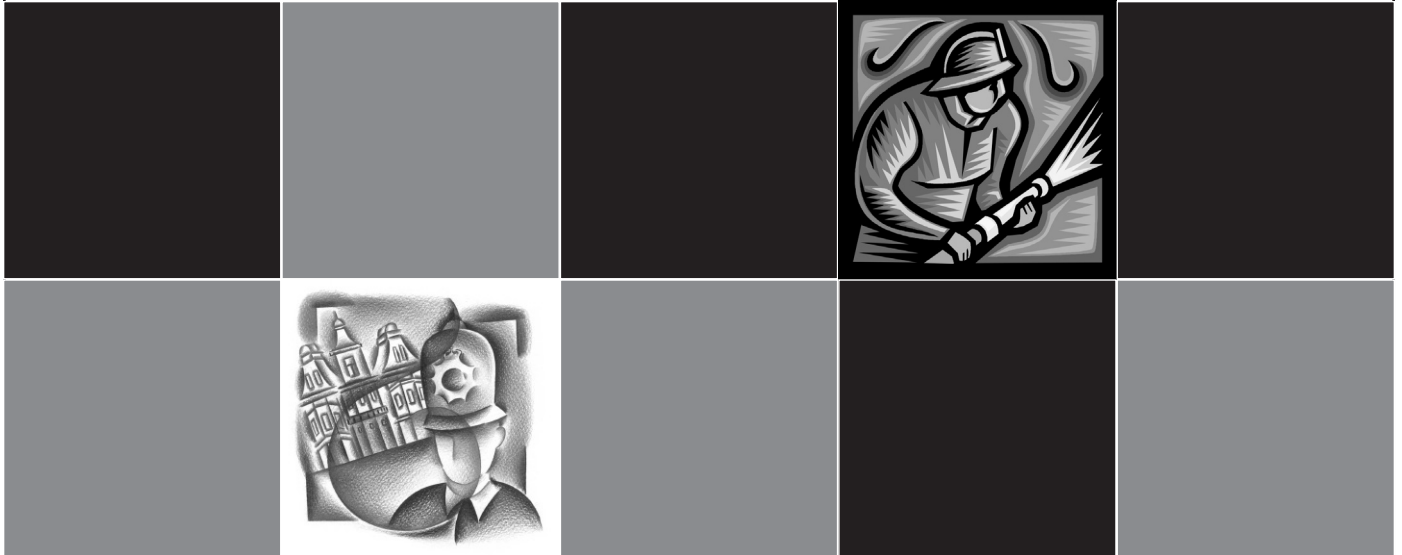


Allegany College of Maryland

Office of Student & Legal Affairs



2021 Annual Campus

Security & Fire Safety Report

*Crime/Fire statistics collected for January – December 2020
Other safety/security content through the writing of the report
(Fall 2021)*

Pursuant to the Higher Education Act and the Crime Awareness and Campus Security Act (otherwise known as the Clery Act) ~ Includes Security and Fire Safety information

Data Collected & Submitted Summer/Fall 2021

Contributors: Campus Safety/Special Police, Cumberland Police Department, Pennsylvania State Police (Bedford County), Student Services Director of Pennsylvania Campus (Bedford Somerset County), and the Office of Student & Legal Affairs



**ALLEGANY
COLLEGE**
of
MARYLAND



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■ Introduction

Jeanne Clery Act Crime and Campus Safety Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to maintain a daily crime log, collect and report data related to certain crimes reported on/around their campuses, and to issue Timely Warnings in the event of an imminent threat of harm to persons or property. The purpose of the Act is to warn students, employees, and applicants to the institution of the risks related to crime – as well as to identify problems or trends that require action by officials at the institution. Allegany College of Maryland is fully compliant with the Clery Act. Annually, the Department of Education collects data from the preceding calendar year (January to December); Allegany College of Maryland operates using the fiscal year (ie., July – June), so this Report differs from the dates on other Student & Legal Affairs reports. The Violence Against Women Act (signed into law March 7, 2013) adds new crime statistic categories and requires colleges to include more information about policies, procedures, and programs in the annual crime report. This report includes those crime statistics for the 2020 calendar year as well as safety/security information for the 2020 calendar year.

Jeanne Clery Act Fire Safety Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that, beginning in October 2009, requires colleges and universities to maintain a fire log, collect and report data related to campus fires, and to publish an annual Fire Safety Report. For purposes of fire safety reporting, a fire is defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” Allegany College of Maryland is fully compliant with the Clery Act. Annually, the Department of Education collects data from the preceding calendar year (January to December); Allegany College of Maryland operates using the fiscal year (ie., July – June), so this Report differs from the dates on other Student & Legal Affairs reports. This report includes those fire statistics for the 2020 calendar year as well as fire safety information for the 2020 calendar year.

Allegany College of Maryland

General

Allegany College of Maryland, founded in 1961, is a publicly supported co-educational community college providing numerous career, technical, transfer, general education, and continuing education programs. Our students receive Associates Degrees, Certificates, Letters of Recognition, and Transfer Credits; many students pursue specific credit and non-credit classes for career development and personal enrichment.

The College consists of two campuses: the main campus in Cumberland, Maryland and the Bedford County campus in Everett, Pennsylvania (established in 1990). (The former Somerset County Pennsylvania campus has been closed, but Allegany College of Maryland maintains an educational site there.) The College also manages multiple teaching sites including the Bedford County Technical Center; the Gateway Center in downtown Cumberland which houses the Culinary Arts, Hotel & Restaurant Management, and the Hospitality Management programs; and Garrett County Memorial Hospital in Oakland, Maryland which graduates a cohort of twenty registered nurses every other year. Also, the College offers a wide variety of online and distance learning classes/programs, as well as extensive early college opportunities in local high schools. The College is a rarity among community colleges by offering on-campus housing.



Allegany College of Maryland's Continuing Education programs attract ~ 12,000 registrations each year (pre-Covid which reduced enrollments). To help students succeed personally and professionally, Continuing Education offers a wide array of classes in business, health and human services, wellness, professional development, workforce training, and personal enrichment. With opportunities offered at both the Cumberland and Bedford County locations, Continuing Education offers countless options through customized contract trainings, open enrollment courses, professional conferences, certification and licensure courses, job entry, and advanced manufacturing trainings.

The College is approved for operation by the Maryland Higher Education Commission in Annapolis (Maryland) and is accredited by the Commission on Higher Education, Middle States Association of Colleges & Schools in Philadelphia (Pennsylvania). Local governance is provided by the College's Board of Trustees – appointed members of the local community (Allegany County, Maryland); Allegany College of Maryland is proud to have a highly engaged and inspired Board membership: **Kim Leonard (Chair), Jane Belt (Vice-Chair), Mirjhana Buck, Linda W. Buckel, Joyce Lapp, Michelle Martz, and James R. Pyles.**

Campus Security

Online Message from Campus Safety/Special Police Director, Robert Cuthbertson

At Allegany College of Maryland, we're committed to ensuring a safe environment for our students, faculty, staff, and visitors. My department's primary responsibility is the execution of crime prevention actions to keep our campus community safe. Working closely with our college's administration, student services, housing, and physical plant staff, as well as the local fire and police departments, we make every effort to keep our college a place where learning is not impeded by security and crime issues.

We also believe that security is an individual responsibility, so we work with you to educate you and our campus community about personal and public safety. In addition to providing crime prevention tips to our students and staff, we promote personal safety wherever and whenever possible.

We know that much has changed in our society since our college opened in the 1960's. With the increase of crime on college campuses across our nation, we've adjusted our security prevention measures accordingly, while continuing to keep your personal rights and liberties in mind. One measure of safety that has been adopted is our e-SAFE text messaging and email notification system. We encourage all staff and students to register so all can be notified when there is a major emergency, crisis situation or disaster, or a weather emergency closing or delay for the Allegany College of Maryland campuses.

For your information, our department and the Office of Student & Legal Affairs ensure full disclosure of campus security information in compliance with the legal requirements of the Jeanne Clery Campus Safety Act. Our annual crime statistics report is available in the Office of Student and Legal Affairs and our public crime log is available in our security office. Please feel free to view these reports during normal business hours, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

***See below in this report for detailed information about Campus Safety/Special Police operations.*



Student & Legal Affairs

THE MISSION of the Office of Student & Legal Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to maintain institutional compliance with laws and regulations.

During the first six months of 2020, the following operational units reported to Dean of Student & Legal Affairs: Athletics, Office of Student Affairs, Residence Life, and Student Life. Effective 07/01/20, Athletics no longer reported through Student Affairs; it was combined with the academic unit of Health/Physical Education and reports through Arts & Humanities.

The Office of Student & Legal Affairs has responsibility for the following services/tasks: student discipline, Campus Ban List (+ notifications), Willowbrook Woods No Trespassing List (+ notifications), Title IX compliance, Clery compliance, drug/alcohol compliance, student counseling program, residency reclassifications, background checks of current/former students by external entities, public court record checks for selected incoming students (significantly modified in early 2018 in compliance with new Maryland Law “Ban the Box” which prohibits criminal record checks or consideration of criminal for general college admissions purposes), student emergency assistance program, diversity plan progress report, student service appeals, wellbeing checks, Willowbrook Woods applications/contracts, off-campus student issues, information and referrals, community resources, legal issues related to students, FOIA requests, and First Amendment activities. Effective 07/01/20, the Dean of Student & Legal Affairs was designated Allegany College of Maryland’s ADA/504 Coordinator with a revised job description that incorporated this additional responsibility as well as increased focus on the College’s legal matters, shifting more daily student interaction and supports to other unit personnel including the Student Support Coordinator and Residence Life Director.

The Dean of Student & Legal Affairs has oversight regarding policy, procedure, and operations that relate directly to student safety; the Dean also is frequently involved in matters related to faculty/staff safety – collaborating with Human Resources and other units/departments as needed.

Campus Safety/Special Police is a vital partner and works closely with Student Affairs personnel on a daily basis; the Dean of Student & Legal Affairs receives each Security report and directs appropriate follow-up. Additionally, the Dean of Student & Legal Affairs is the Colleges’ Title IX Coordinator.



■ Part I - Crime Statistics

The following Crime Statistics for all campuses (Cumberland (MD) and Bedford County (PA) for calendar year 2020 were reported to the United States Department of Education in September 2021.

Crimes

Offense	On Campus*	Residence Halls	Non-Campus	Public Property
Murder / Non-negligent manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Rape (Forcible Sex Offense)	0	0	0	0
Fondling (Forcible Sex Offense)	1	1	0	0
Incest (Non-forcible Sex Offense)	0	0	0	0
Statutory Rape (Non-forcible Sex Offense)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

*On campus numbers include housing numbers.

+The complete crime report lists hate crimes as detailed above for non-hate crimes, as well as additional offenses of larceny/theft, simple assault, intimidation, vandalism/destruction of property, and any other crime involving bodily injury. The complete report may be reviewed online at www.allegany.edu; the daily crime log may be reviewed by contacting the Director Security at (301) 784-5252. Notice of the availability of the report is posted on the College's website (under Student & Legal Affairs) year-round, and information about the availability of the crime report is printed in the Student Handbook, College Catalog, and all Allegany College of Maryland publications.

NOTE: Non-campus refers to off-campus property owned/operated by the College; public property refers to property open to the general public which borders the campuses and is easily accessible from the campuses (eg., roadways without fences).



Hate Crimes

Offense	On Campus*	Residence Halls	Non-Campus	Public Property
Murder / Non-negligent manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Rape (Forcible Sex Offense)	0	0	0	0
Fondling (Forcible Sex Offense)	0	0	0	0
Incest (Non-forcible Sex Offense)	0	0	0	0
Statutory Rape (Non-forcible Sex Offense)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Simple Assault	0	0	0	0
Larceny - Theft	0	0	0	0
Intimidation	0	0	0	1
Destruction of Property - Vandalism	0	0	0	0

*On campus numbers include housing numbers.

Follow-up Data:

>> Hate crime by bias category.

Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0
Sex Offenses - forcible	0	0	0	0	0	0	0	0
Sex Offenses Non-forcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0	0	0
Destruction of Property - Vandalism	0	0	0	0	0	0	0	0



Unfounded Crimes

Offense	YEAR (when reported)	Basis of determination (ie., results of law enforcement investigation and evidence?)
Murder / Non-negligent Manslaughter	0	
Manslaughter by Negligence	0	
Sex Offenses - forcible	0	
Sex Offenses - non-forcible (incest, statutory rape)	0	
Robbery	0	
Aggravated Assault	0	
Burglary	0	
Motor Vehicle Theft	0	
Arson	0	
Domestic Violence	0	
Dating Violence	0	
Stalking	0	

The following Arrests and Disciplinary Referrals for calendar year 2020 were reported to the United States Department of Education in September, 2021.

Arrests

Offense	On Campus*	Residence Halls	Non- Campus	Public Property
Arrests: Weapons (carrying, possessing, etc.)	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0

*On campus numbers include housing numbers.



DISCIPLINARY REFERRALS

Offense	On Campus*	Residence Halls	Non-Campus	Public Property
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	6	6	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0

*On campus numbers include housing numbers.

■ ■ Part II - Crime Prevention

The following information about crime prevention and general safety applies at Allegany College of Maryland at this writing as an important safety measure for students, staff, faculty, and visitors.

Campus Security / Services

Campus Safety/Special Police (commonly referred to by students, faculty, and staff as “Security”) is located in the College Center of the Cumberland Campus, Room 190. The office phone number is (301) 784-5252 or dial 5252 from any campus network phone. For emergencies, call (301) 784-5555 or dial 5555 from any campus network phone. **Or call 911.**

A significant change occurred at Allegany College of Maryland in 2018. The Director and Assistant Director of Campus Safety/Special Police earned Special Police designation by the State of Maryland; this designation bestows full law enforcement authority on the two unit leaders. A comprehensive manual of procedures has been completed and implemented.

Campus Safety/Special Police offers safety/security services:

Campus Safety/Special Police responds to any incident that occurs on campus or is reported (including off-campus incidents involving students, faculty, staff); the Security staff gathers preliminary information, investigates, coordinates any necessary notification to local law enforcement, and assists with police investigations as needed. Crimes and Code of Student Conduct violations are referred for prosecution and/or the Office of Student & Legal Affairs, respectively. See Part III – Crime Reporting, for more information.



Under the leadership of the Director and to assist any person including students and employees, this team of Security Guards offers the following safety measures/services:

- Responding to emergencies and managing any safety incidents that occur
- Responding to requests for assistance
- Emergency telephones – one in each building on each floor as well as the outdoor track (details below)
- Dedicated Security emergency phone number: (301) 784-5555
- E-Safe emergency notification system
- 24-hour Staffed Security Gatehouse at the gated Willowbrook Woods on-campus housing.
- Security cameras on both the main campus and Willowbrook Woods
- Supplemental “Walking Security” at Willowbrook Woods during the weekends’ late night/early morning hours.
- Public criminal record checks for each applicant to student housing
- Public criminal record checks for selected academic programs
- Escort to/from classes and vehicles upon request by any person
- Campus patrols
- Presence at campus events (eg., athletic, theatrical)
- Restricted access to closed buildings after business hours
- Engraving of personal property (including electronics)
- Anonymous reporting of crimes, offenses, misconduct
- Providing personal safety information via brochures, announcements, guest lectures, and reminders
- Coordination with key departments including Student Affairs, Student Housing, and Physical Plant
- Coordination and communication with local law enforcement and fire departments
- Training for employees (eg., Active Shooter training by the Maryland State Police)
- Transporting bank deposits for the Finance Department
- Accident/damage reports for Finance/insurance added to the Security webpage for easy access and use by students, faculty, staff, and visitors.
- Sharing safety/crime alerts from local law enforcement and federal authorities.
- Training of all guards in the administration of Naloxone for heroin/opioid overdose.
- Training of all guards and Resident Assistants in the proper use of fire extinguishers.
- Dedicated Security personnel at the WEX program in Continuing Education.
- Door “Bear-a-Cades” in all classrooms
- E-Safe emergency notifications. (Exploration of a new alert system remains underway.)
- Run/Hide/Fight active shooter protocol. An active shooter video obtained from Ohio State University is routinely shared with constituency groups and classes; it is posted on the website for anyone to view and learn.
- Safe zones have been identified in each building for use in weather emergencies.
- Evacuation plans for each building are being created; they will show where AEDs, fire extinguishers, and safe zones are located.
- All first aid kits are monitored and maintained by Security.
- OSHA certified kits on campus
- Both the Director and Assistant Director are members of the College’s Title IX Team, conducting investigations as assigned by the Title IX Coordinator. Campus Safety/Special Police has also volunteered to provide additional services to the institution which have been added to the list below.



Facilities/ Physical Plant

- The main campus is protected by gates at the two entry/exit points which are closed and locked at 11:00 pm nightly at which time the campus is closed. All buildings on all campuses and teaching sites (such as the Gateway Center in Downtown Cumberland) are locked when scheduled activities for the day are concluded.
- Building and room keys are issued to employees only and with great care; the Physical Plant Department alone has the authority to issue keys to campus offices and buildings after receiving written request approved by the employee's supervisor. Lost/stolen keys must be reported immediately.
(Willowbrook Woods residents are issued and sign for 3 keys: apartment, bedroom, and mailbox key.)
- Building inspections and processing work orders – with health and safety matters as top priority
- Locking buildings at the close of daily business (including locking buildings housing only one or two classes in the evening – after classes begin)
- Landscaping around buildings to allow safe entry/exit
- Maintaining adequate campus lighting on walkways, building entrances, and parking lots
- Willowbrook Woods work orders – with health and safety matters as top priority
- Willowbrook Woods emergency night/weekend call sheet – with health and safety matters as top priority
- Routine communication with Campus Security regarding Physical Plant issues that could affect safety.
- Campus personnel coverage 12am-8am
- Assistance with safety emergencies

Personal Safety

Allegany College of Maryland welcomes thousands of students and visitors to its campuses each year to enroll in credit and non-credit classes, to enjoy athletic and cultural events, to use recreation facilities, to conduct research in the Library, to dine in the cafeteria, to attend meetings, and much more. College faculty and staff are committed to making each campus environment functional and safe. Campus Safety/Special Police is highly capable of handling many emergencies and has direct communication with the Cumberland City Police. Maintenance personnel are vigilant to correct any obstructions or damages to College property. Nevertheless, given the high volume of traffic and the extensive hours of operation, accidents and acts of misconduct are inevitable. Happily, Allegany College of Maryland has a low rate of both accidents and crime. We strive to keep it that way, and we emphasize prevention as an essential tool for everyone's personal safety.

Information about personal safety is disseminated in the following ways: dedicated web page (updated with all ACM web pages each summer), emergency procedures posted online, Student Handbook content, Student Services Brochure content, Willowbrook Woods applications, Willowbrook Woods Housing Guide, Willowbrook Woods orientation, New Student Orientations, Title IX page, Title IX trainings to employees, Title IX presentations to students, hazing information sheet (and presentations to students), and email to all credit students and all employees at the beginning of each Fall, Spring, and Summer semester.

Campus Security's dedicated web page provides the following information: contact information, introductory content, eSafe registration, emergency information, crime prevention crime prevention tips, accident/damage/property loss forms, emergency procedures, personal safety in campus housing, Run/Hide/Fight video, Bearcade video, fire extinguisher demonstration video, and more.



The Student Handbook includes the following information: emergency and non-emergency contact, eSafe registration information, and some specific advice to students.

Please observe the following practices whenever you are on campus:

- *Always be aware of your surroundings.*
- *Avoid walking in areas that are isolated, poorly lit, unpaved, or containing debris/equipment.*
- *Do not walk alone at night. Walk in groups or call Security for an escort to your car.*
- *Do not leave populated areas with someone you do not know extremely well.*
- *If you feel uncomfortable or suspicious of a person or situation, get away!*
- *Do not leave your personal property unattended at any time, in any location.*
- *Keep a separate record of valuables (including serial numbers).*
- *Always lock your car, locker, and apartment door.*
- *Protect personal information such as social security number, locker combination, PIN numbers, etc..*
- *Make sure someone (a friend or relative) knows your schedule and travel habits.*
- *Evacuate buildings if you hear a fire alarm OR are directed by an official.*
- *Report dangerous situations, accidents, and crimes immediately to Police, not Security.*

If there has been an accident with injuries, call 911 and Security (ext. 5555).

If there has been an accident without injuries, call Security.*

If there has been a crime with injuries, call 911 and Security (ext. 5555).

If there has been a crime without injuries, call the police, Security, and the Dean of Student & Legal Affairs.*

**Incidents on the Pennsylvania campuses shall be reported to the Admissions/Registration Offices.*

Other Crime Prevention Measures

- » Allegany College of Maryland's Office of Student Life is responsible for the production of college photo IDs, which are an important security measure. Not only is every person present on a Maryland college required by law to carry identification (and display it upon request), the use of college-issued IDs facilitates access to services – including some locations such as Willowbrook Woods, whose residents are required to obtain and carry their ID. The College is developing a policy to require all credit students to obtain a college-issued photo ID card and to display/provide the card upon request of a College Official; this policy was presented to the All College Assembly in summer 2019 and was referred back to committee for revision; however, the policy remains unapproved by the All College Assembly, so commuter students continue to be encouraged to obtain an ACM photo ID. Following the delay caused by Covid which put many projects on hold, the College's Enterprise Risk Management Team has recommended this policy be finalized and adopted during FY22.
- » Willowbrook Woods is a secure facility with one gated entry point and one gated exit point staffed 24-hours by Security. Extensive crime prevention and security procedures exist for the safety of all residents. They include:
 - Careful screening of all applications which includes public criminal record check consistent with Maryland's "Ban the Box" law (ie., the process includes consideration of multiple factors to determine whether there is a relationship between the criminal history and housing.
 - Unique photo ID cards for Willowbrook Woods residents
 - Unique guest ID cards for their guests. (See below.)
 - Only residents, registered guests, approved staff members are permitted on housing property.



