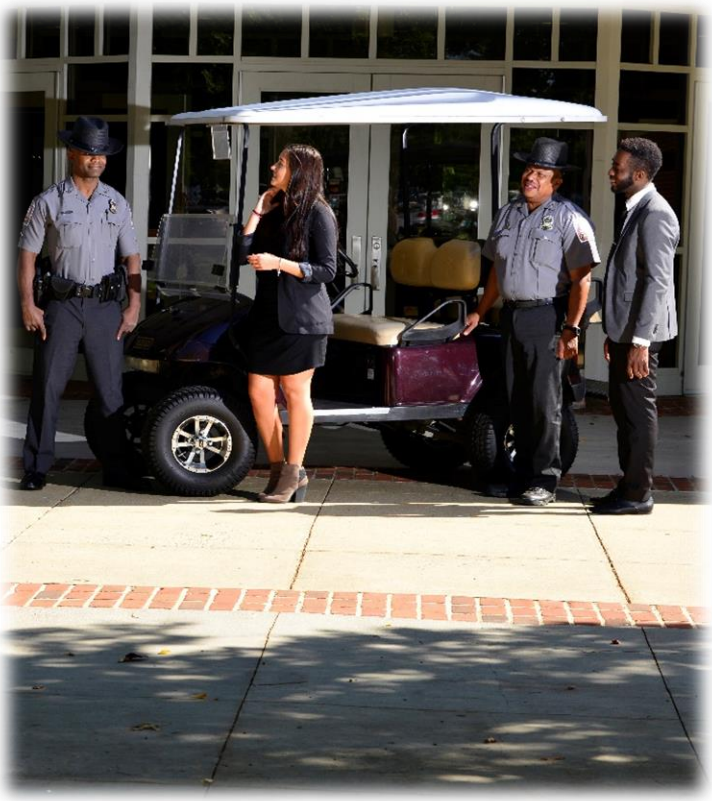
University of Maryland Eastern Shore



Department of Public Safety

ANNUAL CAMPUS FIRE AND SECURITY REPORT 2026

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Greetings!

The University of Maryland Eastern Shore (UMES) is a community of more than 5,000 students, faculty and staff working, living, and learning on this beautiful campus adjacent to the town of Princess Anne in Somerset County, Maryland. As members of this campus community, we share the responsibility of maintaining a safe and orderly environment that is conducive to Academic Excellence! Your safety while at UMES is the primary concern of the Department of Public Safety.

Our UMES campus community is continually working to improve campus safety through innovative technology, enhanced means of communications, training, exercises, and drills.

The Department of Public Safety has produced this brochure to share with you our programs, services, and crime statistics. When you review this brochure, we are confident that you will find that our campus is relatively a safe campus. This is accomplished through cooperation and partnerships our campus community and the town of Princess Anne.

Remember security is everyone's responsibility and we need your assistance and commitment in making UMES a safe environment in which all community members can live, work, and learn. We anticipate that the time you spend with us will be a safe and rewarding experience.

It is my hope you find this report informative and helpful and that your stay at UMES will be both enjoyable and safe. If you have questions or would like additional information about safety and security at UMES, please visit us at www.umes.edu/police.

Mark A. Tyler
Chief of Police
University of Maryland Eastern Shore

Annual Security Report

Mission Statement

The mission of the University of Maryland Eastern Shore Police Department is to provide a safe and secure environment for all University students, employees, and guests. We are committed to community policing and continue to work to develop partnerships that improve the quality of life for our campus community to reduce the incidence and fear of crime**.** Campus safety is of the utmost importance and we will continue to develop programs to make UMES as safe as possible with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

REPORT PREPARATION AND DISCLOSURE OF CRIME STATISTICS

The Department of Police and Public Safety prepares the Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Police Department, provided by other University offices such as Student Affairs and Residence Life, and provided by the Princess Anne Police Department, the Somerset County Sheriff's Office, the Maryland State Police, the United States Park Service, the Universities at Shady Grove, the University system of Maryland at Hagerstown, and the University of Maryland Eastern Shore Campus at the Baltimore Museum of Industry.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by University of Maryland Eastern Shore, and on public property on or immediately adjacent to the main campus. This report also includes University policies concerning campus safety and security, such as policies regarding drugs, alcohol, sexual assault, emergency notifications and timely warnings.

The University of Maryland Eastern Shore distributes a notice of availability of this Annual Security and Fire Safety Report normally no later than October 1st of each year to every member of the campus community via e-mail. Anyone, including prospective students and employees, may find this report on the UMES Police website at www.umes.edu/Police and may obtain a printed copy by contacting the University Police at (410) 651-6590.

Reporting Crimes and other Emergencies

The University provides a number of ways to report crimes and serious incidents and emergencies. All members of the campus community should take an active role in reporting criminal activities or emergencies occurring on campus. It is critical for the safety of the community that you report all crimes and other incidents immediately so that the University Police can investigate the situation as soon as possible and can determine if a timely warning or emergency notification to the community or a portion thereof, is required.

REPORTING CRIMES TO THE UNIVERSITY POLICE

We strongly encourage all members of the University community to report all crimes and other emergencies to the UMES Police in a timely manner. Police Officers are on duty 24 hours a day, 365 days a year.

The emergency telephone number to the University Police Communications Center is 410-651-2200/3300.

Somerset County Emergency Services for Fire, Ambulance, or the Princess Anne Police Department for an emergency can be reached at 9-911.

The non-emergency telephone number to the Police Department is 410-651-6590.

The "Tip line" telephone number to report information anonymously is **410-651-8484.**

The TDD (Telecommunications Device for the Deaf) telephone number is **410-621-2552.**

All reports may be made in person at the Police Department, which is located at the Department of Public Safety, Somerset Hall, 11927 Academic Circle, Princess Anne, MD. 21853 (Behind Harford Hall.) Although there are many resources available, University Police should be notified of any crime, whether or not an investigation continues, to assure the University can address any and all security concerns and inform the community if there is a significant threat.

