



Annual Security Report



January 1–December 31, 2018
The Office of Public Safety and Emergency Management

This report is available in an alternate format upon request, under the Americans with Disabilities Act, by contacting the Office of Compliance at 240-567-7396.
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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 Public Safety and Emergency Management composes the Annual Security Report. The Annual Security Report contains three years (calendar years 2016, 2017, and 2018) concerning reported crimes that occurred on campus, public area contiguous to the campus, or property owned, leased or controlled by Montgomery College. The statistical information is compiled by the Office of Public Safety and Emergency Management based not only on information 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.

By October 1 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 website and can be accessed at the following web addresses: montgomerycollege.edu/verified or 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 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 Biennial Review can be accessed at the following web address: montgomerycollege.edu/heoa.

Hard copies of this report will be provided upon request by contacting a campus Office of Public Safety and Emergency Management or the Clery Compliance Office at 240-567-4264.

A MESSAGE FROM THE DIRECTOR OF PUBLIC SAFETY AND EMERGENCY MANAGEMENT

Dear Members of the Campus Community:

I want to thank you for your interest in the 2018 Annual Security Report. The Office of Public Safety and Emergency Management works with many offices at Montgomery College to publish accurate and important safety information. We also publish the report to comply with the important provisions of the Clery Act. Campus safety and compliance with the Clery Act should be a part of everyone's responsibility here at Montgomery College. We encourage you to review the information we have made available to you. You will find valuable information about the College including descriptions of certain services and programs that we provide, our strong commitment to victims of crimes and the extensive services we make available to them. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information.

The Office of Public Safety and Emergency Management continues to work with the Montgomery College community to make this a safe, comfortable, and welcoming environment for all students, faculty, staff, and visitors. As a valued member of our community, we solicit your assistance and suggestions in responding to crime and safety issues on the campuses. Please familiarize yourself with the resources available to assist you during any emergency situation. If you have any questions or would like more information regarding campus safety and security or this report, please contact me at 240-567-4292 or visit the Office of Public Safety and Emergency Management website at montgomerycollege.edu/publicsafety.

Terrence Evelyn
Interim Director of Facilities & Public Safety
Montgomery College

SECTION I—OFFICE OF PUBLIC SAFETY AND EMERGENCY MANAGEMENT

Staffing and Patrol

Montgomery College is a nonresidential, open-access college located on three main campuses and three satellite noncampus properties located across Montgomery County. The Office of Public Safety and Emergency Management is a part of the Office of Facilities and Public Safety, with locations at:

- Germantown Campus
- Rockville Campus
- Takoma Park/Silver Spring Campus

Noncampus Properties:

- Central Services Building (CT) – Officers patrol this building during business hours.
- Gaithersburg Business Training Center
- Westfield South—Officers patrol this location during business hours

The Office of Public Safety and Emergency Management operates 24 hours per day, seven days per week. Officers wear a College-approved uniform, making them highly visible to the campus community, and perform regular patrols using marked public safety vehicles and on foot. Officers are responsible for securing College buildings, responding to calls for service, preparing incident reports, and conducting investigations.

Public Safety Authority and Jurisdiction

Campus public safety officers have authority, under the Maryland Higher Education Article, to ask persons for identification to determine whether individuals have lawful business at the College; however, they do not possess arrest powers. Officers are authorized to patrol and respond to incidents on College owned or controlled property. Local police departments who have jurisdiction at each campus may be contacted to assist with incidents, investigate crimes, or when requested by the victim of a crime.

The Office of Public Safety and Emergency Management at Montgomery College maintains a highly professional working relationship with the Montgomery County Police Department, Rockville City Police Department, and Takoma Park Police Department. Emergency response partners work closely with the College administration to address problems and maintain a proactive approach to campus safety.

Emergency Response Partners (Non-Emergency Numbers)

Montgomery County Police Department, 301-279-8000
Rockville City Police Department, 240-314-8900
Takoma Park Police Department, 301-270-3100
Gaithersburg Police Department, 301-258-6400
Montgomery County Fire and Rescue Service, 240-683-6520

Training

The Office of Public Safety and Emergency Management employs a staff of professional public safety officers who receive continued, year-round training on various safety related topics and subjects related to campus law enforcement in higher education. .The following is a list of training that various officers received during the 2018 calendar year.

2018 Officer Trainings

- Active Shooter Response Training
- Advanced Public Safety Officer Training
- BITB: Bringing in the Bystander
- Bloodborne Pathogen Training
- Bystander Intervention
- Child Abuse and Molestation Awareness and Prevention in Maryland
- Clery Training
- CPR/AED Training
- Cultural Humility and Allyship
- Cultural Humility in Sexual Assault Reporting
- Critical Incident Response
- Effective Communication
- Ethics at Montgomery College
- Ethics in Law Enforcement
- Federal and State Laws Governing Sexual Assault Response
- FEMA: Introduction to Incident Command
- Fireline: Basic Use of Portable Fire Fighting Equipment
- First Aid
- Hazard Communication
- Hazmat First Responder Operations Training
- Interviewing Tips and Techniques
- LDI: First Line Supervisor Training
- Legal Options for Survivors
- Neurobiology of Trauma
- Opioid Overdose Emergency Response (Narcan/ Naloxone)
- Prevention of Sexual Harassment and Workplace Discrimination
- QPR: Question, Persuade, Refer- Warning Signs of Suicide
- Recognizing and Preventing Child Sexual Abuse
- Supporting Students of Various Immigration Statuses
- Supporting Trans Survivors
- Verbal De escalation

Members of the public safety leadership team retain professional memberships with national organizations such as, the International Association of Campus Law Enforcement Administrators, National Association of Clery Compliance Officers, International Association of Emergency Managers, and Law Enforcement Executive Development Association. These organizations provide specialized topics, training, and information that is crucial to keeping leadership abreast of current industry topics and regulatory compliance requirements.

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 **911** first, then call the Office of Public Safety and Emergency Management at the appropriate campus. Officers are required to record any crime information reported to them and do not have authority to maintain complete confidentiality. However, special consideration is given to complainants and victims who prefer to remain anonymous. Personal identifying information will not be published and only shared with College officials on a need to know basis.

When circumstances necessitate the involvement of external law enforcement agencies, the Office of Public Safety and Emergency Management work closely with external law enforcement agencies when circumstances necessitate.

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

All local police organizations, 911

Germantown Campus

240-567-7777 (on campus, x77777)

Sciences and Applied Studies Building (SA), Rm. 282

Rockville Campus

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

Takoma Park/Silver Spring Campus 240-567-1600 (on campus, x71600)
Student Services Center (ST), Rm. 117

All **noncampus locations** should call **911** and then notify the appropriate College administrator. If the emergency is at a Montgomery County Public Schools (MCPS) site, call **911** first and then call MCPS security at 301-279-3232.

Emergency Telephones

Emergency phones are located in all campus elevators and at numerous internal and external campus locations. These phones automatically dial the nearest Office of Public Safety and Emergency Management. Calls received on emergency phones are recorded and identified by location.

As an added security measure, outdoor emergency telephones are located at strategic points throughout campuses, including parking lots and garages. These phones are easily identified by the word "Emergency" and upon activation provide direct contact to the nearest Office of Public Safety and Emergency Management.

Daily Crime/Incident Logs

Daily Crime/Incident Logs are maintained in each campus Office of Public Safety and Emergency Management. All crimes reported to the campus public safety office and campus security authorities (CSAs) are maintained in the Daily Crime/Incident Logs. The most current 60 days of information is available and open to public inspection. Archived records (up to seven years old) are available and access may be requested by calling the Clery Compliance Manager 240-567-4264. Information shall be made available within two business days of the request for public inspection.

Crime Prevention Tips

- ✓ Be aware of your surroundings and alert to the presence of 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 public safety
- ✓ Learn where emergency telephones are located on the campus
- ✓ Program campus public safety 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
- ✓ Always report suspicious persons or activities to your campus public safety office

Crime Prevention and Education Programs

The Office of Public Safety and Emergency Management provides crime prevention programs and materials to employees and students on topics ranging from personal safety to property protection. Departments or student organizations may contact a campus public safety manager or the public safety training coordinator to request a presentation. Information is provided through the distribution of brochures and presentations during new employee and new student orientation sessions. Regular participation in student and staff resource fairs provides additional opportunities to share crime prevention information with the campus community.

2018 Public Safety Presentations (by calendar year)

Germantown Campus

Date	Group / Requestor
6/14/2018	Public Safety (New Student Orientation)
8/1/2018	Public Safety (New Student Orientation)
8/17/2018	Public Safety (New Student Fair)
10/1/2018	Public Safety/Clery (Compliance Fair)

Topics Covered

Personal and Property Safety
Personal and Property Safety
Personal and Property Safety
Personal and Property Safety,
Sexual Assault, Hate/Bias

Rockville Campus

Date	Group / Requestor
1/13/2018	Public Safety (PT Faculty Orientation)
7/11/2018	Public Safety (New Student Orientation)
8/1/2018	Public Safety (New Student Orientation)
8/15/2018	Public Safety (New Student Fair)
8/18/2018	Public Safety (PT Faculty Orientation)
10/2/2018	Public Safety/Clery (Compliance Fair)

Topics Covered

Personal and Property Safety
Personal and Property Safety
Personal and Property Safety
Personal and Property Safety
Personal and Property Safety,
Hate/Bias
Personal and Property Safety,
Sexual Assault, Hate/Bias

Takoma Park / Silver Spring Campus

Date	Group / Requestor
1/24/2018	Public Safety (New Student Fair)
5/10/2018	Health Science: DMS New Student Orientation
5/22/2018	Health Science: PTA New Student Orientation
6/13/2018	ACES: New Student Orientation
8/16/2018	Welcome/Resource Fair
10/2/2018	Public Safety/Clery (Compliance Fair)

Topics Covered

Personal and Property Safety
Personal and Property Safety,
Sexual Assault, Hate/Bias

Central Services Building

Date	Group / Requestor
10/1/2018	Public Safety/Clery (Compliance Fair)

Topics Covered

Personal and Property Safety,
Sexual Assault, Hate/Bias

Active Attacker

During 2018, the Office of Public Safety and Emergency Management conducted a number of Active Attacker Response Trainings to 154 College employees. The training is designed to provide participants with realistic response actions if they were to be involved in an active shooter/violent intruder event. The training uses the Department of Homeland Security strategy of "Run, Hide, Fight" which moves beyond the traditional "lockdown" method that has been proven to be insufficient in properly protecting students, faculty and staff in active shooter events. In collaboration with MCTV, an active shooter video was produced and is available online at montgomerycollege.edu/emergency.

Escort Program

The Office of Public Safety and Emergency Management provides an Escort Program for members of our community. Anyone who feels uncomfortable walking to their vehicle or between facilities may contact a public safety office at **Germantown Campus (240-567-7777), Rockville Campus (240-567-5111), or Takoma Park/Silver Spring Campus (240- 567-1600)** for a walking escort. When requesting an escort, you will need to provide your name and location to the dispatcher so an officer can be sent to your location in a timely manner. Please keep in mind that response time may be delayed by campus incidents or emergencies and that officers do not provide escorts off-campus. This service is available 24 hours a day, seven days a week.

Facility Access and Maintenance

Montgomery College is a public institution and generally accessible during normal business hours or while classes are in session. College buildings are secured by the Office of Public Safety and Emergency Management with limited access after 11 p.m. and before 6 a.m. on weekdays. For after-hours or weekend access, authorized users must obtain permission in accordance with campus specific procedures and contact the Office of Public Safety and Emergency Management once on site to gain admittance. Offices and locations containing valuable property and/or confidential material are equipped with controlled access locks to prevent unauthorized entry.

Security cameras installed throughout the campus enhance personal safety, deter crime, and assist during criminal investigations. Security cameras will be used in a manner compliant with all federal, state, and local laws and will preserve privacy rights of faculty, staff, students, and visitors in their personal and professional activities. The Office of Public Safety and Emergency Management also maintains a network of door alarms that alert officers upon unauthorized access or when a door has been propped open.

While on routine patrol, officers are alert for hazards or safety issues such as burned out lights, and immediately report findings to facilities. Anyone who identifies a maintenance or repair issue may report it to the campus facilities help desk. A work order will be issued to allow customers to inquire about the status of their request.

Contact information for each campus is listed below.

Germantown:	240-567-7807	GTFacilitiesHelpDesk@montgomerycollege.edu
Rockville:	240-567-5073	RVFacilitiesHelpDesk@montgomerycollege.edu
Takoma Park/Silver Spring:	240-567-1563	TPFacilitiesHelpDesk@montgomerycollege.edu
Central Facilities:	240-567-4339	CTFacilitiesHelpDesk@montgomerycollege.edu

Service requests on noncampus-leased properties should be directed to the building property management staff. Hazards or serious safety issues may be reported to a campus Office of Public Safety and Emergency Management.

SECTION II—CAMPUS SECURITY AUTHORITIES (CSA)

Roles and Responsibilities of a CSA

The Clery Act requires all institutions to collect crime reports from various individuals and organizations identified as CSAs or campus police/public safety. Their function is to collect and report “in good faith” crimes that include: homicide, murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft/attempted theft, arson, liquor law violations, drug-related law violations, weapons law violations, 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, including access monitors;
- ✓ 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; or
- ✓ 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, the Clery Act exempts individuals from serving as campus security authorities if they serve in 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 Public Safety and Emergency Management, 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 appropriate campus Office of Public Safety and Emergency Management, who will prepare an incident report. Annually, the Office of Public Safety and Emergency Management sends emails to CSAs to solicit information on alleged crimes that were reported in good faith.

CSA Training

The CSA training PowerPoint will be made available via MC Learns, the College's online learning platform. The Clery compliance manager will monitor, through MC Learns, who has taken the online training and make the necessary CSA training documentation. Onsite CSA training will also be conducted. If a CSA has completed the online training via MC Learns, their attendance at the onsite training is not necessary, but they are still welcome to attend. The dates, times, and locations of the onsite training will be announced. The campus community is encouraged to review the CSA training PowerPoint through MC Learns to keep abreast of the definition, duties, and responsibilities of the MC CSA.

The College conducts an annual assessment of roles and functions to determine if CSAs should be removed or added to the list. The following positions, but not limited to, have been identified as CSA positions:

- *All Parking Lot and Parking Garage Attendants*
- *All Public Safety Staff—Uniformed patrol and administrative*
- *All Student Life Club Advisors*
- *Associate Senior Vice President for Academic Affairs*
- *Associate Deans of Student Affairs*
- *Associate Senior Vice President for Student Affairs*
- *Athletic Coordinators, Coaches, and Trainers*
- *Chief Equity and Inclusion Officer*
- *Child Care Services Manager*
- *Collegewide Athletic Coordinator*
- *Collegewide Director ACES Program*
- *Deans of Instruction*
- *Deans of Student Affairs*
- *Deputy Title IX Coordinator and Youth Protection Coordinator*
- *Director of Athletics*
- *Director Student Affairs and Initiatives*
- *Employment and Labor Relations Director III*
- *Human Resources Manager*
- *International Student Coordinators*
- *Ombudsperson*
- *Senior Vice President for Student Affairs*
- *Student Conduct Program Coordinator*
- *Student Employment Specialists*
- *Student Life Directors*
- *Study Abroad Advisors*
- *Study Abroad Coordinator*
- *Title IX Coordinator/Director of ADA Compliance*
- *Vice President and Provost of WDCE*
- *Vice President and Provost for each campus*

Contact information for the individuals occupying the above positions can be found in the collegewide people directory or by visiting the respective office.

SECTION III—TIMELY WARNING

Timely Warning

The Office of Public Safety and Emergency Management is required to provide prompt notification to the campus community, in compliance with the “Timely Notice” provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, for Clery crimes occurring within our Clery geography that pose an ongoing threat to members of the campus community. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves.

Timely Warning Notification (MC Crime Alerts)

Crime victims and witnesses are strongly encouraged to immediately report crimes to the Office of Public Safety and Emergency Management as well as the appropriate police agency. Prompt reporting will assure timely warning notices on campus and disclosure of crime statistics. It is standard procedure that each campus public safety officer will 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 Public Safety Manager is responsible for ensuring proper report classification, utilizing the FBI's Uniform Crime Reporting (UCR) procedures.

Procedures for Issuing Crime Alerts: Rave System

1. Crime alerts are drafted by the campus public safety manager and/or public safety 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 campus public safety manager or designee transmitting an email to employees and students using the Rave system.
3. Notification shall be made in a timely manner. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident would also be included in the alert.
4. Crime alerts should utilize the established format and include the information noted on the crime alert form. (Attachment 1)
5. Provided the guidelines are met, nothing should be included in the crime alert that would hinder an ongoing police investigation.
6. The crime alert will not include victim's personal identification information such as name and address.
7. The general description of the location shall be given such as but not limited to: Montgomery College (Germantown Campus, Rockville Campus, or Takoma Park/Silver Spring Campus), building, physical address, etc.
8. Crime alert flyers posted on College property shall be removed after being posted for a minimum three-day period.
9. Each campus public safety manager shall maintain a record of all crime alerts published.

Public Safety Advisory

Clery states that it is mandatory to issue timely warnings for all Clery crimes occurring in the campuses' geography that is considered by the institution to represent a serious or continuing threat to students and employees. However, as per Clery, notifications to the campus community should not be limited to Clery crimes. The Office of Public Safety and Emergency Management has an established procedure that will notify the campus community of incidents, not classified as Clery crimes, that may represent a serious or continuing threat to students and employees. This is accomplished through a Public Safety Advisory. Public Safety Advisories are transmitted by email using the Rave system to the College community to increase awareness of a possible risk and to encourage crime prevention and safety practices.

SECTION IV—EMERGENCY OPERATIONS

Emergency Operations Plan (EOP)

Montgomery College is committed to providing a safe and secure environment for its students, employees, and visitors to learn, work, and enjoy campus facilities. As part of that commitment, the College has developed a comprehensive EOP 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.

Purpose

The purpose of the Montgomery College EOP is to provide guidelines, assign responsibilities, and increase awareness in responding to emergencies that may impact the Montgomery College community.

The EOP consists of three sections:

1. Emergency Procedures: provides guidelines for employees and students to follow when reporting or responding to emergencies montgomerycollege.edu/emergency.
2. Emergency Protocols: emergency procedures for College emergency responders.
3. Emergency Contact Information: critical contact information for College emergency responders

The Continuity of Operations Plan (COOP) is an all-hazards plan for extended emergencies that will allow the College to continue its essential functions for up to two weeks.

- The EOP is supported by the Emergency Guidelines for Individuals with Disabilities: montgomerycollege.edu/counseling-and-advising/disability-support-services and the COOP (confidential).
- Information pertaining to the emergency operations plans is available on the College's website at: montgomerycollege.edu/emergency.

Updates

The director of public safety and emergency management and the environmental safety coordinator are responsible for the regular review and updating of the plan.

Emergency Response Actions

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, during an emergency, and after an emergency
- Restoring normal operations in the shortest possible time frame

Montgomery College public safety officers will respond immediately to an emergency and determine its priority based on one of the three priority types cited below:

- 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.
- Priority 2: Major emergency, which 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.
- 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.

National Incident Management System (NIMS)—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

The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The director of public safety and emergency management has primary responsibility for assessing the presence or threat of a dangerous situation, generally through information provided by public safety officers on the scene or in direct communication with other public safety officials. The director may consult with campus facilities or the Office of Environmental Safety on matters involving utility outages, building equipment failures, hazardous materials, or pandemic health risks.

Montgomery College has outlined emergency procedures for the following events:

Active shooter hostage situation	Swimming pool incident
Bomb threat	Gas leak
Medical	Utility outage and building equipment failure
Campus demonstrations	Hazardous material spill or release
Pandemic influenza	Weather
Crime	Earthquakes
Suspicious packages and envelopes	Shelter in place
Fire	

Information is available on the website at: montgomerycollege.edu/emergency.