- Guest procedures which include registration, photo identification, departure “curfew”, advance overnight permission, designated parking spaces, and requirement that guests are accompanied by hosts at all times. (See Above.)
 - Alcohol, drugs, smoking, and weapons are strictly prohibited.
 - Trunk searches as necessary.
 - No Trespassing List (some persons not permitted on the property for safety reasons)
 - Strict controls over access to and use of master keys
 - Fence line along the only open neighboring land
 - Cameras
 - Professional Staff member on duty during overnight and weekend hours to respond to any safety incident
 - Resident Assistants on duty during overnight and weekend hours to conduct “rounds”
 - Security “rounds” during overnight and weekend hours
- » Orientation for new students and Willowbrook Woods residents include personal safety and crime prevention information. New student orientations for all credit students are voluntary; as family/friends are welcome to the new student orientations orientations, they get this information, too. Willowbrook Woods residents are required to complete an online orientation program.
- » Weapons: “No one may possess or use on College property any firearms, guns (including BB guns), knives (except a penknife without switchblade), other dangerous or deadly weapons of any kind, explosive ammunition, or incendiary/explosive material or device (except as expressly permitted by the President). Also, if an ordinary usage item is wielded as a weapon, then it will be treated as a violation of this standard.” **Code of Student Conduct #IV.C.1 >> #IVII.C.1 in Revised Code of Student Conduct**
- » Application Review Committee was charged with determining whether an applicant to Allegany College of Maryland presents a safety risk to the campus community based; through January 2017, each applicant was required to disclose any criminal or disciplinary record (regardless of outcome). When reviewing an application, the Committee would balance campus safety with educational opportunity by considering the following factors: nature of the criminal/disciplinary history (ie., type of violations), number of incidents, the existence of a pattern of misconduct, age of the applicant at the time of the incident(s), when the incident(s) occurred, when the applicant was released from incarceration, whether the applicant has been the subject of any peace/protective orders, compliance with prior directives from officials including but not limited to courts and probation officers, and any evidence of rehabilitation. The Committee would consider other factors as appropriate for the circumstances. However, the Maryland General Assembly passed and Governor Hogan signed into law a prohibition: colleges cannot ask about (or consider) prior criminal history for purposes of admission to the institution. Known as “Ban the Box”, this law went into effect 02/12/18; Allegany College of Maryland complied in advance by revising its Safety Risk Policy, removing the criminal history question from its admissions application, and creating a separate process for selective admission academic programs and for on-campus housing which have the ability to consider prior criminal history for acceptance. The Application Review Committee may still consider prior disciplinary history. See Safety Risk Policy & Procedure (Admissions) in the Appendix.
- » Campus Ban List is comprised of individuals who have been deemed to present such a safety risk to the campus community that they are not permitted on any campus property at any time for any reason without advance permission from the Director of Campus Safety/Special Police or the Dean of Student & Legal Affairs; the list is populated by some applicants whose admission has been denied (see above), by students who have been dismissed from the College



under the Code of Student Conduct, and by third parties who have engaged in dangerous behavior on campus or in the larger community. (Banned persons may petition to have their campus privileges restored.) In 2018, the College began working on procedures to make photos of banned persons (when there is a photo) available to College personnel so trespassers can be identified if/when they are on campus; that project remains in progress with the proper data fields created/updated for former students who are banned from campus. Additionally, the College is exploring the purchase of a “one card” solution. Both processes remain in development at the writing of this report. See Safety Risk Policy & Procedure (Visitors) in the Appendix. Following the delay caused by Covid which put many projects on hold, the College’s Enterprise Risk Management Team has recommended this process be finalized and adopted during FY22.

- » Technology Resources Policy applies to any person using technology resources provided by the College and forbids, among other things, the following behaviors: threatening, abusive, or disruptive messages, using credentials/passwords that are not assigned to you, attempting to disguise or obscure the identity or resources being used, attempting to gain access to unauthorized resources, tampering with resources, launching software attacks, deliberate acts which circumvent hardware/software security/data protection measures, using resources for personal gain, using resources to monitor or manipulate another users data/files/software, and to operate an unauthorized networks server. The policy also cross references other institutional policies such as the Sexual Misconduct and Sex Discrimination Policy, Code of Student Conduct, and [employee] Principles of Conduct.
- » Beginning in 2018 and continuing today, the College has experienced what many other institutions, businesses, agencies, banks, etc. had faced: email phishing scams and other cybersecurity threats. The College responds to each incident across operations that include Information Technology, Campus Safety/Special Police, Student Affairs (when students are targeted), Human Resources, Public Relations, and other offices whose help is needed to minimize the harm and to educate students, faculty, and staff.
- » Human Resources policies including the Principles of Conduct expressly prohibit many behaviors which could endanger others or constitute crimes (eg., negligence, unethical conduct, brutal treatment of others, dishonest practices, theft), Drug/Alcohol Policy, Sexual Harassment and Sex Discrimination Policy, Campus Keys, Access to Closed Buildings, and accidents. The College’s personnel manual is being reviewed by the Human Resources Director in consultation with the College’s General Counsel and an employment law consulting firm. Numerous policies have been updated with several more to be completed. Following the delay caused by Covid which put many projects on hold, the College’s Enterprise Risk Management Team has recommended this project be finalized during FY22.
- » Students and employees experiencing personal health/mental health challenges can receive free help from the College. Information about the Student Counseling Program is provided in the Student Handbook, Student Services Booklet, and online at a dedicated webpage. Handouts are also distributed to students, faculty, and staff. Students can contact the Office of Student & Legal Affairs in the College Center (#152) at (301) 784-5206 for detailed information or for a list of local mental health resources. Employees can contact Human Resources in the College Center (#166) at (301) 784-5231
- » Starting in summer 2019, the Office of Student & Legal Affairs modified its student counseling program by eliminating the contracted on-site counselor (independent contractor on the Cumberland campus 10 hours per week) and creating a staff position (Student Support and Operations Specialist) with responsibility for overseeing the College’s mental health services for students and offering immediate support to students in crisis ... with availability Monday-



Friday 8:00 am-4:00pm. Effective 07/01/20, this position was modified to Student Support Coordinator and Operations Specialist with enhanced responsibility for overseeing the elements of student services within the unit, the student counseling program, the Ix3 Program, and the College's alcohol/drug prevention, education, and compliance responsibilities. In 2020, the College renewed its on-site counseling service with a new agreement with our long-term off-site partner (UPMC – Western Maryland); the partner now provides a dedicated counselor to provide services to students (and faculty/staff as time permits) on campus in the Nurse Managed Wellness Clinic.

- » Pursuant to Maryland regulations enacted during the 2018 General Assembly, the College collects data on the number of hazing incidents annually and, to educate/deter such act, the following actions are being taken:
 - ✓ all students will be notified via email;
 - ✓ all employees will be notified via email;
 - ✓ a Hazing Information Sheet has been created for distribution;
 - ✓ each team coach and club advisor will receive the Hazing Information Sheet;
 - ✓ each athletic team will receive a presentation about hazing at their first meeting;
 - ✓ any club may request a presentation about hazing anytime during the year;
 - ✓ each student athlete will receive the Hazing Information Sheet; and
 - ✓ the Student Life Director will explore programs for students and employees.
- » Pursuant to Maryland regulations enacted during the 2018 General Assembly, the College collects data on the number of hate-bias incidents annually and, to educate/deter such act, the following actions are being taken:
 - ✓ All students will be notified via email (by the Dean of Student & Legal Affairs) during the first few weeks of each semester, and the email will contain the following information:
 - ACM's non-discrimination policy
 - definitions of Hate Crime and Hate-Bias Incident
 - How to make a complaint or to report a concern
 - What students can do
 - ✓ All employees will be notified via email (by the Dean of Student & Legal Affairs) during the first few weeks of each semester, and the email will contain the following information;
 - ACM's non-discrimination policy
 - definitions of Hate Crime and Hate-Bias Incident
 - How to make a complaint or to report a concern
 - What employees can do
 - ✓ A Discrimination / Hate-Bias Information Sheet that contains this key information has been created by the Dean of Student & Legal Affairs for distribution/posting.
 - ✓ An inventory of each building on campus will be conducted by the Dean of Student & Legal Affairs to verify the continued presence of Non-Discrimination Policy posters on bulletin boards (originally created/posted in 2016). They are being updated in 2021.
 - ✓ The Discrimination Complaint Report will be provided to any person upon request or upon awareness by the Dean of Student & Legal Affairs of a possible hate-bias incident.
 - ✓ The Diversity Committee is exploring training modules through Human Resources for all employees on the subjects of diversity, bias, discrimination, and related topics. Mandatory training may be recommended.
 - ✓ The Diversity Committee created a dedicated email to function both as a contact point for any person who wishes to communicate with the Committee but also to offer



“passive programming”: email campaigns throughout the semester, to pose questions, provide helpful information, and to encourage dialog among faculty, staff, and students.

- ✓ The Student Life Director and Diversity Committee will explore programs for students and employees – applying survey results to choose the most effective programs and determining which programs can/should have learning outcomes. Learning outcomes must be measurable for assessment purposes.

(See Hazing Information and Hate-Bias Attachments.)

*Always call 911 in an emergency.

■ Part III - Crime Reporting

The following information about reporting crime and other concerns applies at Allegany College of Maryland at this writing as an important safety measure for students, staff, faculty, and visitors.

Clery Act and Reporting Requirements

Summary: The Crime Awareness and Campus Security Act, enacted by Congress in 1990 and commonly known as the *Clery Act* and the *Violence Against Women Act*, requires Allegany College of Maryland to disclose its policies for reporting crime, its security of and access to campus facilities, and its campus law enforcement – if any. At this time, the College does not have its own law enforcement; criminal investigations are referred to local law enforcement agencies. The Cumberland campus has designated security officers, and Willowbrook Woods has 24-hour security at the entrance gate. Students, faculty, staff, and visitors are asked to report any crime to both local law enforcement and campus security. Additionally, the *Clery Act* requires certain faculty and staff (including security and persons with significant responsibility for student and campus activities) to report criminal acts to whomever is responsible for compiling crime data on campus; at Allegany College of Maryland, the Dean of Student and Legal Affairs has this responsibility. Reports should be made immediately; if not, then such reports should be made as soon after the crime as possible. All reported crimes (and Code of Student Conduct violations) shall be recorded. Campus security is required to maintain a daily crime log that is open to public inspection during business hours. Each year, the College submits a crime report to the U.S. Department of Education; this report is available in the Dean of Student & Legal Affairs’ office, the S&LA webpage, and on the Campus Safety/Special Police webpage.

Criminal Activity

Allegany College of Maryland (particularly Campus Safety/Special Police) strongly encourages any person to report both suspicious behavior/situations and actual crimes. Reports may be made in person, by telephone, by email, by facsimile, and anonymously. Prompt reporting is encouraged in multiple ways: webpages for Campus Safety/Special Police, new student Orientation programs, mandatory housing Orientation for all residents, a dedicated section in the Student Handbook, a dedicated section in the Housing Guide, Student Services Brochure, Title IX webpage, at twice annual (minimum) All College Meetings attended by faculty and staff, and whenever incidents occur. If there is an incident reported which is also a crime, both Campus Safety/Special Police and Student & Legal Affairs personnel advise the involved person(s) to contact local law enforcement – even making the call directly to assist the victim. Of course, if any College official witnesses a crime being committed or has other first-hand knowledge of criminal activity, the College will immediately contact local law enforcement.



The College strives to maintain a safe environment for students to learn, for faculty to teach, and for administration and staff to work by (1) having policies and procedures which may prevent crime, (2) reporting crimes to local law enforcement and assisting with those investigations, (3) initiating disciplinary action for any crimes committed by students, and (4) banning unsafe persons from campus. Any person who is the victim of a crime or who has information about the commission of a crime, should report the crime immediately.

Quick reference list of emergency contacts:

- Always call 911 in an emergency.
- Contact Campus Security at (301) 784-5555
- Contact Cumberland Police Department at (301) 777-1600.
- Contact the Office of Student Affairs at (301) 784-5206
- Report anonymously to Campus Security, the Office of Student & Legal Affairs, or Residence Life personnel.

Comprehensive List of ACM Emergency and Non-Emergency Contacts:

“Always give the location of the incident.”

Cumberland Campus and the Gateway Center

Emergency:

Call 911 for police, fire, or ambulance then 5555 to report it to campus security for

Non-Emergency (safety/security issues):

Call 5555 (campus phone) for security or 301-784-5555 from off-campus.

Bedford County Campus

Emergency:

Call 911 for police, fire, or ambulance then 814-652-9528, ext. 6200 or 814-977-6861 to report it to the physical plant office

Non-Emergency (safety/security issues):

Call 6200 (campus phone) or from off-campus call 814-652-9528, ext. 6218 or ext. 6200. Personnel on site should then notify Campus Safety/Special Police at (301) 784-5555.

Somerset County Educational Site (starting Summer 2017)

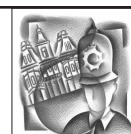
315 Georgian Place – Somerset, Pennsylvania 15501

Emergency:

Call 911 for police, fire, or ambulance then 814-445-9848 or 814-444-6318 to speak to ACM personnel on site.

Non-Emergency (safety/security issues):

Call 814-445-9848 814-444-6318 to speak to ACM personnel on site. Personnel on site should then notify Campus Safety/Special Police at (301) 784-5555.



Emergency Telephones (Cumberland Campus)

Emergency telephones are conspicuously located at the athletic field/each classroom building, college center, continuing education, gym and library. They are clearly marked and are to be used to call 911 in emergencies and campus security at 5555.

Locations:

- Allied Health: (2 phones) canteen 1st floor- top of steps 2nd floor
- Athletic Fields: on building right side of rear gym entrance
- Auto Tech: lobby
- College Center: at dining area entrance
- Continuing Education: inside main entrance
- Gym: main lobby
- Humanities: inside main entrance
- Library: lobby
- Science Building: inside southeast entrance
- Tech Building: (2 phones) canteen 1st floor- connecting hall 2nd floor

Code of Student Conduct

IV. REPORTING MISCONDUCT AND CRIMES

Any person with information about misconduct should report it promptly to Campus Safety/Special Police, the Dean of Student & Legal Affairs, or other College Official. Allegany College of Maryland employees are required to report certain acts or suspected misconduct pursuant to federal or state law including child abuse. Reports should be made immediately or as soon after an incident as possible. Reports may be made anonymously. Reports made more than thirty days after the incident or made anonymously will be accepted, but the College reserves the right to close such reports without action if there is insufficient information to investigate fully and fairly. The College will assist any person needing assistance to make a report or complaint. The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement / call 911 immediately. The College reserves the right to report crimes to local law enforcement and/or to pursue criminal charges or other legal remedies for acts of misconduct committed against the College.

Investigations of alleged violations of the Code of Student Conduct are independent of any alleged crime being investigated by law enforcement or prosecuted in court. The College's proceedings are not dependent upon any proceeding or outcome in a criminal matter. Likewise, the College's proceedings are not dependent upon any proceeding or outcome in a civil matter.

Additionally, students should be aware of any obligation to report a criminal charge to his/her academic program if required and be aware of the effect a criminal matter may have upon the student's eligibility for a particular program, other educational opportunities such as clinical/intern experiences, licensure, future employment, financial aid, and/or on-campus housing.



Miscellaneous Reporting Supports/Protocols

In 2020, Allegany College of Maryland purchased an anonymous reporting software platform, Lighthouse, which provides an easy, electronic venue for any person to report a variety of forms of misconduct to the appropriate College official for follow-up. The Dean of Student & Legal Affairs created an investigations protocol for all personnel who have responsibility to respond to reports.

During the 2019 year, Allegany College of Maryland explored and purchased software for incident reporting and data collection, Maxient. Various challenges including policy revisions, limited time, and then Covid have delayed implementation of the software. Implementation work resumed in Spring 2021 with key users being trained in Summer 2021 with the software scheduled to be fully “live” effective 01/01/22.

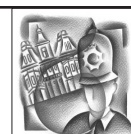
In the event of an **active shooter** on campus, the College will make every effort to issue alerts, warnings, and information to keep students, staff, and visitors safe. We also partner closely with local law enforcement. The Emergency Procedures published online by Campus Safety/Special Police includes best practices as identified by the Federal Bureau of Investigation and the Maryland State Police, who have provided direct training to College officials. The guidance includes Run/Hide/Fight and how to respond when law enforcement arrives. Campus Safety/Special Police has obtained rights to a Run/Hide/Fight educational video that is posted to its webpage. This video is heavily promoted across the College and is shown at numerous institutional meetings, to individual classes, and by invitation to Campus Safety/Special Police.

Cooperation with Law Enforcement

Allegany College of Maryland’s Campus Safety/Special Police has law enforcement authority vested in the Director and Assistant Director; the other personnel enforce College policy and can issue internal citations for minor, non-disciplinary offenses such as parking and ID infractions.

Allegany College of Maryland maintains a close working relationship with local law enforcement in a variety of mutually supportive ways including information sharing (within the parameters permitted by the Family Education Rights and Privacy Act), committees/community relations, academic services with credit and non-credit programs. Of greatest importance is the highly collaborative relationship for reporting and managing crimes. As noted elsewhere in this document, the College always encourages victims of any crime to report the crime to law enforcement (on campus or to local authorities) and to avail themselves of court processes including filing charges and seeking orders of protection. If the College is the crime victim, Campus Safety/Special Police takes the lead on the investigation, obtaining criminal charges where sufficient proof exists to present probable cause to the local court commissioner. College personnel will participate fully in any subsequent court proceedings. All such reports shall be accurate and prompt. The College has Memoranda of Understanding with each agency having primary responsibility for police response for that locality: Cumberland Police Department, Pennsylvania State Police (Bedford County Barrack), and Pennsylvania State Police (Somerset County Barrack). These MOUs detail the reporting and investigation of crimes and how the agency and the College will work together to resolve crimes. Those MOUs are ripe for review in FY2022.

Emergencies notwithstanding, the College will fully cooperate with law enforcement officials’ requests for information when permitted by law and college policy.



Institutional Response to Crime / Student Discipline

**The Code of Student Conduct has been revised.*

Allegany College of Maryland is an institution of higher learning dedicated to excellence; as stated in the College's mission statement, "Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society." Consequently, the College accepts its responsibility to provide a meaningful, safe, educational environment not only in the classroom but also in the library, in the residence halls, in the cafeteria, in the gym, and anywhere else we find students, faculty, staff, and visitors. To fulfill that responsibility, the College implements a Code of Student Conduct, which demands high standards in our Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. The current Code of Student Conduct was enacted in 2006 (its first revision in several decades), was revised beginning the 2018-2019 and completed during the 2019-2020 academic year.

Allegany College of Maryland always urges a crime victim to report the crime to local law enforcement, to obtain peace or protective orders when threatened by another, and/or to settle disputes via the local courts. As previously noted above, the College will cooperate with local law enforcement and criminal prosecutions. If the College is the victim, it may pursue criminal charges independently. Sample protocols for responding to crime are in the Appendix.

A crime is also a violation of the Code of Student Conduct, so disciplinary action is initiated when a crime is reported. The Code of Student Conduct governs behavioral expectations and disciplinary procedures; it can be found in the Student Handbook. The Code of Student Conduct applies to crimes and misconduct committed by students on and off-campus. Each student is responsible for being familiar with its contents; ignorance of its provisions shall not be a defense to violating them. Naturally, each student is expected to follow all College rules and policies, as well as local, state, and federal laws.

All student discipline is overseen by the Dean of Student & Legal Affairs, although some matters that occur in Willowbrook Woods are managed by trained members of Residence Life Staff: Area Coordinators and Residence Life Director. All Hearing Officers use the same templates for Investigation Notice, Victim/Witness Notice, and Decision Notice. The standard of proof for disciplinary investigations is preponderance of the evidence. All Hearing Officers strive for consistency in determining whether a student is responsible for violating the Code of Student Conduct and, if so, assigning sanctions. Whenever possible, educational sanctions are assigned in order to help the student learn and grow from the experience; when necessary, a student will be expelled from Willowbrook Woods or even dismissed from the College – although these sanctions are typically applied when safety is at risk or when other disciplinary measures have been ineffective. An overview of the disciplinary process is provided immediately below.

When appropriate (eg., ongoing conflict, allegation of a simple assault, threats, property violations, etc.), a No Contact or No Negative Contact can be issued between two or more students; the purpose of these orders is to separate the parties, to protect all persons, and to prevent escalation of the situation. Any violation of the Order is a violation of the Code of Student Conduct (#VII.D.1 – Failure to Comply with the Direction of a College Official) and will result in more serious consequences.



