

*University of Maryland Eastern Shore
Department of Public Safety*



***STUDENT RIGHT TO KNOW &
CAMPUS SECURITY ACT: 2006***

A GUIDE TO PUBLIC SAFETY/UNIVERSITY POLICE
SERVICES AT THE UNIVERSITY OF MARYLAND
EASTERN SHORE



WELCOME MESSAGE

Welcome to the University of Maryland Eastern Shore and the town of Princess Anne. This brochure should serve as a guide to assist you in staying safe, as well as introduce you to the numerous programs offered to you and the entire UMES community. This is representative of the partnership, problem-solving by the Department of Public Safety and many other university departments. We strongly believe an informed community is a safe community.

We hope you find this report informative and helpful and that your stay at UMES will be both pleasant and safe. If you have questions or would like further information about safety and security at UMES, please visit us at www.umes.edu/police or contact us at (410) 651-6590.

Chief Lawrence E. Wright
Director of Public Safety

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MISSION STATEMENT

Our mission is to provide a safe and secure environment where visitors and members of the University community may pursue their potential. The department supports the University mission to ensure a safe, social and academic environment that sustains and encourages moral and intellectual growth.

WHY A CAMPUS SECURITY REPORT

The UMES Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosures of Campus Security Policy and Crime Statistic Act. The full text of this report can be located on our Website at <http://www.umes.edu/police>. This report is prepared in cooperation with the Police agencies surrounding our main campus and our alternate sites, the Office of Residence Life, the Judicial Affairs Officer and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

To comply with Clery Act, we collect crime statistics from the local police agencies, by providing the addresses of off campus property either owned or controlled by the University, or public property immediately adjacent to campus. All local police agencies where UMES property is located or is nearby provide automated statistics for the property and radius around the property requested. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. The University does not recognize any off campus fraternity or sorority houses.

In September of every year, a postcard is mailed to all enrolled students, faculty and staff that provide the Website to access this report. Copies of the report may also be obtained at the Department of Public Safety at 30737 Backbone Road, Princess Anne, Maryland 21853 or by calling (410) 651-6590. All prospective employees may obtain a copy from Human Resources on the 3rd Floor of J.T. Williams Hall.

CAMPUS SECURITY AUTHORITIES

It is the Policy of the University of Maryland Eastern Shore that the following individuals and organizations within the University are designated as *campus security authorities* in accordance with the guidelines set forth by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act of 1998” and subsequent rules. As a campus security authority those enumerated individuals who become aware of crimes involving UMES or a member of our community must report it soon as possible report in accordance with protocol establish by the Department of Public Safety.

- All sworn University Police Offices of the Department of Public Safety
- Deans of Students
- Student Affairs Professional Staff (excluding defined counseling staff)
- Athletic Administration and Coaches
- Residence Life Professional Staff including Directors, Associate, Assistant and Area, Resident assistants and Student Directors.
- Student Organizational Advisors

THE DEPARTMENT OF PUBLIC SAFETY

We are located directly behind Waters Hall, the Department of Public Safety/University Police provides 24-hour police protection and responds to emergency calls occurring directly on the UMES campus and/or all locations leased/owned by UMES. The department consists of professional University police officers and security officers and other team members dedicated to providing first class service to the campus community. The Communication Center is staffed by trained dispatchers who answer calls for service and dispatch officers to emergency incidents, monitors intrusion and fire alarms, as well as monitor CCTV cameras. Officers patrol the campus on foot, by bicycle, and in vehicles. Several officers and a supervisor are on duty 24 hours day.

The department is responsible for a full range of public safety services, including security concerns, crime reports, investigations, fire emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and other incidents requiring police intervention.

In additions, we provide information on arrests and serious crimes to the Maryland State Police on a monthly basis to be included in the Federal Bureau of Investigation's (FBI) Uniform Crime Report. The serial numbers of all vehicles and office equipment stolen from campus are reported nationwide through the National Crime Information Center (NCIC).

UNIVERSITY POLICE AUTHORITY AND JURISDICITON

The Education Article (ED) Section 13-601 of the Annotated Code of Maryland establishes the University of Maryland Eastern Shore Police Force. According to this law, University of Maryland Eastern Shore Police Officers has all the powers of any peace or police officer in the State. Furthermore, the University of Maryland Eastern Shore Police Force is the primary agency responsible for the policing property, owned, operated, leased by, or under control of the UMES. The UMES Police Department (UMESPD) and Princess Anne Police Department (PAPD) have a mutual and positive working relationship and provide assistance and expertise to each other as needed.

University Police Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. University Police Officers' authority is identical to the local police/sheriff in your home community. All UMES Police Officers have met the police training certification requirements of the State of Maryland. The officers receive their training at approved police academies. Additionally, they receive annually in-service and specialized training in first aid, firearms, defense tactics, legal updates, evidence gathering, traffic accident investigations, crime prevention and drug suppression operations to be able to perform more efficiently and safely.

REPORTING CRIMINAL INCIDENTS OR OTHER EMERGENCIES

Actual or potential criminal actions and other emergencies on campus can be reported directly by any student, faculty, staff member, or visitor to the University Police. For emergencies, dial extension 3300 or 9-911 from any on campus phone for a direct contact with the UMES Police Dispatcher or Somerset Central 911 Center to report an emergency.

The Department utilizes criminal justice student interns each semester. The students receive Department training and assist the University Police by performing non-law enforcement support functions.

Additionally, we have security officers who provide additional overall security throughout campus and at special events/activities held on campus.

SECURITY & ACCESS TO FACILITIES

The University maintains strong security procedures as to who enters the campus facilities. The Department of Public Safety stops every unregistered vehicle entering the rear of the campus, near the student's residence areas.

All buildings are secured by the Department of Public Safety by 11:00pm on both weekdays and weekends. We recognize that there will be some need for after hour weekend access to buildings and offices. After hours a University I.D is required. Anyone needing access on weekends to building or offices should provide a letter to the Department of Public Safety, address to the Chief of Police, stating the time frame of their needs. Students working in the buildings after hours are required to have a letter of authorization in their possession from the dean, chair, building manger and instructor granting permission with a University I.D. A copy of the letter is to be provided to the Department of Public Safety.

ACCESSS TO RESIDENTIAL FACILITIES

There are more than forty (40) residence buildings on campus. All entrances to our traditional residence halls are locked 24 hours or monitored by Residence Life Staff. An Area Director and several Residence Assistants administer each area residence hall.

The Department of Public Safety, in conjunction with the Office of Residence Life, is responsible for developing and implementing programs to provide an effective, responsible, safe and secure environment within the residential community. In addition to access control procedures established by the Office of Residence Life, the Department of Public Safety provides continuous external security and police patrols to the residential community. Additionally, the Department of Public Safety provides internal security in the Residence Halls, by non-sworn security personnel.