For crimes occurring off-campus but within the boundaries of the city of Princess Anne, Md., contact the Princess Anne Police Department at **410-651-1822**. For crimes occurring within the boundaries of Somerset County contact the Somerset County Sheriff's Department at **410-651-9225** or the Maryland State Police, Princess Anne Barrack at **443-260-3700.**

Emergency (Blue Light) Telephone Stations

Currently there are 34 blue light emergency callboxes located throughout the campus which are activated by the push of a button. These call boxes are linked directly to the University Police Communications Center. The location of the emergency is displayed to the communications officer to ensure prompt and accurate response by police officers. 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 "call button" on the phone box and release.
- Listen for a public safety officer who will ask what the situation is.
- Push and hold the black button while explaining the situation.
- Follow the public safety official's instructions.

Voluntary Confidential Reporting – Silent Watch Program

The UMES Police Department encourages anyone who is the victim of, or witness to, any crime to promptly report the incident to the police. Police reports are public records under Maryland Law, so the UMES Police Department cannot hold reports of crime in confidence. You can make an anonymous report to the UMES Police Department and your name will not be revealed, but the report will not be confidential. To make an anonymous report, we encourage visiting the UMES Police Department website, www.umes.edu/Police, to access anonymous crime reporting under the "Silent Watch Program". THIS FORM IS STRICTLY CONFIDENTIAL. There is also a UMES Police Department anonymous crime reporting Tip-line at **410-651-8484 (ext. # 8484 if on campus.) From a mobile device text: UMES TIP to 50911.**

Confidential Reporting

The University of Maryland Eastern Shore (UMES) encourages reporting of sexual misconduct so the complainant can receive the support that person may require and so the University can respond appropriately. To the extent possible, UMES will uphold confidentiality of all parties involved in an allegation of sexual misconduct. In addition, the University has an obligation to protect the well-being of the campus community.

For more information and specific details about confidential reporting, please review the "Internal Disciplinary Action" section of this document starting on page 23.

REPORTING CRIMES TO OTHER CAMPUS SECURITY AUTHORITIES

While the University prefers that community members promptly report all crimes and other emergencies directly to the UMES Police at **410-651-6590 or 410-651-3300**, we also recognize that some may prefer to report to other individuals or University offices. The Jeanne Clery Act recognizes certain University officials and offices as Campus Security Authorities. The Act defines these individuals as an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." The following list includes some of the identified Campus Security Authorities at UMES where crimes may be reported:

- All Sworn University Police Officers and Security Officers
- Vice Presidents and Deans of Schools
- Student Affairs Professional Staff
- Dr. Brian Clemmons – Vice President of Student Experience/Enrollment Management
- Dr. Jamar Simmons – Dean of Students
- Dr. April Johnson – Associate Vice President Enrollment Management and Student Experience
- Dr. Reginald Garcon – Associate Vice President/Registrar
- Dr. Malkia Johnson – Director of Counseling Services
- Mrs. Sharone Grant – Director of the University Health Center
- Mr. Jason Casares-Office of Institutional Equity and Compliance
- Ms. Tara Owens – Director of Athletics

- Ms. Lisa Varytimidis-Cannon – Deputy Director of Athletics
- Mr. Christopher Puzzo – Director of Athletics for Sports Medicine
- Mr. Cleo Hill, Jr. – Men's Basketball Coach
- Ms. Malikah Willis – Women's Basketball Coach
- Mr. Justin Thomas – Men's Baseball Coach
- Ms. Chelsea Holliday – Women's Softball Coach
- Mr. Ronald Simms, Jr. – Women's Bowling Coach
- Mr. Jerel Walker – Men's and Women's Golf Coach
- Ms. Vanessa Faircloth – Women's Volleyball Coach
- Mr. Imanol Davila-Morales – Men's Volleyball Coach
- Mr. LaMonte Vaughn, Jr. – Head Track and Cross-Country Coach, Men's and Women's
- Mr. Duane Tolson – Women's Flag Football Coach
- Ms. Renee Clarke – Director of Recreation and Aquatics
- Ms. Tiffany Murphy – Director of Residence Life
- Ms. Larita Hugee – Assistant Director of Residence Life
- Ms. Carly Hill – Student Clusters Residential Complex
- Mr. Kwaku Asamoah Bonsir – Student Apartments Complex
- Ms. Diamond Liles – Hawk Plaza
- Dr. Ayanna Tilghman – Associate Director of Residence Life
- Ms. Aretha Milligan – Hawks Landing
- Mr. David Martin – Court Plaza
- Dr. Shelly Ann Henry – University Terrace
- Ms. Chloe Lucas – Harford Hall
- Ms. Chloe Lucas - Plaza Hall
- Mr. Beryl Malamo – Wicomico Hall
- Mr. Chislon Gordon – Hawk's Run
- Mr. Tyler Simmons – Anne's Way

Pastoral and Professional Counselors

According to the Jeanne Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by University of Maryland Eastern Shore to serve in a counseling role are not considered Campus Security Authorities when they are acting in a counseling role. As a matter of policy, the University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential options available to them.

Police Response to Crime Reports

The University's Police patrol division responds to calls for service 24 hours a day, 7 days per week, dispatched from the police communications center. Officers responding to calls are initially responsible for ensuring the safety and security of individuals, the crime scene, and any property. Officers conduct preliminary investigations by interviewing victims and witnesses, obtaining all the relevant facts of the incident. The officers follow up the investigation until a final status report and disposition solve and clear the reported incident. Major crimes are forwarded to the Investigations Division. Specific information on departmental policies and procedures regarding responding to crimes can be found in the Police Directives Manual.

Police incident reports and the Daily Crime Log are available from the University Police Office. Reports are also made available to other university departments under certain circumstances, where there are concurrent responsibilities for university students, staff and/or property. A student violating criminal law will be charged through the District Court of Maryland, Somerset County. A student violating University rules and regulations will be referred to the office of Student Affairs and may be adjudicated by a Student Code of Conduct Board.

About the University Police Department

University of Maryland Eastern Shore police officers protect and serve the campus community 24 hours a day, 365 days a year. The Department is responsible for police, security, emergency management, and parking enforcement.

The Department is comprised of:

18 sworn Police Officers
38 Civilian Security Officers
6 Police Communications Officers; and
1 Administrative Assistant

The Campus Police Department is located in Someset Hall, 11927 Academic Circle, Behind Harford Hall. The Department of Public Safety / University Police provides police protection and responds to emergency calls occurring directly on the UMES campus and/or all locations leased/owned by UMES. Officers patrol the campus in vehicles, on bicycles, and on foot.

