

## I. 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 been reported to local police authorities.

Crime statistics are collected electronically by the Department of Education and published at the following website: <http://ope.ed.gov/SECURITY/instDetail.asp?UNITID=162061>

### 1. Crime Statistics

Offense	Year	On-campus Property	Residential Facilities	Non-campus Residential Facilities	Public Property
Murder/ Non-negligent manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Negligent manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Fondling	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Incest	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated assault	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Burglary	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Motor vehicle theft	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

#### VAWA Offenses

Offense	Year	On-campus Property	Residential Facilities	Non-campus Residential Facilities	Public Property
Domestic Violence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Dating Violence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Stalking	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

Hate Crimes

2020: None

2022: None

2022: None

There were no hate crimes in the Residential Facilities, Non-campus Residential Facilities, or Public Property in 2020, 2022, or 2022.

Arrest Statistics

Offense	Year	On-campus Property	Residential Facilities	Non-campus Residential Facilities	Public Property
Illegal weapons possession	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug law violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

Disciplinary Action Statistics

Offense	Year	On-campus Property	Residential Facilities	Non-campus Residential Facilities	Public Property
Illegal weapons possession	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug law violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

Fire Reports

Name of Facility	Year	Fires	Injuries	Deaths
Innovators Hall	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

*A. Policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus.*

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 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 every day 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. Residential life staff can be reached by anytime 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 director of student life and residential services. The director of student life can file the report for informational purposes, including inclusion in the annual security report, or can initiate campus conduct proceedings based on the report.

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 Kyra Milbourne, Dean of Students; security; and the 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 Students or her designee will use the campus email system, campus mail system and fliers to notify campus of the alleged occurrence. If there is reason to believe there is an ongoing and immediate threat to the campus community the text notification system, Business Notifier, will be used to notify registered users.

The Dean of Students is responsible for the compilation of the annual security report. The Dean of Students maintains a log 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 Students 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.

A report of a criminal offense should be made to at least one of the following: AVP of student engagement; security; and the director of student life and residential services; director of human resources.

Victims or witnesses may make a confidential report of a crime for inclusion in the annual disclosure of crime statistics by submitting Confidential Crime Report Form. This form is available on the Student Life tab of MyCapitol and hardcopies are available in the Office of Student Life and outside of the Office of Registration and Records. The university will investigate all reports of crimes which occurred on campus or in university-controlled locations. However, no effort will be made to determine the identity of any individual who made the confidential report. Without identifying information from the victim or witness the investigation is expected to be substantially impeded.

*B. Policies concerning the security of and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.*

Capitol Tech 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, 8:30 a.m. to 10:30 p.m., Monday through Thursday. There are no Friday classes.

Capitol Tech's campus residence houses 220 students. All residents are issued a fob 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 university policy to leave guests unattended in the residence hall, and all guests to Innovator's Hall must sign in with the resident assistant on duty, or submit a Guest Notification Form via MyCapitol.

Capitol Tech 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 Tech Facilities 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 Facilities.

An unarmed security officer is on duty at the campus 24 hours a day, 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 every half hour. When not patrolling the campus, the officer is stationed in the library from 5pm to 10pm, otherwise 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.

### *C. Policies concerning campus law enforcement*

Because of the size of the student body (about 700), the small number of administrators, faculty and staff (55), the relatively isolated campus site and a virtually crime-free history, there has been no need for a full-security force at Capitol Tech. The university 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 Tech employs a security firm to patrol the campus. These individuals enforce Capitol Tech'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 professional staff from the office of student life is on call to the resident assistants should they need assistance in assessing any situation. Capitol Tech does not employ anyone with the authority to arrest individuals participating in criminal action. Capitol Tech's security officers, resident assistants, or director of student life and residential services report any crimes committed against the university and encourage students to report any crimes committed against an individual to the Prince George's County Police Department. There are currently no memorandum of understandings between the university and local law enforcement regarding the investigation of crimes. Capitol Tech will pursue crimes as violations of the Code of Community Standards and will encourage students to report crimes to local law enforcement.

Capitol Tech 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.