Educational programs emphasizing security and steps residents can take to help themselves will be provided by the Office of Residence Life, the Department of Public Safety, and other campus/off-campus services, as appropriate to meet the goal of this policy.

Every effort is made to ensure all residence halls are free from uninvited visitors or guests. However, it is necessary that residents themselves take an active role in making sure strangers are reported to Residence Hall personnel and that doors are not propped open.

- Hall staff and residents are encouraged to challenge/report the presence of strangers in the residence halls.
- All visitors and guests must be accompanied by a resident at all times.
- Residents are held accountable for their guests' actions.

OFF CAMPUS HOUSING

Many students reside as tenants in private homes within close proximity of the University campus. Crime Prevention programs emphasizing security and what residents can do to help themselves are provided by the Princess Anne Police Department, for the students who live off-campus. The University Police Department and the Princess Anne Police Department have a mutual working relationship, providing each department with patrol assistance and back up as necessary.

ALCOHOL POLICY

UMES is dedicated to the pursuit and dissemination of knowledge and, as such, expects all members of the University community to behave in a manner conducive to that end. Faculty, staff, and students must maintain the highest standards of personal and professional conduct.

Possession, use, or distribution of alcoholic beverages is prohibited by anyone under the age of **21** on campus. All laws consistent with relate municipal, state, county, or federal laws and related University regulations govern the consumption of alcoholic beverages.

No person under the legal age for drinking should consume, possess, or distribute alcohol in any area of the University. Individuals of legal age are permitted consumption within the privacy of their room. At no time is alcohol allowed in public areas of housing, including not limited to the grounds and surrounding building perimeters.

The students found to be in violation of policies addressing alcohol and underage drinking, on campus; will be referred for disciplinary actions which may include suspension from the University.

DRUG POLICY

The University of Maryland Eastern Shore operates as a University with three major functions: instruction, research, and service. In this context the University holds as its fundamental purpose the maintenance of an environment that supports and encourages the pursuit and dissemination of knowledge. It is expected that students, staff, faculty and administrators share the responsibility of nurturing the environment.

The illegal or abusive use of drugs or alcohol by students, staff, faculty, or administrators is counteractive to the environment UMES strives to maintain. Therefore, the University of Maryland Eastern Shore is committed to a workplace and campus that is free of illegal drug use and alcohol abuse.

MAINTENANCE OF CAMPUS FACILITIES

The University police officers regularly test the emergency phones and submit work orders for repair, recommend the trimming of shrubbery for safety reasons and conduct periodic lighting surveys. Officers report the need for the replacement of lights and any other physical hazards they notice. Periodic crime prevention surveys are conducted when a crime trend occurs or upon the physical changes of office space and equipment when requested by an administrator. All campus buildings are equipped with card key access and door alarms that report to the Department of Public Safety. Many offices, labs, computer rooms and areas of campus have alarms that report to the Department of Public Safety.

Lighting improvements are constantly being evaluated. Improvements have included the placement of high intensity sodium vapor lights in buildings, in parking lot areas, in areas with heavy landscaping and trees, and along pathways frequently traveled by students. All emergency telephones are connected directly to the Department of Public Safety.

MONITORING AND RECORDING CRIMINAL ACTIVITY AT OFF CAMPUS ORGANIZATION

The University relies on its close working relationships with local law enforcement agencies to receive information about incidents that students may be involved in. The Department of Public Safety will actively investigate any crime information it receives concerning or involving a member of the campus community. When A UMES student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Local Allied police agencies routinely work and communicate with campus officers on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding campus. University of Maryland Eastern Shore operates no-off campus housing or off-campus student organizations facilities. However, undergraduate and graduate students live in the neighborhoods around UMES. While the local police municipalities have primary jurisdiction in all areas off campus, UMES Police Officers have direct communication with town police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

SECURITY AWARENESS PROGRAMS

During orientation in August and September students are informed of services offered by the University of Maryland Eastern Shore Department of Public Safety. Video and power point presentations are outlined ways to maintain personal safety and residence hall safety. Students are told about crime on-campus and in the surrounding neighborhoods. Similar information is present to the new employees. Crime Prevention Programs and Sexual Assault Prevention are offered on a continual basis. Periodically during the academic year the UMES Dept of Public Safety, in

cooperation with other university organizations and departments, present crime prevention awareness seminar sessions on sexual assault (rape and acquaintance rape) Rohypnol abuse, theft, and vandalism, as well educational sessions on personal safety and residence hall security.

A common message for all awareness, educational, prevention programs is to encourage students and employees to be aware of their responsibility for their own personal safety and the safety of others.

In addition to seminars, information is disseminated to student and employees through crime alert flyers, displays, newsletters, and student newspapers.

When time is of essence, information is released to the university community through crime alert posted prominently throughout campus, through computer memos sent over the university's electronic mail system.

CRIME PREVENTION PROGRAMS

The Department of Public Safety/University Police has implemented several new Crime Prevention Programs. Among these programs are, **Operation Text Book Marking, Engraving Program, Threat Assessment Programs, Bicycle Registration Program, Video Camera Systems and security surveys.** Crime prevention officers will be successful attendees of a variety of national and local crime prevention programs and activities.

University police personnel provides oral presentations to the campus community on a frequent basis to educate community members about police policies and procedures and public safety issues. Students and employees are alerted to recurring or significant crime problems as they are experienced on the campus, and are provided with useful information that may reduce their vulnerability to criminal acts.

The Department distributes pamphlets and other types of awareness information which are available to all students, faculty and staff members.

CAMPUS CRIME ALERTS

Timely Warnings Notices

In event that situation arises, either on or off campus that, constitute an ongoing or continuing threat, campus wide "Crime Alert Bulletins" will be issued. The warnings will be issued through the campus e-mail system to students, faculty, and staff. Bulletins will remain on the University Police website for at least one (1) year from the date issued. Alert bulletins concerning ongoing threats to public safety will remain on the site indefinitely.

Distribution of Campus Safety Alerts

The department distributes Campus Safety Alerts in various ways. Once the University determines that an alert will be issued, the department e-mails the announcement and posts it on its Web site (www.umes.edu/police). The department also posts alerts on bulletin boards throughout the campus and inside the Dept of Public Safety facility.