Public safety officers are CPR/First Aid certified and receive annual training on responding to hazardous materials. Critical steps initiated by first responders reduce the risk of harm to life, property, and the environment.

Emergency Notifications

The director of public safety and emergency management and the Office of Communications will, without delay and taking into account the safety of the campus community, 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: public safety officers and law enforcement officials.
2. MC Alert. Registered users receive text and email messages. Registration information at montgomerycollege.edu/emergency.
3. Montgomery College Emergency Desktop Notification (ALERTUS). Scrolling messages are broadcast on College computers.
4. Montgomery College website at montgomerycollege.edu.
5. MyMC website at mymc.montgomerycollege.edu.
6. MyMC student email system.
7. Montgomery College employee voice mail. From off-site, dial 240-567-1701.
8. Montgomery College employee email. From off-site, mail.montgomerycollege.edu.
9. Montgomery College main phone number at 240-567-5000.

10. Mass Notification Message Boards. Emergency messages will appear on screens located in academic classrooms.
11. Montgomery College cable channel 10 in Montgomery County.
12. Commercial radio and TV stations including:
 - WTOP (103.5 FM)
 - WFRE (99.5 FM), Frederick
 - WAMU (88.5 FM)
 - WFMD (930 AM), Frederick
 - WMAL (630 AM)
 - Channel 4 WRC
 - Channel 5 WTTG
 - Channel 7 WJLA
 - Channel 9 WUSA
 - News Channel 8

All inquiries from the news media regarding an emergency event should be directed to the College's Office of Communications.

MC Alerts for Montgomery College Students and Employees

Montgomery College regards the safety and security of our students, employees and College visitors as a top priority. The College employs an emergency notification system, called MC Alert, to communicate information about emergency situations, school closings, and delays. MC Alerts are communicated as text messages, emails, notifications to College computers, alerts on the College's and MyMC websites, posts on the Montgomery College Facebook and Twitter pages as well as messages on some digital signs on College property.

To enhance its emergency notifications, the College uses Rave Mobile Safety, a leading emergency notification platform for colleges and universities.

MC students and employees are automatically subscribed to MC Alert via their MyMC login. The default delivery method is a student or employee email issued by the College. **The College strongly encourages students and employees to register to receive text messages to your cell phones and personal emails (Gmail, Yahoo, etc.).** College students and employees are responsible for managing their contact information and communication preferences.

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 website at montgomerycollege.edu and on the College's Emergency website at: montgomerycollege.edu/emergency. Evacuation Maps are conspicuously posted in buildings to guide persons in the event of an 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 whether the test was announced. Prior to the exercise, emergency response and evacuation procedures are publicized.

Behavioral Intervention Teams (BIT)

Collegewide and campus-based Behavioral Intervention Teams (BIT) were created to identify students who could benefit from assessment, support, or counseling before a threatening situation might occur. The purpose of a BIT is preventive. The student has not necessarily violated the Student Code of Conduct or other College policies. The mission of the BIT is to help maintain a healthy, safe, and secure environment for all students, faculty, and staff that is free of intimidation and harm by systematically addressing behaviors of concern. The BIT cannot guarantee anyone's safety and is not a group of first responders. With help from the College community, 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 BIT provides education and training to the campus community on prevention, protocols, resources, roles, rights and responsibilities. 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, public safety, 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. An Incident Report can be submitted via the BIT website at: montgomerycollege.edu/BIT. The report form is part of the Maxient website and is designed to alert and track student incidents. Deans of student affairs and BIT 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 or campus BIT chair. In addition to the report form, written notification regarding support resources for students is also available on the website.

Reporting "cases of concern" via BIT or disciplinary cases via the Student Code of Conduct should never be substituted for calling the Office of Public Safety and Emergency Management or 911 in emergency situations or health and safety situations that need immediate attention.

SECTION V—CLERY CRIME DEFINITIONS AND CRIME STATISTICS

Clergy Act Crime Reporting

The College must disclose statistics for reported Clergy Act crimes that occur on campus, on public property within or immediately adjacent to the campus, and in noncampus buildings or property owned or controlled by the College. The following definitions are used to determine Clergy reportable locations and crimes as cited in the Handbook for Campus Safety and Security Reporting 2016 Edition ed.gov/admins/lead/safety/handbook.pdf.

Clergy Act Geography

On Campus—Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Public Property—All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Noncampus Building—Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Noncampus locations do not have a public property reporting requirement.

Clergy Act Crime Definitions

Criminal Homicide—(Non-Negligent Manslaughter, Negligent Manslaughter)

Murder/Non-Negligent Manslaughter—The willful (non-negligent) killing of one human being by another.

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

Sex Offenses—(Rape, Fondling, Incest, Statutory Rape)

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

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

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

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

Robbery—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 and 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, etc.

Arrests and Referrals

Weapon Law Violations—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Law Violations—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment of devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance; arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Note: A College policy violation that does not constitute a criminal law violation is not reported.

Hate Crime—A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery Act purposes, hate crimes include the offenses motivated by bias: criminal homicide; sexual assault; robbery; aggravated assault; burglary; motor vehicle theft; arson; larceny-theft; and simple assault, intimidation, larceny, and property destruction committed as a hate/bias related offense.

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

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

Larceny—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

Bias Categories

Race—A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, African Americans, whites).

Religion—A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Gender—A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender (e.g., male or female).

Gender Identity—A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender nonconforming individuals). Gender nonconforming describes a person who does not conform to the gender-based expectations of society (e.g., a woman dressed in traditionally male clothing or a man wearing makeup). A gender nonconforming person may or may not be a lesbian, gay, bisexual, or transgender person, but may be perceived as such.

Sexual Orientation—A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Ethnicity—A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin—A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

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

Unfounded Crimes—A Clery Act reportable offense which has been investigated by a sworn law enforcement officer and determined to be false or baseless must be reported as unfounded. This requirement became effective in 2015.

CLERY ACT CRIME STATISTICS
MONTGOMERY COLLEGE
GERMANTOWN CAMPUS

GERMANTOWN CAMPUS	2016			2017			2018		
	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property
CRIMINAL HOMICIDE									
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
SEX OFFENSES									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	1	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	1	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
HATE/BIAS CRIMES	0	0	0	0	0	0	0	0	0
ARRESTS									
Weapon Law Violations	2	0	0	0	0	0	2	0	0
Drug Law Violations	0	0	0	1	0	0	2	0	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS									
Weapon Law Violation	1	0	0	1	0	0	0	0	0
Drug Law Violation	0	0	0	2	0	0	0	0	0
Liquor Law Violation	0	0	0	1	0	0	0	0	0

Unfounded Crimes 2016–None Reported
 Unfounded Crimes 2017–None Reported
 Unfounded Crimes 2018–None Reported

CLERY ACT CRIME STATISTICS
MONTGOMERY COLLEGE
ROCKVILLE CAMPUS

ROCKVILLE CAMPUS	2016			2017			2018		
	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property
CRIMINAL HOMICIDE									
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
SEX OFFENSES									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	1	0	0	0	0	0	2	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	2	0	0	2	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	1	0	0	0	0	0
HATE/BIAS CRIMES	2	0	0	1	0	0	0	0	0
ARRESTS									
Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS									
Weapon Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	2	0	0	2	0	0	0	0	0
Liquor Law Violation	0	0	0	1	0	0	0	0	0

Unfounded Crimes 2016–None Reported
 Unfounded Crimes 2017–None Reported
 Unfounded Crimes 2018–None Reported

CLERY ACT CRIME STATISTICS
MONTGOMERY COLLEGE
TAKOMA PARK/SILVER SPRING CAMPUS

TAKOMA PARK/ SILVER SPRING CAMPUS	2016			2017			2018		
	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property
CRIMINAL HOMICIDE									
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
SEX OFFENSES									
Rape	0	0	0	0	0	0	0	0	0
Fondling	1	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	1	0	1	0	0	1
AGGRAVATED ASSAULT	0	0	0	0	0	0	1	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	1	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
HATE/BIAS CRIMES	0	0	1	0	0	0	0	0	0
ARRESTS									
Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	1	0	0	0
DISCIPLINARY REFERRALS									
Weapon Law Violation	1	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0

Unfounded Crimes 2016–None Reported
 Unfounded Crimes 2017–None Reported
 Unfounded Crimes 2018–None Reported

CLERY ACT CRIME STATISTICS
MONTGOMERY COLLEGE
NONCAMPUS PROPERTIES, CENTRAL SERVICES

CENTRAL SERVICES	2016	2017	2018
CRIMINAL HOMICIDE			
Murder and Non-Negligent Manslaughter	Central Services was not occupied by Montgomery College until April 2017	0	0
Negligent Manslaughter		0	0
SEX OFFENSES			
Rape		0	0
Fondling		0	0
Incest		0	0
Statutory Rape		0	0
ROBBERY			
AGGRAVATED ASSAULT		0	0
BURGLARY			
MOTOR VEHICLE THEFT		1	0
ARSON		0	0
HATE/BIAS CRIMES		0	0
ARRESTS			
Liquor Law Violation		0	0
Drug Law Violation		0	0
Weapon Law Violation		0	0
DISCIPLINARY REFERRALS			
Liquor Law Violation		0	0
Drug Law Violation		0	0
Weapon Law Violation		0	0

Unfounded Crimes 2016–None Reported
Unfounded Crimes 2017–None Reported
Unfounded Crimes 2018–None Reported

CLERY ACT CRIME STATISTICS
MONTGOMERY COLLEGE
NONCAMPUS PROPERTIES, GAITHERSBURG BUSINESS TRAINING CENTER

GAITHERSBURG BUSINESS TRAINING CENTER	2016	2017	2018
CRIMINAL HOMICIDE			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
ROBBERY			
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
HATE/BIAS CRIMES	0	0	0
ARRESTS			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0
DISCIPLINARY REFERRALS			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0

Unfounded Crimes 2016–None Reported
Unfounded Crimes 2017–None Reported
Unfounded Crimes 2018–None Reported

WESTFIELD SOUTH	2016	2017	2018
CRIMINAL HOMICIDE			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
ROBBERY			
AGGRAVATED ASSAULT			
BURGLARY			
MOTOR VEHICLE THEFT			
ARSON			
HATE/BIAS CRIMES			
ARRESTS			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0
DISCIPLINARY REFERRALS			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0

Unfounded Crimes 2016–None Reported

Unfounded Crimes 2017–None Reported

Unfounded Crimes 2018–None Report

Note: Office of Information Technology Building and 40 West Gude Drive are no longer noncampus properties and were not occupied or under agreement by Montgomery College during 2018. There were no Clery crimes reported at either location during 2016 or 2017.

SECTION VI—VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) AND CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE) COMPLIANCE

The Violence Against Women Reauthorization Act (VAWA) embodies the Campus Sexual Violence Elimination Act (Campus SaVE Act) and expands the Clery Act coverage to include victims of domestic violence, dating violence, and stalking. Montgomery College is required to report crimes statistics for these offenses. Compliance with VAWA regulations does not constitute a violation of section 444 of the General Education Provisions Act (20 USC 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

VAWA Definitions

Dating Violence—violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

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

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

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

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

Course of Conduct—two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Maryland Law Definitions for Domestic Violence Abuse

Maryland law defines domestic violence abuse as the occurrence of one or more of the following acts between family or household members:

- Assault
- An act that places a person in fear of imminent serious bodily harm
- An act that causes serious bodily harm
- Rape or sexual offense
- Attempt rape or sexual offense
- Stalking
- False imprisonment, such as interference with freedom, physically keeping you from leaving your home, or kidnapping you.

Stalking—Maryland Law

A 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 (1) serious bodily injury, of an assault in any degree, of rape or sexual offense, of false imprisonment, of death, or (2) that a third person likely will suffer any of these listed acts.

Harassment—Maryland Law

A person may not follow another in or about a public place or maliciously engage in a course of conduct that alarms or seriously annoys the other with the intent to harass, alarm, or annoy the other; after receiving a reasonable warning or request to stop by or on behalf of the other; and without a legal purpose.

Maryland Law Definitions for Sexual Assault

Rape First Degree—engaging in sexual intercourse with another without his or her consent by force, using weapons, strangling or inflicting serious physical injury, threatening with death, serious injury, or kidnapping, or committed with another's help or during a burglary.

Rape Second Degree—engaging in vaginal intercourse with another 1) without his or her consent by force or threat, 2) with a mentally or physically incapacitated person (includes drunk, high, or unconscious) when the defendant knows of his or her condition, or 3) the victim is under 14 years old and the defendant is at least four years older than the victim.

Sex Offense First Degree—engaging in a sexual act (oral or anal sex or any object or part of one's body penetrates the genitals or anus for sexual gratification) by force, threat, or without consent while displaying a weapon; suffocating or physically injuring the victim; threatening the victim with death, disfigurement, or serious physical injury; or committed with another's help or during a burglary.

Sex Offense Second Degree—engaging in a sexual act with another by 1) force or without his or her consent, 2) with a mentally or physically incapacitated person (includes drunk, high, or unconscious) when the defendant should know of his or her condition, or 3) the victim is under 14 and the defendant is at least four years older than the victim.

Sex Offense Third Degree—engaging in sexual contact (intentionally touching the victim's or defendant's genital, anal, or other private parts for sexual gratification or abuse of either person) without consent while using a weapon, strangling or seriously injuring the victim; threatening the victim with death, serious injury, or kidnapping; or committed with another's help or the victim is mentally or physically incapacitated and the defendant knows of his or her condition. The victim is under 14 years old and the defendant is at least four years older. Engaging in a sexual act (i.e., oral or anal sex) or vaginal sex with a 14- or 15-year-old victim by a 21-year-old—or older—defendant, also known as, statutory rape.

Sex Offense Fourth Degree—engaging in sexual contact without the other's consent or, engaging in a sexual act or vaginal sex with a 14 or 15 year old when the defendant is at least four years older.

Engaging in a sexual act, sexual contact, or vaginal sex with a child under 18, who at the time of the sexual activity was a student enrolled in a school where the person was in a position of authority (i.e., a principal, coach, teacher, or counselor who is at least 21 years old, employed by the school, and was in a supervisory position over the student).

Maryland Civil Protection Orders

In Maryland, a judge may issue a civil protection order or a peace order that requires a respondent (accused) to refrain from committing certain acts against the victim (petitioner).

Protection Order

An individual is eligible for a Protective Order based on your relationship with the alleged abuser:

- Current or former spouse
- Lived together in an intimate relationship for at least 90 days during the past year
- Related by blood, marriage, or adoption
- In a parent-child or stepparent-stepchild relationship, and have resided together for at least 90 days during the past year
- Caretaker-vulnerable adult relationship
- Parents of a child together
- Had a sexual relationship within one year before the filing of the petition

The petitioner must prove that one of the following acts has been committed.

- An act that caused serious bodily harm
- An act that placed the petitioner in fear of imminent bodily harm
- Assault in any degree
- Rape or sexual offense
- Attempted rape or sexual offense
- False imprisonment
- Criminal stalking

Peace Order

An individual is eligible for a peace order if the accused is someone in a dating relationship, a neighbor, a stranger, or anyone else.

The petitioner must prove one of the following acts has been committed:

- Criminal harassment*
- Criminal trespassing*
- Malicious destruction of property*
- Misuse of telephone facilities and equipment*
- Misuse of electronic communication or interactive computer service*
- Revenge porn*
- Visual surveillance*

(*) crimes eligible for peace orders

More information on obtaining a civil protection order can be found on the Maryland Courts website at:
courts.state.md.us/legalhelp/domesticviolence

Clergy Act Amendment—Sex Crimes Prevention Act (Registered Sex Offenders)

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 dpacs.state.md.us/onlineservs/socem/default.shtml.

VAWA CRIME STATISTICS

MONTGOMERY COLLEGE MAIN CAMPUSES

GERMANTOWN CAMPUS	2016			2017			2018		
	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property
VAWA CRIMES									
Domestic Violence	1	0	0	1	0	0	0	0	0
Dating Violence	2	0	0	0	0	0	1	0	0
Stalking	0	0	0	1	0	0	2	0	0
ROCKVILLE CAMPUS	2016			2017			2018		
	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property
VAWA CRIMES									
Domestic Violence	2	0	1	0	0	0	0	0	0
Dating Violence	2	0	0	1	0	0	0	0	0
Stalking	4	0	0	2	0	0	6	0	0
TAKOMA PARK/SILVER SPRING CAMPUS	2016			2017			2018		
	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property	On Campus	Non Campus Building	Public Property
VAWA CRIMES									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	1	0	0
Stalking	3	0	0	1	0	0	1	0	0

NOTE: Dating Violence statistics not available from local law enforcement

Unfounded Crimes 2016–None Reported
 Unfounded Crimes 2017–None Reported
 Unfounded Crimes 2018–None Reported

VAWA CRIME STATISTICS
MONTGOMERY COLLEGE NONCAMPUS PROPERTIES

GAITHERSBURG BUSINESS TRAINING CENTER	2016	2017	2018
VAWA CRIMES			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
CENTRAL SERVICES	2016	2017	2018
	Central Services was not occupied by Montgomery College until April		
Domestic Violence	2017	0	0
Dating Violence		0	0
Stalking		0	0
WESTFIELD SOUTH	2016	2017	2018
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Note: Office of Information Technology Building and 40 West Gude Drive are no longer noncampus properties and were not occupied or under agreement by Montgomery College during 2018. There were no VAWA crimes reported at either location during 2016 or 2017.

Unfounded VAWA Crimes 2016 – None Reported
 Unfounded VAWA Crimes 2017 – None Reported
 Unfounded VAWA Crimes 2018 – None Reported

SECTION VII—SEXUAL MISCONDUCT POLICY AND PROCEDURES

Montgomery College's Sexual Misconduct Policy 31001 and Procedure 31001CP addresses awareness, prevention and remedies of sex discrimination, including domestic violence, dating violence, and stalking.

Montgomery College Sexual Misconduct Policy Statement

It is the policy of Montgomery College to establish and maintain an environment in which all members of the Montgomery College community can work or participate in College education programs and activities free from all forms of sexual misconduct. Sexual misconduct is a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964. In addition, some forms of sexual misconduct violate the criminal laws of the State of Maryland. Sexual misconduct in any form will not be tolerated by Montgomery College.

The College will take immediate action to stop sexual misconduct of which it is aware, prevent its recurrence, and remedy its effects.

Definitions

Sexual Misconduct—is an umbrella term that encompasses dating violence, domestic violence, sexual violence, sexual harassment, sexual assault, sexual exploitation, sexual intimidation, relationship violence, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by any person, regardless of gender identity, and can occur between people of the same or different sex, sexual orientation, or gender expression.

Sexual Assault—any type of actual or attempted sexual contact with another individual without that person's Consent, including sexual intercourse (rape) and attempted sexual intercourse (attempted rape).

1. **Sexual Assault I**—Nonconsensual sexual intercourse is any act of sexual intercourse with another individual without Consent (rape). This includes penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
2. **Sexual Assault II**—Nonconsensual sexual contact is any unwanted intentional touching of the intimate body parts of another person, causing another to touch the intimate parts of oneself or another, or disrobing or exposure of another without Consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part (including one's own) that is touched in a sexual manner. Nonconsensual sexual contact includes attempted sexual intercourse without consent (attempted rape).

Consent—a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make rational, reasonable judgment can give consent. Consent may be expressed either by words and/or by actions as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that they have consent from the other party, and that the other party is capable of providing consent.

1. Lack of protest or resistance is not consent, nor may silence, in and of itself, be interpreted as consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.
2. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
3. Previous relationships, including past sexual relationships or prior consent cannot imply consent to future sexual acts.
4. Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.

5. In order to give effective consent, one must be of legal age, as defined by applicable Maryland law. Sexual activity that is forced or coerced is by definition nonconsensual. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of nonconsent. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used to obtain consent. Frequency, intensity, isolation, and duration of the behavior will be considered in making a determination of whether coercion occurred. When a party makes clear that they do not want to engage in sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercing someone into sexual activity violates this Policy in the same way as physically forcing someone into sex.

