equity and Diversity.

Chapter: Personnel

Modification No. 005

Subject: **Hate/Violence Activity Policy and Procedures**

- C. Hate/violence activity by an employee, on property owned, operated, maintained, leased or used by the College, at College sponsored activities, during the execution of College-related business, or in a manner related to employment at the College, is a violation of College policy and procedure and subject to appropriate disciplinary action under the College's personnel policies and procedures, up to and including dismissal. Such hate/violence activity shall be immediately reported to the Safety and Security Manager who must immediately notify the immediate supervisor and other College personnel as appropriate.

- D. Hate/violence activity by a person other than a student or employee shall be immediately reported to the Safety and Security Manager who shall immediately initiate appropriate administrative proceedings, which could include referral to appropriate authorities for prosecution to the fullest extent of the law.

- E. Nothing contained in these procedures shall preclude the College from pursuing any and all other remedies available at law and equity, including but not limited to reporting the activity to appropriate governmental legal authorities, and all such rights and remedies are specifically reserved.

Administrative Approval: September 21, 1987; September 18, 1990; February 16, 1998;
July 15, 1999; December 13, 2010.