FIRE SAFETY

The University Police Department has personnel on 24-hour duty to respond to any fire emergency. When a fire alarm is activated, the University Police Department is dispatched to the scene. As required by the Maryland State Fire Prevention Code, regular fire drills are held to practice evacuation procedures. The University Police Department's goals are:

- Prevent fires
- Detect and extinguish fires
- Educate students, faculty and staff regarding fire hazards and prevention
- Investigate the cause of fires(assist state fire marshal)

In the event of a fire, University Police Officers will:

1. Control the evacuation of building occupants outside the building by moving occupants across the street or down the sidewalk away from the building where the alarm is sounding.
2. Direct and control vehicular traffic to protect fire department personnel operating around apparatus and if necessary, block streets and detour traffic as needed.
3. Provide communication between the fire department and other University departments for needed resources.
4. Assist the fire department as needed.

In case of Fire

1. **Always** leave the building immediately. **Never** assume the alarm is a false alarm.
2. Continue to evacuate the building even if the alarm stops.
3. Use the nearest exit. If the nearest exit is blocked by fire, heat or smoke, go to another.
4. **Always** use the stairs. **Never** use an elevator.
5. **Do not go back** into the building until the university police or fire department say it's safe to do.

CAMPUS SECURITY ACT MATERIAL

The Security Act Material at the University of Maryland Eastern Shore is distributed by the way of Mail (off-campus & on-campus, Electronic Mail) e-mail) to all employees possessing an e-mail account, the University Website via the Internet and seminars. All employees receive the Security Act material upon being employed at the University of Maryland Eastern Shore.

DAILY CRIME LOG

The Department of Public Safety maintains a Daily Crime Log that records, by the date the incident was reported to us, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department's patrol jurisdiction. The Daily Crime Log is available for public inspection at the department's headquarters or at www.umes.edu/police. The Daily Crime Log includes the nature, date, time and general location of each crime reported to us, as well as the disposition of the complaint, if this information is known at the time the log is created. The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident. We reserve the right to exclude crime report information from the log in certain circumstances.

SILENT WATCH PROGRAM (ANONYMOUS CRIME REPORTING)

UMES Police Department understands that while some people would like to report a crime, some would like to do so anonymously as not to get involved. This form gives you the choice to report information about a crime or other incident without including your name and contact information. We encourage visiting the UMES Police Department website to access this form under the Silent Watch Program. **THIS FORM IS STRICTLY CONFIDENTIAL.** Please provide as much information about the incident as possible. The UMES Police Department **anonymous crime reporting tip-line** is extension 8484 (on campus) or 410-651-8484 (off campus).

RAPE AGGRESSION DEFENSE

"TO DEVELOP AND ENHANCE THE OPTIONS OF SELF DEFENSE, SO THEY MAY BECOME VIABLE CONSIDERATIONS TO THE WOMAN WHO IS ATTACKED." The focus of the R.A.D. (Rape Aggression Defense) course of instruction is to help women develop easily mastered personal safety skills and heighten their physical safety awareness, which is practiced within a comfortable controlled learning environment. The overall goal is to reduce victimization through informed decision-making and sensible actions.

R.A.D. is taught to women only. The R.A.D. program is not a traditional self-defense course. It fills a longstanding void by enabling women to learn in a period of several hours a set of cognitive and physical skills, which will be of benefit for years to come. The choice to be made regarding resistance in any particular situation is a very personal one. R.A.D. students find the manner of instruction to be supportive and the course, as a whole, to be a very empowering experience. Currently we have three certified instructors.

ESCORT SERVICE

The University Police Department provides escort service across campus, to personal vehicles, or to on campus residence. If for any reason a student, faculty or staff member doesn't feel comfortable or safe walking to their destination, please call 410-651-6590 or on Campus ext. 6590 for an escort.

PREVENTING CRIME-INDIVIDUAL RESPONSIBILITIES

By including safe behaviors as an integral part of your daily routine, you can help to keep yourself and your property safe. Here are a number of actions you can implement in order to be proactive about your safety.

IN RESIDENCE HALL

- Get to know other residents.
- Never prop outside doors open.
- Lock your door, even if you're leaving only for a minute.
- Never let strangers into your building, even if they look harmless.
- Report any and all suspicious people or activities immediately to DPS (410) 651-3300.
- Lock your windows and block sliding doors with a pole in the bottom track.
- Record serial numbers and keep photos or descriptions of your valuables.
- If you receive an obscene phone call, hang up. If the calls continue, report them to public safety.

IN THE CAR

- Lock the doors and keep the windows rolled up. Keep possessions out of sight (in the trunk)
- Park in areas that are well-lit, and check around and inside your car before you get in
- Keep your vehicle in good running conditions and make sure it always has plenty of gas.
- If your car breaks down, tie a white flag to the antenna and wait for help.
- Never pick up strangers and never go with a stranger who offers help. Instead, consider carrying a cellular phone so you can call for help.
- Don't allow another vehicle to force you off the road. Instead, drive to a busy location, a police station or public safety if you need help.

OFF CAMPUS

- Avoid dark streets.
- There is safety in numbers; always go places with a friend.
- Pay attention to and be aware of your surroundings. Look confident when you walk and keep a firm grip on your property; don't become lost in thought.
- Don't use ATM's at night. Plan ahead and use ATM's during the day.
- Walk near the curb and avoid passing close to shrubs, dark doorways and other hiding places.
- Carry your keys in your hand so you can quickly get in your vehicle or home.
- Always carry enough change for a phone call.
- If you suspect trouble, leave the area immediately.
- Jog with a friend.

BICYCLE SAFETY

- Use a bike light when riding at night.
- Be sure you have working brakes- get new pads and adjustments at any bike shop.
- Always wear a helmet- required by Maryland law for bicyclists under 18 years of age and highly encouraged for all persons.
- Always ride on the right and with the flow of traffic (Maryland law); ride on the road, and not on the sidewalk.
- Obey all traffic laws, including stopping at intersections and giving pedestrians the right-of-way.
- Take extra care when riding through parking lots or entering roadways.
- Use a U-lock to secure your bike. Lock the rear wheel and frame to a bike rack and use a second lock to secure the front wheel to the frame. Don't lock your bike "free standing." A thief can easily take the bike and remove the lock later.
- Don't park your bike in a doorway, on stairs or blocking and handicapped access. Use a bike rack.
- Keep a record of your registration so if your bike is stolen, you can provide information for a police report: registration/tag number, make, model, serial number, size, color, and number of speeds. Unlicensed bikes have little chance of being returned to their owners!

PREVENTING CRIME-FACULTY/STAFF RESPONSIBILITY

Everyone at UMES has a basic responsibility for his or her own personal safety, and faculty and staff members have an increasing the level of safety for everyone by practice the measures detailed in this report.