It is a violation of Policy 31001 to engage in sexual activity with someone whom one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated. To be incapacitated means that a person's decision-making ability is impaired such that they lack capacity to understand the “who, what, where, why, or how” of their sexual interaction. Incapacitation may result from sleep or unconsciousness, temporary or permanent mental or physical disability, involuntary physical restraint, or the influence of drugs or alcohol.

Who Is Covered by the Sexual Misconduct Policy?

Sexual misconduct is prohibited between students, between employees, between students and employees, and by students or employees against contractors, vendors, or other individuals whose relationship to the student or employee is through the College's facilities, programs, or activities. Similarly, the College will not tolerate sexual misconduct by College contractors, vendors, or other third parties, including visitors and guests to the College, whose relationship to the victim is through the College's facilities, programs, or activities.

1. These procedures apply regardless of the sex, sexual orientation, or gender identity and expression of either the perpetrator or the victim of sexual misconduct.
2. These procedures apply to sexual misconduct that:
 - a. occurs on College premises, including any property owned or leased by the College (including College vehicles) or that the College has permission to occupy for purposes of conducting a College-sponsored program or event;
 - b. occurs in connection with any College-sponsored, College-recognized, or College-approved activities (e.g., off-campus education programs and activities such as College-sponsored field trips, athletic team travel, and events for officially-recognized College clubs that occur off campus, and social activities for employees sponsored by the College or relating to the business of the College);
 - c. occurs during business travel or otherwise in connection with College-related business; and,
 - d. results in creation of or contribution to a hostile environment on campus
3. All incidents of sexual misconduct should be reported so that the College may determine whether the conduct falls within the scope of the Policy and may respond appropriately under these procedures.

Reporting and Confidentiality

1. A report of sexual misconduct may be made at any time. Members of the College community are encouraged to make reports promptly in order to maximize the College's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, fair, and equitable investigation.
 - a. Students may report alleged sexual misconduct:
 - i. to the Title IX Coordinator;
 - ii. to any other Responsible College Employee, as defined in Section III; or
 - iii. through the online Title IX Complaint Form
 - b. Employees and other members of the College community who are not students may report sexual misconduct:
 - i. to the Title IX Coordinator;
 - ii. to the Director of Employee and Labor Relations;
 - iii. to any other Responsible College Employee, as defined in Section III; or
 - iv. through the online Title IX Complaint Form.
2. Upon receiving a report, the College shall immediately inform the Reporting Party of available options about the involvement of law enforcement, including the Reporting Party's option to:
 - a. Notify law enforcement authorities, including the campus security office and local police;
 - b. Decline to notify such authorities; and
 - c. Be promptly assisted by the College, at the victim's request, in notifying local law enforcement authorities and in obtaining appropriate medical attention, including arranging transportation to the nearest hospital equipped with the Maryland State Police sexual assault evidence collection kit. In Montgomery County, the only facility equipped with the Maryland State Police sexual assault evidence collection kit (SAFE) and specially trained forensic nurses is:

Shady Grove Adventist Hospital
Forensic Medical Unit
9901 Medical Center Drive
Rockville, MD 20850

This is the best option to ensure preservation of evidence that may assist in proving that a criminal offense occurred or may be helpful in obtaining a protection order.

3. The College will provide support that can assist each Reporting Party in making decisions about whether or not to request any particular course of action. To the extent possible and reasonable, the College will respect a Reporting Party's autonomy in deciding how to proceed. In this process, the College will balance the Reporting Party's interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.
4. Safe Harbor
To encourage reporting, an individual who reports sexual misconduct, either as a Reporting Party or a Third-Party Witness, will not be subject to disciplinary action by the College for a violation of the College's alcohol or drug use policies if:
 - a. The violation occurred during or near the time of the alleged sexual misconduct violation;
 - b. The individual is determined to have made the report or is participating in an investigation as a witness in good faith; and
 - c. The College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

Generally, it is not confidential when a person reports sexual misconduct. If a person desires to keep an incident of sexual misconduct confidential, they should speak with individuals who have professional or legal obligations to keep communications confidential. When seeking advice and support, persons should always consider whether they want to discuss their concerns with a confidential resource. Unless there is an imminent threat to health or safety or other basis for disclosure, such as child abuse, confidentiality applies when persons seek services from the following resources.

The College recognizes that allegations of sexual misconduct are a sensitive subject for all parties involved and is committed to maintaining the privacy of the parties involved to the fullest extent possible, consistent with applicable law and the need for investigation and resolution. The College, through the Title IX coordinator, may investigate and take reasonable action even when the individual making a report of sexual misconduct requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In all cases, the College will take care to protect the identity of the parties through processes that provide for discussion of the allegations only among those who have a legitimate administrative, investigative, or legal need to know.

Both internal and external confidential resources are available. Upon receipt of a report of an alleged violation, confidential resources are not required to notify the Title IX coordinator (or alternatively, if the sexual misconduct is by or against an employee, the director of employee and labor relations). As a result, an individual seeking support or guidance with respect to an alleged incident of sexual misconduct may contact any confidential resource, who will normally keep private the individual's identity and any other information concerning the incident.

Resources External to the College:

Individuals who are seeking information and support may contact the following organizations. Please note, however, that disclosures or reports made to any of these organizations may not be required to be kept confidential as a matter of law.

Community Resources for Students and Employees:

Montgomery County Victim Assistance and Sexual Assault Program (VASAP)
1301 Piccard Drive, Suite 4100 Rockville, MD 20850
240-777-4357 (24-hour crisis hotline) 240-777-1347 TTY

VASAP Campus Liaisons for Students and Employees:

Germantown Campus, 240-777-1371
Rockville Campus, 240-777-1369
Takoma Park/Silver Spring Campus, 240-777-1502

For Employees:

Faculty Staff Assistance Program at 1-844-236-2668 (24-hour hotline) or 1-800-697-0353 TTY or at ComPsych Guidance Resources Worldwide at guidanceresources.com.

Internal Title IX Confidential Resources

Certain College employees have been deemed Confidential Resources for purposes of this Procedure:

1. For Students (contact a counselor directly):
 - Germantown Counseling Department, 240-567-7734
 - Rockville Counseling Department, 240-567-5063 or 240-567-4104
 - Takoma Park/Silver Spring Counseling Department, 240-567-1480
2. For Employees:
 - Office of the Ombuds, 240-687-6199 or ombuds@montgomerycollege.edu.

Members of the College community may contact the Title IX coordinator in order to seek information about courses of action available to resolve reports or complaints that involve sexual misconduct; to file a complaint or otherwise make a report of sexual misconduct; to get information about available resources and support services available to victims of sexual misconduct, and; to ask any questions concerning College's policies and procedures relating to sexual misconduct. The College recognizes that allegations of sexual misconduct are a sensitive subject for all parties involved and is fully committed to maintaining the privacy of the parties involved possible, consistent with applicable law and the need for investigation and resolution. The College, through the Title IX coordinator, may investigate and take reasonable action even when the individual making a report of sexual misconduct requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In all cases, the College will take care to protect the identity of the parties through processes that provide for discussion of the allegations only among those who have a legitimate administrative, investigative, or legal need to know.

College Aid to Victims of Sexual Misconduct

The president is authorized and directed to establish procedures to provide victims of sexual misconduct with reasonable accommodations (e.g., changes in academic, transportation, and/or working situations) and/or protective measures that may be made available upon request to a victim of sexual misconduct, regardless of whether the victim chooses to report the sexual misconduct to campus public safety or local law enforcement.

Investigation and Timeframe

All reports of sexual misconduct will be taken seriously and investigated as appropriate. The president is authorized and directed to establish procedures for the investigation of such reports, which shall provide for a prompt, thorough, and impartial process. The College strives to investigate and resolve all complaints within 60 days after the filing of a complaint. Actual resolution time may vary depending on many factors, including but not limited to, the complexity of the investigation and the severity and extent of the alleged misconduct.

Grievance—Resolution and Sanctions

Individuals found to have committed sexual misconduct in violation of this policy will be subject to disciplinary action in accordance with applicable College policies and procedures and/or collective bargaining agreements. Sanctions will be based on the circumstances and nature of the violation, ranging from a reprimand up to and including termination of employment. Sanctions will be based on the circumstances and nature of the violation and include, but are not limited to, a warning, disciplinary probation, community service, participation in sexual misconduct education programming, suspension, and dismissal from the College. In the event of sexual misconduct by a third party against a College student or employee, the College will take appropriate action within its control to address the misconduct and prevent its recurrence, including but not limited to, referring to local law enforcement to issue a "no trespass" notice denying access to the College's buildings and grounds. As required or appropriate, parties will be informed of the outcome of any resolution process based on a violation of this policy.

Persons who commit sexual misconduct in violation of federal, state, or local law may also be subject to criminal charges and penalties as a result of related legal proceedings.

Evidentiary Standard

In any investigation and/or disciplinary proceeding concerning an alleged violation of this policy, the finding will be determined by a preponderance of the evidence. This preponderance is based on the more probable truth or accuracy—and not merely the presence or absence of physical evidence.

Good Faith Reporting

Allegations of sexual misconduct are extremely serious, with potential for great harm to the accused if ill-conceived or made with malice. An individual found to have knowingly filed a false allegation may be subject to separate appropriate disciplinary action. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

Retaliation

This policy (Attachment 3—Sexual Misconduct Policy and Procedure) prohibits retaliation by anyone in the College community against an individual because the individual reports or complains about sexual misconduct or participates in the College's investigation or proceedings related to an allegation of sexual misconduct. When the College is aware of possible retaliation, it will take immediate and appropriate steps to investigate. Students or employees who commit retaliation in violation of this policy are subject to appropriate disciplinary action. The complainant or participants in any report or investigation of sexual misconduct who believe they have experienced retaliation in violation of this policy should immediately report such conduct to the Title IX coordinator.

Sexual Assault Education and Information

The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Sexual Misconduct Policy and Procedures. Sufficient periodic training will be conducted for responsible College employees and for those involved in the investigation and resolution of complaints, as determined by the president. Any mandatory education requirements will be announced and posted on the College's website.

New students complete Haven: Understanding Sexual Assault™ Program, which educates students on issues associated with stalking, relationship violence, and sexual assault. Students learn about consent, how to help a friend, and how to intervene in a situation that might escalate to sexual assault. Haven was developed in collaboration with leading researchers and practitioners. This interactive training module, designed to engage and empower students, helps to foster a healthy campus environment. This course meets the educational mandate of the 2013 Federal Campus Sexual Violence Elimination Act.

Sexual Assault Awareness and Prevention Programs

Montgomery College is committed to providing awareness and prevention programs to the campus community to reduce incidents of sexual violence and domestic abuse. In 2016, Montgomery College adopted a "bystander intervention" program that uses a community of responsibility model to teach bystanders how to intervene safely and effectively in cases where sexual assault may be occurring or where there may be risk. The primary message is, "Everyone in the community has a role to play in ending sexual violence."

Bystander Intervention Training

Learning Objectives

- Develop skills for both direct and indirect intervention while keeping bystander's own safety in mind.
- Increase knowledge and awareness of scope and causes of sexual violence.
- Increase sense of responsibility for creating change in one's community related to sexual violence and commit to playing a role in decreasing sexual violence.
- Increase recognition of inappropriate behavior along the continuum of sexual and relationship violence and how to respond to it safely and appropriately.

During the summer and fall of 2018, 31 BIT sessions were conducted with a combined 575 students attending the programs for the year.

The Title IX coordinator provided the following sexual assault education and prevention programs to members of the campus community.

Date	Group	Attendance	Location	Topics Covered
8/10/2018	ATPA Coaches Institute	20	Germantown	Title IX, bystander intervention
8/21/2018	Health Sciences Faculty	100	Germantown	Title IX, bystander intervention

Office of Student Life

The following events were sponsored by the Office of Student Life as part of Montgomery College's program to provide education to students concerning sexual misconduct:

Germantown Campus

Date	Group	Attendance	Location	Topics Covered
3/21/2018	Health and Wellness Fair	75	Germantown HT	Representatives from: • Montgomery County Crisis Center • Montgomery County Outreach • Montgomery County Victim Assistance and Sexual Assault • Montgomery County Narcotics Anonymous
Throughout year on each campus	African American Health of Montgomery County	confidential	collegewide	HIV testing and resource info

Rockville Campus

Date	Group	Attendance	Location	Topics Covered
4/15/2018	Service Learning	2	Rockville	Sexual Assault Awareness and Prevention

Takoma Park/Silver Spring Campus

Date	Group	Attendance	Location	Topics Covered
Throughout year on each campus	African American Health of Montgomery County	confidential	collegewide	HIV testing and resource info
9/18/2018	Service Learning Volunteer Fair	500	Takoma Park	Sexual Assault Awareness and Prevention

SECTION VIII—DRUG/ALCOHOL ABUSE PREVENTION POLICY, PROGRAMS, AND SANCTIONS

Montgomery College's Drug and Alcohol Abuse Prevention Policy 31005 and Procedure 31005CP addresses awareness, prevention, standards of conduct for students and employees and sanctions.

Policy on Drug and Alcohol Abuse Prevention

On May 15, 1989, the College Board of Trustees underscored its commitment to drug and alcohol abuse prevention by adopting the following policy:

- 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 will 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 students and employees 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 College president is authorized to establish procedures to implement this policy."

Drug/Alcohol Abuse Prevention Education and Awareness for Students

Montgomery College continues to provide a broad range of programs and activities to promote the education, awareness and prevention of substance abuse among students throughout 2018. During this time period, Dr. Clemmie Solomon, collegewide dean of student engagement and Takoma Park/Silver Spring Dean of Student Affairs, serves as the College's administrator responsible for facilitating the promotion of student substance abuse awareness and prevention activities.

Dr. Solomon serves as the College's representative to Many Voices for Smart Choices, an initiative of the Montgomery County Collaboration Council. For more detailed information on substance abuse information, please consult the Montgomery College Biennial Report for Drug and Alcohol Abuse Prevention Programs. The following programs and activities were provided to students during 2018.

2018 Drug/Alcohol Prevention and Awareness Programs for Students

Germantown Campus

Date	Group	Attendance	Location	Topics Covered
3/27/2018	Health and Wellness Fair	75	Germantown	Drug and alcohol abuse awareness and prevention
4/10/2018	Substance Abuse Movie "Written Off"	30	Germantown	Drug and alcohol abuse awareness and prevention concentrated on Athletes and Student Leaders
4/19/2018	DUI Simulator	51	Germantown	DUI/ DWI effects, legal issues and expenses
10/18/2018	Student Life	48	Germantown	Heroin and Opioid Information table
11/29/2018	Speak Up, Save A Life	62	Germantown	Drug and alcohol abuse discussion with Athletes and Student Leaders

11/29/2018	Student Life and Montgomery County Police	12	Germantown	Heroin and Opioid Information table
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Rockville Campus

Date	Group	Attendance	Location	Topics Covered
4/17/2018	Dean's Office and Student Life	200	Rockville	Opioid and Substance Abuse Community Forum
4/20/2018	Service Learning Alternative summer break pre-trip orientation	14	Rockville	Drug and alcohol abuse awareness and prevention programs
4/26/2018	Service Learning MC Lifesavers	19	Rockville	Drug and alcohol abuse awareness and prevention programs, Opioid Overdose Training Certification programs
10/25/2018	Student Life	15	Rockville	Opioid crisis workshop
11/16/2018	Service Learning Impact MC	10	Rockville	Drug and alcohol abuse awareness and prevention

Takoma Park/Silver Spring

Date	Group	Attendance	Location	Topics Covered
2/6/2018	Student Life Volunteer Agency Fair Lutheran Social Services, Asian Pacific Islander Dom. Viol. Resource Project, JSSA, Raising a Village Magic Foundation and Jewish Social Service Agency	300	Takoma Park	Services and resources available for substance abuse
2/11/2018	Student Life	55	Takoma Park	Drug and alcohol abuse awareness and prevention
2/27/2018	Substance Abuse Movie "Written Off"	80	Takoma Park	Drug and alcohol abuse awareness and prevention concentrated on Athletes and Student Leaders

4/12/2018	Service Learning Alternative summer break pre-trip orientation	15	Takoma Park	Drug and alcohol abuse awareness and prevention programs
9/18/18	Student Life Volunteer Fair Capital Caring, Global Resources & Support, SOME	500	Takoma Park	Services and resources available for substance abuse

Employee Substance Abuse Awareness and Notification Procedures

Drug and alcohol 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 workshops and training seminars, new employee orientation, Staff Enrichment Day, the intranet, and flyers placed on bulletin boards on all campuses. Current employees are notified via email of the Drug and Alcohol Abuse Prevention Policy twice per year at the beginning of the fall and spring semesters.

Drug and Alcohol Abuse Prevention Programs for Employees

These presentations deliver information on drug and alcohol use to employees via a lecture and other interactive activities. The objectives of the program are:

- to discuss the harmful effects of substance abuse,
- to explain the college's substance abuse policy; and
- to provide the consequences for violating the policy and to describe how employees can get help for substance abuse problems.

Presentations are delivered to college employees at training seminars, department meetings and workshops. An online drug and alcohol abuse prevention program is available to employees through MC Learns.

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, seven days a week, 365 days a year at no cost to employees. The FSAP provides telephonic and face to face sessions. It has licensed, master's-level Employee Assistance Program specialists answering calls. It has a diverse and credentialed national and international affiliate network to provide face-to-face sessions. The FSAP provides 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 throughout Montgomery College. These tip sheets are also featured on *Inside MC Online*, an online newsletter that is accessible to all employees and students. The tip sheets are run twice a month for the entire year. There have been more than 822 "reads" on these topics:

- Alcoholism in the Workplace: A Manager's Role
- Alcohol and the Family
- What do you know about Alcohol and Drugs?
- Addiction

New Employee Orientation

New employees are provided with a hard copy of the College's Drug and Alcohol Abuse Prevention Policy and Procedure as referenced in Attachment 2. New employees are advised that short-term counseling is available to employees and eligible dependents at no cost via the Faculty Staff Assistance Program. A list of resources in the community related to substance abuse prevention and treatment is also provided to all new employees.

Staff Enrichment Day

Staff Enrichment 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. Every year two workshops on Drug and Alcohol Abuse Prevention are offered to employees.

Workshop Objectives:

- Have a clear understanding of the Drug and Alcohol Abuse Prevention Policy and Procedure at Montgomery College
- Understand the supervisor's responsibilities in maintaining a drug-free workplace
- Understand the effects of drugs and alcohol
- Know that help is available
- Identify resources for assistance with substance abuse problems

Prevention of Workplace Violence Workshops

It is mandatory for all managers and supervisors to attend Prevention of Workplace Violence training. Information on the Drug and Alcohol Abuse Prevention Policy and Procedure, tools to recognize the signs of substance abuse and the resources available to manage these situations is discussed at length with attendees. Real-life scenarios and case studies are presented, and discussion is encouraged. Employees leave feeling empowered to manage these situations, knowledge of the policy and how to get assistance as needed.

Employee Handbook

The employee handbook is provided to all new employees during orientation. The employee handbook is also available to all employees on the Human Resources and Strategic Talent Management website.

The Drug and Alcohol Abuse Prevention Policy is published in the employee handbook along with community resources to address issues related to drug and alcohol abuse. New employees receive a summary of the College's drug-free workplace policy and sign a statement that confirms they received it when they complete their packet of new hire paperwork.

The Commonly Used Drug (Table 1) at the end of this section contains a description of health risks associated with the use of illicit drugs and abuse of alcohol. A list of drug and alcohol resources and clinical services is also available. For more detailed information concerning Montgomery College programs for students and employees to prevent drug/alcohol abuse, please consult The Drug-Free Schools and Community Act Biennial Review at: montgomerycollege.edu/heoa/.

