

## Annual Security Report

The Student Right-to-Know and Campus Security Act, (Public Law 101-542) requires colleges and universities to report the following: (1) an annual campus security report to include crime prevention issues and sex offense policies (2) statistics on the number of specified crimes (murder, forcible or nonforcible sex offenses including rape, robbery, aggravated assault, burglary and motor vehicle theft) and the number of arrests for liquor law violations and weapons possessions, which have occurred on campus or reported to local police authorities.

### 1. Crime Statistics

Offense	Year	On-campus Property	Residential Facilities	Non-campus Residential Facilities	Public Property
Murder/ Non-negligent manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Negligent manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Sex offenses – Forcible	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Sex offenses – Non-forcible	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Robbery	2010	0	0	0	0
	2011	1	1	0	0
	2009	0	0	0	0
Aggravated assault	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Burglary	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Motor vehicle theft	2010	1	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arson	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0

### Hate Crimes

Capitol College is a diverse community and during the years 2010, 2011, 2012 no hate crimes were reported.

### Arrest Statistics

Offense	Year	On-campus Property	Residential Facilities	Non-campus Residential Facilities	Public Property
Illegal weapons possession	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Drug law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Liquor law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0

### Disciplinary Action Statistics

Offense	Year	On-campus Property	Residential Facilities	Non-campus Residential Facilities	Public Property
Illegal weapons possession	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Drug law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	2	2	4	0
Liquor law violations	2010	1	1	0	0
	2011	3	1	0	0
	2012	16	16	2	0

Fire Reports

Name of Facility	Year	Fires	Injuries	Deaths
Campus Apartments	2010	1	0	0
	2011	0	0	0
	2012	1	0	0

2. Statement of current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus and the institution's response to these reports.

Emergencies requiring police, fire or medical aid can be reported in person or by dialing 911 from any phone on campus. Telephones located on the college (campus, private or public) are tied to the 911 emergency system. In order to report a crime or public safety emergency, contact the campus security staff at 301-938-2928 24 hours a day everyday of the week. Security patrols the campus and often is posted at the entrance of the campus by the residence hall in the guard booth. During normal business hours, contact the dean of student life and retention. If an incident occurs in the residence hall, students should contact the residence life coordinator. Residential life staff can be reached at 301-655-2116 for incidents that occur in the residence halls.

In response to a call or report, a security guard or staff member will take the necessary action, which can include calling 911, gathering staff members, or contacting the Prince George's County police or fire department. After any initial emergency or immediate response is concluded, the staff member involved must complete an incident report and provide it to the dean of student life and retention. The dean of student life and retention can file the report for informational purposes, including inclusion in the annual security report, or can initiate campus judicial proceedings based on the report.

The dean of student life and retention is responsible for the compilation of the annual security report. The dean of student life and retention maintains a database tracking the number of reported occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession. The dean of student life and retention also works closely with Prince George's County Police Department to provide statistics based on reports made to the local police and arrests made on campus. The final report is reviewed and revised by the President's Council and distributed to the campus community.

For the purpose of providing timely warnings to the campus community, occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession should be reported to Melinda Bunnell-Rhynne, dean of student life and retention; Jaqueline Enright, director of administration; and/or Jason Kilmer, assistant director of student life and residential services.

The Office of Student Life is responsible for the timely warning of the campus community of occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession. In the event that such an offense is alleged to have occurred on campus, the dean of student life and retention will use the campus email system, campus mail system and fliers to notify campus of the alleged occurrence.

3. A statement of current policies concerning security of and access to campus facilities, including campus residences:

Capitol College is a very open campus that provides easy access to and from its buildings. Most buildings are open to members of the campus community during normal business hours, 7:30 a.m. to 10:30 p.m., Monday through Thursday. On Saturday, buildings are open for classes from 9 a.m. to 5 p.m. and the Student Center and Library are open during posted hours on Sundays.