KEY PRINCIPLES:

- 1) The Code of Student Conduct applies to all students upon enrollment to a credit course.
- 2) Students are required to follow the Code of Student Conduct and College policies as well as all federal, state, and local laws. The Code of Student Conduct prohibits offenses against persons, property, health/safety, peace/order, hate-bias, housing regulations, and laws.
- 3) The Code of Student Conduct applies on and off-campus.
- 4) Acts of misconduct should be reported. Acts of misconduct that are also crimes should be reported to law enforcement. ACM's Campus Safety/Special Police is available to take reports from any person.
- 5) Upon receiving a report of alleged misconduct, the Dean of Student & Legal Affairs will determine if disciplinary action shall be initiated. A Hearing Officer shall be assigned. If the accused student presents a danger to any person or the campus, the student may be suspended pending resolution of the case.
- 6) Students are entitled to written notice of the allegation(s), the Conduct violation(s) they are alleged to have committed, a hearing to tell their side of the story, and written notice of the findings. Findings include whether the student has been found responsible for any violation(s) and, if so, what the consequence (or sanction) will be. No student shall be presumed responsible unless/until proven responsible; the standard of proof is preponderance of the evidence. If responsible, the student will be sanctioned appropriately. Possible sanctions include Censure, Probation, Suspension, Dismissal, Expulsion (Willowbrook Woods residents only).
- 7) Appeals are limited and are reviewed by an Appeal Officer who shall be the Hearing Officer's immediate supervisor.
- 8) Notices are provided via student email; students are responsible for monitoring their email and following directions.
- 9) The Code of Student Conduct is an administrative process; proceedings non-legal in nature and are, therefore, not subject to the same rules, procedures, and standards of proof as legal proceedings

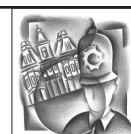
INSTITUTIONAL OBLIGATIONS:

Upon receiving a report of an alleged violation, the College will provide a prompt, equitable, reliable, and impartial investigation. The College will ~

- Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.
- Treat all persons with respect, dignity, and fairness.
- Follow all appropriate procedures as detailed in the Code of Student Conduct
- Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

QUESTIONS / CONTACT

The complete Code of Student Conduct may be found at <https://www.allegany.edu/student-handbook/StudentHandbook201920.pdf> . If you have any questions or concerns or if you need to make a complaint, contact ACM's Dean of Student & Legal Affairs, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu , or by phone at (301) 784-5206. In an emergency, call 911. Misconduct/ Crimes may be reported to Campus Safety/Special Police at (301) 784-5555 or 5252



Reporting Other Concerns

Allegany College of Maryland relies upon students, employees, and visitors to report any concerns related to health, safety, or overall well-being to the appropriate college official*. The College will accept all reports and take the appropriate action. The College will not retaliate against any person making a report and will not tolerate retaliation by others.

*If you are more comfortable reporting the concern to another member of the ACM faculty or staff, you may do so, and that official may accompany you or otherwise support you in making the formal report.

Non-Discrimination Statement (FY21*)

*Revised FY20per Maryland State Department of Education – Methods of Administration Audit

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

For inquiries related to this policy, please contact:

Dr. Renee Conner
Dean of Student and Legal Affairs;
Title IX Coordinator;
ADA/504 Coordinator;
12401 Willowbrook Road, Cumberland, MD 21502
College Center 12
(301) 784-5206 rconner@allegany.edu

<https://www.allegany.edu/title-ix/index.html> <https://www.allegany.edu/student-and-legal-affairs/ada-504.html>

See the Hate-Bias Information sheet for additional information as well as the Complaint Form Attachments.

During the 2019 year, Allegany College of Maryland explored and ultimately purchased an anonymous reporting software platform, Lighthouse, which provides an easy, electronic venue for any person to report a variety of forms of misconduct to the appropriate College official for follow-up. The following reporting modules were created by the College: LIST. After a Covid-19 delay, this platform was fully live in Fall 2020. The Dean of Student & Legal Affairs created an investigations protocol for all personnel who have responsibility to respond to reports.



■ ■ Part IV – Sexual Harassment & Sex Discrimination (Title IX)

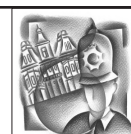
Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; it is implemented via federal regulations. The College’s policy and procedures relating to sexual harassment and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and other federal/state laws commonly referred to – collectively – as “Title IX”

Allegany College of Maryland is committed to responding immediately to any act of sexual harassment or sex discrimination and to providing immediate assistance and support. Supportive measures designed to remedy the effects of the offense shall be offered and provided if requested by the victim/ complainant. Our institutional partnerships include counseling providers (with free sessions for enrolled credit students as well as employees) and the Family Crisis Resource Center. The College also provides a list of medical resources and alternative mental health resources in the local community. While the complainant has the right to choose whether to notify law enforcement, Allegany College of Maryland strongly encourages victims of sexual assault, relationship violence, stalking and related Title IX crimes to report the crimes, to seek orders of protection from the court, and to actively participate in prosecutions. The College will assist with these measures – including enforcing court orders. The College also has internal disciplinary procedures if the assailant is a student* (Code of Student Conduct) and if the assailant is an employee (Human Resources disciplinary policies). All parties are treated with respect and equality of process.

Several of the College’s procedures to implement its Sexual Misconduct and Sex Discrimination policy were updated in 2018 to satisfy the new guidance offered by the United States’ Department of Education pending final regulatory changes. The College’s Title IX Coordinator reviewed the proposed new regulations when they were released in late Fall 2018, and the College used those changes during 2019. In May 2020, the new regulations were issued by the United States Department of Education. Allegany College of Maryland’s Title IX policy and procedures were updated during Summer 2020 to meet the implementation deadline of 08/15/20. The content of this section reflects those changes and the new compliance standards.

KEY PRINCIPLES:

- 1) ACM prohibits all forms of sexual harassment, sex [gender]discrimination, and retaliation.
- 2) ACM’s policy and general procedures apply to all employees and all students with some specific procedures which provide additional rights/protections to students only.
- 3) Sexual harassment includes: sexual assault, quid quo pro sexual harassment, hostile environment sexual harassment, stalking, relationship violence, and gender-based discrimination.
- 4) Acts of sexual harassment and/or sex discrimination should be reported. College Officials who have authority to take action are required to then report the acts to Title IX Coordinator.
- 5) Upon receiving a report, the Title IX Coordinator will review options and procedures with the Complainant. Formal and informal resolutions to reports are possible under certain circumstances. Supportive measures and/or immediate restrictions may be implemented right away; such measures can affect classes, housing, access to campus services and activities, and/or employment.
- 6) Complainants and Respondents are treated equally throughout the process including information and availability of supportive measures as well as restrictions.



- 7) Complainants and Respondents have the right to an advisor throughout the Title IX process; the advisor can be a person of their choosing, an ACM employee who has been trained for this role, or an attorney.
- 8) Formal complaints require a full investigation and hearing with the parties present; hearings have specific rules including cross examination of parties and witnesses by the other party's advisor who may or may not be a lawyer.
- 9) Respondents are presumed not responsible (as required by federal regulations) unless/until proven responsible; the standard of proof is preponderance of the evidence. If responsible, the Respondent will be sanctioned appropriately.

INSTITUTIONAL OBLIGATIONS:

Upon receiving a report of an alleged violation, the College will provide a prompt, equitable, reliable, and impartial investigation. The College will ~

- Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.
- Treat all persons with respect, dignity, and fairness.
- Follow all appropriate procedures as detailed in Title IX materials, the Code of Student Conduct, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.
- Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

QUESTIONS / CONTACT

All information related to Title IX compliance may be found at www.allegany.edu/titleIX . If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu , or by phone at (301) 784-5206.

EDUCATION

The following wording has been inserted in every major college publication including all College applications, Willowbrook Woods applications, acceptance letters, employment applications, hire packets, and (starting in Fall 2016), course syllabi – via link to mandated policy statements page on the ACM website:

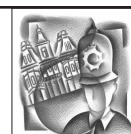
Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu , or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see <https://www.allegany.edu/title-ix/index.html> .



Exceptionally detailed documents including policy, procedures, and guiding, prevention information is on the College's dedicated webpage: www.allegany.edu/title.IX

1. Executive Summary
2. Policy
3. Title IX Complaint Form (FY21)
4. Frequently Asked Questions
5. Definitions
6. Response Guide [How to React]
7. Resources and Suggestions
8. Rights & Responsibilities
9. Supportive Measures
10. Amnesty (alcohol/drug use)
11. Resolutions, Consequences
12. Criminal Charge, Peace Order
13. Title IX Team (Roles)
14. Team Training Record
15. Maryland Law - Rights
16. Maryland Law - Disciplinary Proceedings
17. Maryland Law – MHEC Attorneys
18. Information Sheets
 - Consent
 - Healthy Relationships
 - Do's & Don'ts
 - Boundaries
 - Risk Reduction
 - Bystander Intervention
 - Employee Leave
 - Healthy Teen Dating /Maryland Guide (link)
 - Pregnancy

Presentations to students regarding Title IX and the College's compliance are conducted at these forums: New Student/Family & Friend orientations, Willowbrook Woods (on campus housing) orientations, Student-Athlete team orientations, and Allied Health orientations by invitation. At each presentation, the Title IX Coordinator provides handouts, addresses each group including content specific to risk reduction and bystander intervention, refers all students to the online resources, highlights that every ACM employee is a responsible employee, encourages reporting of any concern, provides contact information, and answers questions.



Additional Strategies

Email from Title IX Coordinator:

To all students early in each semester (web page link + relevant program/event info)

To all employees early in each semester (web page link + relevant program/event info)

Poster: *Reporting sexual misconduct and sex discrimination / Being revised in FY22*

To be displayed on each campus building's bulletin boards, Willowbrook Woods Clubhouse, and other prominent locations.

Publications:

Student Handbook: policy, comprehensive section + link to complete materials online*

Student Services Booklet: summary + link to complete materials online

Housing Guide: summary + link to complete materials online

College catalog

Decision-Maker

Employee Manual: policy + link to complete materials online*

Programs/Events:

Prevention Education programs are scheduled annually by the Office of Student Life and/or by institutional partners such as the Family Crisis Resource Center (local rape crisis/domestic violence agency which provides education, support, advocacy, and counseling). These events are intended for students but are open to all employees and members of the public. Past examples include Equalogy Playwrights, The Hunting Ground, Escalation, Walk a Mile in Her Shoes, Scream Theater, Take Back the Night, Clothesline Project, What Was She Wearing, and bystander education initiatives. The Director of Student Life was added to the College's Title IX Team in 2016 for purposes of facilitating programs and activities. In late Spring 2020 and in Fall 2020 during the Coronavirus pandemic, the Student Life Director and Student Support Services Coordinator created a virtual Student Lounge using Brightspace; the Student Lounge was a repository of information for students (including Title IX materials) and a forum for remote events organized to educate and raise awareness of sexual violence and relationship violence.

Title IX Team Roles

The assignment of roles and responsibilities is based upon a mixture of position designation and volunteers from administration, faculty, and staff. No one receives extra compensation for their work with Title IX, which is a valuable service to the institution. Each role is important.

TITLE IX COORDINATOR

Function: responsible for the College's compliance with federal and state laws and/or regulations related to Title IX and the Clery Act as enacted in the policy and accompanying procedures. The Coordinator has oversight over the entire Title IX process – including taking complaints, initial notification of the parties, implementing supportive measures, implementing informal resolutions where indicated, referring to formal investigation/hearing, and implementing the outcome.



INVESTIGATORS (4)

Function: responsible for conducting formal investigations of any complaint that is referred for formal action. Investigations must follow strict federal requirements including the written report detailing the evidence and the findings. 2 Investigators (with gender balance when possible) will be assigned to each case.

HEARING OFFICERS (3)

Function: responsible for conducting disciplinary hearings upon the conclusion of the investigation, determining whether the Respondent violated policy, and if so, assigning the appropriate sanction. The standing Hearing Officer panel is designed with gender balance and HR/Student balance. Hearings must follow strict federal requirements. The Title IX Coordinator may “preside” over the hearings for procedural purposes only. All 3 Hearing Officers will hear each case unless there is a conflict of interest or unavoidable scheduling conflict.

APPEAL OFFICER (1)

Function: responsible for considering any appeal that is submitted by either party at the conclusion of a hearing. Appeals must satisfy eligibility criteria and are conducted via review of the record/ documents only. Appeal Officer determines if there are grounds to modify the findings/outcome.

ADVISORS

Function: may accompany any party to a meeting or interview during the intake, assessment, and/or investigation processes. May offer guidance on the process to the party but may not participate at these steps. Must accompany a party to a hearing and cross-examine the other party or witnesses. Advisors may be any person of the party’s choosing (eg., family member, friend), an attorney (retained or selected from MHEC’s list), or an ACM faculty/staff member who volunteers to serve in a pool. ACM advisors must be able/willing to help any party who selects them from the pool and may not be biased.

Party’s personal choice (family/friend)

ACM Advisor Pool (10 faculty/staff):

Attorney: privately retained / paid by the student or MHEC provided (details on information sheet: Maryland Law – MHEC attorneys: <https://mhec.maryland.gov/Pages/Title-IX-Campus-Sexual-Assault-Proceedings---Attorney-List.aspx>)

OTHER IMPORTANT PERSONS

Student Life Director (Prevention/Education Programming)

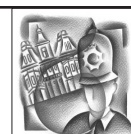
Administrative Assistant for Athletics and Physical Education (Sports Equity)

Faculty / Legal Studies, Political Science, Criminal Justice (Appeals from Coordinator determination not to advance a complaint to formal investigation/hearing)

The College’s Sexual Misconduct and Sex Discrimination Policy was updated in Summer 2019 to meet Maryland mandates; the following provision was added.

VI. Maryland Law/Regulation

The College shall comply with Maryland Education Article 11-601 regulating institutional disciplinary procedures. Students who allege a policy violation of or who respond to an allegation of a policy violation shall have the rights as described in accompanying procedures, and the College shall adopt and follow the disciplinary procedures described in accompanying procedures.



This content is now located in **Section V.** of the revised Sexual Harassment and Sex Discrimination Policy. As noted, procedures were also updated including additional information sheets posted on the web page: <https://www.allegany.edu/title-ix/index.html> .

Pennsylvania

Allegany College of Maryland has a campus in Bedford County, Pennsylvania and a teaching site in Somerset County, Pennsylvania. Students at both locations receive the same information/ education and program opportunities as students at the Cumberland campus. While Allegany College of Maryland is an institution of higher education for the State of Maryland, the College's Title IX policy, procedures, and practices satisfy the legislative requirements of the Commonwealth of Pennsylvania's Department of Education effective 2011, "Sexual Violence Education at Institutions of Higher Education". Specifically, Allegany College of Maryland partners with our local Family Crisis Resource Center in Cumberland and Bedford-Somerset Developmental and Behavioral Health Services; the provides sexual violence awareness educational programs as well as other educational/ awareness activities for all students (exceeding the Pennsylvania requirement of full time and/or new students); and provides detailed list of rights to all parties in cases of sexual violence. (All students in non-Title IX disciplinary matters are also provided a list of their rights.)

Details

See the Appendix for additional information related to the College's compliance with Title IX requirements – including possible resolutions and consequences/sanctions.



■ ■ Part V – Related Policies & Procedures

The following policies and procedures exist at Allegany College of Maryland at this writing as an important safety measure for students, staff, faculty, and visitors.

PROCEDURE: TIMELY WARNINGS

- » The Clery Act requires colleges to alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes; any Clery-reportable crime against person or property that is (1) reported to campus security authorities or local police agencies and (2) is considered by the institution to represent a serious or continuing threat to students and employees requires the issuance of a Timely Warning. Allegany College of Maryland has a protocol created by and implemented with Campus Security for the issuance of any Timely Warnings; this protocol uses a Timely Warning Determination Form that assesses the nature of the crime/threat, indicates whether a Timely Warning will be issued (with written justification), indicates how the Timely Warning will be communicated, and is approved by 2 of the following ACM employees: Campus Safety/Special Police Director, Dean of Student & Legal Affairs, President (or designee). (See Appendix.)
- » No Clery Warnings of crime were issued in 2020

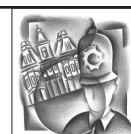
Policy: Alcohol & Drug Use

**Policy has been revised.*

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illicit drug use and free of unlawful alcohol use. The College supports and complies with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission.

It is the College's intention to provide and maintain a work environment for employees and students that is drug-free, healthful, safe, and secure. When any person is on College property and/or participating in a College-sponsored or College-sanctioned activity, the person is expected to be free of any illegal drugs/alcohol and capable of fulfilling their responsibilities unimpaired by any substance. Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes drug use and activity as a potential health, safety, and security problem. Students and employees requiring assistance in dealing with drug or alcohol abuse or dependency are encouraged to seek treatment.

The policy applies to all students, faculty, staff, third party vendors, contracted personnel, and campus visitors. This policy applies on all campuses, instructional sites, and any property owned or managed by Allegany College of Maryland including – but not limited to – buildings, parking lots, access roads, vehicles, and fields/lawns. The words “on campus” encompass all such properties. This policy also applies to privately owned vehicles operated, idling, or parked on campus. This policy applies to any College-sponsored or College-sanctioned activity or event.



The police details prohibited acts, permitted acts, application to prescription medications and other medical products/substances, application of other institutional polices/services, enforcement, and prevention program with the following components:

- Publication of the “Alcohol & Drug Abuse Resource Manual for Students, Faculty, and Staff” containing information about the health risks associated with alcohol and drug use; information about prevention, resources, and treatment; College information, standards, and consequences related to alcohol/drug use; and sanctions/penalties for violating policy or federal, state, and local law/regulations;
- Annual notification of where students, faculty, and staff can obtain this information
- Biennial review of the program’s effectiveness; and
- Biennial review of consistent enforcement of sanctions.
- Heroin & Opioid Prevention Awareness Policy and related Procedures

Heroin/Opioid Crisis & Response

During the 2016-2017 academic year, Campus Safety/Special Police officers were required by the Director to receive training in the administration of Naloxone in the event of a heroin/opioid overdose on campus. The Residence Life Director also participated in the training. Beginning in Summer 2017, the College adopted the Heroin & Opioid Prevention Awareness Policy and companion implementation procedures in compliance with Maryland’s HOPE Act (Heroin & Opioid Prevention Effort and Treatment Act of 2017). This compliance initiative is designed to educate students, increase awareness, deter use (including experimentation), encourage treatment for abuse/addiction, and properly store, administer, and follow-up Naloxone and other overdose reversing medications. In addition to the law’s mandates, the College created a dedicated drug and alcohol web page which includes the following information: Alcohol and Drug Abuse Resource Manual, Allegany County Health Department drug and alcohol treatment brochure, CDC fact sheet, Code of Student Conduct, ACM counseling resources, heroin and opioid resources, Maryland 2016 Overdose Annual Report, link to Chasing the Dragon and link to Chasing the Dragon trailer, link to Prescribe Change [Maryland], and link to CDC overdose epidemic. Additional resources and links were added during FY18. All major college publications and all course syllabi contained language referring the reader to another dedicated web page containing notifications – including a message directing readers to that drug and alcohol web page: <https://www.allegany.edu/drug-and-alcohol-information/index.html> .

Since local law enforcement reports that 90% of crime is driven by drugs, greater education and awareness of the risks of drug activity is an important safety strategy.

Procedure: Missing Student

Allegany College of Maryland is committed to the safety and welfare of students and has a detailed protocol to implement if a student is reported missing or in danger. In summary, this protocol involves the following elements: determining if the student is missing, notification of essential persons including family and law enforcement, search/investigation, and timely warnings as appropriate. The College’s protocol was updated in Fall 2020.

The detailed protocol is in the Appendix

Allegany College of Maryland had 1 reports of a Missing Student in 2010; the student was located safe and unharmed on campus.



Procedure: CAMPUS EMERGENCIES

Emergency Communication Plan and Advisory Committee

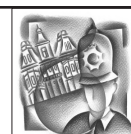
Allegany College of Maryland released an Emergency Communication Plan in August 2019. This plan is designed to guide our public response to a crucial incident or other emergency that may affect or has affected the health, safety or the welfare of students, employees, or campus visitors. These incidents include situations that result in the activation of the College's Emergency Response Plan, which is determined by the Department of Campus Safety and Special Police. The Emergency Communication Plan may also be activated due to the result of significant damage to facilities; death, injury, or health/safety threats to our students, employees, and the public, or disruption to normal operations.

The Advancement and Community Relations Unit assumes primary responsibility over updating the Emergency Communication Plan on an annual basis, or when deemed necessary. Critical incidents require a timely and effective communications response. The plan entails actions to be taken during an emergency to provide accurate information to employees, students, and the public within the first hour, two hours, and up through day three and beyond. The Public Relations and Marketing Office will issue the first news release and social media post within one hour after being notified of the emergency. The assembly of the Emergency Communication Team, whose members are identified in the plan, will meet within the first hour of a known crucial incident. The Emergency Notification webpage will also be updated and published within the first hour.

Inquiries about the Emergency Communication Plan may be directed to Shauna McQuade, Director of Public Relations and Marketing, at smcquade@allegany.edu.