Table 1:
Description of Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol

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

Controlled Substances - Uses & Effects							
Classification	Drug Name	Common or Brand	Dependence	Potential	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 Judgement, 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	*Opium Morphine Codeine Heroin Meperidine Other	² Paregoric, Dover S Powder ² Morphine ² Tylenol W/Codeine, Robitussin ² Heroin ² Demerol, Pethadol ² Dilaudid, Lentile, 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, Vomiting • 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, Somnol ² Nembutal, Phenobarbital, Seconal, Tuinal	Moderate	Moderate			
	Gamma Hydroxybutyric Acid	Date Rape Drug, Liquid Ecstasy, Cherrymeth;	Moderate-High	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
STIMULANTS	Gamma Butyrolactone Glutethimide Ketamine Methaqualone Tranquillizers	² GBL ² Dorden ² Special K, K ² Optimil, Parest, Quaalude, Sopor ² Equanil, Valium, Tranxene Serax, Xanax, Rohypnol, Dalmane, Dormate, Placidyl, Valmid	Unknown	Unknown	High	High	High
	*Cocaine *Amphetamine Phenmetrazine Methylphenidate Other	Cocaine Hydrochloride ² Benzedrine, Biphetamine, Desoxyn, Dexedrine ² Preludin ² Ritalin ² Cylert, Didrex, Pre-Safe, Sanorex, Voranil, Ecstasy, MDMA	Possible Possible Possible Possible	High High 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
HALLUCINOGENS	*LSD *Mescaline *Psilocybin *MDA *PCP	Acid, Lysergic Acid Peyote, Peyote Buttons, Mescalitor Magic Mushrooms, Shrooms Angel Dust, Crystal, Gemytan (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: Napthalene Active Ingrd: Chloropluorocarbon Active Ingrd: Petroleum Distillate Active Ingrd: Petroleum Distillate Active Ingrd: Petroleum Distillate Active Ingrd: Amyl/butyl Nitrite	Unknown Unknown Unknown Unknown Unknown Unknown Unknown	Unknown Unknown Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> • Slurred Speech • Drunken Behavior • Impaired Judgement • 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	*Marijuana *Hashish *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

Figure 1 - Source: <https://www.pct.edu/files/imported/campuslife/studentpolicy/docs/drugchart.pdf>

Drug and Alcohol Abuse Treatment Resources and Clinical Services

Montgomery College Faculty/Staff Assistance Program (FSAP)
Guidanceresources.com

1-844-236-2668
TDD: 800-697-0353

Montgomery College Web ID: MCC

Available 24 hours a day, 7 days per week (Free to College employees with benefits)

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
montgomerycountymd.gov/

NATIONAL HOTLINES

Alcohol Hotline
Information and referral 24 hour
1-800-ALCOHOL (252-6465)

Cocaine Addiction
Information and referral
1-800-COCAIN (262-2463)

National Suicide Prevention Lifeline
1-800-273-TALK (8255)

National Treatment Referral
1-800-662-HELP (4357)

Crisis Center
1301 Piccard Drive
Rockville, MD 20850
240-777-4000
Available 24 hours a day, seven days per week

Mental Health Association of Montgomery County
1000 Twinbrook Parkway
Rockville, MD 20851
301-738-9697, Youth Hotline
301-738-2255, General Hotline

Substance Abuse and Mental Health Services Administration (SAMHSA)
Treatment Facility Locator dasis3.samhsa.gov/

Information provided for each organization:
Name, Address, Contact Information, Distance in Miles, Maps Primary Focus
Services Provided, Type of Care Special Programs/Groups
Forms of Payment Accepted, Payment Assistance

SELF-HELP GROUPS

Alcoholics Anonymous
Self-help group for alcoholic
and alcohol abusers
202-966-9115 DC, MD, VA
aa-dc.org

Al-Anon/Alateen
Support group for families of alcoholics
202-882-1334, MD and DC
202-797-9738, Spanish speaking
703-764-0476, Northern VA
al-anon.alateen.org

Cocaine Anonymous National Referral Line
Group for cocaine abusers
800-347-8998, 24 hours
202-726-1717 DC, MD, and VA
ca.org

Narcotics Anonymous
Group for narcotics abusers
202-399-5316 DC and MD
703-532-1255 Northern VA na.org

Avery House (Group)
14705 Avery Road
Rockville, MD 20853
301-762-4651, Women/Children
301-762-5613, Intermediate Care
301-279-8828, Combined Care

Another Way Inc.
1363 Holton Lane
Takoma Park, MD 20912
301-434-2622

Suburban Hospital Behavioral Health
8600 Old Georgetown Road
Bethesda, MD 20814
240-896-2564
301-896-3100

New Beginnings at Potomac Valley
Nursing and Wellness Center
1235 Potomac Valley Road
Rockville, MD 20850
301-762-0700
potomacvalley.com

OACES Corp.
416 Hungerford Drive, Suite 209
Rockville, MD 20850
301-762-1383
addicted.org/

Potomac Ridge Behavioral Health
14901 Broschart Road
Rockville, MD 20850
301-251-4500

Prince George's County
Addictions Treatment Centers
3003 Hospital Drive
Cheverly, MD 20785
301-583-5920

Bilingual Counseling Center
Washington Adventist Hospital
11301 Georgia Avenue
Silver Spring, MD 20902
301-942-7821

Washington Adventist Hospital
7600 Carroll Avenue
Takoma Park, MD 20912
301-981-7600
301-981-5600
adventisthealthcare.com

White Flint Recovery Inc.
1335 Rockville Pike
Rockville, MD 20852
301-294-6545

Montgomery General Hospital
Addiction and Mental Health Center
18101 Prince Philip Drive
Olney, MD 20832
301-774-8800
medstarhealth.org

Counseling Plus Inc.
8561 Fenton Street
Silver Spring, MD 20910
301-565-9001

Montgomery Recovery Services
14636 Rothgeb Drive
Rockville, MD 20850
301-762-5300
montgomeryrecovery.com

Family Health Center Psychological
Services
16220 S. Frederick Avenue
Gaithersburg, MD 20877
301-963-7222
familyhealthcenter.com

Hannah's Aftercare and Rehab
1201 Millgrove Road
Silver Spring, MD 20905
301-384-1615
whannahs.aftercare.faithweb.com/

Journeys Adult Program
402 Hungerford Drive
Rockville, MD 20850
301-294-4015

Kolmac Clinic
1003 Spring Street
Silver Spring, MD 20910
301-589-0255
kolmac.com/

Local, State, and Federal Sanctions

Students and employees are subject to federal, state, and local laws for the possession, use and distribution of illegal drugs. Federal law states that it is unlawful to possess controlled substances including cannabis, cocaine, LSD, PCP, heroin, designer drugs, etc. (1). Possession and use of medical cannabis is a violation of the federal Controlled Substances Act, and compliance with Maryland State medical cannabis laws is not a legal defense to a violation of federal law. The U.S. Department of Justice (DOJ) has the authority to enforce federal cannabis laws, even in states with authorized medical cannabis programs. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. 1. Federal Law 21 USCA/sections 841 and 844 to 845a (1990).

For other illegal drugs, the penalty for simple possession is a fine of at least \$1000 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000 in civil penalties. Federal drug trafficking penalties are captured in (Table 2 & 3) at the end of this section.

The state of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances. Detailed information on the Maryland criminal statutes regarding drug law violations and penalties may be obtained at <https://govt.westlaw.com/mdc>.

An overview of the more common offenses:

Possession for Personal Use in Maryland marijuana is listed as a Schedule I controlled hallucinogenic substances. Simple possession (possession without the intent to distribute) of less than 10 grams in Maryland is a civil offense (fine not exceeding \$100 for first-time offenders, \$250 for second-time offenders, and \$500 for third or subsequent offenders). Possession of between 10 grams and less than 50 pounds of marijuana is a misdemeanor with a punishment of up to one year imprisonment and a fine not exceeding \$1,000. Possession of 50 pounds or more of marijuana carries a punishment of a minimum of 5 years imprisonment and a fine not exceeding \$100,000. Offenses involving the use of marijuana in public carries a civil fine of up to \$500. Possession with intent to

distribute less than 50 pounds of marijuana in Maryland is a felony with a punishment of up to 5 years imprisonment and a fine not exceeding \$15,000. If a person is found to be in possession of 50 pounds or more of marijuana (acts in proceeding 90 days can be aggregated), then the punishment for this felony is imprisonment of not less than 5 years and a fine not exceeding \$100,000. Possessing marijuana with the intent to distribute in a school vehicle, or in, on, or within 1,000 feet of real property owned by or leased to an elementary school or secondary school, is a felony and is punishable by, for a first violation, imprisonment not exceeding 20 years and a fine not exceeding \$20,000, and for each subsequent violation, imprisonment not less than 5 years and not exceeding 40 years and a fine not exceeding \$40,000. These penalties are in addition to any other conviction. If an offender has previously been convicted of possession with intent to distribute, then there is a mandatory minimum sentence of 2 years. If an individual is found to be a "drug kingpin" (an organizer, supervisor, financier, or manager who acts as a co-conspirator in a conspiracy to manufacture, distribute, dispense, transport in, or bring into the State a controlled dangerous substance), and dealt with 50 pounds or more of marijuana, then they are guilty of a felony and subject to imprisonment for not less than 20 years and not exceeding 40 years without the possibility of parole and a fine not exceeding \$1,000,000. If an adult uses or solicits a minor in a conspiracy to distribute, deliver or manufacture marijuana, then the adult is guilty of a felony and is subject to imprisonment not exceeding 20 years or a fine not exceeding \$20,000.

Under MD law, paraphernalia includes all equipment and materials used in the use, manufacture, or distribution of marijuana. This includes all agricultural materials used in the growing process, including electronic equipment and typical gardening supplies, such as lights, fertilizer, and top soil. §5-101 also includes under its definition items such as scales, plastic bags, and others used in the distribution process. Hash bubble sacks are paraphernalia. These items are joined by the typical forms of paraphernalia involved in the ingestion of marijuana, including pipes, bongs, and roach clips. Rolling papers and blunt wraps are not included under the statutory definition. Possession of marijuana-related paraphernalia is a civil violation. If a person is convicted of selling drug paraphernalia, then they are guilty of a misdemeanor and can be sentenced, for a first violation, a fine not exceeding \$500, and for each subsequent violation, imprisonment not exceeding 2 years and a fine not exceeding \$2,000. If a person is caught in possession of controlled paraphernalia and marijuana, then they are guilty of a misdemeanor and subject to imprisonment not exceeding 1 year and a fine not exceeding \$1,000.

Mandatory Minimum Maryland has a mandatory minimum sentences for: 1. Repeat offenders who have been convicted of possession to distribute on 2 or more occasions (2 years). 2. Repeat offenders who have previously been convicted of possession with intent to distribute within 1,000 ft. of a school on 2 or more occasions (5 years). 3. Any offender convicted of possessing 50 pounds or more of marijuana, including any acts of possession within the last 90 days (5 years). 4. Any offender convicted of being a "drug kingpin" who dealt in more than 50 pounds of marijuana (20 years). 5. Any offender who is in possession of a firearm at the time they are arrested for trafficking marijuana into MD (10 years). There are no local laws in the jurisdictions where Montgomery College is located dealing with distribution, manufacturing, and possession of controlled substances, those jurisdictions enforce Maryland state law.

Students and employees are subject to state and local laws for drinking and obtaining alcohol. It is illegal in the State of Maryland for any person under 21 to drink alcohol (1). It is also illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them (2). It is also illegal in most situations to furnish alcohol to a person under 21 (3). The penalty is a fine of up to \$2,500 for a first offense, and up to \$5,000 for repeat offenses (4). Local alcohol laws for the jurisdictions where Montgomery College is located are primarily directed towards distribution, allowances and licensing etc. State laws are enforced in the local jurisdictions.

1. Md. Code Criminal Art. Section 10-114
2. Md. Code Criminal Art Section 10-113
3. Md. Code Criminal Art. Section 10-117
4. Md. Code Criminal Art. Section 10-121

Table 2: Federal Trafficking Penalties
FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	10 grams or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		
		Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Source: https://www.dea.gov/sites/default/files/drug_of_abuse.pdf

Table 3: Federal Trafficking Penalties—Marijuana

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

Source: https://www.dea.gov/sites/default/files/drug_of_abuse.pdf

SECTION IX—COLLEGE POLICIES AND PROCEDURES RELATED TO CLERY ACT

College Policies and Procedures

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

Montgomery College Policies and Procedures

Policy	What does this policy tell?	Who does this policy apply to?
Clery Crime Alert Attachment I	Information required for a “Timely Warning” notification.	Office of Public Safety and Emergency Management
31005—Drug and Alcohol Abuse Prevention Attachment II	Sanctions against students and employees that abuse illegal drugs or alcohol. Prohibition of illegal drugs or alcohol at MC.	Students and Employees
31001—Sexual Misconduct Attachment III	Definition of sexual misconduct (including sexual assault and sexual harassment). How to report sexual misconduct. Resources available to victims. Education made available to College community to reduce sexual misconduct. Sanctions against those committing sexual misconduct.	Students and Employees
31011—Prevention of Bullying and Workplace Violence Attachment IV	Definition of workplace violence. Process for evaluating workplace violence threats. Sanctions against those threatening or creating workplace violence acts. Resources for victims of workplace	Employees and Students

31002–Hate/Violence Activity Attachment V	<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.</p>	Students and Employees
75005–Protection of Minors Attachment VI	<p>Definition of child sexual abuse, including reporting requirements.</p> <p>Procedures for criminal background checks.</p> <p>Requirements for supervision of minors on campus.</p>	Students, Employees, Visitors

ATTACHMENT I

**CRIME ALERT TIMELY NOTICE
AND INCIDENT NOTIFICATION**

MONTGOMERY COLLEGE
Office of Public Safety and Emergency Management

CRIME ALERT

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 Act 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 content 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 campus Public Safety 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)

MONTGOMERY COLLEGE

Office of Public Safety and Emergency Management

PUBLIC SAFETY ADVISORY

This is a Public Safety Advisory, not an official Clery Crime Alert. This notification is being sent to the College community to increase awareness of a possible risk and to encourage crime prevention and safety practices.

ATTACHMENT II

DRUG AND ALCOHOL ABUSE PREVENTION POLICY 31005 AND PROCEDURE 31005CP

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. 003

Subject: **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 employees for violations of the policy, up to and including discharge;
 4. Of the availability of counseling services available through the Faculty/Staff Assistance Program;
 5. Of the educational opportunities, online resources, and training programs available for all employees concerning the adverse effects of alcohol and drug abuse, addiction and prevention awareness, 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. Mandatory online training administered through the Office of the Senior Vice President for Student Affairs or designee for all incoming full-time students during orientation on heroin and opioid addiction and prevention awareness. All students will receive annual notification:
 1. Of the College's policy on drug and alcohol abuse prevention;
 2. Of the availability of counseling services and resources available concerning addiction and prevention awareness; and
 3. Of the College's ability to impose disciplinary sanctions for violations of the policy.
 - C. 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;
 - D. Maintaining data on the number and type of sanctions imposed for violations of drug and alcohol-related violations for federal reporting purposes; and
 - E. Maintaining data on the number of incidents that required the use of overdose-reversing medication.
 - F. 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, Risk and Ethics. 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 HIPAA Privacy Official in the Office of Human Resources and Strategic Talent Management.
- B. Employees may be required to undergo a medical examination pursuant to College Policy 31105-Medical Examinations when the employee's observable behavior creates a reasonable belief that the employee cannot perform the essential job functions or that the employee poses a threat to the health or safety of the employee or others, or to College property, as a result of the effects of drugs or alcohol.
- C. 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 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.

D. 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 and Strategic Talent Management 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 discharge.
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 discharge; 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.

E. 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 an offense punishable by discharge 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, discharge, 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.

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3. The Dean of Student Affairs 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 Affairs 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.

IV. Responsibility

- A. The Office of Human Resources and Strategic Talent Management, Student Affairs, and the Office of Compliance, Risk and Ethics shall collaborate to make the Drug and Alcohol Abuse Prevention (substance abuse) program known and available to all employees and students 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 Vice President for Student Affairs, or designee, is 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 Office of Public Safety and Emergency Management (PSEM) is responsible for developing guidelines regarding the training of appropriate College personnel on the administration of overdose-reversing medication in emergency situations. PSEM is also responsible for promulgating appropriate operational guidelines on the acquisition, storage, and distribution of overdose-reversing medication and providing reports, as directed, on each incident that required the use of an overdose-reversing medication.
- E. The President, or designee, shall from time to time promote opportunities to educate the community regarding substance abuse prevention, detection, and available treatment options.

V. Emergency Situations Involving Possible Drug Overdoses

- A. If anyone encounters the victim of what appears to be a drug overdose on College premises, including at off-site locations or any College-sponsored event:
 1. Dial 911 immediately; and
 2. Contact Campus Public Safety
- B. The appropriate College and/or emergency personnel will assess the situation and administer overdose-reversing medication as appropriate.
- C. Leave the immediate area if directed by appropriate College or emergency

personnel until it is deemed safe to return.

- D. Any member of the College community who administers an overdose-reversing medication to anyone on College premises, including off-site locations, or any College-sponsored event must report such incidents to the Director of Public Safety and Emergency Management.

Administrative Approval: June 24, 2013; November 3, 2017; February 13, 2018.

ATTACHMENT III

SEXUAL MISCONDUCT

POLICY 31001 AND PROCEDURE 31001CP

Chapter: Personnel

Modification No. 003

Subject: **Sexual Misconduct**

I. Policy Statement

It is the policy of Montgomery College to establish and maintain an environment in which all members of the Montgomery College community can work or participate in College education programs and activities free from all forms of sexual misconduct. Sexual misconduct is a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964. In addition, some forms of sexual misconduct violate the criminal laws of the State of Maryland. Sexual misconduct in any form will not be tolerated by Montgomery College. The College will take immediate action to stop sexual misconduct of which it is aware, prevent its recurrence, and remedy its effects.

II. Definitions

For purposes of this Policy, "sexual misconduct" is an umbrella term that encompasses various types of prohibited conduct, including sexual harassment, sexual assault, domestic violence, dating violence, sexual exploitation, sexual intimidation, and stalking. The President is authorized and directed to establish procedures to define other terms relevant to this Policy, including but not limited to: "sexual harassment", "sexual assault", "domestic violence", "dating violence", "sexual exploitation", "sexual intimidation", and "stalking".

III. Applicability

All students and employees of the College must comply with this Policy. Sexual misconduct is prohibited between students, between employees, between students and employees, and by students or employees against contractors, vendors, or other individuals whose relationship to the student or employee is through the College's facilities, programs or activities. Similarly, the College will not tolerate sexual misconduct by College contractors, vendors, or other third parties, including visitors and guests to the College whose relationship to the victim is through the College's facilities, programs or activities. This Policy, applies regardless of the sex, sexual orientation, or gender identity of either the perpetrator or the victim of the sexual misconduct. This Policy applies to sexual misconduct (i) that occurs on College premises, including any property owned or leased by the College (including College buses) or that the College has permission to occupy for purposes of conducting a College-sponsored program or event; (ii) that occurs in connection with any College-sponsored, College-recognized, or College-approved activities (e.g., off-campus education programs and activities such as College-sponsored field trips, athletic team travel, and events for officially recognized College clubs that occur off-campus, and social activities for employees sponsored by the College or relating to the business of the College); (iii) that occurs during business travel or otherwise in connection with College-related business; or (iv) that results in creation or contribution to a hostile environment on campus or in an off-campus education or College-related program or activity, regardless of where the conduct occurred. All incidents of sexual misconduct should be reported so that the College may determine whether the conduct falls within the scope of this Policy.