PREVENT CRIME IN THE OFFICE

- Lock unoccupied rooms and offices even if you only leave for a few minutes.
- Whenever possible, place all unsecured office equipment and personal property in a locked desk or cabinet.
- Lock down computers and other office machines.
- Store money and valuables in a cash box and keep it in a locked cabinet.
- Keep an inventory of university and personal property kept in the office. Include serial numbers and a description of the property.
- Keep a record of equipment out for repair or loan.
- Keep a key-control log and recover keys from staff or students when no longer needed.
- Never lend your keys to an unauthorized individual.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAM

Consistent with its educational mission, the University also assists its members in finding alternatives to alcoholic beverages by promoting social interactions and stress reduction, and it provides services and resources for community members who experience alcohol-related

difficulties.

Keeping yourself informed is an important step in developing a healthy lifestyle and in knowing how to cope with problems as they arise. UMES provides useful and informative prevention education programs throughout the year. A variety of departments sponsor workshops and seminars on alcohol and drug related issues to support and encourage healthy, productive lifestyles. The programs are made available through the following University Departments.

Counseling Services	(410) 651-6449
Crime Prevention	(410) 651-6595
Health Center	(410) 651-6597
Student Activities	(410) 651-6434
ATOD Center.	(410) 651-6385

CRIME STATISTICS FOR THE UNIVERSITY COMMUNITY

The Department of Public Safety/University Police submits a monthly Uniform Crime Report through the Maryland State Police to the Federal Bureau of Investigation (FBI) at the Department of Justice in Washington, D.C. The following charts reflect the number of crimes committed on campus during the most recent calendar year and two preceding years and arrest dates for selected crimes during this period.

NUMBER OF ARREST/ JUDICIAL REFFERALS(S) FOR SELECTED CRIMES

Liquor, Drug & Weapons Violations			
Total Per Year	<u>2003</u>	<u>2004</u>	<u>2005</u>
<i>Liquor Law Violations</i>			
#Occurred on-Campus	08	19	31
#Occurred in dormitories/residential facilities	07	02	20
#Occurred on Non Campus buildings/property	00	00	00
#Occurred on public property	00	04	00
#Of People referred to Univ. Judicial System	08	19	31
#Of People charged criminally	00	00	00
<i>Drug Violations</i>			
#Occurred on-Campus	09	01	14
#Occurred in dormitories/residential facilities	04	08	14
#Occurred on Non Campus buildings/property	00	00	00
#Occurred on public property	00	00	00
#Of People referred to Univ. Judicial System	04	08	19
#Of People charged criminally	05	01	03
<i>Weapons Violations</i>			
#Occurred on-Campus	01	01	10
#Occurred in dormitories/residential facilities	01	02	10
#Occurred on Non Campus buildings/property	00	00	00
#Occurred on public property	00	00	00
#Of People referred to Univ. Judicial System	01	02	10
#Of People charged criminally	00	00	01

STUDENT SECURITY PERSONNEL

The mission of the University of Maryland Eastern Shore Student Security is to assist the Department of Public Safety in maintaining a campus free of agitation or disturbance; to compliment the Division of Student Affairs in providing quality campus life; and to aid in establishing a safe environment that is conducive to both living and learning. Student Security operates between the hours of 8:00 p.m.-12:00 a.m. on weekdays and 8:00 p.m.-2:00 a.m. on the weekends. Student Security acts as the eyes and ears for the Department of Public Safety. They perform tasks such as securing the Residence Halls, assisting with campus events, monitoring the perimeters of the Residence Halls and Departmental Buildings and conduct physical pat-downs at organizational dances/parties. All communications between Student Security Personnel are monitored by University Police.

BICYCLE PATROL UNIT

Members of our bicycle patrol unit utilize both bicycle and foot patrol to help enhance relationships with the campus community through high visibility. The primary duties include, enforcing quality of life violations in and around residential housing areas, assisting with traffic enforcement and handling calls for service. In addition this unit can also be utilized for special events (i.e. parties, traffic flow, and athletic events). All members of this unit have been certified through a recognized cycling school.

ALCOHOL POLICY

UMES is dedicated to the pursuit and dissemination of knowledge and, as such, expects all members of the University community to behave in a manner conducive to that end. Faculty, staff, and students must maintain the highest standards of personal and professional conduct.

Possession, use, or distribution of alcoholic beverages is prohibited by anyone under the age of **21** on campus. All laws consistent with relate municipal, state, county, or federal laws and related University regulations govern the consumption of alcoholic beverages.

No person under the legal age for drinking should consume, possess, or distribute alcohol in any area of the University. Individuals of legal age are permitted consumption within the privacy of their room. At no time is alcohol allowed in public areas of housing, including but not limited to the grounds and surrounding building perimeters.

The students found to be in violation of policies addressing alcohol and underage drinking, on campus; will be referred for disciplinary actions which may include suspension from the University.

DRUG POLICY

The University of Maryland Eastern Shore operates as a University with three major functions: instruction, research, and service. In this context the University holds as its fundamental purpose the maintenance of an environment that supports and encourages the pursuit and dissemination of knowledge. It is expected that students, staff, faculty and administrators share the responsibility of nurturing the environment.

The illegal or abusive use of drugs or alcohol by students, staff, faculty, or administrators is counteractive to the environment UMES strives to maintain. Therefore, the University of Maryland Eastern Shore is committed to a workplace and campus that is free of illegal drug use and alcohol abuse.

Individuals who support or are in the presence of individuals who engage in illegal or abusive use of drugs or alcohol will be subject to the same sanctions as the offenders. The University Police Department and University of Maryland Eastern Shore maintains a **“Zero Tolerance” Drug Policy**. Any person charged with distributing or possessing controlled dangerous substances, on campus, will be immediately suspended and charged (Judicially and/or criminally).

WEAPONS ON CAMPUS

Except for authorized use by law enforcement agencies and officials, the possession or use of dangerous weapons, firearms, or explosives is prohibited on University property. Prohibited weapons are those listed in the Maryland Code, including, but not limited to the following: BB guns, brass or metal knuckles, stun guns, pellet guns, rifles, air/gas guns, laser pointers, hand guns and multiple firing weapons, knives, straight razors, or any sharp pointed or edged instrument (e.g., box cutters) and chemicals such as tear gas; martial arts weapons, any incendiary devices, biological agents, grenade, mine or powerful explosives, and ammunition.

Crime Definitions From the Uniform Crime Reporting Handbook

Arson

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

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

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

Aggravated Assault

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

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle; (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding).

Weapon Law Violations

Regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

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

Liquor Law Violations

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

Sex Offenses Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses-Forcible

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

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

B. Forcible Sodomy-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of

his/her temporary or permanent mental or physical incapacity.

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

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

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse

A. Incest-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes

Bias- A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/nationality origin.

Bias Crime- A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Bisexual- Of or relating to persons who experience sexual attraction toward and responsiveness to both males and females; a bisexual person.