Notifications

- » In addition to Clery notifications of crime addressed elsewhere in this report, Allegany College of Maryland uses multiple communication platforms to issue notifications of other emergencies or urgent situations in order to warn or prepare students, faculty, and staff. Examples of such situations include fire alarm testing, facility work that endangers safety or creates smoke, utility outage, utility testing, Law Day (law enforcement with guns on campus), use of ACM fields for medical helicopter landing, emergency simulation exercises, and public health emergencies.
- » Due to the Coronavirus pandemic that began in 2020, the College created protocols to alert any person who was exposed on our campus to a person who tested positive; notifications were sent to entire classes (each student/instructor), offices (each employee/student who was present), student-athletes (each teammate/coach), Willowbrook Woods residents (each roommate/staff member), and individuals who would have been exposed some other way (eg., car pools, lunches). The numbers below capture the number of cases that required any degree of Clery notification.
 - Allegany College of Maryland issued 1 Clery notification for Covid exposure in Spring 2020.
 - Allegany College of Maryland issued 0 Clery notificatione for Covid exposure in Summer 2020.
 - Allegany College of Maryland issued 55 Clery notifications for Covid exposures in Fall 2020.



Pennsylvania Campus

- » The Bedford County Campus Emergency Management Committee met several times during 2016 to continually update the Emergency Procedures posted in all areas along with the building evacuation diagram. Fire drills held annually were facilitated by the Everett Area Volunteer Fire Company.

Publications

- » Allegany College of Maryland produces written Emergency Procedures that includes specific information about maintenance/utility failures, notifying/reporting emergencies, suspicious behavior, crime or criminal behavior, fire, civil disturbance or demonstration, medical health emergencies, weather emergencies, hazardous material emergencies, hostage/barricade/active shooter, bomb threat, and evacuation/lockdown procedures. Starting in 2019, the information is located on the Campus Safety/Special Police webpage.

Verbal Communication

- » The Cumberland campus has designated emergency contact personnel (and “back up” personnel assigned to each building to communicate with students, faculty, and staff in an emergency.

Testing/Drills

- » Allegany College of Maryland (Cumberland Campus) regularly conducts testing of its emergency procedures particularly fire safety procedures.

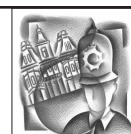
Procedures: WILLOWBROOK WOODS

From the Housing Guide and related Residence Life publications

- » In addition to the 24-hour Security staffed Gatehouse at the gated entrance to Willowbrook Woods, Residence Life provides 24-hour support to all residents. Residence Life staff is comprised of Professional Staff and Resident Assistants. During the College’s business hours (typically 8:30am – 4:30 pm Fall/Spring semesters), professional staff members are on campus and available to residents as needed. After business hours, a Resident Assistant is always on duty as a “first responder” to issues, concerns, problems, etc. in Willowbrook Woods; they may be assisted by Security and/or Maintenance personnel as needed. Furthermore, a member of the professional staff is always on duty after business hours to respond to emergencies and/or problems beyond the training/expertise of the Resident Assistants; the professional staff member is required to be within 15 minutes of campus when on duty
- » Cameras have been installed throughout Willowbrook Woods including all parking lots, all building breezeways, courtyard, Clubhouse, and Gatehouse.
- » To anticipate and prevent problems among roommates (including conflicts and misconduct), all residents are required to participate in the creation of a Roommate Agreement which covers the common sources of conflict with college roommates (ie., sharing personal belongings, noise, tidiness, cleaning chores, temperature, and more). The agreement becomes a social contract the residents must follow unless/until everyone agrees to change a term; in the event of conflict, the roommates should refer back to the Roommate Agreement for guidance.
- » If roommate conflicts are not resolved or include issues not covered in the Roommate Agreement, Residence Life Staff offers mediation as a vital service to restore harmony in the apartment and to prevent escalation of tensions. Informal mediation can be conducted with a Resident Assistant. Formal Mediation is conducted with 2 professional staff members



- » From the Housing Guide: Each resident should follow these fundamental personal safety practices:
 - Always lock doors and windows
 - Never open your door to a stranger OR enter a stranger's apartment or bedroom alone.
 - Be aware of your surroundings and the location of your belongings at all times.
 - Make sure your roommates/friends know where you are.
 - Get to know your neighbors.
 - Do not walk alone outdoors at night.
 - Do not leave cash or valuables unsecured.
 - Have your valuables (eg., computers, stereos, televisions) engraved by Security.
 - Maintain a detailed description of valuables to aid in identifying/recovering of any lost/stolen items.
 - Program Security's number into your cell phone (301-784-5555) and call anytime you feel unsafe.
 - CALL 911 IN AN EMERGENCY!
- » Willowbrook Woods has a detailed list of guest procedures and careful, reasoned restrictions on the access of visitors – including host registration, guest badges, and mandated departure hours. Hosts are responsible for the actions of their guests whose presence in Willowbrook Woods is a privilege, not a right.
- » Willowbrook Woods maintains and posts a list of persons who are banned from Housing property. This list is extremely important for the safety of everyone since people can be banned for a variety of reasons – including past violent or otherwise dangerous behavior. Each resident is responsible for checking the list at least weekly, and residents are not permitted to host, accompany, or otherwise enable a banned person to be on Housing property. Residents who do so will face disciplinary action which could result in expulsion from Willowbrook Woods. Partly for this reason, we ask that all residents make sure they know the first and last names of every person with whom they associate – including visitors to their apartment and their roommates' guests. If a resident (or any person) is aware that a trespasser is in Willowbrook Woods, the resident should exit the area and notify Security immediately. Allegany College of Maryland will prosecute trespassers, and the local judges sometimes impose active jail sentences.
- » Allegany College of Maryland sponsors an E-Safe distribution list specifically for Willowbrook Woods.
- » Residents are not permitted to share or lend their assigned keys.
- » From the Housing Guide/Personal Interaction: Every resident is expected to treat others with dignity, courtesy, and respect at all times, while being cautious about taking risks with people you may not know well. The emotional bonds of closeness tend to be made quickly and easily in a college environment, but you should never allow yourself to be alone or isolated with someone who is – in reality – a stranger to you. You should also always make sure you know people's full names (first and last); nicknames might be common, but someone who isn't willing to tell you his/her full name likely has something to hide. Never, ever leave a drink unattended – as someone could spike it or put a dangerous drug in the drink. (Remember, alcoholic beverages of any kind are strictly prohibited at Willowbrook Woods!)
- » From the Housing Guide/Sexual Activity: Housing Staff will not get into your business, but we discourage all forms of casual sexual activity. If you choose to engage in sexual activity, be sure you are practicing the safest possible practices to avoid disease, pregnancy, and injury. The Allegany County Health Department is a neighbor to the College; that agency has free/reduced cost contraceptives and intimate health care within easy walking distance. **Obviously, any**



non-consensual activity is forbidden; assaults, harassment, and other forms of abuse are NOT tolerated. The College strongly encourages students to report such violations to both the police and to the College for immediate action.

- » From the Housing Guide/Vehicle Searches: All vehicles entering Willowbrook Woods must comply with Maryland's Motor Vehicle Code... Willowbrook Woods Security may, at random or due to a specific concern, search vehicles (including trunks) to stop non-residents and unwelcome guests from entering housing by hiding in a resident's vehicle. If a driver does not cooperate with a search or vehicle has a mechanical failure, the car will be denied entry.
- » From the Housing Guide /Drug Sweeps: The College works with Cumberland Police, Maryland State Police, and the States Attorney to do random, unannounced searches of housing for illegal substances. This involves bringing C3I units onto campus and having trained drug dogs search housing [as part of their routine training]. Only if a dog indicates a positive alert on an exterior apartment door will police, with the consent of the student or management, do a search of the apartment for illegal substances. Any resident whose apartment, bedroom, vehicle, personal property, trash, etc. is "hit" by a trained drug dog will be subjected to disciplinary action under the Code of Student Conduct. – in addition to any criminal charges brought by local authorities. Unless the resident can adequately explain the "hit", s/he can be held responsible for the presence of illegal substances and sanctioned accordingly.



■ ■ Part VI – Fire Statistics

The following STATISTICS for calendar year 2020 were reported to the United States Department of Education in September, 2020.

Fire

	On Campus*	Residence Halls	Non- Campus	Public Property
Number of Fires	1	0	0	0
Case = Intentional (arson must also be reported in the Crime Report)	0	0	0	0
Case = Unintentional	1	0	0	0
<i>Cooking</i>	0	0	0	0
<i>Smoking materials</i>	0	0	0	0
<i>Open Flame</i>	0	0	0	0
<i>Electrical</i>	1	0	0	0
<i>Heating Equipment</i>	0	0	0	0
<i>Hazardous Products</i>	0	0	0	0
<i>Machinery/Industrial</i>	0	0	0	0
<i>Natural</i>	0	0	0	0
<i>Other</i>	0	0	0	0
Case = Unknown	0	0	0	0
Number of deaths	0	0	0	0
Number of injuries <i>*Requiring treatment at a medical facility</i>	0	0	0	0
Value of Property Damage - \$\$	1825.00	0.00	0.00	0.00



■ ■ Part VII – Polices & Procedures (Fire/Prevention)

The following [fire-related] POLICIES/PROCEDURES exist at Allegany College of Maryland to promote the safety and well-being of all persons at the institution.

CAMPUS FIRE RECORD AND RELATED INFORMATION

- » Allegany College of Maryland (via Student & Legal Affairs) maintains a Fire Record by compiling incident reports generated by Campus Safety/Special Police, local officials, and/or other personnel. Personally identifying and/or protected information shall be redacted as appropriate. Records are available for public inspection (upon request) during normal business hours. Fire Records shall be maintained for at least four years
- » Allegany College of Maryland publishes Emergency Procedures that includes specific information about maintenance/utility failures, notifying/reporting emergencies, suspicious behavior, crime or criminal behavior, **fire**, civil disturbance or demonstration, medical health emergencies, weather emergencies, hazardous material emergencies, hostage/barricade/active shooter, bomb threat, and evacuation/lockdown procedures. This information is located on Campus Safety/Special Police website.
- » Fire panels in all Cumberland campus buildings are maintained by West Security.
- » Fire alarm testing was conducted on the main Cumberland campus (different buildings/systems) and in Willowbrook Woods by the contracted vendor with support from Campus Safety/Special Police and Physical Plant. personnel. When fire alarms are tested, notice is provided to faculty/staff so they know there is no fire and not to evacuate.

Bedford County campus

Emergency Response/Evacuation

- » Due to Covid 19 limitations, the Emergency Management Committee only met a couple times during 2020. However, the committee continually updated the Emergency Procedures posted in all areas along with the building evacuation diagram. Fire drills held annually were facilitated by the Everett Area Volunteer Fire Company. The 10/8/20 fire alarm is noteworthy: the building was totally evacuated in one minute, five seconds/

Education /Training

- » The Bedford County Campus Management Committee provided safety training programs at the campus. Bearacades® were installed in all classrooms and office locations. New security cameras were installed on the interior and exterior of the campus facility in Spring 2021. The cameras provide full coverage of the facility. All primary staff have access to view the cameras on their computers, and the two directors are able to view previous camera footage. The ACM Director of Campus Safety/Special Police has access to the cameras as well. Training was provided on the use of the security software and Bearacades ® . The Everett Volunteer Fire Company conducted a fire drill at the campus and provided feedback and suggestions to improve evacuation procedures. Due to Covid 19 restrictions, there was no faculty orientation. However evacuation procedures were shared via email with faculty and staff. Fire safety procedures are discussed during new student orientation. Staff and faculty annually receive emergency procedures manual that describes response methods and practices.



Persons/Organizations to whom Fires must be Reported

- » 911
- » Robert Cuthbertson, Campus Safety/Special Police Director
- » Adam Phipps, Physical Plant Director
- » Administrators, faculty, and staff as necessary or needed

STUDENT HOUSING FIRE SAFETY SYSTEMS

- » Allegany College of Maryland offers student housing, Willowbrook Woods, for 236 residents in a garden-style apartment complex organized into 5 buildings of 3 floors with 4 apartments per floor and a Clubhouse. Each floor has a fire alarm pull station. Each apartment is fully equipped with smoke detectors, sprinklers, and a fire extinguisher. During summer 2018, the bedroom smoke detectors were all upgraded to 10-year sealed lithium battery tamper proof alarms. Alarms on the bedroom hallways are hard-wired to the fire panel (“fire dialers”) for each building with direct connection to local 911 – effective summer 2019. Tampering with fire safety equipment is a serious violation of the Code of Student Conduct. Additionally, Willowbrook Woods was serviced by BFPE International through summer 2019 a private fire, safety, and security company which monitors the electronic systems and notifies both 911 dispatchers and designated College officials whenever the systems are activated. The College changed vendors to Johnson Controls, Inc. which installed new equipment in summer 2019.
- » Fire extinguishers are tested each summer by Residence Life staff; if used during the year, they are immediately refilled.
- » Other safety systems include the live-in Area Coordinator, 5 Resident Assistants who conduct regular, nightly rounds, a professional staff member on-call during non-business hours, Gatehouse Security, and walking Security during the overnight hours.
- » A second Area Coordinator position was proposed in Fall 2018 as part of the annual budget process; this request was ultimately approved and the position filled starting 07/01/19. The person hired for this position is tasked with tracking all fire alarms/fire safety incidents in Willowbrook Woods. Unfortunately, in February 2021, one of the Area Coordinators resigned to accept a position at a different institution; due to lower Willowbrook Woods occupancy caused by Covid restrictions, the College declined to authorize Residence Life to fill the position. (The other Area Coordinator resigned in Summer 2021; a search to replace that person is underway at this writing.)
- » In January 2020, Campus Safety/Special Police, the operational unit charged with campus-wide fire safety, created a new document to be completed by CS/SP personnel in the event of any fire or fire alarm activation: “Fire Alarm Guideline Sheet”; this form is designed to assist with consistent actions and data collection/reporting for all fire safety incidents. Its use has been extremely helpful in Willowbrook Woods.
- » All residents are provided the contact information for essential safety personnel and are given critical fire safety information during the mandatory one-day Orientation for all new residents at the start of each semester. All residents are provided a list of prohibited items which includes electrical appliances as noted below and other items which pose risk of fire safety (eg., gasoline powered items, smoking devices, grills, live Christmas trees, fireworks, oil lamps, combustible/flammable liquids, and candles/incense. Finally, the local Fire Marshall inspects Willowbrook Woods each summer prior to the residents’ late August arrival.



STUDENT HOUSING FIRE SAFETY POLICIES/RULES

Health & Safety Inspections

- » Willowbrook Woods Residence Life Staff conducts periodic Residence Life Staff conduct periodic health and safety inspections; these inspections are conducted by Building and are always announced in advance. Additional inspections are conducted at Thanksgiving, Winter Break, Easter Break, and the end of Spring Semester. The purpose of the inspections is to prevent or correct conditions which can be dangerous to the welfare of residents, guests, and staff. Staff will be looking for signs of vermin/pests, fire/safety hazards, contraband, and the like.

Fire Drills

- » Willowbrook Woods' Residence Life Staff, led by the Area Coordinator and the Resident Assistants, notifies residents that it will conduct fire drills that includes all 5 buildings at least once each semester. These staff members are trained in the fire drill procedures, and the Housing Guide issued to all residents provides detailed information about fire drills & fire emergencies including mandatory evacuations, where residents meet (by building), minimum distance requirements, staying out of parking lots, and not interfering with rescue personnel. Fire drills are planned for days/times when the most residents will be in their building to maximize this important practice for a real fire. Any resident who refuses to evacuate during a fire drill faces prompt disciplinary action under the Code of Student Conduct.

Portable Electrical Appliances

- » Willowbrook Woods bans the following electrical items: space heaters, appliances with exposed heating elements, immersion coils, halogen lamps, and sun lamps.

Smoking

- » Effective August 19, 2013 and pursuant to a campus-wide policy, Willowbrook Woods does not permit smoking on any housing property (or Allegany College of Maryland property). Smoking devices such as hookahs and e-cigarettes/vaping are prohibited on any Willowbrook Woods property.

Open Flame

- » Willowbrook Woods does not permit open flames of any kind in any location. As noted above, grills, fireworks, candles/incense are prohibited. (However, candles for designated religious purposes are permitted for limited times/locations with prior approval by the Residence Life Director.)



Evacuation Procedures

- » In event of an uncontained fire or a fire drill, the Area Coordinator, Security, and Resident Assistants follow the following procedures:
 1. Determine the location/severity of the fire.
 2. Pull the fire alarm in the affected building.
 3. Call 911.
 4. Notify Gatehouse Security that 911 is called and why.
 5. Initiate emergency contact list.
 6. Assist with evacuating the affected building and assist staff (“pound” on each door, direct all students outside, close any doors left open).
 7. Direct residents away from the affected building to the pre-designated locations.
 8. Account for all residents [and guests] in the affected building.
 9. Keep students away from parking lots.
 10. Keep students from re-entering the building until fire officials have cleared the building.

Fire Alarms

- » The new system installed in 2019 has a much higher sensitivity, so the alarms sound with much greater frequency in Fall 2019 and Spring 2020. Residence Life staff and Campus Safety/Special police coordinate full evacuation of the entire building until Cumberland Fire Department arrives on scene to secure the building and determine the cause of the alarm. Only CFD is authorized to reset the alarm panel after it sounds. Given the high volume of alarms in 2020 (no fires) with various causes including smoking, unattended cooking, and detached smoke detectors, CFD and ACM personnel met to determine if/when students would be subject to any adverse action by the Fire Marshall in addition to College action under the Code of Student Conduct. Each apartment would be issued one warning by the Fire Marshall; subsequent student caused “false alarms” would result in CFD fines in addition to College penalties. Institutionally, the automatic fine list was updated to reflect the fines for various fire-safety violations. Upon the issuance of multiple fines, the incidence of false fire alarms reduced. Due to Covid with lower occupancy and no guests permitted in Willowbrook Woods, there were no false fire alarms in Fall 2020.



■ Part VIII – Education & Training

Campus Education & Training Programs (for Students, Faculty, and Staff)

- » Key documents to inform students, faculty, and staff include the Student Handbook, Student Services Booklet, Employee Manual, Housing Guide, Willowbrook Woods application packet, and extensive information posted online.
- » The Bedford County Campus Emergency Management Committee provided safety training programs at the campus. The Everett Volunteer Fire Company conducted a fire drill at the campus and provided feedback and suggestions to improve evacuation times. Evacuation and safety were presented and discussed at faculty orientations. Fire safety procedures are discussed during new student orientations. Staff and faculty annually receive an emergency procedures manual that describes response methods and practices.
- » Allegany College of Maryland is completely smoke/tobacco free; this policy became effective August 19, 2013
- » Allegany College of Maryland uses a committee structure in providing education and training to faculty and staff; Human Resources Development Committee selects, funds, and organizes workshops.
- » Allegany College of Maryland's Office of Student Life selects, funds, and organizes educational opportunities for students which includes the personal safety and prevention programming.
- » Residence Life Staff (including student Resident Assistants) selects and organizes educational opportunities for Willowbrook Woods residents and routinely disseminates personal safety information – including, but not limited to, guidance on how to protect personal property during breaks when housing is closed.
- » Fire safety information is posted prominently in each Willowbrook Woods apartment.
- » Emergency telephone numbers are posted prominently in each Willowbrook Woods apartment.
- » Residence Life Staff produces and distributes via email a regular Willowbrook Woods newsletter containing information about numerous topics – including personal and community safety tips.
- » The Bedford County Campus Emergency Management Committee provided safety training programs at the campus. The Everett Volunteer Fire Company conducted two fire drills at the campus and provided feedback and suggestions to improve evacuation times. Evacuation and safety were presented and discussed at faculty orientations. Fire safety procedures are discussed during new student orientations. Staff and faculty annually receive an emergency procedures manual that describes response methods and practices.
- » The committee also worked cooperatively with Campus Safety/Special Police Director to discuss and develop strategies for safety and security. Emergency response training is provided to the faculty and staff throughout the year. The Emergency Response information is now posted online (Campus Safety/Special Police page).
- » Campus Safety/Special Police and the Dean of Student & Legal Affairs attend annual Crime Prevention Training at Garrett College.

In accordance with the U.S. Department of Education Regulations, Allegany College of Maryland distributes access to the Annual Security and Fire Safety Report to all current students, staff, and faculty. In addition, the report is available to prospective students, staff, and faculty upon request. Contact the Dean of Student & Legal Affairs at (301) 784-5206 if you would like to receive a paper copy of this report.