IV. Reporting and Confidentiality

All members of the Montgomery College community may report allegations of sexual misconduct at any time, but are encouraged to make such reports promptly in order to maximize the College's ability to respond and take appropriate action, including to obtain evidence and to conduct a prompt and equitable investigation.

Students may report alleged sexual misconduct to the Title IX Coordinator or to any "Responsible College Employee," which includes any College administrator, supervisor, faculty member, campus security officer, coach, trainer, or other employees with a responsibility for student welfare. Employees and other members of the College community may report sexual misconduct to the Title IX Coordinator or the Director of the Employee Relations, Diversity and Inclusion, and employees may also report sexual misconduct to their supervisor. A Responsible College Employee, the Director of Employee and Labor Relations, and any other employee (other than sworn police officers) who receives a report of sexual misconduct must promptly relay such report to the Title IX Coordinator. No employee (other than sworn police officers) is authorized to investigate or resolve reports of sexual misconduct without the involvement of the Title IX Coordinator.

Christopher Moy is the College's Title IX Coordinator and can be reached in person in Room 315-G of the Mannakee Building, by telephone at 240-567-5412, or by e-mail at christopher.moy@montgomerycollege.edu.¹ Members of the College community may contact the Title IX Coordinator in order to seek information about courses of action available to resolve reports or complaints that involve sexual misconduct; to file a complaint or otherwise make a report of sexual misconduct; to get information about available resources and supports services available to victims of sexual misconduct, and; to ask any questions concerning College Policies and Procedures relating to sexual misconduct.

Certain College employees will be designated Confidential Resources for purposes of this policy. Confidential Resources are not considered to be Responsible College Employees – that is, upon receipt of a report of an alleged violation, Confidential Resources are not required to notify the Title IX Coordinator. An individual seeking support or guidance with respect to an alleged incident of sexual misconduct may contact any Confidential Resource, who will normally keep private the individual's identity and any other information concerning the incident.

The College recognizes that allegations of sexual misconduct are a sensitive subject for all parties involved and is committed to maintaining the privacy of the parties involved to the fullest extent possible, consistent with applicable law and the need for investigation and resolution. The College, through the Title IX Coordinator, may investigate and take reasonable action even when the individual making a report of sexual misconduct requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In all cases, the College will take care to protect the identity of the

¹ The President is authorized to change the designation of the Title IX Coordinator by a procedure that provides the name and contact information of the Title IX Coordinator similar to the information provided in this Policy. Upon adoption of the procedure with this information and the posting of notice of the change to the College's web site, this Policy may be modified by direction of the President to substitute the new information about the Title IX Coordinator without the need for further action of the Board of Trustees.

parties through processes that provide for discussion of the allegations only among those who have a legitimate administrative, investigative, or legal need to know.

V. College Aid to Victims of Sexual Misconduct

The President is authorized and directed to establish procedures to provide victims of sexual misconduct with reasonable accommodations (e.g., changes in academic, transportation and/or working situations) and/or protective measures that may be made available upon request to a victim of sexual misconduct, regardless of whether the victim chooses to report the sexual misconduct to campus security or local law enforcement.

VI. Investigation

All reports of sexual misconduct will be taken seriously and investigated as appropriate. The President is authorized and directed to establish procedures for the investigation of such reports, which shall provide for a prompt, thorough, and impartial process.

VII. Time Frame

The College strives to investigate and resolve all complaints within sixty (60) days after the filing of a complaint. Actual resolution time may vary depending on many factors, including but not limited to, the complexity of the investigation and the severity and extent of the alleged misconduct.

VIII. Grievance; Resolution; Sanctions

Individuals found to have committed sexual misconduct in violation of this Policy will be subject to disciplinary action in accordance with applicable College policies and procedures and/or collective bargaining agreements.

Employees found in violation of this Policy are subject to disciplinary action in accordance with the applicable College policies and procedures for disciplinary action and discharge (34002 and 34003), or, for bargaining unit members, the applicable procedures in the collective bargaining agreement. Sanctions will be based on the circumstances and nature of the violation, ranging from a reprimand up to and including termination of employment. Students found in violation of this Policy are subject to disciplinary action in accordance with procedures set forth in the Student Code of Conduct (42001). Sanctions will be based on the circumstances and nature of the violation and include, but are not limited to, a warning, disciplinary probation, community service, participation in sexual misconduct education programming, suspension and dismissal from the College. In the event of sexual misconduct by a third party against a College student or employee, the College will take appropriate action within its control to address the misconduct and prevent its recurrence, including but not limited to, referring to local law enforcement to issue a "No Trespass" notice denying access to the College's buildings and grounds.

As required or appropriate, parties will be informed of the outcome of any resolution process based on a violation of this Policy.

Persons who commit sexual misconduct in violation of federal, state, or local law may also be subject to criminal charges and penalties as a result of related legal proceedings.

IX. Evidentiary Standard

In any investigation and/or disciplinary proceeding concerning an alleged violation of this Policy, the finding will be determined by a preponderance of the evidence.

X. Good Faith Reporting

Allegations of sexual misconduct are extremely serious, with potential for great harm to the accused if ill-conceived or made with malice. An individual found to have knowingly filed a false allegation may be subject to separate appropriate disciplinary action. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

XI. Retaliation

This Policy prohibits retaliation by anyone in the College community against an individual because the individual reports or complains about sexual misconduct or participates in the College's investigation or proceedings related to an allegation of sexual misconduct. When the College is aware of possible retaliation, it will take immediate and appropriate steps to investigate. Students or employees who commit retaliation in violation of this Policy are subject to appropriate disciplinary action. The Complainant or participants in any report or investigation of sexual misconduct who believe they have experienced retaliation in violation of this Policy should immediately report such conduct to the Title IX Coordinator.

XII. Education

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 Misconduct Policy and Procedures. Sufficient periodic training will be conducted for Responsible College Employees and for those involved in the investigation and resolution of complaints, as determined by the President. 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 increase knowledge and share information and resources to prevent sexual misconduct, promote safety, and reduce perpetration. 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, students, and other members of the college community, including contractors, 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 sexual misconduct and addressing its effects.

XIII. The President is authorized and directed to establish procedures to implement this Policy.

Board Approval: December 15, 2014; September 21, 2015; June 17, 2019 (Administrative correction)

Chapter: Personnel

Modification No. 004Subject: **Sexual Misconduct****I. Introduction**

- A. Montgomery College is committed to establishing and maintaining an environment in which all members of the Montgomery College community can work and participate in College education programs and activities free from all forms of sexual misconduct, as defined in Section II below. Sexual misconduct will not be tolerated and the College will consider any violation as a significant act of misconduct that will result in disciplinary action. When made aware, the College will take immediate action to stop the misconduct, prevent its recurrence, and remedy its effects. The resolution processes described herein relating to reports of sexual misconduct will be timely, fair, and impartial and provide a meaningful opportunity for each party to be heard. The process will be conducted by College officials who, at minimum, receive annual training on issues related to sexual misconduct and on how to conduct the resolution processes described herein in a manner that protects the safety of victims and promotes accountability.

B. Reporting and Responding Party Rights

1. Treatment with dignity, respect, and sensitivity by the official of the College during all phases of the disciplinary process.
2. A fair and impartial investigation.
3. Disciplinary proceedings and resolutions that are prompt and equitable and provide an opportunity for the reporting and responding part to be heard.
4. Timely written notice of:
 - a. The reported violation, including date, time, and location of the alleged violation;
 - b. The range of potential sanctions associated with the alleged violation;
 - c. The parties' rights and responsibilities under the sexual misconduct policy and information regarding other civil and criminal options;
 - d. The date, time, and location of each hearing, meeting, or interview that the parties are required or permitted to attend;
 - e. A final determination made by the College regarding whether or not a violation occurred and the basis for the determination;
 - f. Any sanction imposed; and
 - g. The right to appeal and a description of the appeal process.
5. Participation in the disciplinary proceedings, including:
 - a. Access to the case file and evidence regarding the incident

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- obtained by the College during the investigation or considered by the College, with personally identifiable or other information redacted as required by applicable law;
- b. Offering testimony during the proceedings;
 - c. Submitting evidence, witness lists, and suggested specific questions to be posed to the other party(ies) involved in the disciplinary proceedings;
 - d. Providing and reviewing testimony electronically or in a way in which the parties are not required to be in the physical presence of the other;
 - e. Reviewing and providing written responses to reports and proposed findings; and
 - f. Appealing a determination or sanction.
6. Assistance by a licensed attorney, an advocate supervised by an attorney, or a trained advocate throughout the disciplinary proceedings, including:
- a. Attendance at hearings, meetings, and interviews,
 - b. Private consultations during hearings, meetings, and interviews, except during a questioning at a hearing; and
 - c. Assistance with the exercise of any rights during the disciplinary proceedings.

Notwithstanding the choice that the parties make in regards to the above, the presence of no more than two people, including a personal supporter, an attorney, or an advocate, at any hearing, meeting, or interview during the disciplinary proceedings.

C. Student Right to Paid Counsel for College Disciplinary Proceedings

- 1. Maryland Law (Education Article of the Annotated Code of Maryland, §11-601) requires the Maryland Higher Education Commission (MHEC) to pay reasonable costs and attorney's fees, subject to state funding and eligibility requirements, for:
 - a. A current or former student who makes a complaint on which a formal Title IX investigation is initiated and who was enrolled as a student at the time of the incident that is the basis of the complaint, unless the student knowingly and voluntarily chooses not to have counsel; and
 - b. A current or former student who responds to a complaint on which a formal Title IX investigation is initiated and who was enrolled as a student at the time of the incident that is the basis of the complaint, unless the student knowingly and voluntarily chooses not to have counsel.
- 2. In consultation with State and local bar associations and legal services providers with expertise about sexual misconduct, MHEC will develop a list of attorneys and legal services programs willing to represent students on a pro bono (no cost to the student) basis or at fees equivalent to those paid to attorneys under civil legal services programs administered

by the Maryland Legal Services Corporation.

3. A student may select an attorney from the list developed by MHEC to assist them throughout any disciplinary proceedings.
 4. If a student selects and retains an attorney who is not on the list developed by MHEC, MHEC will pay fees to the attorney selected by the student that are equivalent to those paid to attorneys under civil legal services programs administered by the Maryland Legal Services Corporation.
 5. MHEC is not required to pay a student's attorney fees for representation in a criminal or civil matter.
 6. The College may not discourage a student from retaining an attorney.
 7. The student right to counsel will not prohibit the College from imposing interim safety measures.
- D. Nothing in this Procedure shall supersede the legal obligations of a College employee or the College to comply with mandatory reporting laws, such as those applicable to sexual or other abuse of minors. In all cases, College employees and the College will comply with Montgomery College Policy 75005-Protection of Minors.

II. Applicability

Sexual misconduct is prohibited between students, between employees, between students and employees, and by students or employees against contractors, vendors, or other individuals whose relationship to the student or employee is through the College's facilities, programs, or activities. Similarly, the College will not tolerate sexual misconduct by College contractors, vendors, or other third parties, including visitors and guests to the College, whose relationship to the victim is through the College's facilities, programs, or activities.

- A. These procedures apply regardless of the sex, sexual orientation, or gender identity and expression of either the perpetrator or the victim of sexual misconduct.
- B. These procedures apply to sexual misconduct that:
 1. occurs on College premises, including any property owned or leased by the College (including College vehicles) or that the College has permission to occupy for purposes of conducting a College-sponsored program or event;
 2. occurs in connection with any College-sponsored, College-recognized, or College-approved activities (e.g., off-campus education programs and activities such as College-sponsored field trips, athletic team travel, and events for officially-recognized College clubs that occur off campus, and social activities for employees sponsored by the College or relating to the business of the College);

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3. occurs during business travel or otherwise in connection with College-related business; and,
 4. results in creation of or contribution to a hostile environment on campus or in an off-campus education- or College-related program or activity, regardless of where the conduct occurred;
- D. All incidents of sexual misconduct should be reported so that the College may determine whether the conduct falls within the scope of the Policy and may respond appropriately under these procedures.

III. Definitions

The following capitalized defined terms are used throughout the Procedure:

- A. **Attorney/Non-Attorney Advisor** – an individual selected by a Reporting Party or Responding Party to be present at any part of the College processes related to a report under this Procedure. The role of the Attorney or Non-Attorney Advisor is limited to providing advice and consultation directly to the Reporting Party or Responding Party (i.e., the Attorney or Non-Attorney Advisor is not to take an active representation role under this Procedure on behalf of the Reporting Party or Responding Party, as an Attorney would do in a formal legal proceeding).
- B. **Confidential Resource** – specific College employees whose role under this procedure is limited to providing confidential support and guidance to any individuals who wish to discuss alleged incidents of sexual misconduct. Confidential resources are specific College employees who are not considered to be Responsible College Employees and therefore are not required to notify the Title IX Coordinator (or alternatively, if the sexual misconduct is by or against an employee, the Director of Employee and Labor Relations) upon receipt of a report of sexual misconduct.
- C. **Consent** – a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make rational, reasonable judgment can give Consent. Consent may be expressed either by words and/or by actions as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that they have consent from the other party, and that the other party is capable of providing consent.
 1. Lack of protest or resistance is not consent, nor may silence, in and of itself, be interpreted as consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.
 2. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 3. Previous relationships, including past sexual relationships or prior consent cannot imply consent to future sexual acts.

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4. Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.
 5. In order to give effective consent, one must be of legal age, as defined by applicable Maryland law.

Sexual activity that is forced or coerced is by definition non-consensual. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used to obtain consent. Frequency, intensity, isolation, and duration of the behavior will be considered in making a determination of whether coercion occurred. When a party makes clear that they do not want to engage in sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercing someone into sexual activity violates this Policy in the same way as physically forcing someone into sex.

It is a violation of Policy 31001 to engage in sexual activity with someone whom one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated. To be incapacitated means that a person's decision-making ability is impaired such that they lack capacity to understand the "who, what, where, why, or how" of their sexual interaction. Incapacitation may result from sleep or unconsciousness, temporary or permanent mental or physical disability, involuntary physical restraint, or the influence of drugs or alcohol.

- D. Corrective Action – action(s) recommended by the Investigator to be taken to sanction the Responding Party(s) and provide appropriate remedies to the Reporting Party, if the Investigator concludes that there has been a violation of the College's Sexual Misconduct Policy.
- E. Dating violence – encompasses a broad range of behaviors, including Sexual Assault, physical abuse, and other forms of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Reporting Party, considering the length of the relationships, the type of relationships, and the frequency of interaction between the persons involved.
- F. Domestic violence – encompasses a broad range of behaviors, including Sexual Assault, physical abuse and other forms of violence committed by a current or former spouse or intimate partner of the Reporting Party, by a person with whom the Reporting Party shares a child in common, by a person who is cohabitating with or has cohabitated with the Reporting Party as a spouse or intimate partner, by a person similarly situated to a spouse of the Reporting Party, or by any other person against an adult or youth Reporting Party protected from those acts by domestic or family violence laws of Maryland.

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- G. **Formal Resolution** – one of several available routes for resolution of allegations of sexual misconduct under this Procedure. Formal Resolution involves initiation of a prompt, fair, and impartial Investigation.
 - H. **Incapacitated** - an individual who is Incapacitated is unable to give Consent to sexual contact. States of Incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to Consent to sexual contact. Alcohol or drug use is one of the prime causes of Incapacitation. However, a person is not incapacitated merely because they have been drinking or using drugs. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:
 - 1. making decisions about the potential consequences of sexual contact;
 - 2. appraising the nature of one's own conduct;
 - 3. communicating Consent to sexual contact; or
 - 4. communicating unwillingness to engage in sexual contact.
 - I. **Informal Resolution** – a remedies-based, non-judicial style approach designed to address allegations of sexual misconduct without taking disciplinary action against a Responding Party. Informal Resolution may not be appropriate for resolving allegations of some types of sexual misconduct.
 - J. **Initial Title IX Assessment** – an assessment, conducted by the Title IX Coordinator upon receipt of a report of an alleged violation of Policy 31001-Sexual Misconduct, to provide an integrated and coordinated response to a report of sexual misconduct.
 - K. **Interim Protective Measure** – means reasonably available steps the College may take to protect the parties pending a College investigation and adjudication of Sexual Misconduct.
 - L. **Investigation** – a prompt and thorough process for providing a fair and reliable means of gathering information in the course of Formal Resolution, which is one of several available routes for resolution of allegations of sexual misconduct under this Procedure.
 - M. **Investigator** – the College official, or designee, responsible for conducting investigations of reports of sexual misconduct. Typically, the Title IX Coordinator serves as the Investigator, but the College may engage internal or external individuals who are trained to conduct the resolution processes described in these procedures.
 - N. **Hostile Environment** - when unwelcome conduct of a sexual nature is sufficiently serious that it affects a student's or employee's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or

abusive educational or working environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a student or employee from another school. The determination of whether an environment is “hostile” must be based on all of the circumstances present in the situation. Some of these circumstances could include:

1. The frequency of the conduct;
2. The nature and severity of the conduct;
3. Whether the conduct was physically threatening;
4. Whether the conduct was humiliating;
5. The effect of the conduct on the alleged victim’s mental or emotional state;
6. Whether the conduct was directed at more than one person;
7. Whether the conduct arose in the context of other discriminatory conduct;
8. Whether the conduct unreasonably interfered with the alleged victim’s educational or work performance

- O. Relationship Violence - encompasses a broad range of behaviors, including Sexual Assault, physical abuse and other acts, threats, or a pattern of abusive behavior of a physical or sexual nature by one partner intended to control, intimidate, manipulate, humiliate, frighten, coerce, or injure the other. These acts may be directed toward a spouse, an ex-spouse (also referred to as “Domestic Violence”), or by a current or former intimate partner (also referred to as “Dating Violence”).
- P. Reporting Party - refers to the individual who files a Sexual Misconduct complaint, alleging a violation of this policy.
- Q. Responding Party –the individual accused of engaging in conduct prohibited under this policy.
- R. Responsible College Employee - any College employee:
 1. who has the authority to take action to redress incidents of sexual misconduct;
 2. who has the duty to report to appropriate College officials sexual misconduct by or against students or employees; or
 3. whom a student could reasonably believe has such authority or responsibility.

For student Complaints, Responsible College Employees are:

- Instructional Faculty and Faculty Department Chairs,
- Coaches,
- Athletic trainers,
- Administrators (including but not limited to the Title IX Coordinator),
- Campus Security Officers, and
- Other employees with a responsibility for student welfare

For employee Complaints, Responsible College Employees are:

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- Administrators (including but not limited to the Title IX Coordinator and the Director of Employee Relations, Diversity, and Inclusion),
 - Supervisors, and
 - Campus Security Officers

Employees designated as Confidential Resources are not Responsible College Employees.

- S. **Retaliation** – means any adverse action taken or threatened against an individual because that individual has made a report, filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeded related to Sexual Misconduct. Such adverse action can adversely affect or threaten to affect the employment rights or other interests of an individual and can take either work or social form.
- T. **Sexual Assault** – any type of actual or attempted sexual contact with another individual without that person's Consent, including sexual intercourse (rape) and attempted sexual intercourse (attempted rape).
1. **Sexual Assault I. – Non-Consensual Sexual Intercourse** – is any act of sexual intercourse with another individual without Consent (rape). This includes penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's Consent.
 2. **Sexual Assault II. – Non-Consensual Sexual Contact** – is any unwanted intentional touching of the intimate body parts of another person, causing another to touch the intimate parts of oneself or another, or disrobing or exposure of another without Consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part (including one's own) that is touched in a sexual manner. Non-consensual sexual contact includes attempted sexual intercourse without Consent (attempted rape).
- U. **Sexual Exploitation** – when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or the benefit or advantage of anyone other than the one being exploited.
- V. **Sexual Harassment** – unwelcome sexual advances, requests for sexual favors, or other behavior of a sexual or gender-based nature where:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a College-sponsored educational program or activity;
 2. Submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, activity, or program participation decision affecting that individual; or
 3. Such conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with an individual's academic or work

performance, denying or limiting a student's ability to participate in or benefit from the College's educational program, or creating an intimidating, hostile, or offensive academic or working environment.