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

Disabled- Of or relating to persons who have physical or mental impairments/challenges, whether temporary or permanent, due to conditions that are congenital or acquired by heredity, accident, injury, advanced age or illness.

Ethnicity/National Origin Bias- A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics.

Gay- Of relating to males who experience a sexual attraction toward and responsiveness to other males; a homosexual male.

Hate Crime- Bias Crime

Hate Group- An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi party.

Heterosexual- Of or relating to persons who experience a sexual attraction toward and responsiveness to members of the opposite sex; a heterosexual person.

Lesbian- Of or relating to females who experience a sexual attraction toward and responsiveness to other females; a homosexual female.

Racial Bias- A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g.; color of skin, eyes, and/or hair; facial features; etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, Blacks, Whites.

Religious Bias- A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., lesbians, heterosexuals.

SEXUAL ASSAULT POLICY AND PROCEDURES

UMES is committed to educating students, faculty and staff about the nature and the consequence of sexual assault. Although, the primary focus is preventive, UMES has programs and procedures in place to assist sexual assault victims, provide information about referrals to the criminal justice system and the appropriate university administrative procedures.

AID to Victims of a Sexual Offense

An individual who claims to be a victim of a sexual offense may notify any administrator of the Campus Police Department. If an administrator is notified of the commission of an alleged sexual offense, the administrator shall immediately direct that individual to the Campus Police Department. The Campus Police Department shall immediately inform the individual claiming to be a victim of a sexual offense **(1)** of his or her rights; **(2)** of his or her right to file criminal charges with the appropriate law enforcement authorities; **(3)** of the importance of preserving evidence necessary to the proof of a criminal sexual offense and prompt notification of law enforcement authorities; **(4)** of the name and location of the nearest hospitals equipped with the sexual assault evidence collection kit.

Sexual Assault I- By stranger or acquaintance, rape forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused is aware or should have been aware.

Sexual Assault II- By stranger or acquaintance, the touch of an unwilling Person's intimate parts (defined as genitalia, groin, breast, buttock or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

University of Maryland Eastern Shore recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on campus. The University will investigate all allegation of sexual assault and take appropriate disciplinary, criminal or legal action with prior consent of the victim.

As soon as convenient, the victim of a sexual assault should report the incident to UMES Department of Public Safety at (410)651-3300, the local police or 911 (if off-campus) and to any university faculty or staff members. **Remember it's the victim's choice to report the incident to the police, although it should be encouraged.** Failure to involve the police limits the victim's choices. If the victim is agreeable to having the police contacted, call University Police and specifically request a police officer that is the opposite gender of the alleged perpetrator.

Inform the victim that options exist (whom to contact for assistance). Gently encourage the victim to make choices in order to regain some sense of control. even if no medical emergency exists, emotional impact can be severe and care for a person is essential.

Encourage the victim to call **Life Crisis** for an advocate. The number is **1-800-422-0009**. Another option is to contact the on-call Counselor, from Counseling Center.

The victim should be encouraged to go to the hospital before any attempts to clean herself/himself. Victims should not shower, douche, change clothing or other items that are present after/during the assault, because this can destroy physical evidence that may be needed later for the investigation. Suggest that the victim take a change of clothing to the hospital with him/her.

Explain the purpose of the hospital medical examination procedures, which are to treat injuries, prevent pregnancy STDs and to gather physical evidence that may be needed later for the investigation. Suggest that the victim takes a change of clothing to the hospital with him/her. The University Police, with the victims consent will immediately conduct a criminal investigation or a reported sexual assault. Disciplinary actions may be imposed on recognized individual students, student organizations and/or university faculty or staff found responsible for a sexual assault. University sanction following campus disciplinary procedures depends on the outcome and may range from suspension to expulsion and/or termination.

If a victim refuses to go the hospital or the to police, encourage Him/her to seek help from Residence Life professional staff, Life Crisis, Counselor on-call or Student Health Services. * **Every effort will be made to criminally prosecute perpetrator of sexual assaults. The accuser and the accused are entitled to the same opportunities have others present during a campus disciplinary proceeding and both shall be informed of the outcome of the proceeding.**

*** After an alleged sexual assault incident occurs, the University will assist the victim in changing academic and living situations if so requested and if such changes are reasonably available. If you become the victim of sexual assault on or off campus:**

- **GET** to a safe place
- **CONTACT** the Department of Public Safety (or local police if off campus) by dialing **911**
- **DO NOT** shower, bathe, douche, change or destroy clothing
- **SEEK** medical attention
- **SEEK** emotional support from local Rape Crisis Center

Three Simple Rules for Personal Safety

1. **Stay alert. Be aware and Prepared.**
2. **Never give a suspect the opportunity, stay in lighted areas.**
3. **Trust your instincts, if you don't feel comfortable in a place or situation, and you feel that you are at risk; contact police at (410) 651-6590 or 9- 911**

SEXUAL HARASSMENT PROCEDURES

To comply with BOR VI-1.20 – University System of Maryland Policy on Sexual Harassment and with the complaint reporting and investigation procedures of Md. Code Ann., State Pers. & Pens. §§ 5-210 through 5-213, to state the University of Maryland Eastern Shore Policy prohibiting sexual harassment, to define sexual harassment, to deter sexual harassment, and to establish procedures for enforcing the University policy prohibiting sexual harassment.

Student Disciplinary Procedures

Purpose

In addition to any criminal or civil remedies available, violation of laws or University of Maryland System policy regarding sexual assault will be subject to the campus judicial system. The range of judicial system penalties for students shall include, but not be limited to, one or more of the following; alteration of class schedule, disciplinary reprimand, loss of privilege, restitution, disciplinary probation, disciplinary suspension, disciplinary dismissal, and disciplinary expulsion

The on-campus procedures shall provide that (1) the accuser and the accused are afforded the same opportunities to have others (as described in the Campus Judicial Code) present during a campus disciplinary proceeding; (2) both the accuser and the accused are informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault; (3) the offense must be reported according to federal reporting mandates and Maryland state law; and (4) following an alleged sexual assault, the accuser may request alternate academic and housing accommodations, if they are reasonably available.

Applicability

This Policy prohibiting sexual harassment is applicable to all University of Maryland Eastern Shore faculty, staff, students, volunteers, vendors and contractors. Except as otherwise provided in this Policy, any matter subject to review under this Policy and the procedures contained in this Policy is not subject to review under any other University or System policy and procedure.

Anyone believing he or she has been sexually harassed may file a complaint with the Maryland Commission on Human Relations, the Equal Employment Opportunity Commission, or other appropriate enforcement agency. (See Part V below.) Filing a complaint under this Policy does not preclude the right to file a complaint with these enforcement agencies.