Appendices / Attachments

- Clery/HEA Reporting Offenses
- Clery/HEA Reporting Authorities
- S&LA Student Concern Referral Form
- Safety Risk Policy (revised 2020)
- Code of Student Conduct Executive Summary (revised 2020)
- Code of Student Conduct – Standards of Conduct Definitions
- Alcohol & Drug Policy (revised 2020)
- Ix3 Team Purpose & Protocol
- Timely Warning Determination Form
- Missing Student Protocol
- Personal Crime Protocol
- Property Crime Protocol
- Sexual Harassment and Sex Discrimination Policy (revised 2020)
- Title IX Report Form
- Title IX – Frequently Asked Questions
- Title IX – Quick Reference Guide
- Title IX – Resolutions/Consequences
- Hazing Information sheet
- Hate-Bias Information sheet
- Discrimination Report Form

CLERY / HEA: REPORTING OFFENSES (ANNUAL CRIME & FIRE SAFETY REPORT)

CRIMINAL OFFENSES (on campus, housing, non-campus, public property)

- Murder / Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses – forcible
- Sex Offenses – non-forcible (incest, statutory rape only)
- Robbery (taking/attempt property from a person by force, threat of force, violence, or putting person in fear)
- Aggravated Assault (unlawful attack upon a person to inflict severe or aggravated bodily injury; usually with a weapon)
- Burglary (B&E + intent to commit theft or a felony)
- Motor Vehicle Theft (theft/attempt theft of motor vehicle)
- Arson (willful or malicious burning / attempt of dwelling, public building, vehicle, personal property)
- Domestic Violence
- Dating Violence
- Stalking

ARRESTS & DISCIPLINE (on campus, housing, non-campus, public property)

- Illegal Weapons
- Drug Law Violations
- Liquor Law Violations

HATE CRIMES (on campus, housing, non-campus, public property)

- Murder / Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses – forcible
- Sex Offenses – non-forcible (incest, statutory rape)
- Robbery
- Aggravated Assault
- Burglary (B&E + intent to commit theft or a felony)
- Motor Vehicle Theft
- Arson
- Any other crime involving bodily injury
- Larceny / Theft
- Simple Assault
- Intimidation
- Vandalism / Destruction of Property
 - Specify if hate crime targeted:
 - » Race
 - » Religion
 - » Sexual orientation
 - » Gender
 - » Disability
 - » Ethnicity / national origin

FIRE STATISTICS (on campus, housing, non-campus, public property)

Fire = any instance of open flame or other burning in a place not intended to contain it or in uncontrolled manner.

- Number of Fires, injuries, deaths
- Cause of each fire (intentional, unintentional, and unknown)
- Value of Property Damage

On campus = owned/controlled by ACM & located on its campus

Noncampus = owned/controlled by ACM but not located on its campus

Public property = roads, streets, public thoroughfares, and parking that is located on campus, adjacent to campus, or accessed from campus

Housing = student housing owned/controlled by ACM

CAMPUS CRIME REPORT to the U.S. DEPARTMENT OF EDUCATION **REPORTING AUTHORITIES**

Educational institutions receiving Title IV funds **must** document certain types of crime that occur on campus property. Each entity/person described below is required by federal law to report any crime/suspected crime, and all reporting authorities must provide this data annually to the college official who completes the Campus Crime Report. At Allegany College of Maryland, that official is Dr. Renee Conner, Vice President of Student & Legal Affairs. Failure to report crimes not only puts students and employees at risk, but it also violate the federal Jeanne Clery Act, thereby jeopardizing federal funding.

MANDATED REPORTERS:

- Allegany College of Maryland Security
- Dean of Student & Legal Affairs
- Director of Residence Life
- Area Coordinator
- Director Student Life
- Faculty/Staff *
 - * The Clery Act requires any individual with significant responsibility for student/campus activities to report criminal activity. Essentially, if you have frequent contact with students *outside* the classroom or your regular job duties, you are considered a reporter. If you are a club/organization adviser, you are considered a reporter. If you are involved in athletics, you are a reporter.
- Bedford County Campus Student Services
- Cumberland City Police
- Pennsylvania State Police (Somerset & Bedford)

Of course, if you hear about a crime in some other capacity, we still want you to report it! If you are unsure what to do, call Campus Security at ext.5555 or Dr. Conner at ext.5206.

In an emergency, always call 911 first; campus security should be your second call. In a non-emergency, local law enforcement should be contacted. Then contact the Dean of Student & Legal Affairs via phone, email, or office drop-in. You may use a Student Development Referral form right away; this form is in Public Folders via All College Folders / Forms/ S&LA.) You should also write a detailed statement for your own records – in case you testify in court.

Criminal matters may be handled by the police/courts **and** by the College's disciplinary system; these investigations are not mutually exclusive, and we often cooperate with each other. (Remember that rules of evidence/procedure and standards of proof are vastly different, so the outcomes of dual investigations may be different.) If FERPA permits, I will be happy to tell you what action, if any, was taken. Thank you for your help!

STUDENT CONCERN REFERRAL FORM

Please use this form whenever you have an issue or concern about a student (or group of students or even an unknown student). Examples of matters to be referred include – but are not limited to – counseling needs, community assistance, diversity support, misconduct/behavior, and/or health/safety issues.. Be sure to make the referral promptly so your issue/concern can be addressed in a timely fashion. **Always contact Campus Security at ext. 5555 in a safety emergency.** Thank you!

- Your Name: _____
If you do NOT have a College email address, please provide contact information here.

Student Name: _____	Date of incident/issue: ___/___/___
What happened? (Give details; identify everyone who was present; & use extra sheets if necessary.)	

- Does the student(s) know you are making a referral? No / Yes
- Have you reported this matter to anyone else? No / Yes (who?) _____
- Is there anyone else I should contact for information? No / Yes (who?) _____
- What, if anything, would you like to see happen now? (No promises, but I'd like your input.)

Thank you for caring about our College community. I will act upon this information appropriately and, if FERPA permits, will be happy to tell you what action was taken. Please contact me if you have more information about this student/incident. Thank You.

Dr. B. Renee Conner, V.P.S&LA

SAFETY RISK POLICY & PROCEDURES

ORIGINAL POLICY - ADOPTED, BOARD OF TRUSTEES 10/17/05

ADMISSIONS

“Allegany College of Maryland strives to provide quality education and services in a safe and comfortable environment at a reasonable cost. Anyone who satisfies our admissions criteria and who is at least sixteen year of age is admitted to Allegany College of Maryland. ACM reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who ACM determines represent a safety risk to students, faculty, or staff.”

VISITORS/PUBLIC

“Allegany College of Maryland strives to promote a college that enhances lives and the community through education and service. We welcome the public and service providers to our campus. All visitors are expected to conduct themselves appropriately and lawfully at all times. ACM reserves the right to deny entrance to the College or to remove persons from the College grounds who pose a safety risk to our students, faculty, staff, other visitors, or property.”

BACKGROUND AND PURPOSE

In 2005, the College adopted a Safety Risk Policy with multiple purposes: to permit the screening of credit applicants for admission if the applicants had prior criminal and/or disciplinary histories and to permit the removal or prohibition of dangerous non-students from college property. Implementation of the Admissions piece was assigned to the Application Review Committee, and implementation of the Visitors/Public piece was assigned to Student & Legal Affairs and Campus Security (now Campus Safety/Special Police).

In 2018, the Maryland General Assembly passed legislation that became law which prohibits all institutions of higher education from asking about prior criminal history on admissions applications but permits inquiry and consideration of prior criminal history for specific academic programs and for campus housing. Allegany College of Maryland has been fully compliant with “Ban the Box” since 2018. This policy revision reflects the College’s compliance with this law (Maryland Fair Access to Higher Education Act) and adds additional measures to promote safety at the College.

POLICY

I. Scope of the Policy

This policy applies to employees, current students, prospective students, applicants to the College whether classes are taken for credit or non-credit, and campus visitors. Unless otherwise indicated, where the word “student” is used, it encompasses current credit students and prospective credit students. Acts prohibited and permitted by this policy apply to all College employees and/or any person authorized to act on behalf of the College in any capacity.

II. Prohibited Acts

Allegany College of Maryland will not inquire about a student’s criminal background on its credit admissions application.

Allegany College of Maryland may not remove or ban from its property any credit student or employee without due process afforded under the appropriate College policies/procedures such as the Code of Student Conduct and/or Personnel/HR rules. Exceptions may be made in bona fide emergencies with due process to be afforded as soon thereafter as possible.

Allegany College of Maryland may not remove or ban from its property any other person without just cause.

III. Permitted Acts

Admission/Acceptance

Allegany College of Maryland may inquire about and consider a student's disciplinary history at any institution on its credit admissions application. The Application Review Committee may approve admission, approve admission with restrictions, or deny admission.

Allegany College of Maryland may consider information independently known to College Officials regarding a credit admission applicant's history of behavior which would present a safety risk. The Application Review Committee may approve admission, approve admission with restrictions, or deny admission.

Allegany College of Maryland may inquire about and consider a student's criminal and/or disciplinary history for admission or acceptance to certain academic programs where there is a relationship between the criminal history and the program. The program may approve admission, approve admission with restrictions, or deny admission.

Allegany College of Maryland may inquire about and consider student's criminal and/or disciplinary history for admission or acceptance to campus housing, specifically Willowbrook Woods or any future campus owned/operated residences where there is a relationship between the history and housing. Housing personnel may approve acceptance, approve acceptance with restrictions, or deny acceptance. Acceptance may be rescinded or approved with restrictions if relevant information is discovered after the acceptance.

Where criminal history is inquired or considered, the process shall include consideration of these factors:

- the age of the student at the time any aspect of the student's criminal history occurred;
- the time that has elapsed since any aspect of the student's criminal history occurred;
- the nature of the criminal history;
- any evidence of rehabilitation or good conduct produced by the student; and
- other factors permitted by law.

It shall be the responsibility of the applicant to provide this information upon request.

This policy may not be construed to prohibit Allegany College of Maryland from considering other relevant factors for admission or acceptance to certain academic programs and/or campus housing including but not limited to requirements pursuant to the Academic Regulations, payment obligations, or the Code of Student Conduct.

Restrictions, Access, and Due Process

Allegany College of Maryland may remove or ban from its property and/or from a specific campus location any credit student or employee with due process afforded under the appropriate College

policies/procedures such as the Code of Student Conduct and/or Personnel/HR. Exceptions may be made in bona fide emergencies with due process to be afforded as soon thereafter as possible.

Allegany College of Maryland may remove or ban any non-credit student or visitor from its property if that person demonstrates a safety risk. The following individuals are authorized to determine whether to remove or ban such a person: Director of Campus Safety/ Special Police Director (or designee), Dean of Student & Legal Affairs, Human Resources Director (or designee), Dean of Continuing Education Dean (or designee), and/or College President (or designee). When possible, written notice will be provided to the person who may challenge his/her removal or ban in writing to the Dean of Student & Legal Affairs.

Allegany College of Maryland may remove or ban any non-contracted resident from Willowbrook Woods property as appropriate for the safety and peaceful enjoyment of the living/learning community. Unlike the main campus, Willowbrook Woods is not open to the public, and access is restricted to contracted residents, designated staff, and registered guests. The following individuals are authorized to determine whether to remove or ban such a person: Director of Campus Safety/ Special Police Director (or designee), Dean of Student & Legal Affairs, Director of Residence Life Director (or designee), and/or College President (or designee). When possible, written notice will be provided to the person who may challenge his/her removal or ban in writing to the Dean of Student & Legal Affairs.

Allegany College of Maryland may remove or ban any person from a specific campus location for good cause if the access to such location is deemed a privilege and not a right. "Good cause" includes but is not limited to behavior that demonstrates a safety risk and behavior that disrupts learning or operations. Locations to which a student has a right of access include classrooms/labs designated for a class in which the student is enrolled, offices/spaces providing academic support services needed by the student, and Willowbrook Woods if the student is a contracted resident (who has not been suspended or expelled). Access to locations deemed a right may be restricted or denied pursuant to due process. The College Official with oversight authority of the location is authorized to determine whether to remove or ban such a person. When possible and appropriate, less restrictive alternatives should be considered. When possible, the person should be notified in writing. The person may challenge his/her removal or ban in writing to the authorized and designated College Official.

IV. Other Provisions

Nothing in this policy shall be construed to make Allegany College of Maryland liable for any acts which constitute a crime, a violation of the Code of Student Conduct, or a violation of personnel/HR policy by any person, even if that person has a prior criminal history.

Nothing in this policy shall be construed to prohibit any person from reporting an unsafe condition or safety concern. All students, employees, and campus visitors are strongly urged to promptly report any unsafe condition or safety concern to Campus Safety/Special Police.

Nothing in this policy shall be construed to prevent the College from inquiring and considering other information on its credit admissions application including, but not limited to, demographic data and academic data.

Nothing in this policy shall be construed to prevent the College from imposing restrictions to the admission or acceptance to certain academic programs, to the admission or acceptance to campus housing, and/or to campus access (in general or a specific location) for a safety reason(s).

Nothing in this policy shall be construed to prevent the College from conducting background checks for hiring or personnel decisions.

Allegany College of Maryland will comply with orders issued by any court of competent jurisdiction. Examples of such orders include, but are not limited to, protective orders, peace orders, conditions of probation, conditions of parole, and conditions of sex offender registry. Any student, employee, or other person who has knowledge of a court order restricting another person from being on campus or in proximity to a particular person or group of persons (for example, minor children) should promptly notify Campus Safety/Special Police or the Dean of Student & Legal Affairs – providing a copy of the court order when available.

A list of persons who have been banned from campus shall be maintained by the Dean of Student & Legal Affairs in consultation as necessary with the Director of Campus Safety/Special Police and Director of Human Resources. The list shall be made available to other College personnel as needed, may be posted on campus, and may be shared with non-College personnel as needed. When possible, photos of banned persons shall be kept on file or in electronic data systems.

A list of persons who have been banned from Willowbrook Woods shall be maintained by the Dean of Student & Legal Affairs (or designee) in consultation as necessary with Director of Campus Safety/Special Police and Director of Residence Life. The list shall be made available to other College personnel as needed, may be posted on campus, and may be shared with non-College personnel as needed. When possible, photos of banned persons shall be kept on file or in electronic data systems.

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, College will make a good faith effort to comply with all mandates. Related policies: Code of Student Conduct, Title IX Policy, Willowbrook Woods Housing Guide, Personnel/HR policies, Non-Discrimination Policy, Workplace Violence, Admissions Policy, Academic Regulations, FERPA Policy, Employee Complaint Policy, and First Amendment Policy.

V. Procedures

Allegany College of Maryland shall adopt procedures to implement this policy.

VI. Changes

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

CODE OF STUDENT CONDUCT PROCEDURE: **STANDARDS OF CONDUCT DEFINITIONS**

The following actions/behaviors (and attempts to commit them) committed in any medium including in person, through third persons, via postal mail, or via any form of technology/media, are strictly prohibited. The Code of Student Conduct adopts definitions which are in accompanying Procedures.

A. Personal Interaction

1. Assault and Battery/Assault: unlawful physical touching of another without justification or excuse often (but not always) done in anger or with aggression / injury to another person without actual touching as well as attempts to commit Assault and Battery can constitute assault
2. Aggravated assault: unlawful assault by one person upon another resulting in 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. Includes attempts to kill or murder, poisoning (including the use of date rape drugs), assault with a dangerous or deadly weapon, maiming, mayhem, assault with explosives, assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).
3. Sexual Assault: Rape, Sexual Assault I, Sexual Assault II
RAPE: Per Uniform Crime Report by Federal Bureau of Investigation as required for the annual Clery Crime Report. "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."
SEXUAL ASSAULT I – NON-CONSENSUAL SEXUAL INTERCOURSE: any act of sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object or oral penetration involving mouth to genital contact.
SEXUAL ASSAULT II – NON-CONSENSUAL SEXUAL CONTACT: any intentional touching of the intimate parts of another person causing another to touch one's intimate parts, 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 that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.
4. Sexual Harassment: any unwelcome advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of an ACM program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic, employment, or activity or program participation related decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance (ie., it is sufficiently severe and pervasive to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment).
5. Sexual Exploitation: taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.
6. Sexual Intimidation: (1) threatening to sexually assault another person; (2) gender or sex-based stalking, including cyber-stalking, or (3) engaging in indecent exposure.
7. Stalking: engaging in a course of conduct directed at a specific person that would cause a

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- reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.
8. Relationship Violence: Dating Violence and Domestic Violence
DATING VIOLENCE: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based upon a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
DOMESTIC VIOLENCE: violence committed by a current or former spouse or intimate partner of the complainant by a person with whom the complainant shares a child in common, by a person who is cohabiting with or has cohabited with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant, or by any other person against an adult or youth complainant protected from those acts by domestic or family violence laws of Maryland.
 9. Title IX offenses: sexual assault, stalking, relationship violence, quid quo pro sexual harassment, hostile environment sexual harassment, and gender-based discrimination. See Title IX documents for details. Sexual exploitation and sexual intimidation as defined above may constitute sexual harassment for Title IX purposes.
Sexual Assault:
Stalking:
Relationship Violence:
 Dating Violence:
 Domestic Violence:
Quid quo pro Sexual Harassment:
Hostile Environment Sexual Harassment:
Gender-based Discrimination:
 10. Registered Sex Offenders: Individuals who are listed in any federal or state sex offender registry are required to maintain their registration, to notify the Office of Student & Legal Affairs and Campus Safety/Special Police regarding their registry status, and to comply with all terms and conditions of the registration, the court, court officials, law enforcement, and the College.
 11. Harassment: specific words or acts that are repeated multiple times and that have the intent or the effect of causing distress, anxiety, fear, or alteration of the behavior, habits, or conduct of the person at whom the words or acts is directed. See First Amendment Policy for speech protections.
 12. Retaliation: intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or ACM policy or because an individual has made a report, assisted, provided information, or participated in any manner with an inquiry, investigation, hearing, or other proceeding. Retaliation includes retaliatory harassment.
 13. Threat: words and/or act that communicate to another person that s/he will be harmed in some way and/or that violence against a person, entity, or the College is imminent or planned with the means to carry out the threat.
 14. Intimidation: To place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
 15. Bullying: unwanted, intentional, and aggressive behavior that involves a real or perceived power imbalance and that is repeated over time. The power imbalance can be physical strength, economic resources, intellectual capacity, authority, access to information, social standing/popularity. Bullying includes but is not limited to actions such as making threats, spreading rumors, attacking someone physically or verbally, humiliating someone, and excluding someone from a group on purpose.

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16. **Cyberbullying:** bullying that takes place over digital devices or electronic communication platforms. Cyberbullying can happen on phones, computers, tablets, SMS, texting, apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.
 17. **Hazing:** recklessly or intentionally doing an act or creating a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization.
 18. **Child Endangerment:** activities that put any child at risk of physical, medical, sexual, or psychological harm. Additionally, all persons doing business on campus are reminded that they are responsible for any minor children in their care; children may not accompany the adult to a class and/or laboratory; and no unattended children are allowed on campus.
 19. **Child Abuse/Neglect:** physical injury not (necessarily visible) of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed; failure to give proper care and attention to a child; leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm; act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not; identifiable and substantial impairment of a child's mental or psychological ability to function; and/or finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.
 20. **Murder and Non-Negligent Homicide:** the willful (non-negligent) killing of one human being by another. Includes any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.
 21. **Manslaughter by Negligence:** the killing of another person through gross negligence.

B. Respect for Property

1. **Theft:** the unlawful taking, carrying, or riding away of property from the possession or constructive possession of another.
2. **Unauthorized Use:** using or taking custody/control of property belonging to another person/entity without the express permission of that person/entity.
3. **Trespassing:** entry to or presence on property with in violation of a clear directive including signage, written notification, and/or verbal notification.
4. **Unauthorized Entry:** gaining access with or without force to a structure or physical location without consent by the person/entity authorized to grant entry. No one may demand entry to any physical location.
5. **Burglary:** the unlawful entry of a structure to commit a felony or a theft. Includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and forcible entry (all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony).
6. **Robbery:** the taking of 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.
7. **Motor Vehicle Theft :** theft or attempted theft of a motor vehicle.
8. **Vandalism/Destruction of Property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person/entity having custody or control of the property.
9. **Tampering with Safety Equipment:** any act which disables or prevents the ordinary function of any safety equipment including locks, doors, windows, smoke detectors, emergency alarms, fire extinguishers, sprinklers, or related devices.
10. **Arson:** any willful or malicious burning with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, one's own personal property, or other property.

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11. Littering: Allegany College of Maryland provides trash cans receptacles; each person using College facilities is expected to dispose of his/her trash properly.

C. Health and Safety

1. Weapons: No one may possess or use on College property any firearms, guns (including BB guns), knives (except kitchen/culinary knives, a penknife without switchblade), other dangerous or deadly weapons of any kind, explosive ammunition, or incendiary/explosive material or device except as expressly permitted by the President or other College policy. Also, if an ordinary usage item is wielded as a weapon, then it will be treated as a violation of this standard.
2. Disregarding Fire Safety: non-compliance with requirements from the College and/or local officials including firefighters/fire marshal that create or worsen a fire safety hazard. Examples include (but are not limited to) playing with fire, being in possession of items banned due to risk of fire, using fireworks (including sparklers), and failing to evacuate a building when a fire alarm has sounded.
3. Alcohol: Allegany College of Maryland is a dry campus See the Drug and Alcohol Policy.
4. Drugs: Allegany College of Maryland is a clean campus. See the Drug and Alcohol Policy.
5. Tobacco/Smoking/Vaping: Allegany College of Maryland is a clear campus See the Tobacco Policy.
6. Disregarding Public Health Directives: non-compliance with any order, directive (verbal or written), law, or regulation issued by the College, authorized College Official, local government official, state government official, or federal government official that relates to public health including the campus and/or local community. Examples include orders related to a pandemic, natural disaster, water contamination, and the like.
7. Gambling: Illegal gambling is prohibited.
8. Reckless Endangerment: unsafe act(s) that place any person at risk of death or serious physical injury.
9. Enabling Banned Persons: the College sometimes designates certain individuals to be too dangerous or disruptive to be permitted onto campus or onto designated College locations. Such persons may be non-students or may be a current or former student whose presence on campus or certain locations on campus have been restricted. Students may not host, accompany, facilitate trespassing, or otherwise assist these persons to be in areas they have been denied or are prohibited.
10. Unauthorized Possession/Duplication of keys: only keys given to a student by an authorized College official may be used; keys may not be shared or duplicated.
11. Access Obstruction: roadways, sidewalks, hallways, doorways, and stairs must be free of obstruction for both vehicular and pedestrian traffic.
12. Unsafe driving: failure to follow the posted speed limits and other rules of the road when operating a motor vehicle on campus.
13. Unauthorized Parking: students are not permitted to park a motor vehicle in a location where parking is restricted or not permitted. Handicapped parking is designated for use only by persons with authorized handicapped tags/placards/stickers. Staff parking is designated for use only by faculty and staff
14. Prohibited Animals: With the exception of Service Animals, animals are generally prohibited on campus. See the Pets and Animals Policy.