- W. **Sexual Intimidation** – threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person, or engaging in indecent exposure.
- X. **Sexual Misconduct** – is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, Sexual Exploitation, Sexual Intimidation, Relationship Violence, and Stalking. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by any person, regardless of gender identity, and can occur between people of the same or different sex, sexual orientation, or gender expression.
- Y. **Support Person** - an individual age eighteen (18) or older who is not a Reporting Party, Responding Party, or Third-Party Witness to the alleged misconduct and who serves as a silent and non-participating presence during any part of the processes under this Procedure. The role of the Support Person is solely to observe and provide moral support to a Reporting Party or Responding Party in a way that does not disrupt or delay the process.
- Z. **Stalking** – repeated, unwanted attention; physical, verbal, or electronic contact; or any other course of contact directed at an individual that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating, or abusive environment for a reasonable person in similar circumstances and with similar identities. Stalking may involve individuals who are known to one another or who have a current or previous relationship or may involve individuals who are strangers.
- AA. **Third-Party Witness** - an individual who may have relevant direct or circumstantial knowledge or information about the alleged misconduct.
- AB. **Title IX Coordinator** – the College administrator who oversees the College's centralized review, investigation, and resolution of reports of sexual misconduct. The Coordinator also oversees the College's overall compliance with Title IX. The Title IX Coordinator is responsible for:
 - 1. providing oversight of the investigation and resolution of all reports of sexual misconduct involving students, employees (including staff, administrators, and faculty), vendors, and visitors;
 - 2. recommending updates to the College's policies and procedures related to sexual misconduct;
 - 3. designing and/or providing or overseeing training on sexual misconduct and the implementation of the College's 31001- Sexual Misconduct Policy and Procedure;

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4. advising any individual, including a Reporting Party, a Responding Party, or a third party, about the courses of action available at the College, both informally and formally, and in the community;
 5. providing assistance to any College employee or student regarding how to respond appropriately to a report of sexual misconduct;
 6. monitoring full compliance with all procedural requirements and time frames outlined in this Procedure; and,
 7. training, prevention, and education efforts and periodic reviews of climate and culture.

The College's current Title IX Coordinator is:

Christopher Moy, Title IX Coordinator
900 Hungerford Drive, Room 315-G
Rockville, MD 20850
240-567-5412
christopher.moy@montgomerycollege.edu

IV. Confidential Resources

Generally, it is not confidential when a person reports Sexual Misconduct. If a person desires to keep an incident of Sexual Misconduct confidential, they should speak with individuals who have professional or legal obligations to keep communications confidential. When seeking advice and support, persons should always consider whether they want to discuss their concerns with a confidential resource. Unless there is an imminent threat to health or safety or other basis for disclosure, such as child abuse, confidentiality applies when persons seek services from the following resources.

B. Internal Confidential Reporting

1. Certain College employees have been deemed Confidential Resources for purposes of this Procedure:

a. For Students (contact a counselor directly):

Rockville Counseling Department
240-567-5063 or 240-567-4104

Germantown Counseling Department
240-567-7734

Takoma Park/Silver Spring Counseling Department
240-567-1480

b. For Employees:

Office of the Ombuds
240-687-6199
ombuds@montgomerycollege.edu

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2. Confidential Resources may need to make reports or a disclosure as required by the Jeanne Clery Act. Such reporting for purposes of the Clery Act does not require a Confidential Resource to reveal an individual's identity.
 4. Discussing an alleged incident of sexual misconduct with a Confidential Resource will not lead to an investigation or resolution of the incident. Confidential Resources do not have the authority to establish interim protective measures.

B. External Confidential Reporting

Individuals who are seeking information and support may also contact the following organizations. Please note, however, that disclosures or reports made to any of these organizations may not be required to be kept confidential as a matter of law.

1. Resource for Employees

Faculty Staff Assistance Program
1-800-935-9551 (24-hour hotline)
1-800-855-288 TTY
<http://www.fadv.com/eapsap/>

2. Community Resources for Students and Employees

- a. Montgomery County Victim Assistance and Sexual Assault Program (VASAP)
1301 Piccard Drive, Suite 4100
Rockville, MD 20850
240-777-4357 (24-hour crisis hotline)
240-777-1347 TTY

b. VASAP Campus Liaisons:

Silver Spring/Takoma Park Campus/Westfield South Training Center
240-777-1355

Germantown Campus/Gaithersburg Training Center
240-777-1355

Rockville Campus
240-777-1355

V. Reporting Sexual Misconduct

The College encourages all individuals to make a report to the College and to local law enforcement whenever a crime may have been committed. The College will assist Reporting Parties who wish to report sexual misconduct to law enforcement authorities. Reports to law enforcement and reports to the College can be pursued simultaneously.

A. Emergency Situations

1. If there is an immediate threat, if possible and necessary go to a safe location, and if injured, seek immediate medical attention.
2. Call 911 first, then call or go to the nearest Office of Public Safety:
 - a. Germantown Campus Safety and Security
282 Science and Applied Sciences (SA) Building
240-567-7777
 - b. Rockville Campus Safety and Security
101 Counseling and Advising (CB) Building
240-567-5111
 - c. Takoma Park/Silver Spring Safety and Security
117 Charlene Nunley Student Services (ST) Building
240-567-1600

B. Internal Reporting

1. A report of sexual misconduct may be made at any time. Members of the College community are encouraged to make reports promptly in order to maximize the College's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, fair, and equitable investigation.
 - a. Students may report alleged sexual misconduct:
 1. to the Title IX Coordinator;
 2. to any other Responsible College Employee, as defined in Section III; or
 3. through the online [Title IX Complaint Form](#)
 - b. Employees and other members of the College community who are not students may report sexual misconduct:
 1. to the Title IX Coordinator;
 2. to the Director of Employee and Relations;
 3. to any other Responsible College Employee, as defined in Section III; or
 4. through the online [Title IX Complaint Form](#).
2. Upon receiving a report, the College shall immediately inform the Reporting Party of available options about the involvement of law enforcement, including the Reporting Party's option to:
 - a. notify law enforcement authorities, including the campus security office and local police;
 - b. decline to notify such authorities; and

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- c. be promptly assisted by the College, at the victim's request, in notifying local law enforcement authorities and in obtaining appropriate medical attention, including arranging transportation to the nearest hospital equipped with the Maryland State Police sexual assault evidence collection kit. In Montgomery County, the only facility equipped with the Maryland State Police sexual assault evidence collection kit (SAFE) and specially trained forensic nurses is:

Shady Grove Adventist Hospital
Forensic Medical Unit
9901 Medical Center Drive
Rockville, MD 20850

This is the best option to ensure preservation of evidence that may assist in proving that a criminal offense occurred or may be helpful in obtaining a protection order.

- 3. The College will provide support that can assist each Reporting Party in making decisions about whether or not to request any particular course of action. To the extent possible and reasonable, the College will respect a Reporting Party's autonomy in deciding how to proceed. In this process, the College will balance the Reporting Party's interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.

4. Safe Harbor

To encourage reporting, an individual who reports sexual misconduct, either as a Reporting Party or a Third-Party Witness, will not be subject to disciplinary action by the College for a violation of the College's alcohol or drug use policies if:

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

The College may, however, initiate an educational or employment discussion or pursue other remedies regarding alcohol or other drugs.

5. Obligations of "Responsible College Employees."

A Responsible College Employee must promptly notify the Title IX Coordinator of any report of Sexual Misconduct brought to their attention, including Public Safety. The Title IX Coordinator works collaboratively with the reporting entity, making every effort to operate with discretion and maintain the privacy of the individuals involved.-

C. External Reporting

In addition, members of the College community may also report certain instances of sexual misconduct to applicable federal, state, or local government agencies responsible for enforcing laws prohibiting sexual harassment against students or employees. For more information please contact:

U.S. Department of Education
Office for Civil Rights
800-421-3481
OCR@ed.gov

U.S. Equal Employment Opportunity Commission
800-669-4000
info@eeoc.gov

Maryland Commission on Civil Rights
800-637-6247
mccr@maryland.gov

Montgomery County Office of Human Rights
Compliance Section
240-777-8450

D. Retaliation

Policy 31001 prohibits retaliation (including any attempt to intimidate, threaten, coerce, or otherwise discriminate against any individual) by the College, or by anyone in the College community, against an individual because the individual reports sexual misconduct or participates in the College's processes related to an allegation of sexual misconduct as described in this Procedure. When the College is aware of possible retaliation, it will take immediate steps to investigate. Students or employees who commit retaliation in violation of Policy 31001 are subject to appropriate disciplinary action. A Reporting Party or other participant in any proceedings described in this Procedure who believes they have experienced retaliation in violation of Policy 31001 should immediately report such conduct to the Title IX Coordinator.

VI. Resolution Process**A. Initial Title IX Assessment**

1. The College will meet with the reporting party to conduct an Initial Title IX Assessment when made aware of an alleged violation. For allegations involving students, the Title IX Assessment will be conducted by the Title IX Coordinator. For allegations involving employees, the Title IX Assessment will be conducted by the Director of Employee and Labor Relations. The Initial Title IX Assessment will:
 - a. Assess any immediate threats to the safety of the Reporting Party and the College community

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- b. Inform the Reporting Party of their right to seek medical treatment and report to law enforcement;
 - c. Address the effect of the conduct by assessing the need for any appropriate interim protection measures, with proper notice to both parties;
 - d. Determine whether the allegation could be a possible violation of the Sexual Misconduct policy
 - e. Provide the reporting party a copy of the Sexual Misconduct Policy and information on any College and community resources;
 - f. Discuss adjudication options and procedures for resolution;
 - g. Inquire about the Reporting Party's expressed preference regarding confidentiality and resolution, including any request that no further action be taken;
 - h. Disclose to the Reporting Party that the College may have to take action and cannot guarantee confidentiality in all cases; and
 - i. Determine next steps, including possibility of informal resolution, initiation of a formal investigation no cause, referral to appropriate disciplinary process, or referral for timely warning under the Clery Act.
2. Allegations Made by a Third-Party Witness
- a. If a report has been made by a Third-Party Witness or other individual with knowledge of sexual misconduct but no report has been made by the individual against whom the violation is alleged to have been committed, the Title IX Coordinator will make contact with the individual against whom the violation is alleged to have been committed.
 - b. The Title IX Coordinator will provide the individual an opportunity to make a report, and to become the Reporting Party for purposes of this Procedure.
 - c. The individual is not obligated to make such a report or to participate in the Initial Title IX Assessment or any subsequent processes.
 - d. In addition, the individual may request that the College not investigate or take any action against the Responding Party.
 - e. If the individual elects not to report or participate in the Initial Title IX Assessment, the College will still conduct an Initial Title IX Assessment and decide upon an appropriate course of action. -
- B. Interim Protective Measures

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1. As part of the Initial Title IX Assessment, the College will make an immediate assessment of whether interim measures are appropriate based on the particular circumstances. These steps may include interim protective measures to protect the parties and the campus community pending an investigation and adjudication of Sexual Misconduct. When deemed in the best interests to protect the parties and the College community, the following interim remedies can be implemented with proper notice to both parties where appropriate:
 - a. Providing information on available medical services;
 - b. Access to counseling services and assistance in setting up initial counseling appointment, both on- and off-campus;
 - c. Imposition of campus “No Contact Letter” (i.e., an official College directive that serves as a notice to an individual that they must not have verbal, electronic, written, or third-party communications with another individual);
 - d. Change in work schedule or job assignment or reassignment to other work group/team, or an alternative supervisor/management relationship;
 - e. Limit an individual or organization’s access to certain College facilities or activities pending resolution of the matter;
 - f. Voluntary leave of absence;
 - g. Emergency suspension or College-imposed leave, pursuant to the appropriate College Policy and/or Procedure;
 - h. Providing an escort to ensure safe movement between classes and activities;
 - i. Rescheduling of assignment(s) and/or examination(s) (in consultation with appropriate faculty);
 - j. Providing alternative course completion options (with the agreement of the appropriate faculty);
 - k. Change in class schedule, including the ability to take an “incomplete,” drop a course without penalty, or transfer sections (with the agreement of the appropriate faculty);
 - l. Providing academic support services, such as tutoring; and
 - m. Any other remedy that can be tailored to protect the parties and achieve the goals of this policy.
 2. All individuals are encouraged to report to the Title IX Coordinator concerns about failure of another individual to abide by any restrictions

imposed by an interim measure. The College will take immediate and responsive action to enforce measure.

C. Resolution Process

The College resolves sexual misconduct complaints in one of two ways: formal resolution and informal resolution.

1. Informal Resolution – includes a variety of informal options for resolving reports.
2. Investigation and Formal Resolution – includes an investigation, review, and sanctions, if applicable.

D. Informal Resolution

1. The College may use mediation or other informal mechanisms for resolving complaints related to a violation of this policy if:
 - a. The reporting party requests an informal resolution;
 - b. All parties to the complaint, including the College, agree to the use of informal resolution;
 - c. The College participates in the informal resolution by providing trained staff; and
 - d. The alleged misconduct does not involve sexual assault or sexual coercion.
2. Participation in Informal Resolution is voluntary, and either party may request to terminate Informal Resolution and pursue Investigation/Formal Resolution at any time. The College cannot compel a reporting party to engage in informal resolution or directly confront the responding party.
3. If a mutually agreed upon resolution is achieved, the report will be considered resolved as it pertains to the College.

E. Investigation and Formal Resolution

1. If it is determined the appropriate resolution route is initiation of an Investigation/Formal Resolution, the College shall initiate a timely, fair, and impartial Investigation to gather relevant information. Any subsequent disciplinary proceedings and resolutions shall be prompt and equitable and provide an opportunity for the alleged victim and violator to be heard.
2. A Notice of Investigation will be issued to both parties within ten (10) working days after the Title IX Coordinator determines that formal resolution is appropriate and will include the following:
 - a. Summary of the allegation, including time, date, and location of the alleged violation;
 - b. Potential violation(s) of Policy 31001 – Sexual Misconduct;
 - c. List of possible sanctions that may be imposed upon a finding

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- that a violation has occurred;
 - d. The identity of the Investigator (and any applicable assistant);
 - e. Available College and community resources and services;
 - f. Invitation for both parties to submit a written statement and identify any third-party witnesses with information relevant to the complaint;
 - g. The rights and responsibilities of each party;
 - h. Availability and possibility of criminal and civil court options;
 - i. An outline of the process, including the contact information for the investigator and any required meetings that may be required;
 - j. The right to a Support Person and an Attorney or Non-Attorney Advisor, and the roles of such persons; and
 - k. The College's prohibition against retaliation.
3. The Investigation will be conducted by an investigator (internal or external) who is trained and/or certified in issues of sexual misconduct.
 4. Investigations shall include, at a minimum:
 - a. meeting separately with the Reporting Party and Responding Party(s)
 - b. interviewing relevant witnesses;
 - c. collecting and reviewing relevant documentation and evidence; and
 - d. if necessary, conducting follow-up meeting with involved individuals.

5. The reporting party, responding party, and all members of the College community are expected to cooperate with the Investigator.—

The reporting party may decide to no longer pursue the report or to participate in the resolution process. However, such a request does not necessarily relieve the College of its Title IX obligation to investigate reports of sexual misconduct. Therefore, the College will determine whether it must continue an Investigation even if the reporting party withdraws.

6. **Assurances to Persons Involved, Safeguarding of Privacy.** All individuals, including the Reporting Party, the Responding Party, and any Third-Party Witnesses, will be treated with appropriate sensitivity and respect. The Investigator will safeguard the privacy of the individuals involved in a manner consistent with law and College policy and the need to investigate the matter.
7. **Consolidation of Investigations.** At the discretion of the Investigator, multiple reports may be consolidated against a Respondent(s) in one Investigation, if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident.
8. **Evidentiary Prohibitions**

The investigator shall not consider certain evidence, including:

- a. The Reporting Party's prior sexual history with an individual other

than the Responding Party, except to:

- 1)prove the source of injury;
 - 2)prove prior sexual misconduct;
 - 3)support a claim that one of the parties has an ulterior motive; or
 - 4)impeach one of the parties credibility after that party has put their own prior sexual conduct at issue.
- b. The Reporting or Responding Party's history of mental health counseling, treatment, or diagnosis, unless the Reporting or Responding party consents.
9. **Response to Fact Finding.** The parties will be given an opportunity to review the draft investigation summary and respond in writing to the facts and evidence in person or electronically prior to the issuance of the final findings of the investigator.-
10. **Findings of the Investigator.** At the conclusion of the investigation, the Investigator shall submit the written Investigative Summary to the Title IX Coordinator (for students) or the Director of Employee and Labor Relations (for employees).
11. **Adjudication and Letter of Outcome.** The Title IX Coordinator (for students) or the Director of Employee and Labor Relations (for employees) shall review the investigative summary and make a final determination of whether the Responding Party violated the College's Sexual Misconduct Policy.

The Title IX Coordinator (for students) or the Director of Employee and Labor Relations (for employees) will submit their final determination and Letter of Outcome simultaneously to both parties in writing. The Letter of Outcome will contain:

- a. a summary statement of Investigative Findings with a rationale for the findings,
- b. a Determination regarding whether under a preponderance of the evidence standard (i.e., it is more likely than not) the responding party violated the College's Sexual Misconduct Policy,
- c. a recommended sanction/Corrective Action, if applicable; and
- d. appeal process

A copy of the Letter of Outcome shall also be sent to the appropriate unit administrator(s) of any individual(s) found to have violated College policy, including but not limited to, the Dean of Student Affairs, the appropriate Senior Vice President, the campus Vice President and Provost, the Chief Human Resources Officer, the General Counsel, and the Director of Public Safety.

F. **Determination and Implementation of Sanctions**

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- e. If the Title IX Coordinator (for students) or the Director of Employee and Labor Relations (for employees) concludes that there has been a violation of the College's 31001-Sexual Misconduct Policy, the final determination and implementation of sanctions will be formulated in consultation with the appropriate administrators/disciplinary authority:
 - a. The Title IX Coordinator, the Director of Employee and Labor Relations and the Chief Human Resources Officer (for matters where the Responding Party is an employee), or
 - b. The Title IX Coordinator and the appropriate Dean of Student Affairs (for matters where the Responding Party is a student).
 - 2. All sanctions shall be consistent with the College's applicable policies, depending on the identity of the Responding Party. A list of all possible sanctions the College may impose is included in Appendix A of this Procedure.
 - 1) Students: [Student Code of Conduct \(42001\)](#),
 - 2) Employees: the College's [Disciplinary Action and Suspension Policy \(34002/32002CP\)](#), the College's [Discharge of Administrators and Staff Policy \(34003/34003CP\)](#), the [Personnel Grievance Process for Non-Bargaining Staff \(34101/34101CP\)](#), the grievance procedure under applicable [collective bargaining procedures](#), or any other applicable processes.
 - 3. In the event of sexual misconduct by a third party against a College student or employee, the College will take appropriate action within its control to address the misconduct and prevent its occurrence.-
 - 4. A finding of the Investigator that no violation of the 31001 - Sexual Misconduct Policy occurred does not prevent discipline under other applicable College policies and procedures.

VII. Appeals

- A. The reporting party or the responding party can appeal the findings of the investigation within ten (10) working days after receiving the final report.
- B. The grounds for appeal are limited to:
 - 1. A procedural error or omission occurred that significantly affected the Investigative Findings and/or Determination (e.g., substantiated bias, material deviation from established procedures, etc.);
 - 2. To consider new evidence, unknown or unavailable during the original Investigation, that could substantially impact the Investigative Findings and/or Determination (a summary of this new evidence and its potential impact must be included in the written statement of appeal); and,
 - 3. The recommended Corrective Actions are substantially disproportionate to the severity of the violation or fall outside the range of sanctions the

College has designated for purposes of its 31001 - Sexual Misconduct Policy.