Law Enforcement Authority and Training

The Education Article (ED) Section 13-601 and Title 2, Criminal Procedure of the Annotated Code of Maryland establishes the University of Maryland Eastern Shore Police Force. UMES Police Officers are empowered by state law to make arrests, investigate crimes, and carry firearms. The UMES Police Department is the primary Law Enforcement agency and are responsible for enforcing the bylaws, resolutions and ordinances of the University and the laws of the State of Maryland relating to crimes committed within the jurisdiction of the University and those neighboring jurisdictions with Memorandums of Understanding (MOU) for concurrent jurisdiction (City of Princess Anne, Somerset County, US Park Service) in place and will take appropriate enforcement action. In all cases where a reasonable belief exists that a violation of Federal Law has been committed the appropriate Federal agency will be notified. Members of the UMES Police Department do, however, have the authority to enforce Federal Law where there is concurrent jurisdiction such as the U.S. Postal facility on campus and the Paul S. Sarbanes Coastal Ecology Center at the Assateague Seashore National Park in Worcester County, Maryland.

The UMES Police work closely with local, state, and federal police agencies and have direct radio communication with each department. The UMES Police Department is also a part of the Somerset County 911 Emergency Services System.

Per the MOU agreement with the Princess Anne Police Department and the Somerset County Sheriff's Office, the UMES Police Department's jurisdiction extends west to any University owned or leased property in outlying areas of Princess Anne and Somerset County. These areas are routinely patrolled (per MOU) by the University Police, the Princess Anne Police, the Somerset County Sheriff's Office, and the Maryland State Police.

UMES Security Officers are not police officers and do not have the authority to make arrests, however they do have the authority to ask persons for identification and to determine whether individuals have lawful business on the UMES campus. UMES Security Officers have the authority to issue parking citations, which are billed to financial accounts of students, Faculty, and staff. All crime victims and witnesses are strongly encouraged to immediately report a crime to the Police Department or to the Security officers. Criminal incidents that are reported to security officers that occurred off-campus will be referred to the appropriate police agency. Prompt reporting will assure timely warning notices on campus and the timely disclosure of crime statistics.

Timely Warnings

The University Police will issue a **Timely Warning** called a "Crime Alert" or "Hawk Alert" for a serious crime that has already occurred but for which the perpetrator has not been apprehended and there is an ongoing threat to members of the campus community. These warnings are issued for Clery Act crimes on the campus, on public property, or on non-campus property that are reported to the University Police, other campus security authorities, or local law enforcement agecies. UMES Crime Alerts may also be issued in some circumstances where there is a pattern of crime against persons or property, when there is an extreme weather event that affects the campus or when there is a possible hazmat (hazardous materials) incident on campus. The University may also issue a UMES Crime Alert for an off-campus location used and frequented by the University population. Victim's names are not included in timely warnings. These warnings are disseminated through a variety of ways including flyers, e-mails, text messages via the Rave Campus "Hawk Alert" system, and social media. After receiving a report of a serious Clery Act crime, the on-duty Supervisor will issue the timely warning without delay and will follow up with further information including a notification that the event is over.

U.M.E.S. Safety Notices

UMES Safety Notices are issued when pertinent information is available about a crime which poses an ongoing risk to the safety of University community members. Examples of when a UMES Safety Notice may be sent include:

- When an armed robbery occurs on or near the UMES campus and the perpetrator(s) have not been identified or apprehended.
- In the case of a series of thefts from residence halls or from vehicles in a particular parking lot.

UMES Safety Notices are not intended to serve as emergency alerts. They are meant to provide information to the UMES community and to raise awareness.

Informational Advisories

Informational Advisories are issued when there is important information about circumstances affecting the campus community. An example would be an impending weather emergency. An Informational Advisory will be issued by campus email or via the UMES Hawk Alert system.

Creation and Distribution of Emergency Messages

Designees from the following UMES offices have the authority to approve dissemination of emergency messages:

1. Office of the President
2. Office of the Vice President of Administrative Affairs
3. Office of Public Relations
4. Office of Public Safety/Police Department
5. Office of Informational Technology

Once approved, emergency messages will be distributed by a trained system administrator to subscribers of the messaging service (Hawk Alert).

Notifications – Immediately after sending an emergency alert message, the designee who created the message shall notify the other designated offices that the message has been sent and shall describe the rational for activating the Hawk Alert. The purpose of the communication is to ensure that all five offices are sharing consistent information and are not sending duplicate messages.

The UMES Crisis Management Team will subsequently coordinate with the appropriate institutional offices, in accordance with the UMES Emergency Preparedness Plan, to communicate additional information to the UMES community related to the critical incident as an update and to advise the conclusion of the event or situation.

Emergency Preparedness Plan

Please visit our website for all information regarding the university's Emergency Preparedness Plan at www.umes.edu/Emergency.

Distribution of Crime Alerts

The Department of Public Safety (DPS) 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 the DPS website at www.umes.edu/police. The department also posts alerts on bulletin boards throughout the campus and inside the Dept. of Public Safety facility.

Emergency Response and Evacuation Procedures

The University of Maryland Eastern Shore Emergency Plan is a guide to provide faculty, staff, and students with an emergency and crisis management system when responding to major disasters or disturbances to the campus. All personnel designated to carry out specific responsibilities are trained to know and understand the University of Maryland Eastern Shore policies and procedures. UMES will operate the under the Incident Command System (ICS) in the event of an emergency.

The Emergency Response and Evacuation Plan is designed to effectively coordinate the use of university Crisis Management Committee and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near UMES property. It shall be placed into operation whenever an emergency is affecting the University and cannot be controlled using daily operating procedures.

All students, faculty, and staff are informed of the Emergency Resource Guide during their Semester Orientation meeting. The Emergency Resource Guide is posted on the UMES Emergency webpage at www.umes.edu/emergency. It is also available in hard copies by calling 410-651-6590 or visiting the UMES Police Department. This resource guide shows evacuation procedures, as well as response steps depending on the emergency.

Emergency Notifications

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

University Police become aware of emergency and dangerous situations when they are reported to the Police Communications Center or when they are discovered during patrol or other assignments. If the situation is not discovered by a police officer, then a police officer is dispatched by the Communications Center to confirm the emergency. When a police officer confirms the existence of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, the responding officer will establish incident command and notify the University Police Supervisor to issue an emergency notification (Hawk Alert).