D. Peace and Order

1. Failure to Comply: when a student is given an order, direction, or instruction from a College official or a community authority (such as fire and rescue personnel) who is rendering assistance to the College, the student must follow the order, direction, or instruction. If the student objects to it, s/he must comply but may lodge a complaint with the appropriate official/ authority or with the Dean of Student & Legal Affairs on the next business day.
2. Probation Violation: failure to satisfy a term or condition of disciplinary probation.
3. False Statement: making a false report or providing false information on a college document and/or during an investigation, proceeding, interview, hearing, or other institutional fact-finding process
4. Fraud: actions/behaviors that are intended to deceive another person/official or to gain access to facilities, equipment, offices, accounts, course materials/activities, college resources, or the property/resources belonging to another person/entity constitute fraud. No student shall engage in the forgery, adulteration, or falsification of any document or record. No student shall use College resources including funds, equipment, logo, etc. without proper authorization.
5. Disorderly Conduct: students shall not engage in actions/behavior that disrupt educational, administrative, or residential operations of the College or College sanctioned events, programs. Disruptions include (but are not limited to) making excessive noise in a learning or working space and using cell phone in a classroom, lecture halls, laboratory, library, other study/ learning areas, events in the College theatre where hosts have requested that all cellular telephones be silenced, or other campus locations where cell phones are not permitted. Exception: cell phones may be used in these locations in an emergency or with the permission of a College Official.
6. Residence/Residency: Providing false, misleading, incomplete, or inaccurate information to solicit a change in legal residency is not permitted. Moving to Maryland and/or Allegany County solely for the purpose of obtaining a reduced tuition is not permitted. Also, each student is required to notify the Admissions/Registration Office of his her permanent and local addresses – including any changes of addresses within a reasonable time. Willowbrook Woods may NOT be listed as a permanent address.
7. Photo Identification Cards: Students are required to have a photo ID on their person at all times. Willowbrook Woods residents are required to carry their ID at all times. Students are required to produce identification upon request of a College official. See Photo ID Policy for details.
8. Unauthorized Publication(s)/Sale(s): Except as authorized in College policy or one-time, private transactions involving personal property, students are not permitted to sell any merchandise, food, or other good without prior College approval. Entrepreneurs who wish to engage in the routine sale of goods shall obtain a local business license. See [Student Life] Policies on Publications and Fundraising/Sales. See also First Amendment Policy
9. Misuse of Technology: See the Technology Resources Policy and the Student Communication Policy

E. Hate – Bias

1. Hate Crime: an offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.
2. Hate-Bias Incident: a hostile act of conduct, speech, or expression motivated in whole or in part by intolerance, bias, or prejudice against another. Unlike a hate crime, the hostile act is not a criminal act; like a hate crime, the hostile act is motivated by prejudice.

F. On Campus Housing Regulations

1. Visitors: All residents and visitors to on-campus housing must follow Guest Policies and Procedures.
2. Noise: All residents and visitors must comply with Quiet and Courtesy Hours as detailed in the Housing Guide.
3. Banned Items: A list of prohibited items is provided to each resident. Guests should bring nothing on housing property without checking that the item is permitted.
4. Exceeding Occupancy: Per the fire marshal, no more than 10 people are permitted in an apartment at any time.
5. Vehicles: Residents' vehicles must be registered; unregistered cars will be towed.
6. Exceeding Contract dates/times: Residents may only be on Willowbrook Woods property during the dates/times specified in the housing contract or supplemental housing contract.
7. Cable/Internet fraud: each resident is responsible for entering his/her own service contract for any cable/internet service beyond what is provided by the College/Willowbrook Woods; residents are not permitted to "share" or otherwise manipulate the service.

G. Other Misconduct

1. Other act that violate any local, state, or federal law.
2. Other act that violate the personal, property, health, or safety rights of others.
3. Other acts that violate College policy.

ALCOHOL AND DRUG POLICY

BACKGROUND AND PURPOSE

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illicit drug use and free of unlawful alcohol use. The College supports and complies with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission.

It is the College's intention to provide and maintain a work environment for employees and students that is drug-free, healthful, safe, and secure. When any person is on College property and/or participating in a College-sponsored or College-sanctioned activity, the person is expected to be free of any illegal drugs/alcohol and capable of fulfilling their responsibilities unimpaired by any substance. Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes drug use and activity as a potential health, safety, and security problem. Students and employees requiring assistance in dealing with drug or alcohol abuse or dependency are encouraged to seek treatment.

POLICY

VII. SCOPE OF THE POLICY

This policy applies to all students, faculty, staff, third party vendors, contracted personnel, and campus visitors. This policy applies on all campuses, instructional sites, and any property owned or managed by Allegany College of Maryland including – but not limited to – buildings, parking lots, access roads, vehicles, and fields/lawns. The words “on campus” encompass all such properties. This policy also applies to privately owned vehicles operated, idling, or parked on campus. This policy applies to any College-sponsored or College-sanctioned activity or event.

VIII. PROHIBITED ACTS

- Allegany College of Maryland prohibits the unlawful possession, use, and distribution of illicit drugs and/or alcohol.
- Alcohol is not permitted on campus unless approved in advance by the College President as indicated in Section III below.
- Drug paraphernalia is not permitted on campus unless approved in advance by the College President as indicated in Section III below.
- No person is permitted on campus impaired by the use of drugs and/or alcohol.
- No person is permitted to participate in a College-sponsored or College-sanctioned activity or event impaired by the use of drugs and/or alcohol.
- No person is permitted to operate a vehicle or machinery on campus or as part of a College-sponsored or College-sanctioned activity impaired by the use of drugs and/or alcohol.

IX. PERMITTED ACTS

This policy may not be construed to prohibit any person from possessing or using prescription medication or other lawful substances as directed by a qualified health care provider if the person is not impaired and subject to the provisions in Section IV below.

With approval by the College President, substances otherwise prohibited by this policy may be brought onto campus for *bona fide* educational, institutional, medically necessary purposes. Credit and non-credit academic programs that explicitly incorporate alcohol into courses or clinical experiences are permitted to use alcohol with reasonable health and safety restrictions as well as compliance with legal requirements.

X. PRESCRIPTION MEDICATIONS AND OTHER MEDICAL PRODUCTS, SUBSTANCES

Any person who has a medication, medical product, or substance authorized by a qualified health care provider is permitted to possess and/or use the medication while on campus and/or while participating in a College-sponsored or College-sanctioned activity or event under the following conditions:

- The medication, product, or substance is prescribed or issued to the person possessing/using it.
- The medication, product, or substance is being taken as prescribed or directed.
- The medication, product, or substance is in its original prescription bottle/container or the person can promptly produce the bottle/container.
- The person is not impaired.

Regardless of state laws/regulations, any person who has a medical marijuana card is not permitted to smoke marijuana on campus, on any property owned/managed by the College, or in any College-sponsored or College-sanctioned activity or event pursuant to the College's Tobacco-Smoking Policy.

XI. OTHER PROVISIONS

Nothing in this policy shall be construed to prevent a student or employee from using College services including counseling program(s) and/or employee benefits to seek treatment. The College encourages any person who is abusing or addicted to drugs and/or alcohol to seek treatment.

Certain student financial aid awards may only be made if the student is willing to certify or pledge that s/he will not engage in unlawful activities with regard to drugs and alcohol.

The Family Educational Rights Privacy Act permits the parental notification of students who are found responsible for a drug or alcohol violation under the Code of Student Conduct.

Students, faculty, and staff who engage in lawful alcohol activity off-campus are urged to use good judgement and to avoid any activity that would endanger themselves or others or that would violate local, state, or federal law. The Code of Student Conduct applies off campus.

Nothing in this policy shall be construed to create a duty of care for the College to prevent any person from violating this policy or otherwise possessing or using drugs and/or alcohol.

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, the College will make a good faith effort to comply with all mandates; however, the Code of Student Conduct shall take precedence unless otherwise required by law. Related policies: Heroin and Opioid Prevention Awareness Policy, Tobacco/Smoking Policy, Sexual Misconduct and Sex Discrimination Policy (Title IX), Safety Risk Policy,, HR policies, Personal Electronic Account Privacy Protection Policy, FERPA Policy, and First Amendment Policy.

V. ENFORCEMENT

All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Any person with information about drug or alcohol use that violates this policy by any person should report it promptly to Campus Safety/Special Police, the Dean of Student & Legal Affairs, or other appropriate College Official. Reports should be made immediately or as soon after an incident as possible. Reports may be made anonymously. The College will assist any person needing assistance to make a report or complaint.

A person engaging in act(s) prohibited by this policy will be promptly directed to cease and desist; a person who is impaired will be safely removed from the campus or activity. The person may then be referred for an assessment, treatment, and/or enforcement as described below.

Criminal act(s) may be reported to law enforcement for criminal investigation/prosecution, and the College has discretion to pursue a criminal charge(s) via local court. Nothing in this policy shall be applied or interpreted to restrict or interfere with any police investigation, criminal prosecution, or civil legal action initiated by law enforcement or third parties.

In addition to criminal and court processes, the policy is enforced internally.

- Enforcement for students enrolled in a course(s) offering college credit is via the Code of Student Conduct; if found responsible for violating this policy, sanctions will be imposed, and possible sanctions range from censure to probation to suspension to dismissal.
- Enforcement for faculty and/or staff is via the College HR Manual including sanctions/penalties described therein.

- Enforcement for students enrolled in non-credit, non-blended course(s) is via the Safety Risk Policy. They may be asked to leave College property, removed from the class(es), and may not be permitted to return or reenroll in future classes. Individuals can be banned from campus. In some cases (depending on course structure and enrollment status), enforcement for non-credit students may be via the Code of Student Conduct.
- Enforcement for third party vendors, contracted personnel, and campus visitors is via the Safety Risk Policy. They may be asked to leave College property and may not be permitted to return. Individuals can be banned from campus. Enforcement for individuals who fit more than one category may be via any/all applicable processes.
- Enforcement for residents of Willowbrook Woods is via the Code of Student Conduct, Housing Guide, contraband list, and fee/fine schedule.

XII. PREVENTION PROGRAM

Allegany College of Maryland shall have a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The program shall include the following components:

- Publication of the “Alcohol & Drug Abuse Resource Manual for Students, Faculty, and Staff”
- The Resource Manual shall contain
 - » Information about the health risks associated with alcohol and drug use;
 - » Information about prevention, resources, and treatment;
 - » College information, standards, and consequences related to alcohol/drug use; and
 - » Sanctions/penalties for violating policy or federal, state, and local law/regulations;
- Annual notification of where students, faculty, and staff can obtain this information
- Biennial review of the program’s effectiveness; and
- Biennial review of consistent enforcement of sanctions.
- Heroin & Opioid Prevention Awareness Policy and related Procedures

XIII. PROCEDURES

Allegany College of Maryland shall adopt necessary procedures to implement this policy.

XIV. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

IX3 TEAM PURPOSE & PROTOCOL

At-risk Student Interdisciplinary Identification & Intervention

Approved by Board of Trustees 8/18/08

PURPOSE:

Allegany College of Maryland recognizes that students exist in a world beyond the classroom and that their circumstances outside the classroom can and do affect how they perform within the classroom. The Ix3 Team is created to assist the students who have multiple challenges hindering their academic success at Allegany College of Maryland. Challenges can include learning disabilities, medical/health problems (including psychiatric issues), difficulty adjusting to the demands of college, housing issues (ie., roommate disputes, minimal social skills, and independent living deficits), personal problems, family demands, extreme financial worries, and more. Where a student has only one dominant challenge to success, the faculty/staff responsible can address it singularly; however, where a student faces 2 or more of such challenges, one professional alone cannot adequately assist the student. Therefore, this Team will coordinate information and resources to give the at-risk student his/her best chance to succeed academically.

PROTOCOL:

Each department within the ACM community who has direct interaction with students will have an Ix3 Team representative who will serve as a primary Team member. Departments which should be represented* include Faculty, Student Success Center, Willowbrook Woods, Counseling, Admissions/Registration, Financial Aid, Recruitment, Security, and Athletics. Other individuals/departments may participate as necessary or appropriate, and persons unaffiliated with the College (eg., social worker, therapist, etc.) may also be invited to participate upon the execution of a valid release. Participation is voluntary but strongly encouraged.

*The entire team is not required to attend each meeting; only representatives of departments which are directly related to the areas in which the specific student is struggling, and if the primary Team member is unavailable, s/he may send a designee.)

When a staff or faculty member (or even a student himself/herself) identifies a student who is struggling with *more than one aspect* of college, s/he will refer that student to the Dean of Student & Legal Affairs, who initiates the intake process. (See the Intake & Process Form.)

Upon receiving a referral, S&LA will (1) collect information and any relevant documentation – particularly noting that *2 or more issues* apply, (2) contact the student to advise him/her of the referral, and (3) schedule a meeting of the entire Ix3 Team and other necessary participants. Since time is often a factor, the Ix3 Team should be able to assemble quickly; ideally, no more than a week will pass between referral and meeting. (Hopefully, the faculty/staff member who referred the student will advise the student that a referral is being made.) The student will be invited to attend the meeting. Upon executing a valid release, s/he may invite other support persons from faculty/staff or family, case workers, etc.

The Ix3 Team will meet, discuss the difficulties with which the student is struggling, and devise a written intervention plan specific to that student's needs. The plan could include numerous strategies such as counseling, testing, community referral, mentoring, monitoring, and more*. Appropriate Team members will volunteer/be assigned responsibility for implementing particular tasks; S&LA will ensure that the plan is executed and maintain the records. If necessary, follow-up meetings may be scheduled. All Ix3 Team information and communications will be confidential in accordance with ACM's FERPA policy.

*Of course, in extreme circumstances, the plan might include a recommendation for the student to withdraw from the College; examples of such circumstances include severe medical challenges, severe personal problems that prevent learning, etc.. Allegany College of Maryland is committed to helping students succeed, but it is a college – not a social service agency.

CLERY WARNING DETERMINATION FORM

Allegany College of Maryland is committed to the safety of our campus communities. Therefore, pursuant to the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, the College (via designated personnel) will assess threats to safety and issue Timely Warnings as appropriate.

Date of Incident: ___/___/___ Date Reported: ___/___/___ Date of Determination: ___/___/___

Brief Description of incident/issue (specify crime alleged, if applicable):

CLERY WARNING CRITERIA

“an institution must alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes.”

Crime reported to Campus Security and/or local law enforcement.

Any crime reported* to the Department of Education under Clery and meets other criteria must have a Timely Warning, but non-mandated crimes may also issue a Warning. (Clery crimes: murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, and arson on campus, campus- owned property, or property immediately adjacent to campus). Only crimes implicated by this provision of Clery – not general safety issues/concerns.

AND

Threat to persons and/or property:

() Serious threat **and/or** () Continuing threat (ie., a one time non-serious event is not a Clery warning)

****Consider: Will alerting the campus community aid in the *prevention* of similar crimes? Is there a *generalized risk* to campus community? (versus *specific risk* to identified person(s) that would be resolved individually)**

No warning is needed if the suspect(s) are arrested, contained, and/or removed from campus. Appropriate information may be released and appropriate follow-up action will be taken (eg., disciplinary procedures, campus ban, etc.). The intent of the warning about criminal activity is to enable people to protect themselves from being victims of that crime.

CLERY WARNING ISSUED?

YES: Content: type of crime, suspect(s) description, prevention tips, solicit any information, & contact info.

Communication: () E-Safe Activated (text and email)

() Fliers posted on campus bulletin boards

() Fliers posted in Willowbrook Woods (gate, Clubhouse, mailboxes, and each building)

() Website announcement

() Other announcement (eg., social media)

() Publicity Statement released

() Other: _____

NO >> EXPLAIN:

Authorized ACM Officials: _____

(ie., President, V.P., Security Coordinator) *Signature*

PROTOCOL: MISSING STUDENT

Allegheny College of Maryland is committed to the safety and welfare of our students, staff, and faculty. Federal law (the Clery Act) requires all colleges to have a protocol for what to do if/when a student is missing. Allegheny College of Maryland's protocol includes the following elements: the circumstances under which it is implemented, what the College will do, and who is responsible for managing the College's response. All personnel shall act with both speed and sensitivity to what will be a highly emotional and likely frightening emergency.

STEP #1

» Is the student missing?

This protocol will be implemented if/when:

- (1) ACM is notified by local law enforcement that a student (or staff/faculty member) is missing or
- (2) ACM determines that a student (or staff/faculty member) is missing as a result of, for example, an unsuccessful Wellbeing Check, the student's whereabouts cannot be verified, and/or there is evidence of foul play.

STEP #2

» Incident Command

Campus Safety/Special Police (CS/SP) will be the lead operational unit implementing this protocol. CS/SP will work closely with the likely units/personnel who will be needed – specifically, Residence Life (RZL), the Office of Student & Legal Affairs (SLA), and/or Human Resources (HR). The Director or Assistant Director of CS/SP shall respond to campus immediately upon learning of a confirmed missing student to manage the College's response including any search required. The Director or Assistant Director shall consult with appropriate administrators during the emergency as necessary and appropriate.

STEP #3

» Notifications

Any missing student report must immediately be reported to CS/SP. The College will promptly notify essential persons such as local police, the student's emergency contact, and relevant ACM personnel.

- Local law enforcement shall be notified immediately upon **confirmed** missing status. Assistance shall be requested from local law enforcement.
- Parent, guardian, or other emergency contact person shall be notified immediately (if possible, under the urgent circumstances) but no later than within 1 hour of **confirmed** missing status by an appropriate ACM official. Notification when the missing person is found must also happen immediately.
- Campus personnel: instructors, advisor, key offices, work-study site, housing staff /or other persons with a known association with the person will be notified and/or interviewed as appropriate and necessary to assist with attempts to locate the missing person
- Non-ACM personnel: off-campus housing agent, roommate(s), employer, and/or other persons will be notified and/or interviewed as appropriate and necessary to assist with attempts to locate the missing person

Essential Persons	By Whom? <i>*or as assigned</i>
Local Law Enforcement	CS/SP*
Emergency Contact - - student's (or employee's)	RZL, CS/SP, SLA or HR
Security Staff - additional personnel called in	Director, Asst. Director CS/SP
Residence Life – professional staff on call	CS/SP*
Residence Life – all personnel called in	Director*
Campus Personnel	RZL, CS/SP, or SLA*
Non-ACM personnel	CS/SP or SLA*
Human Resources – if employee is missing	CS/SP*
ACM Leadership	Director or Dean

STEP #4

» Immediate Information Gathering

The College will promptly gather information about the missing student (or employee):

- Who reported the person missing?
- Physical description + Clothing
- Vehicle?
- When last seen? (Create a timeline)
- Where last seen?
- By whom?
- Video footage
- Last contact by phone/text/social media?
- Efforts to contact by phone/text/social media?
- Last attended class(es)?
- Friends/associates (identify)
- Campus location frequented?
- Off-campus locations frequented?
- Medical status – if known
- Mental health status – if known
- Recent threats or risks to personal safety?
- Other known risks?
- Reason to suspect foul play?
- Destinations or Plans (local or traveling) – if known

STEP #5

» Search Efforts

If the student was last seen on campus, ACM personnel, coordinated by CS/SP, shall conduct a thorough search of the campus(es) in cooperation with law enforcement.

- **The College will follow any and all directions provided by local law enforcement.**
- Areas to be searched include (but are not limited to) classrooms, offices, libraries, laboratories, storage rooms/buildings, closets, hallways, stairwells, campus vehicles, gymnasium, locker rooms, athletic fields, fitness trail, forested areas, and residential facilities. To the extent possible, searches shall be done in pairs. Flashlights and necessary equipment must be available.
- If foul play is reasonably suspected, ACM personnel shall issue a **Clery Warning**. This Warning shall include a physical description of the missing student, a description of any vehicle the student operates or in which s/he is known to be a passenger, a description of any person/vehicle with which the student was last seen, and a phone number any person can call with information. When possible, fliers with the student's picture shall be printed and distributed.
- When it is reasonable to do so and would not interfere with law enforcement's actions, ACM personnel shall interview the missing student's friends, classmates, roommates, neighbors, and/or

other known associates. All such interviews shall be documented; documentation shall be protected by FERPA after the emergency is resolved.