Policy Statement

The University of Maryland Eastern Shore is committed to maintaining a working and learning environment in which faculty, staff, and students can develop intellectually, professionally, personally, and socially, free from intimidation, fear, coercion, and reprisal. Sexual harassment is a form of illegal gender discrimination. Sexual harassment between faculty and students or supervisors and subordinates exploits the unequal power structure inherent in these professional

relationships and will not be tolerated by the University.

Additionally, harassment of employees or students by their peers is also strictly prohibited. Sexual harassment may occur between people of the same or of different genders. Sexual harassment is an infringement on the individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. Sexual harassment by UMES faculty, staff, students, volunteers, contractors, and vendors is expressly prohibited.

With this Policy, the University places its community on notice that sexual harassment within the University workplace and within University educational programs will not be condoned and will not be allowed to interfere with the mission of the University. Persons found to be in violation of this Policy will be subject to disciplinary action and/or other appropriate sanctions.

The University is mindful of the principles of academic freedom and is committed to protecting the expression of ideas, teaching methods, and course content in the academic setting. At the same time, faculty members may not engage in classroom behavior which is sexual harassment and violates this Policy.

The University can prevent sexual harassment in its workplace and educational programs only if members of its community are willing to come forward with complaints. Therefore, every employee of the University has an affirmative duty to immediately report to the Director of Human Resources or the Executive Assistant to the President any behavior which he or she believes is in violation of this Policy. Students and volunteers are strongly encouraged to forward all complaints of sexual harassment to the Director of Human Resources or Executive Assistant to the President.

This Policy is in effect in order to deter sexual harassment at the University and to impose sanctions when it occurs. In determining whether alleged conduct constitutes sexual harassment, the University will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual behavior and context in which the alleged incidents occurred. In assessing whether a particular act constitutes sexual harassment prohibited under this Policy, the standard shall be the perspective of a reasonable person within the University community. The rules of common sense and reason shall prevail.

Definitions

For the purpose of this Policy, the University adopts the sexual harassment definitions promulgated by the Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights of the United States Department of Education (OCR). Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or limit an individual's ability to participate in or benefit from an educational program or activity; limit an individual's ability to participate in or benefit from an educational program or activity; Such conduct by an employee, by a student, or by a third party is sufficiently severe, persistent or pervasive to: create a hostile or abusive educational environment; or have the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive work environment at the

University.

Distribution of Policy and Procedure

The UMES Policy Prohibiting Sexual Harassment and the Procedures for Filing Complaints will be regularly distributed to UMES employees (faculty and staff), volunteers, and students through the faculty, staff, and student handbooks or other communication vehicles deemed appropriate

Mandatory Training

Faculty, staff and students are required to attend sexual harassment training as offered by the University.

Retaliation Prohibited

Retaliation by University employees, volunteers, vendors, contractors, or students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this

The University will protect the confidentiality of harassment complaints and the parties involved to the extent possible except to the extent the University's ability to conduct an effective investigation is jeopardized. Complainants, respondents, witnesses and all persons involved in investigations or in resolving a complaint of sexual harassment, shall use good faith efforts to keep confidential all information relating to a complaint. Therefore, failure to exercise good faith in maintaining confidentiality may result in disciplinary actions and/or other serious sanctions.

Policy, he or she will be subject to disciplinary action. Any individual who has been subject to retaliation in violation of this Policy should immediately report such conduct to the Director of Human Resources or the Executive Assistant to the President.

Confidentiality

Allegations of sexual harassment are extremely serious, with potential for great harm to all persons if ill-conceived or without foundation. The University is committed to protecting the rights of the alleged harasser as well as those of the complainant. Therefore, it is also a violation of the Policy for an individual to file an untruthful or bad faith claim of sexual harassment. An individual found to have filed an untruthful or bad faith complaint is in violation of this Policy and may be subject to disciplinary action.

Procedures for Filing Complaints

General Provisions

Any person who believes he or she has been the victim or target of sexual harassment, retaliation or other conduct which violates this Policy should promptly file a complaint with the Director of Human Resources or the Executive Assistant to the President. Any member of the University community who receives a report of sexual harassment or becomes aware of conduct in violation of this Policy shall immediately notify the Director of Human Resources or the Executive Assistant

to the President.

For the purposes of these procedures, the Complainant is the person filing a Complaint. The Respondent is the person who is alleged to have violated this Policy. A Complaint shall include a signed written statement from Complainant with the following information: the identity of the person or persons who allegedly harassed the complainant

The Complaint shall be filed with either the Director of Human Resources or the Executive Assistant to the President. To the extent possible, Complaints shall be filed within 30 days after the Complainant knew or reasonably should have known of the alleged violation. If a Complaint is not filed within the 30 days time period, the University will investigate the Complaint but its ability to investigate and take certain remedial action may be limited. If informal resolution fails and the Investigator determines that this Policy has been violated, the Investigator will file a Judicial Code complaint against the student with the Office of the Judicial Administrator in accordance with the University Judicial Code. The complaint filed by the Investigator will then be processed through the Judicial Code process.

If the Complainant is an employee with statutory grievance rights and Complaint involves a matter that may be grieved under the statutory grievance procedure, the Complainant will be notified of his or her right to file a grievance under the statutory grievance procedure and will be required to elect whether he or she wants to proceed under this Policy or the statutory grievance procedure. All other Complaints alleging a violation of this Policy will be processed in accordance with the following procedures

Complaint Investigation and Resolution

Upon receipt of a Complaint, the Director of Human Resources or Executive Assistant to the President (the “Investigator”) will investigate the complaint. The Investigator may administer oaths, obtain affidavits, a description of the actions or practices that form the basis of the complaint and an explanation of how they constitute an alleged violation of this Policy; and the telephone number and address where the complainant can contact. conduct interviews, and obtain relevant non-privileged information necessary to investigate and resolve the issues presented by the Complainant. Persons in the University community who are contacted by the Investigator in connection with a Complaint are expected to cooperate fully with the Investigator and provide documentary or testimonial evidence as requested.

Failing to cooperate during an investigation, providing false information, or obstructing or impeding an investigation is subject to disciplinary action, up to and including termination from employment and expulsion from the University. The Complainant and Respondent may be represented during the complaint investigation process by any person he or she chooses.

Complaints Against Students

After investigating a Complaint against a student, the Investigator will first try to resolve the Complaint informally. If informal resolution fails and the Investigator determines that this Policy has not been violated, the Investigator will prepare a written report recommending a proposed decision to the President of the University. The President will issue a written decision to the

Complainant and grant relief as appropriate.