The Supervisor will immediately initiate the University's emergency notification system using the Hawk Alert/Rave alert program, sending text messages to those students, faculty, and staff who have Hawk Alert capability and campus-wide emails. If in the professional judgement of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the emergency notification may be delayed. As soon as the condition that may compromise efforts no longer exists, the University will issue the emergency notification to the campus community.

For an imminent, life-threatening emergency such as an armed person, a major hazardous materials incident, or a tornado sighting, the police supervisor may activate emergency sirens located within the campus in addition to the Hawk Alert. The University Police will contact Public Relations to manage the other portions of the emergency notification process.

If the situation does not involve an armed person, major hazardous materials incident, or severe weather, the University Police will not sound the siren. However, if the situation endangers campus safety (for example: a bomb threat, active shooter, explosion, major fire, major power outage, hostage/barricaded person, riot or other civil disorder, or dangerous weather condition) and it cannot be quickly and easily contained and mitigated then as soon as possible – subject to the University Police's responsibilities to contain the threat and mitigate the emergency – the incident commander will contact Public Relations to begin the emergency notification process.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

If the sirens are sounded, Public Relations sends information to the entire campus community. If the sirens are not sounded, the Crisis Management Team determines the appropriate segment(s) of the campus community to receive the emergency notification.

Determining the Content of the Emergency Notification

The office of Public Relations, in coordination with the Crisis Management Team, determines the content of the emergency notification. The UMES Crisis Management Team will subsequently coordinate with the appropriate institutional offices, in accordance with the UMES Emergency Preparedness Plan, to communicate additional information to the UMES community related to the critical incident using other communication methods (eg. e-mail, web posting, campus TV cable and radio channels, etc.)

Procedures Used to Notify the Campus Community

The UMES Emergency Preparedness Plan and Campus Emergency Procedures Guide govern the university's response to a potential hazard and/or emergency on campus. They also provide details about evacuation, emergency sheltering, lockdown procedures or other actions in response to a campus emergency.

I. CONFIRMATION OF EMERGENCY.

Whatever the situation, the Department of Public Safety, the President and the Vice President for Administrative Affairs (or in their absence, their designees) will take the lead in confirming, as quickly as possible, if the critical incident requires an immediate or urgent

emergency response and notification. Any one of them may confirm the existence of a critical incident requiring an emergency response and notification. The following factors will be considered in making this determination:

- Building Evacuation

Individual buildings on campus should be evacuated when conditions are safer outside than inside the building. This may include fires, HAZMAT incidents and explosion emergencies, active shooters, natural gas leaks, unplanned utility outages, bomb threats, and any other situations in which emergency personnel direct evacuation.

- Campus Evacuation

The entire campus should be evacuated when conditions are safer away from the campus rather than on the campus. Depending on the circumstances, this may include any of the situations noted above for building evacuation, as well as approaching severe weather conditions or emergencies affecting a large area of the campus or surrounding area.

- Lockdown

The campus should be locked down to protect community members from potential dangers in particular buildings, on campus generally, or in the adjacent areas. This may include criminal or violent acts committed on campus or in the areas adjacent to campus.

- Shelter in Place

Sheltering in place should be implemented when conditions are safer on campus and inside campus facilities/buildings, than outside of buildings. Examples are: severe weather such as tornado watch and warnings, severe lightning storms, hurricane threats; certain hazmat emergencies, civil disorder, and nearby hostage or terrorism incidents

II. NOTIFICATION OF EMERGENCY

An **IMMEDIATE** notification to the campus will be made when the Director of Public Safety (or designee), the President (or designee), or the Vice President for Administrative Affairs (or designee) has confirmed that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff has occurred on the campus or is imminent. The Director of Public Safety and other trained personnel are authorized to issue the Immediate Notification.

These individuals have authority not to issue an IMMEDIATE notification if issuing the message will, in their professional judgment, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Any authorized individual that decides not to issue the alert must notify and consult with the Director of Public Safety or designee. The Director of Public Safety or designee shall have the final authority whether to issue an IMMEDIATE alert.

An **URGENT** Notification to the campus will be made when the Director of Public Safety, the President, or the Vice President of Administrative Affairs has confirmed that an emergency situation may pose a threat to life, safety or security of campus community.

These individuals have authority not to issue an URGENT Notification if issuing the message will, in their professional judgement, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Any individual that decides not to issue the alert must notify and consult with the Director of Public Safety or designee. The Director of Public Safety or designee shall have final authority whether to issue and URGENT alert. Examples are: National Weather Service notices for severe weather warnings or watches that might affect the UMES campus in the near term, a forest fire emergency where a sudden change in wind direction could place the UMES campus in danger, a 72-hour notice of Category I or greater hurricane and a greater than 90% probability of the hurricane making landfall in Somerset County, Maryland.

A **STATUS UPDATE / ALL CLEAR** is made when there is new information or instructions for the campus community; the update could advise of changes in status regarding the incident or provide additional information and actions to be taken to increase the campus protective actions. An "all clear" notification indicates that the emergency has been contained. The Director of Public Safety, the President, or the Vice President for Administrative Affairs is authorized to issue STATUS UPDATE / ALL CLEAR notifications.

Those persons authorized to conduct Emergency Procedures are:

President

Vice President for Administrative Affairs

Chief of Police

Designees of the above individuals

The Office of Community Relations is responsible for coordination with local media and issuing News releases and disseminating information to the larger community.

Enrolling in the University's "Hawk Alert" Text Messaging System

Text messaging can be a very effective way to send important information to the campus community. The University has the ability to send text message alerts to those persons who register their cell phone numbers. All members of the campus community are encouraged to register their mobile phone numbers at www.umes.edu/emergency or on your MY UMES and click on HAWK ALERTS. By registering your mobile phone number, you will receive UMES Crime Alert text messages about serious incidents or emergencies on campus.

You can also register for HAWK ALERTS without a campus email address. By texting the keyword "**Hawkalert**" to the number # **226787**, you will be entered into the HAWK ALERT messaging service and receive a confirmation text. You will only receive text message alerts.