- Information may be shared among the persons participating in the search and/or being interviewed. To the extent possible during the emergency, one person should be charged with collecting/tracking the information and providing necessary updates to others in order to advance the search. Critical updates should be communicated in a timely manner to the necessary individuals.
- All College personnel who have a role in the incident should be available by phone throughout the emergency. Respond to calls/texts

If the student was last seen off campus, ACM personnel, coordinated by CS/SP, shall assist local law enforcement as requested with their investigation. A campus search may still be conducted if that investigation or other credible information suggests the missing person may have been on ACM property after last seen off-campus.

OTHER ACTIONS:

- If the emergency occurs after business hours, gates/buildings will be unlocked by authorized personnel to complete a thorough search.
- Personnel who are involved in the search or incident management shall remain on site unless/until the missing person is found or they are replaced by another qualified ACM official.
- The College's Emergency Plan (including communication protocols) shall be implemented as needed.
- Document everything: who, what, when, where, how. A formal report must be completed after the emergency is resolved.
- After the missing student (or employee) is found, personnel will follow-up directly with the student to address any needs s/he may have. Appropriate campus/community referrals will be made. Information about the student from this point is again fully FERPA protected, and it is the student's choice whether and what personal information to share with students, faculty, and staff.

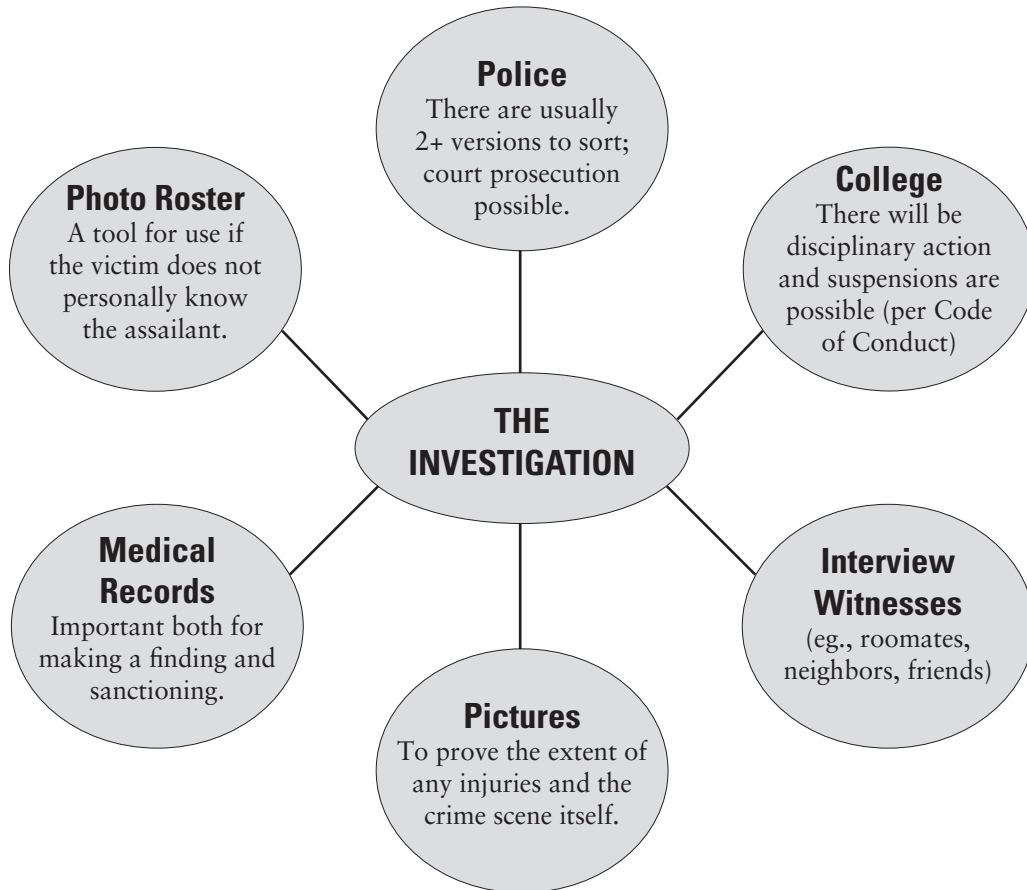
PROTOCOL: PERSONAL CRIME

PREVENTION:

- » Read the College's brochure, "Crime Prevention & Safety Tips".
- » Program **Campus Security's** phone number in your cell phone. (301) 784-5555
- » Call Campus Security for an escort anytime.
- » Do not engage in confrontations. If you have an issue with someone, ask for help in S&LA.
- » If someone confronts you, try to get away and/or get help. Never escalate the situation!
- » Do not associate with people of questionable character and/or history of suspicious behavior.
- » Report any suspicious behavior you observe. Safety depends on everyone's vigilance!

IF YOU ARE VICTIMIZED (ie., any kind of assault or violent crime) :

- » Immediately report the crime to the proper authorities: 911 and Campus Security
- » Get medical attention if you are injured, have a medical condition, or are in shock.
- » Cooperate with authorities by providing all information you have about the crime, answering questions, helping to identify suspects, etc. Be thorough and honest.
- » Obtain counseling via the College's free program to help cope with the trauma. We encourage you to contact your parents, too.
- » Let your family and friends help you – especially if you need to spend a night or two elsewhere.
- » Be patient. Thorough and fair investigations might take some time.



ACM takes **all** crime seriously. We will do the best we can to help you & hold the correct person(s) responsible.

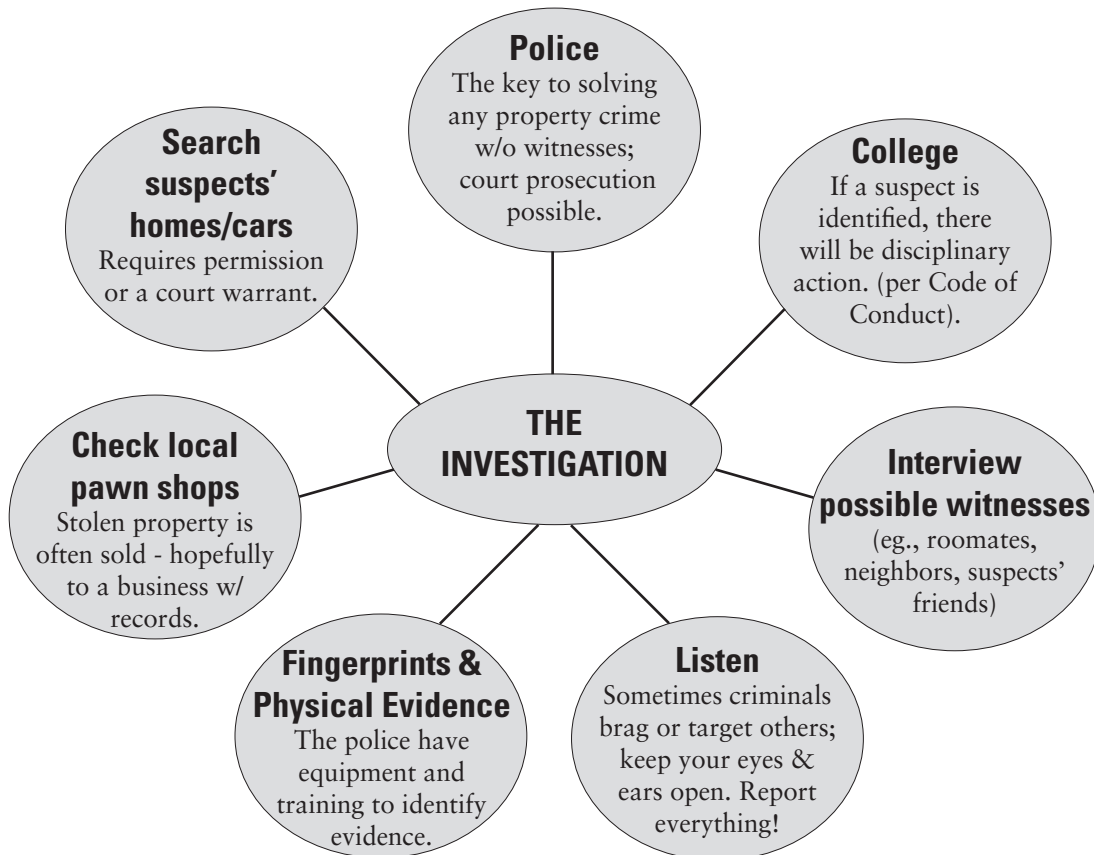
PROTOCOL: PROPERTY CRIME

PREVENTION:

- » Read the College's brochure, "Crime Prevention & Safety Tips".
- » Program **Campus Security's** phone number in your cell phone. (301) 784-5555
- » Keep a record of your valuable property (eg., brand, serial numbers, description, etc.) and have electronics engraved by Campus Security.
- » Keep doors, windows, and cars locked at all times. Never give others your keys.
- » Do not "advertise" your valuables and/or your possession of cash, checks, credit cards.
- » Do not associate with people of questionable character and/or history of suspicious behavior.
- » Report any suspicious behavior you observe. Safety depends on everyone's vigilance!

IF YOU ARE VICTIMIZED (eg., theft, burglary, vandalism) :

- » Immediately report the crime to the proper authorities: **911 and Campus Security**
- » Cooperate with authorities by providing all information you have about the crime, answering questions, helping to identify suspects, etc.
- » Make a list of everything that was taken/damaged (along with replacement/repair costs).
- » Notify your private insurance carrier ASAP. Crime-related losses are usually covered.
- » Document any out-of-pocket expenses for restitution if the criminal is caught.
- » Be patient. Property crimes are very difficult to solve if there are no witnesses. *Proof is required.*



ACM takes **all** crime seriously. We will do the best we can to help you & hold the correct person(s) responsible.

SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

POLICY SUMMARY:

Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; it is implemented via federal regulations. The College's policy and procedures relating to sexual harassment and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and other federal/state laws commonly referred to – collectively – as “Title IX”

KEY PRINCIPLES:

- 1) ACM prohibits all forms of sexual harassment, sex [gender]discrimination, and retaliation.
- 2) ACM's policy and general procedures apply to all employees and all students with some specific procedures which provide additional rights/protections to students only.
- 3) Sexual harassment includes: sexual assault, quid quo pro sexual harassment, hostile environment sexual harassment, stalking, relationship violence, and gender-based discrimination.
- 4) Acts of sexual harassment and/or sex discrimination should be reported. College Officials who have authority to take action are required to then report the acts to Title IX Coordinator.
- 5) Upon receiving a report, the Title IX Coordinator will review options and procedures with the Complainant. Formal and informal resolutions to reports are possible under certain circumstances. Supportive measures and/or immediate restrictions may be implemented right away; such measures can affect classes, housing, access to campus services and activities, and/or employment.
- 6) Complainants and Respondents are treated equally throughout the process including information and availability of supportive measures as well as restrictions.
- 7) Complainants and Respondents have the right to an advisor throughout the Title IX process; the advisor can be a person of their choosing, an ACM employee who has been trained for this role, or an attorney.
- 8) Formal complaints require a full investigation and hearing with the parties present; hearings have specific rules including cross examination of parties and witnesses by the other party's advisor who may or may not be a lawyer.
- 9) Respondents are presumed not responsible (as required by federal regulations) unless/until proven responsible; the standard of proof is preponderance of the evidence. If responsible, the Respondent will be sanctioned appropriately.

WHAT YOU NEED TO DO:

Do not commit any acts of sexual harassment or sex discrimination. Period. If you are unsure what is permitted and what is not permitted, review the abundant information about healthy relationships, consent, risk reduction, Do's/Don'ts, and more on the dedicated website. (See below.) Participate in campus events and programs designed to educate students and employees about Title IX. ACM is an educational institution that is learner centered, so we urge you to LEARN. Report any acts of sexual harassment or sex discrimination. (See below). Participate in any proceeding for which you receive notification. Tell the truth. Do not retaliate against any person who reports and/or cooperates with an investigation.

INSTITUTIONAL OBLIGATIONS:

Upon receiving a report of an alleged violation, the College will provide a prompt, equitable, reliable, and impartial investigation. The College will ~

- » Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.
- » Treat all persons with respect, dignity, and fairness.
- » Follow all appropriate procedures as detailed in Title IX materials, the Code of Student Conduct, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.
- » Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

QUESTIONS / CONTACT

All information related to Title IX compliance may be found at www.allegany.edu/titleIX . If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu , or by phone at (301) 784-5206.

PROCEDURES: REPORT FORM SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

If you have experienced sexual harassment or sex discrimination, the College wants to know so we can take appropriate action to stop the behavior, prevent a recurrence, and remedy the effects. You can submit a *Report* that alerts the College and permits the consideration of multiple options to resolve the situation. Submitting this *Report* allows the Title IX Coordinator is one way to alert the College of improper conduct that must be addressed.

Be sure to read the process information on the next page.

NOTE: Other illegal discrimination complaints are handled by a different (albeit similar) process.

Directions: Complete this form in its entirety. Attach a typed statement and any supporting documentation. (Incomplete complaints may be returned to the submitter.) Then send everything to Dr. Renee Conner, Title IX Coordinator. CC-152 via hand-delivery, postal mail, email (rconner@allegany.edu) or fax (301) 784-5068.

This *Report* is not a private document if a formal investigation is begun; at that time, the Respondent will be given a copy of the complaint, attachments, future statements, and any other evidence. Likewise, the Complainant will be given the Respondent's statements/evidence.

Name: _____

Reports may be submitted anonymously, but please understand that anonymous reports are much more difficult to investigate.

Address: _____

Phone: (_____) _____ - _____

Email*: _____ @ _____

*If you are a student or employee, provide your ACM email as all college business is conducted via college email only.

1. **What type of sexual harassment or sex discrimination is being alleged?**

- | | |
|---|---|
| <input type="radio"/> Sexual Assault | <input type="radio"/> Relationship Violence |
| <input type="radio"/> Sexual Harassment | <input type="radio"/> Gender-based Discrimination |
| <input type="radio"/> Stalking | |

2. **Who is the person you are accusing?** _____

3. **When did the act(s) being alleged occur? (ie., date, time)?**

NOTE: Reports should be made in a timely manner – preferably right after the incident. Delays in reporting hinder the investigation.

4. **Where did the act(s) being alleged occur? (ie., specific location)**

NOTE: Title IX does not apply to acts which occur off campus unless during an ACM-controlled event or at an ACM-controlled location; such matters would be addressed via the Code of Student Conduct.

5. **Type and attach a written, detailed statement describing the incident.**

6. **Are you safe now?** Yes / No >> If not, it is extremely important that you notify the police and get to safety!

7. **Do you need medical treatment?** Yes / No >> If so, it is extremely important that you get the care you need!

8. **Do you have any other immediate needs with which you need help?** Yes / No >> If so, what are they?

9. **What do you want to happen next?** *Be specific* with any requests or how you would like this Report to be handled. Your wishes are not determinative but are important. Must be typed.

TITLE IX KEY PRINCIPLES:

- 1) ACM prohibits all forms of sexual harassment, sex [gender]discrimination, and retaliation.
- 2) ACM's policy and general procedures apply to all employees and all students with some specific procedures which provide additional rights/protections to students only.
- 3) Sexual harassment includes: sexual assault, quid quo pro sexual harassment, hostile environment sexual harassment, stalking, relationship violence, and gender-based discrimination.
- 4) Acts of sexual harassment and/or sex discrimination should be reported. College Officials who have authority to take action are required to then report the acts to Title IX Coordinator.
- 5) Upon receiving a report, the Title IX Coordinator will review options and procedures with the Complainant. Formal and informal resolutions to reports are possible under certain circumstances. Supportive measures and/or immediate restrictions may be implemented right away; such measures can affect classes, housing, access to campus services and activities, and/or employment.
- 6) Complainants and Respondents are treated equally throughout the process including information and availability of supportive measures as well as restrictions.
- 7) Complainants and Respondents have the right to an advisor throughout the Title IX process; the advisor can be a person of their choosing, an ACM employee who has been trained for this role, or an attorney.
- 8) Formal complaints require a full investigation and hearing with the parties present; hearings have specific rules including cross examination of parties and witnesses by the other party's advisor who may or may not be a lawyer.
- 9) Respondents are presumed not responsible (as required by federal regulations) unless/until proven responsible; the standard of proof is preponderance of the evidence. If responsible, the Respondent will be sanctioned appropriately.

INSTITUTIONAL OBLIGATIONS:

Upon receiving a report of an alleged violation, the College will provide a prompt, equitable, reliable, and impartial investigation. The College will ~

- » Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.
- » Treat all persons with respect, dignity, and fairness.
- » Follow all appropriate procedures as detailed in Title IX materials, the Code of Student Conduct, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.
- » Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

IMPORTANT PROCESS INFORMATION

Outcome: No particular outcome is guaranteed. After a complaint is received, next steps and outcome are determined by many factors.

CONFIDENTIALITY: Confidentiality is maintained as much as possible for all the parties with exceptions related to supportive measures and formal investigations. Information about the incident will not be shared with anyone who does not have a legitimate need to know. Information must be shared in certain circumstances. If the Complainant wishes to pursue a formal investigation, the Complainant's name, written complaint, statements, and other evidence must be shared with the Respondent. Likewise, in a formal investigation, the Respondent's statements and evidence will be shared with the Complainant. Some information will necessarily be revealed to witnesses and essential College Officials.

SUPPORTIVE MEASURES: The parties may receive supportive measures that will vary depending on each party's unique needs. Examples of supportive measures may include counseling, class schedule changes, academic accommodations, housing changes (where possible), activity restrictions, and work placement/schedule changes. The Title IX Coordinator may issue a No Contact or No Negative Contact Order to prohibit any interaction between the parties.

PARTICIPATION: The complainant cannot be compelled to participate in any process; however, even if the complainant declines to participate, the College must implement interim measures and take reasonable steps to prevent future acts. If/when a formal investigation is initiated, all parties are required to participate.

THIRD PARTY COMMUNICATION: Only the persons involved in the complaint will receive any communication about the complaint; third parties will not be given information regarding any of the specifics related to a complaint or information that compromises the integrity of the process or the confidentiality and dignity of any person.

ALCOHOL/DRUG AMNESTY: Parties shall not be subject to disciplinary action for drug/alcohol violations IF

- » violation occurred during/near time of assault,
- » assault report/participation is in good faith, and
- » violation was "not an act that was reasonably likely to place the health or safety of another individual at risk."

ADVISOR: This process is NOT a legal proceeding, and legal standards do not apply. However, you have the right to consult an advisor or support person, who may accompany you to any college proceeding but who may not participate with one exception noted below. You must provide the name and title (if any) of your support person to the Title IX Coordinator one business day before any meeting. You are welcome to consult this person at any time in private. At any formal hearing, each person is required to submit to cross examination by the parties' Advisor who may or may not be an attorney. Students who are the Complainant or the Respondent have the right to an attorney.

WITHDRAWING A COMPLAINT: Any person who has submitted a Report or Formal Complaint has the option to subsequently withdraw the report/complaint without penalty or consequence. Circumstances may change or, as the report/complaint process unfolds, an acceptable resolution is reached. Such an "exit" from the report/complaint process may occur at any stage. If that occurs, the complainant must notify the Title IX Coordinator in writing.

FREQUENTLY ASKED QUESTIONS **SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY**

1.) What is Title IX?

Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; sexual harassment and gender-based discrimination are forms of discrimination under Title IX. The College's policy and procedures relating to sexual misconduct and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and related laws are commonly referred to – collectively – as “Title IX”

2.) What are the most important things I need to know?

- ACM's Sexual Harassment & Sex Discrimination Policy and accompanying procedures comply with all legal mandates. All information related to Title IX compliance may be found at <https://allegany.edu/title-ix/index.html>
- ACM prohibits sexual harassment and sex discrimination in all its forms.
- Sexual harassment is a general term that includes sexual assault, stalking, relationship violence, quid quo pro sexual harassment, and hostile environment sexual harassment.
- ACM prohibits retaliation against any person involved in a Title IX matter.
- Any person with knowledge of sexual harassment and sex discrimination should make a report.

3.) What do I do if someone tells me they were a victim of sexual harassment or sex discrimination?

Listen, be kind, and urge the person to report what happened. There is a guiding document on the web page: *Response Guide [How to]* provides more specifics that can help you.

4.) To whom do I report sexual harassment or sex discrimination?

Reports should be made to the Title IX Coordinator who is charged with managing and overseeing all of Title IX. Reports may be made to Campus Safety/Special Police, HR, an administrator, or other designated officials who are required to forward the report to the Title IX Coordinator. ACM strongly encourages all persons with knowledge of sexual misconduct to contact the Title IX Coordinator.

5.) Who is the Title IX Coordinator?

Dean of Student & Legal Affairs: Dr. Renee Conner
12401 Willowbrook Road SE / Cumberland, Maryland 21502
College Center #12 / (301) 784-5206 / rconner@allegany.edu

6.) What will happen after a report is made?

The Title IX Coordinator will contact the Complainant with information about the policy and the process, gather preliminary information about what happened, determine what supportive measures are needed, and discuss options with the Complainant. Sometimes, matters can be resolved informally. Sometimes, matters require a formal investigation. If there is a formal investigation, all parties will be notified, interviews will be conducted, evidence will be collected, a findings report will be written, and a hearing will be held to determine if the Respondent violated the policy and, if so, what the appropriate sanction will be. There are specific rules and rights that apply to the investigation and hearing such as advisors, presumption of innocence, access to each side's statements/evidence, cross-examination by the other party's advisor who may or may not be an attorney, and standard of proof (preponderance of the evidence). The parties are treated equally throughout the process.