Capitol College's campus residence has 15 apartments, which open to outdoor stairwells. All residents are issued a key to the apartment and a key to their room. Students are advised not to give their keys to other individuals and the improper use of keys is a violation of campus policy. It is against college policy to leave guests unattended in the residence hall, and all overnight guests must sign in with the resident assistant on duty. Capitol College maintains a strong commitment to the safety and security of its campus. The campus is designed to promote safety and reduce criminal opportunity. Every effort is made to ensure that campus buildings, facilities and grounds are well maintained and safe. By maintaining adequate exterior lighting in parking lots and on pedestrian walkways, the college strives to enhance the safety of its campus.

Campus safety is greatly enhanced by the services of the Capitol College Physical Plant Department, which regularly surveys facilities and submits recommendations concerning security deficiencies such as defective locks on doors, open windows and lighting malfunctions. Members of the campus community are encouraged to report any deficiencies in lighting to the Physical Plant Department.

An unarmed security officer is on duty at the campus 24 hours a day seven days a week, providing escort services at the request of students. This officer secures the main building at 11 p.m. checking all rooms and offices and locking all inside and outside doors. The security officer then patrols the campus on foot and continues these patrols once throughout the night. When not patrolling the campus, the officer is stationed in a security booth at the entrance to the campus next to the residence hall. The phone numbers for security and the residence life staff are posted in each apartment.

4. A statement of current policies concerning campus law enforcement addressing the enforcement authority of security personnel and encouragement of accurate and prompt reporting of all crimes:

The college is sensitive to the safety needs of its students and employees and has worked with the county police to institute security policies that are best suited to this institution.

Capitol College has contracted with Allied Barton Security to provide officers to patrol the campus 24 hours a day, seven days a week. These individuals enforce Capitol College's policies regarding student conduct on campus and ensure that the academic buildings are locked and secure at the end of the day. In addition, the resident assistants receive comprehensive training as part of the conditions of their employment. One module of this training includes dealing with crisis and the appropriate method for reporting safety and security violations. The assistant director of student life and residential services or the dean of student life and retention is on call to the resident assistants should they need assistance in assessing any situation. Capitol College does not employ anyone with the authority to arrest individuals participating in criminal action. Capitol College's security officers, resident assistants, assistant director of student life and residential services or dean of student life and retention report any crimes

committed against the college and encourage students to report any crimes committed against an individual to the Prince George's County Police Department. Capitol College does not provide pastoral or professional counseling; therefore, there are no policies in place directing such individuals to advise students of the procedures to voluntarily and confidentially report crimes.

5. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices to be responsible for their own security and the security of others.

6. A description of programs designed to inform students and employees about the prevention of crimes:

Each year during the residence hall meeting, resident assistants encourage residents to lock their doors at all times. The residence life staff discusses the potential loss of property and issues of personal safety, which can be prevented by simply locking all doors at all times and limiting key usage to those individuals who live in the apartment or room. Each year the residence life staff uses passive programming such as fliers and random checks to reinforce the importance of locking doors. Additionally, each year during time periods that traditionally coincide with higher incidents of crime, memos and email are used to remind students, faculty and staff to be aware of the potential for crime and how to take responsibility for their own safety and security.

7. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity in which students are engaged at off-campus locations of student organizations officially recognized by the institution:

There are no officially recognized student organizations at off-campus locations.

8. A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws:

The student conduct code of Capitol College considers any violation of state liquor laws to be a violation of campus policy. See page 60 of the student handbook. All reported violations of campus policy are referred to the dean of student life and retention for judicial referral.

9. A statement of policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state underage drinking laws:

The student conduct code of Capitol College considers any violation of federal and state drug laws to be a violation of campus policy. See page 60 of the student handbook. All reported violations of campus policy are referred to the dean of student life and retention for judicial referral.

10. A description of any drug or alcohol-abuse education programs, as required under section 120(a) through (d) of the HEA:

Capitol College provides each employee and student with information regarding drug and alcohol abuse. This information includes the annual distribution of a document that states the college's drug and alcohol policy as stated above, a description of legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol, a description of health risks associated with drug and alcohol abuse, a description of counseling and treatment options. In addition, the following statement is included: "Capitol College has standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on college property or as any part of the college's activities, and will impose sanctions for violations of such, up to and including expulsion or termination of employment and referral for prosecution."