Procedures for Testing Emergency Response and Evacuation

A. CONDUCTING THE EVACUATION DRILLS

1. Participation

The state, local, and campus codes require that employees train sufficient numbers of persons to assist in safe and orderly emergency evacuation of employees and students. To meet this requirement and satisfy public safety for all faculty, staff, students, and visitors, University buildings must conduct an evacuation drill that will include the participation of all the building occupants. It is recommended that annual drills be conducted during the Fall and Spring semesters to orient new faculty, staff and students as soon as possible. Drills may be conducted at any time, as required, and may also be unannounced.

2. Alarm Activation and Evacuation

a. Special props, if used, should be installed just prior to activating the alarm.

b. A building wide alarm will be initiated by Plant Operations personnel upon request of the Safety Director. An "all call" announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows:

> "A building evacuation drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with evacuation drill procedures, please ask your colleague or other building occupant about them."

c. Evacuation of all occupants should follow in accordance with established procedures. (See Appendix "C" of the Emergency Preparedness Plan)

d. Evacuation Wardens must report to their area of responsibility.

B. CRITIQUING THE DRILL

The following should be verified by the Evacuation Wardens and Safety Director:

- Evacuation Wardens responded to assigned floor or area and performed assigned Duties.
- Staff could hear clearly and respond to assigned floor or area and performed Assigned duties.
- Evacuation Wardens accounted for missing occupants, guided occupants to

Safety, completed floor checks and reported to the Safety Director.
- Persons with disabilities were accounted for and helped.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation Assembly point where applicable.
- Occupants who exited did not reenter prematurely.

C. RECORDING THE DRILL

The Safety Director will summarize critique comments and initiate appropriate Follow-up items that need improvement.

The Safety Director will complete and distribute the Evacuation Drill Report Form, Documenting for each test a description of the exercise, the date, time and whether it Was announced or unannounced.

Security of and Access to University Facilities

During business hours, most University facilities (excluding student residential facilities) are open to the public. Most administrative and academic buildings are secured by the Department of Public Safety by 10:00 pm 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 ID is required. All students, faculty and staff are required to carry their UMES ID (Hawk card) with them at all times while on UMES property and to display it when requested by any University Official. Anyone needing access on weekends to a building or offices should provide a letter to the Department of Public Safety, addressed to the Chief of Police, through their Vice President 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 manager or instructor granting permission with a valid University ID. A copy of the letter is to be provided to the Department of Public Safety. Individuals who do not have legitimate reasons for being on campus or in a university building, and who refuse to comply to a request to leave, will be subject to arrest for trespassing.

Access to Residential Facilities

There are more that forty (40) residence buildings on campus and one (1) residential building located off campus on US Route 13 South (Hawk Plaza). All entrances to our traditional residence halls are locked 24 hours or monitored by Residence Life staff. An Area Director and several Resident 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 the 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 the 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 or apartments in close proximity to the university campus. Crime Prevention programs emphasizing security and what residents can do to help themselves are provided by the Princess Anne Police Department (410-651-1822), for the students who live off-campus in non-University housing. The University Police Department and the Princess Anne Police Department have an excellent mutual working relationship, providing each department with patrol assistance and back-up as necessary.

Maintenance of Campus Facilities

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. Many offices, labs, computer rooms and other 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 lighting 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 communications center.

Monitoring and Recording Criminal Activity at Off-Campus Locations

The University relies on its close working relationships with local law enforcement agencies to receive information about incidents that may involve students. 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 University Police Officers on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding campus. The University of Maryland Eastern Shore operates off-campus housing facilities, and undergraduate and graduate students live in the neighborhoods outside campus. While the Princess Anne Police Department has primary jurisdiction in those off-campus housing facilities except for Hawk Plaza, UMES police officers have direct communication with the town police, fire department, and ambulance services to facilitate rapid response in any emergency situations.

Crime Prevention and Safety Awareness Programs

During orientation for fall and spring semesters, students are informed of services offered by the University of Maryland Eastern Shore Police Department. Students are informed about crime on campus and in the surrounding neighborhoods. Similar information is presented to new employees. Crime prevention programs and sexual assault prevention programs are offered on a continual basis. Periodically during the academic year, the UMES Police Department, 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 as 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 students and employees through crime alert flyers, displays, newsletters, and student newspapers. When time is of the essence, information is released to the university community through crime alerts posted prominently throughout the campus, through computer emails, text messages, and siren and public address systems.

Campus Crime Prevention Services

Silent Watch Program

The UMES Police Department understands that while some people would like to report a crime, some would like to do so anonymously as not to become involved. This anonymous crime reporting 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 anonymous crime reporting under the Silent Watch Program.

THIS FORM IS STRICTLY CONFINDENTIAL

Please provide as much information about the incident as possible. There is also a UMES Police Department anonymous crime reporting tip line at 410-651-8484 (or ext. 8484 on-campus). From mobile device text: **UMES TIP to 50911.**

Escort Program

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

Residence Hall Watch

The Office of Residence Life (ORL) provides a proactive approach by operating residence hall watch programs wherein Resident Assistants keep watch for any suspicious activities and/or persons in and around the residence hall and report the concerns to the UMES Police Department. Security Officers are also present in residential halls in the evening hours and conduct frequent patrols of the entire building.

Policies regarding Alcoholic Beverages and Illegal Drugs

POLICIES REGARDING ALCOHOLIC BEVERAGES

UMES ALCOHOL POLICY

Policy Regarding the Possession and Consumption of Alcoholic Beverages on the Campus of the University of Maryland Eastern Shore

I. PURPOSE
The University of Maryland Eastern Shore permits alcohol to be consumed at special activities and programs and in the privacy of residence hall rooms subject to applicable law and University policy. This policy is designed to promote the positive use or nonuse of alcoholic beverages in a responsible manner.

II. SCOPE
University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption. This policy is applicable to students and student organizations and to all programs, events sponsored by the university as well as property owned or leased by the university.

III. PROHIBITED BEHAVIOR

A. In accordance with Maryland law, it is illegal for any person under 21 years of age to purchase, possess or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages.
B. Alcoholic beverages are not permitted to be sold by any person, organization, or corporation on the campus of the university, including property leased by the university unless authorization is given by the appropriate University authority (i.e., Office of Campus Life) and the proper permitting/licensing is obtained.
C. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person or persons, whether accepted or not, on any public road or street, parking lot, sidewalk or other publicly owned or leased place.
D. State funds and student fees collected by the university cannot be used to purchase alcoholic beverages.