7.) Will the police be involved?

Maybe. ACM strongly encourages any crime victim to report crimes to local law enforcement; ACM will assist Complainants in contacting police, but Complainants will not be compelled to pursue criminal charges. Any police or court process is entirely separate from the College's Title IX process.

(NOTE: ACM strongly urges complainants to get necessary medical treatment; doing so will not automatically involve the police. In sexual assault cases, a PERK exam can be completed without police notification.)

8.) Will the accused person be removed from campus?

Maybe. ACM's top priority must be to stop the sexual harassment or sex discrimination and to prevent its recurrence. Therefore, in some situations, a person accused of misconduct may be removed from campus as an interim safety measure. Factors to be considered include the nature of the complaint and any continuing risk of harm to the Complainant, other person, or the campus generally. Any student or employee removed on an interim basis has the right to challenge that decision and seek reinstatement.

9.) Will the campus be notified that sexual misconduct or sex discrimination occurred?

Probably not – unless a Timely Warning is issued because of a continuing danger to the campus community. Generally, ACM will honor confidentiality to the greatest extent possible to protect the privacy of the people involved, the rights of the Complainant and the Respondent, and the integrity of the process.

10.) How can I help?

Participate in all the education and opportunities; intervene if you see something happening – anywhere; and help us create a campus climate where sexual harassment and sex discrimination never happens.

DO'S & DON'TS

SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

What can you do to help us create a campus climate where sexual misconduct and sex discrimination never happens?

- DO participate in campus education and awareness programs.
- DO have conversations with your classmates and friends about sexual violence, dating violence, sexual harassment, consent, personal safety, campus resources, and more. Learn from each other.
- DO talk with a potential intimate partner about sex. Whether (ie., consent!), when, where, STD/pregnancy prevention, and more. >> “If you can’t talk about sex before having sex, then you’re probably not ready to go there.” Ask Amy (Amy Dickenson, Chicago Tribune, 3/21/16)
- DO discourage discriminatory behavior/misconduct. That’s a form of bystander intervention.

Examples:

- ✓ If your friend is screaming at his girlfriend, encourage him to walk away then talk to him.
- ✓ If your friend is pushing her boyfriend, tell her to stop and get him to a safe place.
- ✓ If your friend is trying to get a female drunk or high, tell him to stop and get her to a safe place.
- ✓ If your friend is planning to vandalize her ex-boyfriend’s car or mess with his phone, tell her to stop.
- ✓ If your friends are sitting around talking about who hooked up, discussing intimate details of other students’ sex lives, posting on social media, tell them to stop. Walk away.
- **DO respect others’ personal boundaries.**

Violating someone’s personal boundaries includes following, staring, standing too close, using sexual innuendo, excessive texting, repeated social networking invitations, asking personal questions, sharing private information without permission, expressing unwanted or inappropriate affection, touching, showing up uninvited, not stopping a behavior when asked, pressuring for particular act, and more. Possible consequences to violating boundaries: physical and/or emotional harm, loss of trust, damaged relationships, bad reputation, disciplinary action at school, disciplinary action at work, getting fired, criminal charges, and more.

What are some things I can do to avoid violating Title IX policy?

- Do NOT put your hands on another person – especially in anger.
- Do NOT continue any intimate act without consent. No Means No!
- Do NOT initiate any intimate act with someone who is incapable of giving consent.
- Do NOT gossip about other students – especially about rumored sexual activity.
- Do NOT say or do things that create or contribute to a hostile learning environment.

Examples:

- × Making sexual comments or sexual innuendo
- × Cat-calling, wolf whistles
- × Name-calling
- × Spreading rumors
- × Harassing via social media
- × Commenting on someone’s physical appearance in a salacious or improper way
- Do NOT try to control the actions, friendships, or personal choices of your boyfriend/girlfriend.
- When in doubt if your words/actions are welcome or unwelcome, ASK!!

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM’s Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see <https://allegany.edu/title-ix/index.html>.

PROCEDURES: RIGHTS & RESPONSIBILITIES **SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY**

For both Complainant and Respondent

Rights:

- For the College to take appropriate steps to stop any sexual harassment or sex discrimination
- For the College to take appropriate steps to prevent any sexual harassment or sex discrimination from recurring.
- For the College to take appropriate steps to stop to remedy any harmful effects via safety and/or supportive measures.

A detailed list of possible supportive measures is available; supportive measures are determined on a case-by-case basis and will be provided when possible.

- To receive counseling via the Student Counseling Program or Employee Counseling Program
- For your privacy/confidentiality and legal rights to be protected to the greatest extent possible
- To be free from retaliation by any person
- To consult an Advisor of your choosing who may accompany you to any college proceeding but who may not participate in meetings or the investigation; you are welcome to consult this person at any time in private. Exception: disciplinary hearings where your advisor cross-examines the other party and any witnesses. You must provide the name and title (if any) of your advisor to the Title IX Coordinator one business day before any meeting. (Recommended: your advisor/support person should not be a party or witness in the matter.) For details, see the information sheet about Roles/Advisors for detailed information as well as the information sheet about Rights pursuant to Maryland.

*There are additional options related to having an attorney. See Rights Pursuant to Maryland Law and Disciplinary Proceedings Pursuant to Maryland Law for details.

- To receive written notification when a formal investigation begins, and to receive timely updates as appropriate.
- To have the investigation concluded within a reasonable period of time
- To have information about procedures related to investigations, hearings, and appeals.
- To have access to information that will be used in decision-making.
- To receive written notification of the findings – including any sanction(s) and to appeal the outcome if criteria are met.
- Parties and witnesses shall not be subject to disciplinary action for drug/alcohol violations IF (a) violation occurred during/near time of assault, (b) assault report/participation is in good faith, and (c) violation was “not an act that was reasonably likely to place the health or safety of another individual at risk”
- Parties are free to pursue criminal remedies. File a police report and/or contact Campus Security if feel unsafe or if are the victim of a crime. The College will not take a position regarding any criminal case but will cooperate with law enforcement investigations and will respond to court-issued filings as appropriate. You can also seek a peace/protective order and/or file criminal charges by contacting the Court Commissioner at (301) 723-3150 or go directly to the office to file charge(s) at 123 S. Liberty Street (First Floor) Cumberland. Hours are 7am-6am Monday-Friday and 8am-4pm Saturday/Sunday.

*Pennsylvania law enforcement authorities can direct PA complainants to the appropriate court agent.

Cumberland City Police Department	(301) 777-1600
Allegany County Sheriff's Office	(301) 777-5959
Maryland State Police	(301) 729-2101
Bedford County, Pennsylvania State Police	(814) 623-6133

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- Parties are free to pursue civil remedies. You may contact your own attorney about how to file a lawsuit or contact your local courthouse for detailed information about lawsuits. The College will not take sides in civil litigation but will respond to court-issued filings as appropriate.

Responsibilities

- To cooperate with the investigation so it can be fair, accurate, and thorough.
- To be truthful.
- To comply with any directives/orders issued for safety reasons.
- To report any new concerns or problems – particularly any retaliation.
- To promptly notify the Title IX Coordinator if there is a conflict of interest or bias with the assigned Investigators or Hearing Officers.

Resources & Suggestions / Rights Pursuant to Maryland Law / Disciplinary Provisions Pursuant to Maryland Law
: see separate, comprehensive documents.

PROCEDURES: RESOLUTIONS / CONSEQUENCES **SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY**

When a complaint of sexual harassment or sex discrimination is received, the College shall take action in accordance with procedures. Some complaints can be resolved informally; some must be resolved with a formal investigation and disciplinary hearing. Resolutions and/or consequences shall be determined on a case-by-case basis by the Title IX Coordinator and/or Hearing Officers. No particular outcome is guaranteed. These resolutions and/or consequences shall be independent of any criminal and/or civil proceeding in a court of competent jurisdiction.

Regardless of how a complaint is resolved, the College is committed to taking necessary action to stop any misconduct, prevent a recurrence, and remedy the harmful effects of any misconduct that has occurred.

Possible Resolutions at Intake Assessment:

- Intake Assessment indicates the complaint/report is a Title IX matter requiring further action: proceed to Formal Investigation
- Intake Assessment indicates the complaint/report is a Title IX matter that can be resolved informally w/consent of parties.
 - » Informal resolution can take many forms: sufficiency of a No Contact Order, written agreement by the parties, mediation, restorative justice, or other mutually agreeable outcome. The parties must agree to an informal resolution and may opt out before it is implemented. The parties may request the matter is reopened for additional action if the resolution is ineffective.
- Complainant declines action or requests only supportive measures.
- Insufficient information to proceed: option to reopen if more information becomes available.
- Intake Assessment indicates the complaint/report is not a Title IX matter. (Another policy may apply.)
- Intake Assessment indicates there is a reasonable & legal explanation for the act or the behavior complaint (eg., employee clearly followed ACM policy/procedure, course content is rooted in appropriate academic pedagogy sexual harassment).
- Referral is for an informational/prevention consultation only.

Formal Disciplinary Investigation

- Investigation and Hearing are done. (See specific information sheets for details of each.)
- Student or employee is found not responsible for violating the policy. The matter is closed w/o consequences or adverse action.
- Student or employee is found responsible for violating the policy; possible consequences identified below.

Possible Consequences to Students found responsible for violating this policy:

Probation with Special Conditions
Suspension from Willowbrook Woods
Expulsion from Willowbrook Woods
Suspension from Allegany College of Maryland (includes Willowbrook Woods)
Dismissal/expulsion from Allegany College of Maryland (includes Willowbrook Woods)

Possible Consequences to Employees found responsible for violating this policy:

Probationary employment terminated pursuant to Human Resources policy/procedure
Disciplinary action pursuant to Human Resources policy/procedure
Dismissal pursuant to Human Resources policy/procedure

- Title IX Coordinator implements or oversees the implementation of consequences/sanctions.

RESOURCES & SUGGESTIONS

SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

These resources and suggestions are available to any person who is a complainant or respondent in a Title IX matter. We want you to get the support you need.

- ❖ Medical Care – Get whatever medical treatment you need; follow your doctor’s directions. ACM will cooperate with and facilitate your getting appropriate medical attention.
 - » Transportation: if you need transportation to UPMC-Western Maryland for a sexual assault exam, the College will provide transportation via Campus Safety/Special Police. (Maryland law)

- ❖ The nearest hospitals equipped with PHYSICAL EVIDENCE RECOVERY KITS (sexual assaults) are

Cumberland campus: UPMC – Western Maryland 12500 Willowbrook Road Cumberland, Md. 21502 240-964-7000	Bedford County Campus: UPMC Bedford Memorial 10455 Lincoln Highway Everett, PA 15537 814-623-6161
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- ❖ Counseling - you can call anyone* you like or use ACM’s free program.
 - UPMC-Western Maryland: (240) 964-8585

 - Family Crisis Resource Center (Cumb): (301) 759-9244

 - Bedford County, Pennsylvania*: (814) 623-5166
(Bedford-Somerset Developmental & Behavioral Health Services)

 - Veterans Services (Cumberland Campus):
Contact Beth Nightengale in the Advising Center: (301) 784-5209
*A list of mental health providers (Cumb. area) is available in the Office of Student & Legal Affairs.

- ❖ Confide in a parent, spouse, relative, friend, neighbor, or other caring person in your life. You are NOT alone, and the support of others will be important in the coming days/weeks.

- ❖ Call 911 in an emergency; then call Campus Safety/Special Police at (301) 784-5555

- ❖ Contact Campus Safety/Special Police for assistance/services (eg., escort to class, your vehicle)

- ❖ Exercise caution at all times and follow personal safety practices; ACM’s Campus Safety/Special Police publishes a personal safety information online at <https://allegany.edu/campus-safety-special-police/index.html> Report any problems or concerns you have right away!

- ❖ Report any theft, loss, or property damage to your insurance company.

- ❖ Think about what you can do to make the process as thorough as possible. Take time now to write a detailed statement about what happened – while your memory is fresh. Preserve any evidence you have in your possession. Provide the names and contact information for any witnesses whose information would be helpful. Consider what questions you would like the College Official(s) handling the matter to ask other parties.

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- ❖ Check your social media and device privacy settings. Block any unwelcome persons or numbers.
 - ❖ Do NOT retaliate or take matters into your own hands! Retaliation is strictly prohibited.
 - ❖ Follow all directions issued by the College and/or the court.
 - ❖ Cooperate with law enforcement if there is a parallel criminal investigation.
 - ❖ Students: Contact your instructors to manage your coursework, especially if you will be absent; contact your academic advisor and/or the Student Success Center if you find yourself struggling academically. Contact Academic Access & Disability Resources if you have a disability for which reasonable academic accommodations are needed.
 - ❖ Employees: Contact your supervisor to manage your work, especially if you will be absent. Follow the HR policies for reporting absences/leave. If you choose to resign from ACM, follow the standard procedures outlined in HR policies. *Resigning from ACM may or may not result in this matter being closed without further action.* No outcome regarding the disciplinary process or your employee status is guaranteed.
 - ❖ Students: If you choose to withdraw from ACM, consult Admissions/Registration Office to submit the proper paperwork (taking note of dates when you can withdraw without receiving “F” grades as well as tuition refund deadlines), the Financial Aid Office to be aware of any consequences to your current and future aid packages, the Residence Life Office *if you live in Willowbrook Woods* to obtain a Request for Release Petition from your housing contract, and your academic advisor to plan how/where to continue your education elsewhere. *Withdrawing from ACM may or may not result in this matter being closed without further action.* No outcome regarding the disciplinary process, your student status, your housing status, or any financial obligation is guaranteed.
 - ❖ Have faith in the process. Allegany College of Maryland is committed to being fair, thorough and prompt in addressing any safety issues. Every person is afforded due process, the opportunity to fully participate, and written communication.

CODE OF STUDENT CONDUCT & HAZING

Code of Student Conduct Philosophy:

Allegany College of Maryland provides services and resources to provide a safe learning environment and to promote responsible citizenship by its students. Students enrolling the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and community partner. Conduct shall be consistent with the College's Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. Each student is presumed to have fundamental knowledge of proper conduct. Each student is likewise expected to follow all federal, state, and local laws as well as all College policies. Furthermore, each student shall be presumed to have read the Code of Student Conduct; ignorance of its provisions shall not be a defense to violating them.

Definition:

Hazing: recklessly or intentionally doing an act or creating a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization.

Hazing is prohibited under the current Code of Student Conduct; depending on the specific acts involved, a student who hazes could be responsible pursuant to the following provisions:

- #IV.A.1 – Assault / Assault and Battery
- #IV.A.2 – Aggravated Assault
- #IV.A.3 – Threat / Intimidation
- #IV.A.4 – Harassment
- #IV.A.5 – Bullying
- #IV.C.3 – Drugs
- #IV.C.4 – Alcohol
- #IV.C.6 – Reckless Endangerment
- #IV.C.5 – Disorderly Conduct
- Other provisions as appropriate.

Hazing is also prohibited by law; in Maryland, it is a misdemeanor punishable by a maximum penalty of \$500 and/or six months' imprisonment.

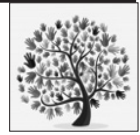
Complaints:

If you have questions or concerns or if you need to report hazing, contact Campus Security or the Dean of Student & Legal Affairs:

- » Campus Security / Public Safety (301) 784-5555
- » Dr. Renee Conner via email rconner@allegany.edu or call (301) 784-5206

What can you do?

Treat everyone equally and with courtesy; participate in all the education and opportunities; discourage unsafe behavior; and help us create a campus climate where hazing never happens.



DISCRIMINATION / HATE - BIAS

Non-Discrimination Statement:

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Definitions:

Hate Crime: an offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

Hate-Bias Incident: a hostile act of conduct, speech, or expression motivated in whole or in part by intolerance, bias, or prejudice against another. Unlike a hate crime, the hostile act is not a criminal act; like a hate crime, the hostile act is motivated by prejudice.

Complaints:

If you have questions or concerns or if you need to make a complaint, contact the Dean of Student & Legal Affairs:

- » Dr. Renee Conner via email rconner@allegany.edu or call (301) 784-5206

Treat everyone equally and with courtesy; participate in all the education and opportunities; have conversations about equity and fairness; discourage discriminatory behavior; and help us create a campus climate where hate-bias and discrimination never happen.

DISCRIMINATION COMPLAINT REPORT **NON-DISCRIMINATION POLICY/STATEMENT**

This form shall be submitted to the Office of Student & Legal Affairs or other designated College Official to make a complaint of illegal discrimination. See the last page for a general description of the process. Any person who has experienced or witnessed illegal discrimination is strongly encouraged to report it. Retaliation for making a complaint or participating in the process is prohibited.

NOTE: Title IX complaints are handled by a different (albeit similar) process.

Non-Discrimination Statement

Allegheny College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Directions: Complete this form in its entirety. Use additional sheets if needed. Attach a typed statement and any supporting documentation. (Incomplete complaints will be returned to the submitter.) Then send everything to Dr. Renee Conner, Dean of Student & Legal Affairs. CC-152 via hand-delivery, postal mail, email (rconner@allegheny.edu) or fax (301) 784-5068.

Your Name (Complainant): _____

Address: _____

Phone: (_____) _____ - _____ **Email*:** _____ @ _____

10. **What** type of illegal discrimination is being alleged?

- | | |
|---|---|
| <input type="radio"/> Race | <input type="radio"/> Religion or creed |
| <input type="radio"/> Ethnicity | <input type="radio"/> National origin |
| <input type="radio"/> Color | <input type="radio"/> Age |
| <input type="radio"/> Genetic information | <input type="radio"/> Familial Status |
| <input type="radio"/> Disability | |
| <input type="radio"/> Veteran status | |

* Sex, sexual orientation, gender identity, and gender expression discrimination are Title IX cases. Please contact the Title IX Coordinator or see www.allegheny.edu/titleix for that complaint form.

11. **Who** is the College Official you are accusing of illegal discrimination? _____

12. **When** did the discrimination being alleged occur? Reports should be made in a timely manner.

Date: ___/___/___ **Time:** ___:___ am or pm

13. **Where** did the discrimination being alleged occur? (ie., specific location) _____

14. **Describe** in detail the discriminatory act(s) being alleged? **Be specific.** Must be typed and attached.

- » Vague claims are insufficient to support action by the College.
- » The complaint should provide details about the nature of the discrimination being alleged.
- » The complaint should describe whether/how the College Official treated the complainant differently than others in similar circumstances because of the Complainant's status as noted above.
- » The complaint should describe how the incident is connected to the College (ie., class, activity, ACM personnel in their official capacity, ACM sponsored event, etc.)
- » Attach any supporting documentation.

15. **What** would resolve the issue or concern for you? **Be specific.** Must be typed and attached.

Upon receiving a report of alleged discrimination by a College Official, Allegany College of Maryland will:

- ❖ Review the written Discrimination Complaint Form and any related documentation.
- ❖ Determine if the report alleges illegal discrimination and is specific and credible.
- ❖ If so, conduct an informal preliminary inquiry of the complaint.
 - » *Accused person(s) is provided a copy of the complaint*
- ❖ Take immediate and appropriate action to stop any discrimination that is occurring
- ❖ Determine if there is reasonable cause to support an accusation of discrimination.
 - » **Standard: Sufficient, substantiating evidence**
- ❖ If so, conduct a prompt, adequate, reliable, and impartial formal investigation of the complaint.
- ❖ Determine if discrimination occurred.
 - » **Standard: Preponderance of the evidence**
- ❖ Take immediate and appropriate action to prevent its recurrence
- ❖ Take immediate and appropriate action to remedy the effects upon the complainant.
- ❖ Follow all appropriate procedures as detailed in the Human Resources Manual and other institutional policies.
- ❖ Preserve the confidentiality and dignity of all parties;
- ❖ Comply with other legal and policy/procedure requirements – coordinating this process with other procedures where appropriate for efficiency and fairness to all parties.

NOTE: No particular outcome is guaranteed.

Illegal Discrimination: *An act that adversely affects a person in one of the protected classes listed in the Non-Discrimination Statement above and that is demonstrably different than how the College Official treated similarly situated persons who are not in the Complainant's protected class.*

Informal Resolution: *At any point in the complaint process, if a mutually agreeable solution is reached, the matter may be closed without penalty or consequence to any party. The Dean of Student & Legal Affairs or designated College Official reserves the right to suggest resolutions at any time. The resolution shall be documented and provided to both the Complainant(s) and the Respondent(s). Written confirmation may be requested.*

Withdrawing a complaint: *Any person who has submitted a Discrimination Complaint Form has the option to subsequently withdraw the complaint without penalty or consequence. Circumstances may change or, as the complaint process unfolds, a mutually acceptable resolution is reached. Such an "exit" from the complaint process may occur at any stage. If that occurs, the complainant should notify the Dean of Student & Legal Affairs. Written confirmation may be requested.*

Third Party Communication: *Only the persons involved in the complaint will receive any communication about the complaint from College Officials; third parties will not be given information regarding any of the specifics related to a complaint or information that compromises the integrity of the process or the confidentiality and dignity of any person.*

Attorney(s): *This process is NOT a legal proceeding, and legal standards do not apply. Therefore, lawyers are neither necessary nor may participate. However, at any point in the complaint process, any person may consult an attorney at his/her own expense.*