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

Capitol Tech provides personal safety training, as well as, training related to responding to significant life-threatening events which may occur on campus to students during Orientation each Fall. New faculty and staff employees participate in training related to campus safety and the response to significant life-threatening events which may occur on campus shortly after their employment begins.

### *E. 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. Finally, during orientation and student leader training workshops on bystander intervention are presented to increase student confidence for intervening prior to the occurrence of crimes or conflict.

*F. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities.*

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

*G. A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.*

The student conduct code of Capitol Tech considers any violation of state liquor laws to be a violation of campus policy. See page 62 of the student handbook. All reported violations of campus policy are referred to the director of student life and residential services for disciplinary referral.

*H. A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.*

The student conduct code of Capitol Tech considers any violation of federal and state drug laws to be a violation of campus policy. See page 62 of the student handbook.  
All reported violations of campus policy are referred to the director of student life for disciplinary referral.

*I. A description of any drug or alcohol-abuse education programs, as required under 120 (a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities act of 1989.*

Capitol Tech 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 Tech 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."

All incoming campus students are required to participate in an opioid awareness and addiction prevention program. This program is provided in person during orientation. All incoming distance learners are provided with information regarding opioid awareness and addiction prevention.

*J. A statement advising the campus community where law enforcement agency information provided by a state under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 concerning registered sex offenders may be obtained.*

The state of Maryland maintains a Sex Offender Registry which can be searched at this URL <http://>

***K. A statement of policy regarding emergency response and evacuation procedures.***

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. An evacuation is implemented under conditions when it is no longer safe for students, employees and visitors to remain in a building or a specific area in a building.

This situation requires occupants to move out and away from a building to a designated building, area of refuge, or out and away from specific areas within a building. An evacuation is commonly used when there is a suspected fire, hazardous material spill in a building. Evacuation procedures may also be used if the decision is made to evacuate after a Bomb Threat has been made.

***L. A statement of policy regarding missing student notification procedures***

The Guide to Residence Life encourages residents to report when they have not seen their roommate or apartment mate for an extended period of time. Residents report their concern about a potentially missing student to the Residence Life Staff. When the Residence Life Staff receives this type of report they will begin a process of trying to confirm the student's whereabouts and/or safety. The Residence Life Staff will work to confirm with friends of the resident their location, will use social media and electronic communications to connect with the resident, will attempt to reach the student by phone or ideally make face to face contact. If Residence Life Staff is unable to confirm the resident's whereabouts and/or safety in 6 hours or exhausted options for finding the resident in fewer than 6 hours they will contact the on call professional staff member. The professional on call will contact either the Missing Person Contact for resident students or an emergency contact for non-resident students or law enforcement. If the missing person contact or emergency contact is unable to verify the student's whereabouts law enforcement will be contacted to file a missing persons report.

***M. A statement of policy regarding disclosure of results of disciplinary proceedings***

The alleged victim of a crime of violence or a non-forcible sex offense or the alleged victim's surviving family may submit a written request for the disclosure of the results of any disciplinary proceeding related to the alleged crime or offense conducted by the University against a student who is the alleged perpetrator of such crime or offense.

In cases of domestic violence, dating violence, sexual assault or stalking the alleged violation(s) will be classified as a Community Standards Matter including Victimization. The conduct facilitator will notify both the respondent and complainant in writing of the panel's decision and the sanctions when matters are classified as a Community Standards Matter including Victimization. No written request for results will be necessary.

Disciplinary proceedings which do not meet either of the above policies will result in the disclosure of the results to the respondent and members of the faculty and staff who need to know the results in order to complete their duties.

***N. A description of on-campus housing fire safety systems***

Capitol Tech's campus residence has apartment-style living. Each hallway has fire pulls in the kitchen near the front door, which residents are encouraged to use in the event of a fire. Each apartment is equipped with smoke detectors. Fire pulls and smoke detectors are on a system

that is monitored by an off-campus vendor. The monitoring service alerts the local fire department in the event of an alarm. Fire pulls and smoke detector alarms are audible within the building the alerted alarm is in. Each apartment is outfitted with a sprinkler system. Each apartment has a fire extinguisher in the kitchen near the front door. One fire evacuation drill was held in 2017. Evacuation procedures are outlined above.