The University of Maryland Eastern Shore abides by Maryland State laws and statues. Students 21 years of age and older may possess and consume beverages within the privacy of their bedroom or private living area. No drinking is allowed in the common rooms of suites or apartments if anyone under the age of 21 is present; even residents that live there. However, it is important to note that a student 21 years of age and older sharing a room with an underage student cannot possess and/or consume alcohol beverages within the privacy of their bedroom or private living area; and moreover, students 21 year of age and older, if sharing a room with a student under 21,

may not store/house alcohol beverages in said living area. Students are subject to an alcohol fee, of $100.00, and may face student conduct action.

Residents who are under 21 years of age are not allowed to host parties with alcohol regardless of the guest's age. Non-UMES students and UMES students living off-campus are not allowed to bring alcohol into residential facilities. The Office of Residence Life staff reserves the right to stop people from bringing alcohol into the building(s). No alcohol is permitted or shall be stored in the common areas of residence halls (i.e., bathrooms, kitchens, balconies/porches, lounges, living rooms, laundry rooms, etc.).

A student and his/her guest may be required by university personnel to open all backpacks, bags, coolers, and other containers when entering a residence hall. This procedure is a safety and security measure, which prevents unwanted or unauthorized materials from being brought into the halls. All students' cooperation with staff requests is expected and appreciated. A resident and his/her guest may be denied entrance if they choose not to cooperate with this request.

In accordance with University Policy, alcoholic beverages may not be consumed in public areas, including hallways, lounges, and apartment balconies/porches or outside buildings. The sale of any alcoholic beverage on the UMES campus is prohibited. Students are not permitted to possess kegs, or any other containers designed to hold large volumes of alcohol than what is found in common source containers. Students are not allowed to construct or own a table used for the purpose of alcohol related games, including but not limited to: beer pong, flip cup, card games, quarters, etc.

Alcohol Policy Violations Fines and Penalties

First Violation Mandated to the ATOD Prevention Center to complete BASICS (Brief Alcohol Screening Intervention for College Students and parental notification for underage violators).

Policy Violation Fine: $100
BASICS Fee: $100

Second Violation Referred to off campus Substance Abuse Treatment Program
Student placed on probation for one academic semester

Policy Violation Fine: $150
Off Campus Substance Abuse Treatment Program: Agency determines fee/pay

Third Violation Conduct Hearing (Potential removal from Campus Housing and/or suspension from the University)

Policy Violation Fine: $ 200

Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Policies Regarding Drugs

The possession, use, or manufacture of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution (trafficking) of any such drug or controlled substance, except for medications prescribed by a licensed physician and in the possession of the student or other person for whom the prescription was written, or medications which have been legally obtained, such as use of over-the-counter drugs, is a violation of the Student Code. **(The UMES Drug Policy is included in Student Handbook).**

a. Possession - either actual or constructive, means having possession of a thing or object or when a person has the power to control possession of a thing or object, is a violation of the Student Code;

b. Use – actively engaged in the consumption of controlled substances is a violation of the Student Code;

c. Manufacture – growing and/or making controlled substances for personal use and/or sale is violation of the Student Code;

d. Intent to distribute (traffic) – possession of controlled substances in quantities and/or contained in a manner that would lead a responsible person to conclude that the substance was intended for sale and/or distribution, is a violation of the Student Code.

NOTE: Individuals who remain in the presences of persons who engage in illegal or abusive use of drugs and/or controlled substances, whether actively participating or not, will be subject to the same disciplinary action and sanctions as the offenders.

Medical Marijuana Policy: UMES does not permit the use of marijuana for any purpose on university-owned or controlled property. Students who have prescriptions to use marijuana for medical purposes are not permitted to possess, store, grow, provide, or use the marijuana on university-owned or controlled property (including but not limited to residence halls, academic buildings, athletic facilities, fields, vehicles, and parking lots), or during a university-sanctioned activity regardless of the location. To do so is a violation of the University's Zero Tolerance Drug Policy. To be clear, any distribution, use or possession of marijuana is a crime under federal law, and as such, is a violation of the Student *Code of Conduct.* Violators are subject to suspension from the university and/or civil citation or arrest, as marihuana is a Schedule 1 prohibited drug.

Violators are subject to university disciplinary action, criminal prosecution, fine and imprisonment.

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:

1. Counseling Services……(410) 651-6449
2. Crime Prevention…….(410) 651-6595
3. Health Center……...(410) 651-6597
4. Student Activities……(410) 651-6434
5. ATOD Center……..(410) 651-6385

PROCEDURES FOR INTERNAL DISCIPLINARY ACTION

UNIVERSITY OF MARYLAND EASTERN SHORE
INTERIM POLICY AND PROCEDURES FOR SEXUAL MISCONDUCT

POLICY STATEMENT:

The University community is committed to maintaining and strengthening an educational, employment, and living environment founded on civility. Sexual misconduct, including sexual and gender-based harassment, sexual violence, dating violence, domestic violence, sexual assault, sexual exploitation, and sexual intimidation, is prohibited by university policy.

Sexual Misconduct is a form of sex discrimination prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.). The University will sanction community members found responsible for acts of sexual misconduct; however, such sanctions are not a substitute for civil or criminal liability. The University community endeavors to eradicate sexual misconduct through education, training, clear policies, and the implication of accountability measures for violations of this policy.

All University community members are protected by this policy, regardless of sex, sexual orientation, gender identity and gender expression. This policy is applicable to university community members and affiliates regardless of geographic location, virtual location, or time of incident. This policy applies to Sexual Misconduct: (1) in any University facility or on any University property; (2) in connection with any University or University sponsored, recognized, or approved program, visit or activity; (3) that impedes equal access to any University education program or activity or adversely impacts the employment of a member of the University community; or (4) that otherwise threatens the health or safety of a member of the University community. Nothing in this policy is intended to supersede or conflict with any federal compliance obligation.

APPLICABILITY

This policy applies to sexual misconduct that occurs on campus, or off campus in the context of any University program or activity, or among current members of the University community. This policy also applies to sexual misconduct that has a continuing adverse effect or creates a hostile environment on campus or in any University program or activity whether on or off campus including but not limited to, sexual misconduct in connection with an academic course assignment, internship, practicum, field trip, study abroad program, student teaching, research, or other University activity; or sexual misconduct in connection with any activity sponsored, conducted, or authorized by the University or by a student organization.