- C. A written request must be sent to the designated Senior Vice President or designee, hereinafter collectively referred to as the Reviewing Official:
 - a. The Senior Vice President for Administrative and Fiscal Services (for employees)
 - b. The Senior Vice President for Student Affairs (for students)
- D. The designated Senior Vice President may elect to serve as the Reviewing Official or designate another administrator to serve as the Reviewing Official. In any case, the Reviewing Official shall not have a conflict of interest or bias for or against the Reporting Party or the Responding Party. The Reporting Party or the Responding Party may submit a written request to the Reviewing Official, with a copy to the Senior Vice President for Administrative and Fiscal Services, that the Reviewing Official excuse him/herself. The grounds for such request are limited to: (1) claim of bias, (2) conflict of interest, and (3) inability to be fair or impartial. The request must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised within two (2) days after receipt of the Investigative Summary. The Senior Vice President for Administrative and Fiscal Services shall grant or deny the recusal request within two (2) days after receipt of the request.
- E. Upon receipt of an appeal, the Reviewing Official or his/her designee shall notify the non-appealing person or persons, the Title IX Coordinator, and those individuals who received a copy of the Investigative Summary pursuant to Section V.F.9.a., above.
- F. The Reviewing Official or his/her designee will generally be limited to a review of the Investigative Summary, the investigative record (i.e., the materials collected by the Investigator in the course of conducting the Investigation), the College's 31001-Sexual Misconduct Policy, and any other appropriate College policy and the Responding Party's and/or Reporting Party's written appeal. The Reviewing Official, or his/her designee, may, in his/her sole discretion, ask the Investigator to clarify the Investigative Summary, or perform additional investigation concerning any new evidence identified in the appeal or to assist in determining whether there was, in fact, a procedural error, if such Reviewing Official or his/her designee believes such an alleged error may have affected the outcome of the Investigation and the Investigative Findings/Determination by the Investigator.
- G. If the Reviewing Official or his/her designee determines in the course of his/her review that there was a procedural error that substantially affected the outcome of the Investigation to the material prejudice of the person or persons filing the appeal, or that other circumstances exist requiring additional Investigation, the Reviewing Official shall order the Investigation to be reopened subject only to direction/supervision by and any terms/conditions imposed by the Reviewing Official (including, in any case in which substantial bias was present, appointment of a new Investigator). No disciplinary action may be carried out prior to the Reviewing Official or his/her designee expressly so directing in his/her final written determination.

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- H. Within fifteen (15) days after the Reviewing Official receives the appeal, the Reviewing Official or her or his designee shall issue a final written determination either upholding the Investigative Findings and Determination and recommended Corrective Action of the Investigator or reversing the Investigative Findings and/or Determination and/or recommended Corrective Action, and providing specific reasons for such reversal. The written determination of the Reviewing Official shall be final and will be forwarded simultaneously to the Reporting Party, Responding Party(s), the Title IX Coordinator, appropriate Senior Vice President, campus Vice President and Provost, and the General Counsel.
1. In the case of an appeal involving a student (i.e., in which either the Reporting Party and/or Responding Party is a student), a copy of the written determination of the Reviewing Official shall be forwarded to the appropriate Dean or to the appropriate campus Vice President and Provost.
 2. In the case of an appeal involving a staff member (i.e., in which either the Reporting Party and/or Responding Party is a staff member), a copy of the written determination of the Reviewing Official shall also be forwarded to the Director of Employee and Labor Relations, the Associate Senior Vice President of Human Resources and Strategic Talent Management, the employee's immediate supervisor, and other appropriate administrators.
 3. In the case of an appeal involving a faculty member (i.e., in which either the Reporting Party and/or Responding Party is a faculty member), a copy of the written determination of the Reviewing Official shall be forwarded to the Director of Employee and Labor Relations, the Associate Senior Vice President of Human Resources and Strategic Talent Management, the Senior Vice President for Academic and Student Services, the Instructional Dean who has supervisory authority over the faculty member's academic department, and other appropriate administrators.

VII. Implementation of Corrective Action

- A. If a notice of appeal is not submitted to the appropriate Senior Vice President in accordance with Section VI. above, the appropriate administrators/disciplinary authority shall act to implement the recommended Corrective Action as soon as possible, but no later than twenty (20) days after the appropriate administrators/disciplinary authority receives a copy of the Investigative Summary.
- B. If a notice of appeal is submitted to the appropriate Senior Vice President, the appropriate unit administrator/disciplinary authority shall act to implement recommended Corrective Action as soon as possible but no later than twenty (20) days after the appropriate unit administrator/disciplinary authority receives a copy of the Reviewing Official's final written determination containing the final recommended Corrective Action.

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- C. Notwithstanding the foregoing, in cases where the Reporting Party or Responding Party is an employee covered by a collective bargaining agreement, the employee may seek review of the recommended Corrective Action (or, if an appeal has been filed, the Reviewing Official's final written determination) under any grievance procedures available under the employee's collective bargaining agreement. If both Reporting Party and Responding Party are employees covered by different collective bargaining agreements, the grievance procedures in the agreement that covers the party challenging the decision shall be used. If a Reporting Party or Responding Party covered by a collective bargaining agreement seeks review of the recommended Corrective Action through the applicable agreement's grievance procedure, he/she may not also appeal the recommended Corrective Action under this Procedure. However, a Reporting Party or Responding Party may appeal a recommended Corrective Action under this Procedure and then seek review of the Reviewing Official's final written determination under the grievance procedure of the applicable collective bargaining agreement.
 - D. If the Investigator makes an Investigative Finding or the Reviewing Official makes a final written determination that there has been a violation of the College's policy with respect to a grade awarded to a student, the Investigator or the Reviewing Official shall make no determination with respect to the Corrective Action to be taken regarding a specific grade assignment. The Investigative Finding or final written determination shall be forwarded to the Reporting Party, Responding Party(s), and the appropriate Dean, who shall select a review committee in accordance with the procedures stated in the Academic Regulations for the review of allegations of arbitrary and capricious grading. The Committee, which is established pursuant to 53001-Academic Regulations to review allegations of arbitrary and capricious grading, shall have no authority to reverse the Investigative Finding or Determination of the Investigator or the final written determination of the Reviewing Official, and shall confine its consideration to a determination of the appropriate Corrective Action with respect to the grade. The Committee shall, within twenty (20) days after appointment of the Committee and its receipt of the Initial Finding and Determination or final written determination, forward to the Investigator and the Reviewing Official, Reporting Party, and Responding Party(s) a written recommendation as to the appropriate Corrective Action with respect to the grade.

Within ten (10) days after receipt of the written recommendation of that Committee, the Senior Vice President for Academic Affairs and the Senior Vice President for Student Services shall review the recommendation of the Committee and, upon completing such review, shall issue a final written determination of the Corrective Action with respect to the grade she or he determines to be appropriate for such violation (which she/he shall implement), and a copy of which shall be forwarded to the Reporting Party, Responding Party(s), Reviewing Official, and Investigator.

VIII. Notice of Final Outcomes

Once all of the above processes are concluded, whatever decision is made regarding Investigative Findings, Determinations, and/or Corrective Action is the final administrative decision of the College in the matter. The Title IX Coordinator shall ensure that the

Reporting Party and Responding Party are notified simultaneously and in writing of the final resolution.

IX. Sanctions

- C. Both parties shall be informed of the outcome of any investigation and adjudicative process based on a violation of this policy. The College shall not publically disclose personally identifiable information about either of the parties, except as required by law.
- D. Employees found in violation of this policy are subject to a range of disciplinary action up to and including discharge, depending on the circumstances (See Appendix I for possible sanctions).
- E. Students found in violation of this policy are subject to disciplinary action based on the circumstances and nature of the violation. Sanctions include, but are not limited to dismissal from the College (suspension or expulsion) and other sanctions provided by 41001-Student Code of Conduct (See Appendix I for possible sanctions).
- F. Persons who commit Sexual Misconduct in violation of federal, state, or local law may also be subject to criminal charges and penalties.

X. Records

- A. The Title IX Coordinator and the Director of Employee and Labor Relations will retain records of all reports, regardless of whether the matter is resolved by means of Initial Title IX Assessment, Informal Resolution or Investigation/Formal Resolution. Reports resolved by means of Initial Title IX Assessment or Informal Resolution are not part of a student's conduct file or academic record or of an employee's labor relations record.
- B. Affirmative findings of responsibility in matters resolved through Investigation/Formal Resolution are part of a student's conduct record and an employee's labor relations record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's labor relations record.
- C. Generally suspension, demotion, and discharge are permanently noted in an employee's labor relations record. The labor relations records of employees who have been suspended, demoted, or discharged are maintained in the Associate Senior Vice President for Human Resources and Strategic Talent Management Office according to the College's published retention schedule. Further questions about record retention should be directed to the Associate Senior Vice President for Human Resources and Strategic Talent Management Office.
- D. Generally suspension, expulsion, and withdrawal are permanently noted on a student's transcript. The conduct files of students who have been suspended or expelled from the College are maintained in the Senior Vice President of Student Services Office indefinitely. Conduct files of students who have not been suspended or expelled are maintained in the Dean of Students office for no fewer than seven years from the date of the incident. Further questions about record

retention should be directed to the Senior Vice President for Student Services office.

XI. Time Limits

Working days are defined as all days during the calendar year other than Saturdays, Sundays, and days the College is closed.

The Title IX Coordinator, Director of Employee and Labor Relations, and, where appropriate, the Senior Vice Presidents, or designees, may exercise reasonable discretion to adjust the time limits set forth in this procedure.

XII. Receipt of Notification

Whenever, under these procedures, individuals must be notified in writing, a copy shall be served in person, by certified, return receipt requested mail to the address that is kept on file at the College, or via email. For purposes of computing any time frames under these procedures, where service is by US mail, the date of service shall be considered to be the third day after the postmarked date of the letter. It is the responsibility of the individual to ensure that the College has their current address on file.

XIII. Pursuant to the President's authority to establish the foregoing Procedure, the President may amend, modify, or supplement this Procedure, or replace the Procedure in whole or in part, at any time and from time to time.

Administrative Approval: June 29, 2015; October 28, 2015; October 11, 2018; June 18, 2019 _____

Appendix A: Possible Sanctions Available Under College Policies and Procedures**Employee Disciplinary Action and Suspension (34002)**

The kinds of disciplinary action are as follows:

- A. Oral Warning: A private discussion held between the supervisor and the employee to discuss the employee's problem and to afford the employee an early opportunity to correct the problem.
- B. Written Warnings or Written Reprimands: Written disciplinary documentation of an employee's problem which needs to be corrected.
- C. Disciplinary Suspension: The required unpaid absence of an employee from work for a serious violation or offense. Suspensions should be for a specified period of time, related to the seriousness of the offense.
- D. Disciplinary Demotion: The involuntary movement of an employee from one position to another position at a lower pay grade as a result of the employee's poor performance or disciplinary action.

Discharge of Administrative, Associate, and Support Staff (Policy 34003)

Any employee whose behavior, act(s) or performance is unacceptable shall be subject to dismissal for cause.

Student Code of Conduct (Procedure 42001)

The following sanctions may be imposed on any student or student organization found to have violated the Student Code of Conduct:

- A. Dismissal. Permanent denial of the privilege of enrollment at the College.
- B. Emergency Suspension. A suspension imposed prior to a discipline review or appeal when necessary to ensure the safety and well-being of the members of the College. This action is recommended by the campus Dean of Student Development and approved by the Vice President/Provost or designee. Upon the completion of the discipline review, additional sanctions may be imposed.
- C. Suspension. Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. During this time the student cannot qualify for graduation, register for or attend classes or other College functions.
- D. Disciplinary Probation. Continued enrollment at the College but only under special conditions for a specified period of time. Conditions may include exclusion from a particular area of the College, participation in the specific activities of the College, or denial of related privileges and/or services. Misconduct during the probationary period or violation of any conditions of the probation may result in more severe disciplinary action, up to and including dismissal.
- E. Restitution. Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.

- F. Community Service. Requires a set number of hours of uncompensated service to the College or a community agency.
- G. Warning. Issuance of a written warning, admonition, or reprimand.
- H. Permanent Record. Entries regarding the disciplinary conference will be added to the student's permanent record at Montgomery College. These records will be kept for five years and will be disclosed only in accordance with applicable federal and state law. These records will be expunged if a student is found not to have violated the Code of Conduct.
- I. Administrative Hold. Placing a hold on all student academic files so that the student may not register. This sanction may be imposed where a student withdraws from the College prior to or during disciplinary proceedings.
- J. Organizational Sanctions. Sanctions for organizational misconduct may include revocation of the use of College premises or privileges for a specified period of time, revocation or denial of recognition or registration, or suspension of activities or events, as well as other appropriate sanctions.

ATTACHMENT IV

**PREVENTION OF BULLYING AND
WORKPLACE VIOLENCE**

POLICY 31011 AND PROCEDURE 31011CP

Chapter: Personnel

Modification No. 002Subject: **Prevention of Bullying and Workplace Violence**

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- I. Montgomery College is committed to maintaining a working, learning, and social environment in which the rights and dignity of all employees, students, and visitors are respected.
 - II. Montgomery College views bullying and/or violent behavior as unwelcome, 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. Visitors who exhibit such behaviors will be removed from College premises. Supervisors, in conjunction with the Office of Human Resources and Strategic Talent Management (HRSTM), are responsible for ensuring that the College appropriately investigates allegations of bullying and/or violent behavior. Supervisors, in conjunction with HRSTM, are also responsible for recommending appropriate disciplinary action against individuals found to have violated this policy.
 - III. It is the policy of Montgomery College to expressly prohibit bullying and violent behavior or threats of violent behavior against any other employee, student, or visitor on College property (including its leased locations) at any time or while engaged in business with or on behalf of the College. Montgomery College will not condone any behavior that it considers to be bullying or violent, including hostile, aggressive, and intimidating conduct and behavior that ~~impairs~~ another's ability to perform that individual's responsibilities to the College or to participate in curricular and/or extracurricular activities. Furthermore, reprisal or retaliation against a complainant, witness, or anyone with information about behavior in violation of this policy is strictly prohibited.
 - IV. Nothing in this policy should be read to impede academic freedom or violate rights to free expression. The prohibition against aggressive, bullying, and/or violent behavior will not constrain commonly accepted workplace management practices (e.g. performance reviews, disciplinary action, changes in employee status, etc.) that are carried out consistent with College Policies.
 - V. The President is authorized to develop procedures to implement this policy.

Board Approval: June 20, 2011; November 13, 2017.

Chapter: Personnel

Modification No. 003Subject: **Prevention of Bullying and Workplace Violence****I. Purpose**

- A. Montgomery College is committed to establishing and maintaining an environment in which the rights and dignity of all employees, students, and visitors are respected and where all members of the Montgomery College community can work and participate in College educational and/or workplace settings free from all forms of bullying and violent behavior.
- B. Bullying and violent behavior, as defined by this policy and procedure, will not be tolerated and the College will consider any violation of 31011/31011CP as an act of misconduct that will result in disciplinary action.
- C. The College has taken steps to prevent and promptly correct behavior not covered by this policy and procedure. Discriminatory conduct is covered by 31006/31005CP-Equal Opportunity and Non-Discrimination Policy and 41002/41002CP-Equal Educational Opportunity and Non-Discrimination Policy. Sexual misconduct, including sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation, and sexual intimidation is covered by 31001/31001CP-Sexual Misconduct.

II. Scope and Applicability

- A. Employees, students, and visitors are prohibited from engaging in bullying, retaliation, and/or violent behavior, as those terms are defined in this procedure. This prohibition applies regardless of whether the behavior is exhibited toward other employees, students, or visitors.
- B. Individuals found to have violated this policy and procedure will be subject to disciplinary action in accordance with applicable College policies and procedures (such as 34002, 34002CP, 34003, and 34003CP) and/or collective bargaining agreements. Sanctions may include any available disciplinary measure, up to and including, discharge.
- D. In the event a third party (someone who is not a College employee or student) violates this Policy and Procedure against a College student or employee, the College will take appropriate action within its control to address the conduct and prevent its recurrence, including but not limited to, contacting law enforcement, and barring the third party from the College's property.

III. Definitions

- A. "Bullying" is abusive conduct that is threatening, unwelcome, aggressive, hostile, intimidating, harassing, and/or unreasonable behavior that demeans, mentally or physically intimidates, or humiliates people either as individuals or as a group. Bullying is typically a repeated course of conduct but may occur as a single incident. Bullying can be conducted by an individual or multiple individuals. Bullying may, but need not, result in physical harm; emotional and/or

psychological harm; economic harm; and/or reputational harm. Bullying is not limited to conduct between individuals with a certain relationship. For example, bullying may be peer to peer, subordinate to supervisor, supervisor to subordinate, and faculty/employee to student, among other relationships. Bullying includes, but is not limited to:

1. Verbal/written bullying, such as ridiculing, insulting, verbally abusing, or maligning a person, either in person or in writing; making abusive, threatening, or derogatory remarks to or about a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities; and
2. Cyberbullying, such as bullying an individual using any electronic form, including, but not limited to, the internet, e-mail, cellular phones, and/or other electronic resources.
3. Conduct that amounts to bullying as defined here may, in appropriate circumstances, also meet the definition of other conduct discussed in 31011 and 31011CP, or elsewhere in the College's Policies and Procedures.

Bullying does not include the following conduct unless the conduct meets the definition set forth above:

1. A supervisor or any person with supervisory authority reporting and/or documenting an employee's unsatisfactory job performance and the potential consequences of such performance;
 2. A supervisor or any person with supervisory authority administering and/or recommending discipline;
 3. A College employee advising a student of unsatisfactory academic work and the potential for course failure or dismissal from a program; and
 4. A College employee advising a student of inappropriate behavior that may result in disciplinary proceedings.
- B. "Retaliation" is the punishment of or an action taken against an employee or student by a College employee or agent for: (1) reporting bullying and/or violent behavior; or (2) participating in an investigation into bullying and/or violent behavior. Retaliation can include, but is not limited to, demotion, discipline, discharge, salary reduction, and certain job/shift reassignment.
- C. "Violent behavior" includes physical violence toward a person and/or property, as well as threats of violence, whether direct or indirect. Violent behavior includes all forms of physical violence, all stated threats of violence, and behavior that would lead a reasonable person to believe that someone may act violently. Conduct that amounts to violent behavior as defined here may, in appropriate circumstances, also meet the definition of other conduct discussed in 31011 and 31011CP, or elsewhere in the College's Policies and Procedures. Examples of violent behavior include, but are not limited to:

1. Physically touching another person in a non-consensual manner, such as pushing, punching, shoving, kicking, and/or tripping;
 2. Intentionally damaging a person's work area or personal property or College property;
 3. Damaging, destroying, interfering with, and/or sabotaging another's work product;
 4. Making a credible threat of violence toward another;
 5. Making a credible threat to damage and/or destroy another's property or work product, or College property;
 6. Directing threatening gestures toward a person;
 7. Behaving aggressively or hostilely in a manner that creates an objective reasonable fear of physical injury to another person or property;
 8. Making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications;
 9. Stalking (as defined in 31001-Sexual Misconduct);
 10. Possessing a weapon, as defined in 77002-Prohibiton of Weapons on Campus, while on College property or while on College business (unless specifically approved as a job-related requirement);
 11. Using any object in a threatening or weapon-like manner;
 12. Committing an act or acts of violence;
 13. Engaging in overt physical intimidation and/or aggression.
- D. A "College educational and/or workplace setting" is defined as any location where an employee performs any work-related duty or student engages in any curricular or extracurricular activity. This setting includes but is not limited to, all College owned and leased premises, rental locations, off-site locations where College activities occur, and locations where College business, curricular, and/or extracurricular activities take place. College educational and/or workplace setting also includes online environments that the College operates and/or provides for employee or student use.