Complaints Against Employees and All Other Persons Who Are Not Students

After a Complaint is investigated, the investigator will first try to resolve the Complaint informally. If informal resolution fails, the investigator will prepare a written report recommending a proposed decision to the President of the University. Within 30 days of the receipt of the complaint (or longer with the Complainant's agreement or if allowed by law), the President will issue a written decision to the Complainant and grant relief as appropriate.

Appeals

If the Complainant is a University employee, the Complainant may appeal the President's decision, within 10 days of receipt of the decision, to the Secretary of the Department of Budget and Management. The appeal must be in writing and will be further adjudicated in accordance with Md. Code Ann., State Pers. & Pens. §5-213. The Secretary's decision is final. In all other cases, the President's decision is final.

External Filing Procedures

A person wishing to file a formal complaint of sexual harassment with an external agency may do so with one of the following agencies:

Equal Employment Opportunity Commission (EEOC)

1801 L Street, N.W.

Washington, D.C. 20507

(202) 275-7377

Equal Employment Opportunity Commission (EEOC)

10 S. Howard Street, 3rd Floor

Baltimore, Maryland 21201

(410) 962-3932

Maryland Commission on Human Relations

6 St. Paul Street

Baltimore, Maryland 21202

(410) 767-8600

United States Department of Education

Office for Civil Rights

3535 Market Street, Room 6300

VI-1.20 (B) - UMES GUIDELINES AND POLICY
PROHIBITING SEXUAL HARASSMENT AND PROCEDURES
FOR FILING COMPLAINTS
CAMPUS POLICY

APPROVED BY THE PRESIDENT ON SEPTEMBER 27, 2000.

To protect the legal rights and remedies available to a Complainant through external agencies, federal courts and/or state courts, a person filing a complaint of sexual harassment must comply with certain time limits and deadlines. Therefore, a person wishing to file a complaint with an external agency must contact that agency to verify time periods for filing complaints.

POLICIES RELATING TO SOCIAL RESPONSIBILITY

Disruptive Behavior

Disruptive behavior on the part of any member of the University community or their guest will not be tolerated. Disruptive individuals/groups will be subject to full University action and possible civil action.

Student Grievance Procedures

The University of Maryland Eastern Shore espouses the philosophy that student grievances are best resolved informally through meaningful dialogue between the individuals involved. The University believes that most student grievances can be satisfactorily resolved in this manner. Student grievance procedures are designed to give aggrieved students a process by which they may express substantive complaints about actions, inactions or policies which they believe are unfair, or which they believe discriminate on the basis of race, sex, color, religion, national origin, age, sexual orientation, marital status or handicap.

These procedures are designed to ensure that students receive fair and impartial hearings about any and all substantive and procedural concerns except, (1) grade reviews (grievances) which are addressed by the UMES Grade Review policy, and (2) matters related to judicial actions resulting from violations of the Judicial Code.

Student grievances may be associated with academic life (e.g. teaching, testing, advising) or they may be associated with some aspect of campus life (e.g. work experience, co-curricular programs and activities). Students who wish to pursue grievances must follow the steps listed below.

The student will submit a written statement of grievance, along with a request for resolution, to the original individual(s) involved. In academic matter, this will usually be a faculty member and in campus life matters, this will usually be a Student Affairs staff member. The staff member receiving the grievance shall respond in writing to the aggrieved within five (5) working days of

receipt of the written grievance.

If the matter is not resolved to the student's satisfaction as a result of action taken in Step 1 above, the student may, within five (5) working days of receipt of a written response to the grievance, take the matter to the next level of supervisory authority. A written response must be given to the student within five working days of receipt of the written grievance.

If the matter is not resolved to the student's satisfaction as a result of action taken in Step 2, the student may continue taking the matter to the next level of supervisory authority provided the grievance is filed with the next level within five (5) working days of receipt of the response from the previous step. The final authority rests with the Vice President for Academic Affairs in the case of academic matters or concerns and the Vice President for Student Affairs in the case of campus life matters or concerns. Although the final authority rests with the Vice President of Academic Affairs or Student Affairs, the final decision will be written with the knowledge and concurrence of the President.

At each level, the individual receiving student grievance will respond in writing to the student within five working days of receipt of the grievance. The individual receiving the grievance may respond by referring the matter to appropriate committees or councils for study and recommendation. In such cases the student will be informed of the referral and a probable date on which a decision will be rendered.

Emergency Telephones

"Blue Lights"

The Department of Public Safety also monitors the University's Emergency Blue Light System to facilitate reporting of emergencies. The Blue Light System is an interactive voice communications system, which when activated, automatically relays the geographical location of the caller to the University Police Department Communication Center. There are 14 emergency stations, identified by blue lights, strategically located throughout the campus. Should any member of the University Community have a need to use this emergency system, the below directions are prominently displayed on each communication box.

- Push the red button on the phone box and release.
- Listen for a police officer, who will ask what the situation is.
- Push and hold the black button while explaining the situation.
- Follow the instructions given.

University of Maryland Eastern Shore Crime Prevention Outreach

The UMES Department of Public Safety procures and disseminates crime prevention pamphlets and other literature to students at safety campaigns held during spring and fall registration/orientation, and seminars and workshops held in residence halls and dormitories.

Educational and Guidance Programs

The University is committed to preventing sexual offenses on campus. Students, staff and other participants on the University sponsored programs are strongly encouraged to take advantage of programs to further develop an understanding of what constitutes sexual offenses, steps which may be taken to prevent such conduct and steps to be taken in the event such conduct does occur.

The University provides counseling, mental health and other services which are available to victims of sexual offenses, information about this subject is available through the Director of Human Resources or Counseling Services (410) 651-6449.

Sexual Offender Registration

A Sex Offender Registry may be accessed on the State of Maryland Department of Public Safety and Correctional Services web site (www.dpscs.state.md.us/sor).

CAMPUS CRIMES STATISTICS FOR 2003-2005

OC – ON CAMPUS

Any building or property owned, leased or under control of UMES.

RF – ON CAMPUS RESIDENTIAL FACILITY

All on campus residential facilities owned, leased or under control of UMES.

NC – NON CAMPUS FACILITY

Any non-campus building or property owned, leased or under controlled of the University that is frequently used by students and is not within the same. Reasonably contiguous geographic area of the institution or any building property that is owned or controlled by a student organization that is officially recognized by the institution. Currently UMES does not contain any non-campus property.