When a student organization has contributed to or created a hostile environment in connection with an incident of sexual misconduct, the student organization will be subject to discipline and appropriate sanctions.

In situations not covered above, but where the sexual misconduct undermines the security of the University community or the integrity of the educational process or poses a serious threat to self or others, other applicable University procedures for general misconduct may be applied.

DEFINITIONS

For purposes of addressing complaints of sexual misconduct against or by university students and employees, the following uniform definitions shall be used by the University:

- **Advisor** means any person, who may assist, support, guide and advise the respondent or complainant during the investigation, conduct proceedings, and/or related meetings. Advisors are not permitted to actively participate or speak during the investigation, proceedings, and related meetings. In certain circumstances where a party may be unable to speak on their own behalf, an advisor may present a statement prepared by the party.
- **Campus security authority (CSA)** is a term used in the Clery Act to describe someone who has significant responsibility for student and campus activities. The Clery Act (34 CFR 668.46) defines a CSA as:
    - A campus police department or a campus security department of an institution.
    - Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department such as an individual who is responsible for monitoring entrance into institutional property.
    - Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
    - An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.
    - **Note**: *Pastoral and professional counselors are not considered a campus security authority when acting in their roles as a pastoral or professional counselor for the University.*
- **Clery Act** refers to the The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (20 U.S.C. section 1092(f)), a federal law that requires institutions such as UMES to collect and publish statistics for certain crimes reported to have occurred on UMES's "Clery Geography" (i.e., occurring on campus, on public property within or immediately adjacent to campus, and on other noncampus UMES property), for the purpose of informing current and prospective students and employees. UMES publishes an Annual Security Report under the Clery Act, which contains these crime statistics as well as campus specific information on resources, campus emergency responses, safety and security policies, and disciplinary procedures. These crime statistics include, but are not limited to, domestic violence, dating violence, sexual assault, and stalking. Clery also requires "timely warnings" be issued to the campus community for crimes occurring on Clery Geography that are considered a serious or continuing threat to students or employees. Under Clery, any good-faith report of a crime occurring on Clery Geography must be included in the statistical data.

- **Complainant** refers to an individual who files a complaint of Prohibited Sex Discrimination alleging violation of this policy.
- **Consent** means knowing, voluntary and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make a rational and reasonable judgment. Consent may be expressed either by affirmative words or actions. as long as those words or actions create a mutually understandable permission regarding the conditions of sexual activity. Consent may be withdrawn at any time. Consent cannot be obtained by force, threat, coercion, fraud, manipulation, reasonable fear of injury, intimidation, or through the use of one's mental or physical helplessness or incapacity. Consent cannot be implied based upon the mere fact of a previous consensual dating or sexual relationship. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- **Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** means violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant, or by any other person against an adult or youth complainant who is protected from those acts by domestic or family violence laws of Maryland.
- **Employee** shall be synonymous with and include all employees working for the University of Maryland Eastern Shore – academic employees, including faculty, and staff, including full-time, part-time, and temporary (hourly) employees at any University campus or working on behalf of the University.
- **Finding of Responsibility** means that it is more likely than not that the Respondent has committed one or more acts of sexual misconduct. A preponderance of the evidence standard must be used when determining responsibility for sexual misconduct.
- **Hostile environment** means when conduct is sufficiently severe, pervasive, or persistent to limit or deny a person's ability to participate in or benefit from the University's educational programs or affects employment.
- **Incapacitated** means a person is incapable of consent if they are unable to *understand the facts, nature, extent, or implications* of the situation due to drugs, alcohol, a mental disability, being asleep or unconscious, or based on their age. Consent does not exist when the individual initiating sexual activity *knew or should have known* of the other person's incapacitation.
- **Interim Measures** means reasonable available steps an institution may take to protect the parties while a sexual misconduct investigation is pending.
- **Investigator** is a university official authorized to investigate reports of sexual misconduct under the procedures outlined in this policy.

- **Member of the University Community** includes any individual who is a student, staff, faculty member, University official, or any other individual employed by, or acting on behalf of, the University. An individual's status in a particular situation shall be determined by the Investigator or Title IX Coordinator.
- **Notice** means to the extent possible, the parties shall be provided simultaneous written notice of the outcome of the sexual misconduct proceeding, the appeals process, and the appeal decision, if applicable. Written notice may be provided electronically through University of Maryland Eastern Shore email accounts.
- **Preponderance of the Evidence** is the standard used to determine whether a policy violation has occurred. The standard means that it has been determined that "it is more likely than not" that an allegation related to this policy was substantiated.
- **Respondent** means an individual of the University community alleged to have engaged in sexual misconduct as defined in this policy.
- **Responsible Employee** includes those University employees who have the authority to redress sexual misconduct, who have the duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty.
    - The University's responsible employees include, but are not limited to:
        - All instructors, including full-time professors, adjuncts, lecturers, associate instructors (AIs), teaching assistants (TAs), and any others who offer classroom instruction or office hours to students;
        - All advisors;
        - All coaches, and other athletic staff that interact directly with students;
        - All student affairs administrators;
        - All residential hall staff;
        - All employees who work in offices that interface with students; and
        - All supervisors and University officials.
- **Retaliation** means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or USM/UMES policy relating to sexual misconduct, or because an individual has made a report, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to sexual misconduct. Retaliation includes retaliatory harassment.
- **Sex/Gender-Based Discrimination** is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities.
- **Sexual Assault**
    - ***Sexual Assault I***. – Non-Consensual Sexual Intercourse. Any act of sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth-to-genital contact.
    - ***Sexual Assault II***. – Non-Consensual Sexual Contact. Any intentional touching of the intimate parts of another person, causing another to touch one's intimate parts, or disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body