11. A statement of policy regarding the institution's campus sexual assault programs to prevent sex offenses and procedures to follow when a sex offense occurs:

Capitol College promotes awareness of rape, acquaintance rape and other forcible and nonforcible sex offenses through the use of posters. The following policy outlines the procedures to follow should a sex offense occur.

## **Reporting Incident**

- "Official" reports can only be given "voluntarily" by the alleged victim to the dean of student life and retention, who is the judicial affairs coordinator.
- Other such reports by knowledgeable persons must be validated voluntarily by the alleged victim before considered official to protect his or her right to privacy.
- Requests for assistance can be made to the security guard on duty or to a member of the residence life staff.

## **Care of Alleged Victim**

- The primary goal of any knowledgeable campus personnel is to secure immediate care for the alleged victim, if so desired and deemed necessary.
- If the victim is considering legal action, he or she should be encouraged to seek medical assistance prior to showering or changing clothes.
- If immediate medical assistance is deemed necessary, the victim should be assisted with transportation to the Prince George's County Sexual Assault Center in Cheverly, if acknowledging a sexual assault. If not acknowledging such, then Laurel Regional Hospital, the Laurel Lakes or Medcare (Greenbelt) immediate care centers or a family doctor (if feasible) can be used.
- The primary counseling should be done by the P.G. County Sexual Assault Center, if the victim agrees.
- The dean of student life and retention will provide any follow-up assistance deemed necessary and appropriate.

## **Rights of Alleged Victim**

- The victim should be informed of his or her right to file a report with the PG County police or other appropriate law enforcement agency.
- The college counselor or other appropriate official should assist with this contact, if desired and helpful.
- Such college officials should take care to protect the victim's identity from the college community and public at large.
- Upon the request of the victim, the college will help the victim find alternative classes, housing or both (or office location in the case of a nonstudent employee) if available and feasible.
- Victims have the right to contact the vice president for outcomes and assessment should they feel their case is not being handled appropriately.

## **Rights of Alleged Perpetrator**

- The college and any knowledgeable officials should take care to protect the alleged perpetrator's identity from the public until found guilty.

## **Judicial Process**

- If the victim and perpetrator are students, or if only the perpetrator is a student, student judicial proceedings will ensue upon formal complaint by the alleged victim. If the victim and the college mutually agree not to pursue judicial proceedings, a letter outlining this decision will be signed by the victim and a representative of the college and placed in the incident file.
- The proceeding will follow normal guidelines of Student Judicial System, as outlined in the Capitol College student handbook and administered by the dean of student life and retention, with particular sensitivity to the special concerns of this type of complaint.
- If one or both of the involved parties are nonstudent employees of the college, administrative judicial proceedings may also take place.

## **Disciplinary Actions**

- A perpetrator found guilty in a campus judicial proceeding would face a sanction of suspension of a specific length with probable additional sanctions or expulsion.
- Similar disciplinary actions may ensue after a determination of guilt in a civil proceeding, if a campus proceeding was not conducted. This may arise in a case where the assault occurred off campus but involved a student perpetrator.
- If the guilty perpetrator is a college employee (nonstudent), an administrative decision, based on the administrative and/or civil judicial proceedings, may likely result in termination of employment or other such appropriate disciplinary action.
- The alleged perpetrator and the alleged victim will be made aware of the outcomes of any institutional disciplinary proceeding. This notice will include a final determination with respect to the alleged sex offense and the sanctions imposed where the alleged perpetrator is found in violation of the sexual-assault policy.

#### **Review/Revision**

- There will be an ongoing review with appropriate revision of this policy, particularly since there has never yet been a report of a sexual assault officially noted.
- This policy does not attempt to define sexual assault or delineate types or degrees of sexual assault. Such an attempt in the future, given appropriate available research on this matter, will likely result in necessary additions and further revisions.
- A mock incident will be used in the near future as both a training and needs awareness exercise, involving the residence life staff and other appropriate officials.
- Any questions, comments or suggestions should be directed to the dean of student life and retention.

#### **Posting/Distribution**

- This policy will be posted in prominent areas in both the Campus Center and MCI Hall (the classroom building).
- This policy will be printed in an appropriate section of the Capitol College student handbook.
- The policy will be distributed to students, faculty members and employees.