PP - PUBLIC PPROPERTY

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

Hate Crimes 2003-2005

2003	Race	Gender	Religion									
Offense type	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Criminal Homicide	00	00	00	00	00	00	00	00	00	00	00	00
Murder & non-negligent manslaughter	00	00	00	00	00	00	00	00	00	00	00	00
Negligent Manslaughter	00	00	00	00	00	00	00	00	00	00	00	00
Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Non-Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Robbery	00	00	00	00	00	00	00	00	00	00	00	00
Aggravated Assault	00	00	00	00	00	00	00	00	00	00	00	00
Burglary	00	00	00	00	00	00	00	00	00	00	00	00
Motor Vehicle Theft	00	00	00	00	00	00	00	00	00	00	00	00
Arson	00	00	00	00	00	00	00	00	00	00	00	00

2003	Sexual Orientation	Ethnicity	Disability									
Offense type	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Criminal homicide	00	00	00	00	00	00	00	00	00	00	00	00
Murder & non negligent manslaughter	00	00	00	00	00	00	00	00	00	00	00	00
Negligent manslaughter	00	00	00	00	00	00	00	00	00	00	00	00
Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Non-Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Robbery	00	00	00	00	00	00	00	00	00	00	00	00
Aggravated Assault	00	00	00	00	00	00	00	00	00	00	00	00
Burglary	00	00	00	00	00	00	00	00	00	00	00	00
Motor Vehicle Theft	00	00	00	00	00	00	00	00	00	00	00	00
Arson	00	00	00	00	00	00	00	00	00	00	00	00

2004	Race	Gender	Religion									
Offense type	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Criminal Homicide	00	00	00	00	00	00	00	00	00	00	00	00
Murder & non-Negligent Manslaughter	00	00	00	00	00	00	00	00	00	00	00	00
Negligent Manslaughter	00	00	00	00	00	00	00	00	00	00	00	00
Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Non-Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Robbery	00	00	00	00	00	00	00	00	00	00	00	00
Aggravated Assault	00	00	00	00	00	00	00	00	00	00	00	00
Burglary	00	00	00	00	00	00	00	00	00	00	00	00
Motor Vehicle Theft	00	00	00	00	00	00	00	00	00	00	00	00
Arson	00	00	00	00	00	00	00	00	00	00	00	00

2004	Sexual Orientation	Ethnicity	Disability									
Offense type	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Criminal Homicide	00	00	00	00	00	00	00	00	00	00	00	00
Murder & non- Negligent Manslaugh- ter	00	00	00	00	00	00	00	00	00	00	00	00
Negligent Manslaugh- ter	00	00	00	00	00	00	00	00	00	00	00	00
Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Non- Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Robbery	00	00	00	00	00	00	00	00	00	00	00	00
Aggravated Assault	00	00	00	00	00	00	00	00	00	00	00	00
Burglary	00	00	00	00	00	00	00	00	00	00	00	00
Motor Vehi- cle Theft	00	00	00	00	00	00	00	00	00	00	00	00
Arson	00	00	00	00	00	00	00	00	00	00	00	00

2005	Race	Gender	Religion									
Offense type	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Criminal Homicide	00	00	00	00	00	00	00	00	00	00	00	00
Murder & non-Negligent Manslaughter	00	00	00	00	00	00	00	00	00	00	00	00
Negligent Manslaughter	00	00	00	00	00	00	00	00	00	00	00	00
Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Non-Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Robbery	00	00	00	00	00	00	00	00	00	00	00	00
Aggravated Assault	00	00	00	00	00	00	00	00	00	00	00	00
Burglary	00	00	00	00	00	00	00	00	00	00	00	00
Motor Vehicle Theft	00	00	00	00	00	00	00	00	00	00	00	00
Arson	00	00	00	00	00	00	00	00	00	00	00	00

2005	Sexual Orientation	Ethnicity	Disability									
Offense type	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Criminal Homicide	00	00	00	00	00	00	00	00	00	00	00	00
Murder & non- Negligent Manslaugh- ter	00	00	00	00	00	00	00	00	00	00	00	00
Negligent Manslaugh- ter	00	00	00	00	00	00	00	00	00	00	00	00
Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Forcible Sex Offenses	00	00	00	00	00	00	00	00	00	00	00	00
Robbery	00	00	00	00	00	00	00	00	00	00	00	00
Aggravated Assault	00	00	00	00	00	00	00	00	00	00	00	00
Burglary	00	00	00	00	00	00	00	00	00	00	00	00
Motor Vehi- cle Theft	00	00	00	00	00	00	00	00	00	00	00	00
Arson	00	00	00	00	00	00	00	00	00	00	00	00

Total per Year	<u>2003</u>	<u>2004</u>	<u>2005</u>
CRIME			
Murder/ Non- Negligent Manslaughter #Occurred on-Campus #Occurred in dormitories/residential facilities #Non Campus buildings / property #On public property	00 00 00 00	00 00 00 00	00 00 00 00
Negligent Manslaughter #Occurred On-Campus #Occurred in dormitories/residential facilities #Non Campus buildings/property #On public property	00 00 00 00	00 00 00 00	00 00 00 00
Sex Offense (forcible) #Occurred On-Campus #Occurred in dormitories/residential facilities #Non Campus buildings/property #On public property	00 00 00 00	01 01 00 00	01 01 00 00
Sex Offense (Non-Forcible) #Occurred on-Campus #Occurred in dormitories/residential facilities #Non Campus buildings/property #On public property	00 00 00 00	00 00 00 00	02 00 02 00
Robbery #Occurred on-Campus #Occurred in dormitories/residential facilities #Non Campus buildings/property #On public property	00 00 00 00	02 00 00 00	03 01 02 00
Aggravated Assault #Occurred on-Campus #Occurred in dormitories/residential facilities #Non Campus buildings/property #On public property	08 05 00 03	20 09 00 02	03 02 00 00
Burglary #Occurred on-Campus #Occurred in dormitories/residential facilities #Non Campus buildings/property #On public property	33 30 00 00	31 12 00 00	58 50 00 00
Motor Vehicle Theft #Occurred on-Campus #Occurred in dormitories/residential facilities #Non Campus buildings/property #On public property	03 00 00 02	03 00 00 00	02 00 02 00
Arson #Occurred on-Campus #Occurred in dormitories/residential facilities # Non Campus buildings/property # On public property	00 00 00 00	01 01 00 00	02 01 01 00
Hate Crime #Occurred on-Campus #Occurred in dormitories/residential facilities #Non Campus buildings/property #On public property	00 00 00 00	00 00 00 00	00 00 00 00
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PRINCESS ANNE POLICE DEPARTMENT CRIME STATISTICS 2003-2005

Total Per Year	2003	2004	2005
Homicide	00	01	00
Rape	02	02	01
Robbery	10	09	16
Assault	105	136	102
Burglary	29	43	45
Theft	102	99	95
Motor Vehicle Theft	03	04	05
Manslaughter	00	00	00
Arson	01	00	00
Hate Crimes (Race)	00	00	00



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