IV. Reporting Procedures**A. Situations Involving Violent Behavior and Bullying**

1. If presented with bullying, violent behavior or the threat of violent behavior, aggressor, if possible, and notify the Office of Public Safety. If at an off-site location, contact 911 then notify the appropriate Office of Public Safety listed in IV, A, 4 below.
2. If a threat of violence is immediate, call 911 and provide all relevant details. After making the request for emergency assistance via 911, call the Office of Public Safety and provide all relevant details, including current location so that a Public Safety Officer can be dispatched to obtain additional information.
3. As soon as practical, employees shall report the incident to their supervisor or to someone in the employee's supervisory chain, and, if the aggressor is an employee, to the Director of Employee and Labor Relations (ELR). Upon notification, the supervisor is responsible for ensuring that ELR is notified.

4. In cases where a student is the reporting party and the aggressor is an employee, the Deputy Director of Public Safety for that campus or the closest campus for off-site locations is responsible for notifying the Director of ELR.

Westfield – TPSS
GBTC – Germantown
Community Engagement Centers – closest public campus

5. In all cases where the behavior rises to the level of a crime, it will be investigated as such. If the aggressor is a student, the incident may be investigated as a crime and as a violation of the Student Code of Conduct.
6. When reporting threats or acts of bullying or violence, employees, students, or visitors will provide as much detailed information as is possible and will, if requested, prepare a written report.

B. Response to Allegations

1. Upon receiving an allegation of bullying, violent behavior, or threat of violent behavior, the Director of ELR, or designee, will assess the allegation to determine whether the allegation falls within the scope of this Policy and Procedure and whether the allegation is supported by facts and circumstances.
2. After reviewing all facts and circumstances, the Director of ELR or designee may, where appropriate and with both parties' consent, attempt informal resolution prior to proceeding with the formal complaint process.
3. When informal resolution is inappropriate, the Director of ELR or designee shall recommend disciplinary action or other appropriate administrative action.
4. The Director of ELR, or designee, may place an employee accused of violating this Policy and Procedure on either paid or unpaid leave pending further investigation, depending on the circumstances of the complaint and evidence at hand. If the Director of ELR or designee decides to place an employee on paid or unpaid leave, the Director of ELR or designee shall comply with 34002-Disciplinary Action and Suspension and applicable collective bargaining agreements.

C. Good Faith Reporting and Non-Retaliation

The College prohibits retaliation against employees, students, and visitors who, in good faith, bring complaints regarding violations of this Policy and Procedure. An individual found to have knowingly filed a false allegation may be subject to appropriate disciplinary action. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation.

V. Faculty Staff and Assistance Program (FSAP)

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- A. The FSAP Program, which includes counseling and referral services, is available to all employees, and should be used to prevent bullying, violent acts, and situations occurring in the workplace in accordance with section 35002.
 - B. Any employee who displays a tendency to engage in bullying and/or violent behavior, or who otherwise engages in behavior that the College deems harassing, threatening, and/or aggressive, 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, Development, and Engagement 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.

VI. Education

- A. Education is a key element of this Policy and Procedure. The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Prevention of Bullying and Work Place Violence Policy and Procedures. 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 educational programs to increase knowledge and share information and resources to prevent bullying and violent behavior, promote safety, and reduce perpetration of the conduct proscribed by this Policy and Procedure. Goals to be achieved through education include: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of prohibited conduct; (c) informing employees, students, and other members of the College community, including contractors, about the proper way to recognize and address complaints involving a violation of this Policy and Procedure; (d) preventing issues that this Policy and Procedure addresses, and; (e) identifying the necessary steps for preventing bullying and violent behavior and addressing its effects.
- B. Workplace Bullying and Violent Behavior Advisory Team
 - 1. The College will establish a Workplace Bullying and Violent Behavior Advisory Team and shall include representation from Facilities, Public Safety, Human Resources, General Counsel, the College Ombuds, Equity and Inclusion, and others deemed appropriate by the President or designee. The Deputy Chief of Staff will convene the group quarterly, or as needed, and provide periodic reports to the President as directed.

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2. This team will assist in promoting this Policy and Procedure by addressing bullying and violent behavior by reviewing best practices and college protocols. This Team will provide guidance in developing bullying and violent behavior prevention and education tools (such as incident reporting forms, pamphlets, guidelines, trainings and handbooks, etc.) to further assist in recognizing and preventing workplace violence.

Administrative Approval: July 11, 2012; November 27, 2017; April 19, 2019.

ATTACHMENT V

HATE/VIOLENCE ACTIVITY POLICY 31002 AND PROCEDURE 31002CP

Chapter: Personnel

Modification No. 005

Subject: **Hate/Violence Activity**

- I. Montgomery College is committed to maintaining educational and employment environments free from ethnic, cultural and racial hostility, violence, or harassment. Further, 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 and expression, 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.

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 referral to the 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 personal attributes as age, color, citizenship status, covered veteran status, disability, gender, gender identity and expression, 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; 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(s) of Student Development, the Title IX Coordinator, and/or the Director of Employee Relations, Diversity and Inclusion.
- 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.

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Administrative Approval: September 21, 1987; September 18, 1990; February 16, 1998;
July 15, 1999; December 13, 2010; February, 23 2015.

ATTACHMENT VI

PROTECTION OF MINORS

POLICY 75005 AND PROCEDURE 75005CP

Chapter: Facilities

Modification No. 001

Subject: **Protection of Minors**

- I. In matters of child welfare, the College shall place the highest priority on the interests of the minor. Montgomery College is committed to providing a safe environment for minors who participate in College programs and activities. The College endeavors to prevent harm to minors and to take prompt steps to address any harm that may occur. This obligation includes the protection of minors from abuse or neglect, including sexual abuse, and requires prompt and effective response to suspicions of, or observations of abuse or neglect.
- II. It is the policy of Montgomery College that no employee, student, volunteer, or member of the community shall harm a minor; this prohibition applies to individuals and members of outside groups that may use College facilities, participate in College programs, or otherwise be present on college property. The College will hold accountable any individual within its authority who harms a minor. The College will cooperate with county, state, and federal authorities charged with the protection of minors.
- III. Montgomery College expects parents and guardians accompanying minors to supervise minors at all times. College employees are expected to contact and involve government authorities in matters of child welfare through College Security or others as appropriate, except for situations of mandatory reporting of child abuse or neglect, in which reporting to government authorities is required and not optional.
- IV. The College will endeavor to protect minors by defining responsibilities of employees, students, volunteers, and those unaffiliated with the College who use College facilities or participate in College programs. Responsibilities may include the following: (i) meeting standards established for programs and activities that serve minors, (ii) participating in awareness training on child abuse and neglect, (iii) establishing effective protocols for dealing with unsupervised minors, (iv) screening, as determined to be appropriate, for employees, students, and volunteers who may have significant interaction with minors, and (v) meeting legal obligations for reporting child abuse and neglect.
- V. The president is authorized and directed to establish procedures necessary to implement this policy.

Board Approval: April 28, 2014

PROCEDURE – Montgomery College

75005CP

Chapter: Facilities

Modification No. 005

Subject: **Protection of Minors**

I. Introduction

In matters of child welfare, Montgomery College places highest priority on the interests of the minor. The president has developed the following procedures to implement Policy 75005, “Protection of Minors,” adopted by the Board of Trustees. These procedures set minimum requirements. Some units of the College, including the Center for Early Education and Workforce Development and Continuing Education, may implement additional protections to satisfy regulatory guidelines or good practices specific to their situations. These procedures do not apply to students under the age of 18 who are enrolled in credit or noncredit classes where registration is required.

II. Definitions

- A. Child Abuse² - Physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.
- B. Child Neglect³ - Failure to give proper care and attention to a child, including leaving the child unattended, under circumstances indicating: 1) that the child's health or welfare is harmed or placed at substantial risk of harm; or 2) mental injury to the child or a substantial risk of mental injury.
- C. Child Protective Services - Maryland public agency responsible for protecting children from abuse and neglect. Also known as CPS.
- D. Child Sexual Abuse⁴ - Any act that involves sexual molestation or exploitation of a child.
- E. College - Montgomery College.
- F. Educator - A teacher, professor, staff, or faculty member.
- G. Human Service Worker - A counselor, social worker, caseworker, probation or parole officer.
- H. Mandated Reporter - Under Maryland law, any adult who has reason to believe a child may have been subjected to abuse or neglect.
- I. Minor (Also Child or Youth) - A person under 18 years of age.

² Under Maryland law, an act constitutes child abuse, child neglect, or child sexual abuse only if committed by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member. An individual who harms a child may lack this type of relationship with the child. The harmful conduct may nonetheless be a crime, for example, assault or a sexual offense, and not subject to the mandatory reporting law; however such conduct should be reported to the college to evaluate the applicability of State reporting requirements.

³ See footnote 1.

⁴ See footnote 1.

- J. Youth Protection Coordinator - College employee who has responsibility for coordinating compliance with these procedures and the companion policy.

III. Reporting Child Abuse or Neglect

The most important factor in reporting is to act promptly. Reporting procedures vary depending on whether the problem is child abuse or child neglect. If the individual making the report is a health practitioner, police officer, educator, or human service worker, some added responsibilities apply.

This section explains legally-required reporting to government authorities under Maryland law. It also explains internal reporting requirements within the College and how to obtain advice.

A. Protection for Individuals Making Reports

The College will not retaliate against any person for making a good-faith report of child abuse or neglect. In addition, Maryland law provides immunity to anyone making a good-faith report of child abuse or neglect, so the alleged wrongdoer cannot recover damages from the reporter for making the report.

B. Who Must Make a Report

Anyone who has reason to believe a child has been subjected to abuse or neglect must make a report to government authorities. This includes College employees, students, volunteers, visitors, and individuals or groups using College facilities for any purpose.

C. Reporting Child Abuse to Government Authorities

1. In an emergency, dial 911.
2. Regardless of whether 911 is contacted, employees must give notice about the suspected child abuse immediately after forming the suspicion that abuse occurred to EITHER (a) the local social services department or (b) the local law enforcement agency. Notice may be oral, except as provided in section E below. The relevant locality is where the child lives or where the abuse occurred. In Montgomery County, the appropriate social services agency is the Child Abuse and Neglect Hotline at 240-777-4417. For the Montgomery County Department of Police, the non-emergency number is 301-279-8000.

D. Reporting Child Neglect to Government Authorities

1. In an emergency, dial 911.
2. Regardless of whether 911 is contacted, employees must immediately after forming the suspicion that neglect occurred notify the local social services department for the area in which the child lives or in which the neglect occurred. In Montgomery County, contact the Child Abuse and Neglect Hotline at 240-777-4417.

E. Special Rules for Certain Professionals

1. Health practitioners, police officers, educators, or human service workers acting in a professional capacity must follow an oral report with a written report to the relevant agency within 48 hours after forming the belief that the child may have been subjected to abuse or neglect.
2. Report Contents. Insofar as is reasonably possible, an individual who makes a report shall include in the report the following information:
 - (a) the name, age, and home address of the child;
 - (b) the name and home address of the child's parent or other person who is responsible for the child's care;
 - (c) the whereabouts of the child;
 - (d) the nature and extent of the abuse or neglect of the child, including any evidence or information available to the reporter concerning possible previous instances of abuse or neglect; and
 - (e) any other information that would help to determine:
 - (i) the cause of the suspected abuse or neglect; and
 - (ii) the identity of any individual responsible for the abuse or neglect.
3. For more information about the contents of written reports see [2010 Maryland Code, Family Law, Title 5 – CHILDREN, Subtitle 7 - Child Abuse and Neglect Section 5-704 - Reporting of abuse or neglect - By health practitioner, police officer, educator or human service worker.](#)

F. Internal Reporting of Harms to Children

After reporting to government authorities, the individual must also make a report to the College if either the abuse bears a connection to the College or the individual became aware of the abuse as part of his or her College responsibilities. Promptly notify the Department of Public Safety and Emergency Management which, in turn, should notify the youth protection coordinator. Report to the College only after any mandated reporting to the government.

If an individual is unsure about whether or how to make a report, promptly contact the youth protection coordinator.

G. Disclosure by an Adult of Prior Abuse or Neglect as a Child

An adult may disclose that he or she was abused or neglected as a child. Even if the event(s) occurred a long time ago, employees are compelled by law to make a report. If there are concerns, about reporting, please contact the youth protection coordinator (See Opinion of the Maryland Attorney General dated December 3, 1993, at 78 Op. Att'y Gen. 189).

IV. Criminal History Checks

Criminal history background checks can help screen employees, students, and volunteers for their suitability in working with children and other vulnerable populations. This section describes criminal history check requirements for employees and other individuals. The College evaluates criminal histories on an individualized basis rather than imposing an automatic disqualification. Criminal history checks must be completed before an individual interacts with minors on behalf of the College.

Some College employees and students may undergo criminal checks before participating under College auspices in the Montgomery County Public Schools (MCPS) or other community settings. This section does not replace MCPS or other external criminal history check requirements.

A. College Employees

All newly-hired College employees undergo criminal history checks. Subject to resource availability, the College intends to conduct criminal history checks on all College employees who have contact with minors. These checks are conducted pursuant to College Policy and Procedure [32101–Employment Practices](#) and as determined by Human Resources and Strategic Talent Management (HRSTM).

B. College Volunteers and Outside Groups

1. For College volunteers who have contact with minors, the youth protection coordinator will require the individual to have a satisfactory criminal history check based on a check of the national sex offender public website, maintained by the United States Department of Justice, using the individual's name and place of residence. See www.nsopw.org.

Subject to resource availability and based on the nature and duration of the volunteer assignment, the College will conduct criminal history checks on volunteers who have contact with minors pursuant to College Policy and Procedure 39002-Volunteers.

2. As discussed below under "Use of College Facilities by Outside Groups," (Section VII below) external youth-serving groups using College facilities may be required to implement criminal history checks for their employees and volunteers.

V. Program Requirements

Youth-serving programs exist in many parts of the College, including academic, recreational, and community outreach units. To facilitate compliance with this policy, all programs that serve youth must register in advance and satisfy other child protection requirements. The youth protection coordinator has the authority to disallow youth programs that do not meet the requirements stated in this procedure. College credit or noncredit classes where College registration is required and in which one or more students may be under 18, need not satisfy the program requirements. To register youth-service programs, program directors and event planners should follow the following guidelines:

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- A. Notify the youth protection coordinator at least 30 calendar days before the program begins. Use the [online registration form](#) or send an email to the youth protection coordinator.
 - B. Establish staffing ratios for the program or follow staffing ratios already established. Staffing ratios should account for factors including: the type and length of the program; the numbers, ages, and experience levels of the youth; the ages and experience levels of the staff; whether the program involves transportation, swimming, changing clothes, showering, or other special circumstances; and how the program will function if a staff member is unavailable or attending to emergency needs of a single child rather than supervising the whole group.
 - C. Coordinate criminal history checks for current employees with the youth protection coordinator. The youth protection coordinator will notify the program director or event planner whether or not the individual is authorized to have contact with minors. Until the program director or event planner receives this notification, the individual may not have contact with minors in the program.
 - D. Formal and informal youth mentoring programs, internships and job shadowing programs that include minors or interactions with minors must be registered with the youth protection coordinator
 - E. High school outreach and recruitment functions are exempt from the program registration requirement. Instead, as standard operating procedure, all Recruiters will comply with the following:
 - 1. CJIS background screening as a condition of employment;
 - 2. Completion of on-line and ongoing training on identifying and responding to child maltreatment, as defined by the youth protection coordinator;
 - 3. Adhere to behavioral expectations including the Rule of 3;
 - 4. Provide written notice to attendees that the College does not provide supervision at Recruitment events unless otherwise specifically indicated; and
 - 5. Report immediately any irregular contact with a minor that might be construed as problematic or conflicting with the Protection of Minors Policy & Procedure.

In the event that a program includes providing care, control and custody of minors, the event will follow the normal program registration steps as indicated in the policy.

VI. Behavioral Standards, Training, and Resources

The College requires those working with youth not to be alone with a minor before, during, or after the program or activity. The “rule of three,” as it is known, calls for two responsible adults to be present at all times. Any exception to the “rule of three” must be made, in advance, by the supervisor or program director. The College will provide

additional guidance on behavioral standards through training, educational resources, and consultation facilitated by the youth protection coordinator.

VII. Use of College Facilities by Outside Groups

- A. Many outside groups use College facilities for their own youth-serving programs. Outside groups must meet the following requirements for the protection of minors:
 1. Register the program at least 30 calendar days in advance under section V., subsection A. above.
 2. Structure the program to eliminate any one-on-one time between an adult and a minor in a private area not readily observable by others.
 3. Distribute educational materials provided by the College to the adults participating in the program and review the contents with adult participants.
- B. For outside groups required to have commercial general liability insurance, the insurance must have appropriate limits and types of coverage as determined by the General Counsel.
- C. For outside programs lasting more than one day (8 hours or more) or involving an overnight stay, conduct criminal history checks on all paid staff and volunteers. Outside programs must certify to the College that the outside group's staff and volunteers have satisfactory results from a completed criminal history check. No staff member or volunteer in an outside program lasting more than one day or including an overnight stay may work with youth on College premises until a satisfactory criminal history check has been completed.

Exemptions to the background screening requirement can be made at the discretion of the youth protection coordinator. One common exception will be for a single rehearsal and a single performance in one of the College's performing arts facilities, where the addition of the rehearsal triggers the background screening requirement.

- D. Comply with instructions from the youth protection coordinator concerning program operations.

The College may require an outside group to: (a) provide documentation showing satisfaction of all requirements in this section, and/or (b) permit the College to audit youth protection protocols and records upon request.

VIII. Miscellaneous Responsibilities – Children in the Workplace and Classroom, Unaccompanied Minors, and Vendors

- A. Employees may not bring children to work except for occasional short periods of time that do not interfere with the employee or his or her colleagues devoting their full attention to College business. The employee retains full responsibility for supervising the child at all times. Events such as "Bring Your Child to Work Day"

or other activities especially designed to be suitable for children in the workplace may excuse personal supervision for the event.

- B. Students should make childcare arrangements for periods when they will be on campus. In an occasional emergency situation, and only with permission of the instructor, a student may bring a child to class provided that the situation does not interfere with other students' educational experience. If the instructor does not grant permission for the child to be present, the student must remove the child from College premises.
- C. Supervised children accompanied by responsible adults may be invited to participate in public activities organized and sponsored by the College. Except for specially planned public activities and supervised youth activities, no minors are permitted in a College laboratory or any other area or activity posing special risks to minors. No children, whether supervised or unsupervised, are permitted on construction sites, in maintenance facilities, or other areas where their presence constitutes a danger to themselves or others.
- D. The College is not responsible for unaccompanied minors who are not participating in a structured program or activity. If a minor on College premises appears to be unaccompanied and in need of supervision (for example should an emergency arise), staff will contact the College Department of Public Safety and Emergency Management. Public Safety staff will temporarily supervise the minor and may, in their discretion, contact law enforcement or child protection authorities.
- E. The College may require vendors and contractors to meet requirements of this policy including, among others, reporting obligations, criminal history checks, training, and adherence to behavioral standards.
- F. The College is not responsible for injuries to children who are on College premises in violation of these procedural guidelines.
- G. Students and employees who violate these procedures may be subject to disciplinary action and other appropriate sanctions by the College in accordance with normal processes.

IX. Interpretations and Exemptions

The youth protection coordinator is authorized to interpret and grant specific exemptions to the application of these procedures. The youth protection coordinator must maintain a record of any such interpretations and exemptions, and on a regular basis (monthly unless otherwise requested by the president) furnish a copy of this record to the president and the general counsel.

Administrative Approval: July 29, 2004; June 10, 2013, April 28, 2014 (administrative correction only); February 23, 2015; November 27, 2017.