part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

- **Sexual Exploitation** means taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.
- **Sexual Harassment** is any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when: (1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a University System of Maryland ("USM") or USM institution program or activity; (2) Submission to or rejection of such conduct by an individual is used as the basis for academic, employment, or activity or program participation related decisions affecting an individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning or sexually offensive working, academic, residential or social environment.
- **Sexual Intimidation** means (1) threatening to sexually assault another person; (2) gender or sex-based stalking, including cyber-stalking; or (3) engaging in indecent exposure.
- **Sexual Misconduct** is an umbrella term that includes Dating Violence, Domestic Violence, Sexual Exploitation, Sexual Harassment, Sexual Intimidation, Sexual Violence, and Stalking.
- **Title IX Hearing Panel** is a standing group composed of students, faculty, and staff at UMES that manage student related matters. Hearing panel members receive 40 hours plus of in-person and independent study-based training. Panel members can be faculty, staff, and/or students. Panelists apply through an application, complete in-person interviews, and are appointed by the President.
- **Sexual Violence** is a form of sexual harassment and refers to physical sexual acts perpetrated without consent. Sexual violence includes sexual assault, sexual battery, and sexual coercion. Sexual violence, in any form, is a criminal act.
- **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.
- **Title VII** refers to Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000e), which prohibits employment discrimination based on race, color, religion, sex, and national origin.
- **Title IX** refers to the portion of the federal Education Amendments of 1972 (20 U.S.C. section 1681-1688), which provides in part that "no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance".
- **Title IX Coordinator** is the individual designated by the University to coordinate University's compliance with Title IX and respond to allegations of sexual misconduct by members of the University community. In some circumstances this can include his or her designee.
- **University** means University of Maryland Eastern Shore.

- **University of Maryland Eastern Shore Property** are buildings, grounds, and land that are owned by the University or controlled by the University via leases or other formal contractual arrangements to house ongoing UMES operations.

INTELLECTUAL INQUIRY AND DEBATE

In determining whether sexual misconduct has occurred and what type of remedy, if any, might be appropriate in a given case, the university will also consider the fact that free intellectual inquiry, debate, and constructive dialogue are vital to the University's academic mission and must be protected even when the views expressed are unpopular or controversial. Accordingly, any form of speech or conduct that is protected by state or federal law, including the First Amendment, is not subject to this policy.

The definition of sexual harassment in this policy is meant neither to proscribe nor to inhibit discussions, in or out of the classroom, of complex, controversial, or sensitive matters, including matters involving sex, gender, sexuality, sexual orientation, sexual behavior, or gender identity or expression, when in the judgment of a reasonable person they arise for legitimate pedagogical purposes. This includes intellectual inquiry, debate, and dialogue on issues of sexual misconduct. The mere expression of views, words, symbols, or thoughts that some people find offensive, does not create a hostile environment.

AWARENESS, EDUCATION, PREVENTION, AND TRAINING PROGRAMS

The campus shall publicize and provide ongoing educational programming for students, employees, and other members of the University community to promote awareness of the problems caused by sexual misconduct and to help prevent and attempt to reduce the risk of the occurrence of sexual misconduct. Educational programs will include information on how and where to report incidents of sexual misconduct, resources available, as well as safe and positive options for bystander intervention that may be carried out by individuals to prevent harm or intervene when there is a risk of sexual misconduct being inflicted on another person. Efforts will be made to ensure that educational programs are culturally relevant and inclusive of the diverse communities and identities found at UMES.

Employee training shall be provided to those involved in reporting, receiving reports, investigating, adjudicating and otherwise responding to charges of sexual misconduct at the University. Certain training may be mandated by applicable federal or state law. The appropriate training will be tailored to the audience, and include reporting and response obligations, available resources, as well as information about how to prevent and identify sexual misconduct. Individuals specifically involved in implementing the University's sexual misconduct procedures will be trained on issues and applicable policies and procedures relating to sexual misconduct, as well as how to conduct the investigation and hearing process in a manner that protects the safety of all parties and promotes fairness and accountability.

TITLE IX COORDINATOR AND COMPLIANCE OVERSIGHT

The UMES Title IX Coordinator is responsible for coordinating UMES efforts to comply with and carry out its responsibilities under Title IX and this Policy:

Title IX Coordinator
Jason A. Casares
Office of Institutional Equity and Compliance
Early Childhood Research Center
Princess Anne, MD 21853
Phone: (410) 651-7848
Email: titleIX@umes.edu

The Title IX Coordinator will be informed of all reports of sexual misconduct, and will oversee the University's review, investigation, and resolution of those reports to ensure the University's compliance with Title IX, and related laws, and the effective implementation of this policy. The Title IX Coordinator will have adequate training on what constitutes sexual harassment, including sexual violence.

The Title IX Coordinator is:

- Responsible for oversight of the investigation and resolution of all reports of sexual harassment, sexual violence, stalking, and domestic and dating violence involving students, staff, and faculty;
- Knowledgeable and trained in university policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the University, both informally and formally, and in the community;
- Available to provide assistance to any university employee regarding how to respond appropriately to a report of sexual misconduct;
- Responsible for monitoring full compliance with all procedural requirements, record-keeping, and timeframes outlined in this policy;
- Responsible for overseeing training, prevention, and education efforts, and any reviews of climate and culture; and
- Responsible for providing the university aggregate, non-identifying information in regard to reports, investigations, resolutions, and sanctions.

Deputy Title IX Coordinator
Louise Gaile
Office of Student Conduct
Student Services Center, Suite 2169
Princess Anne, MD 21853
Phone: (410) 651-7850
Email: ldgaile@umes.edu

The Deputy Title IX Coordinator will work with the University Title IX Coordinator to ensure that the appropriate designated campus officials are involved in investigating and adjudicating complaints according to this Sexual Misconduct Policy and other applicable University policies and procedures.

The Deputy Title IX Coordinator and senior University professionals in each department will work with the University Title IX Coordinator to ensure that adequate education, training, sanctions, and appropriate resources are available and provided in their respective departments. Student affairs professionals are expected to assist in educating the campus community and directing those who report an incident of sexual misconduct to the appropriate campus resources.

RESOURCE INFORMATION

The University will disseminate campus-specific information regarding available on and off campus resources through various methods including, the www.umes.edu/oie website, programing, and other relevant materials such as campus specific brochures. Resource information will include, but is not limited to:

- University and community psychological and counseling resources;
- University and community medical resources (including the availability of nurses trained in sexual assault response);
- Resources for non-U.S. citizens (visa, immigration, and translation assistance);
- How to report an incident of sexual misconduct to the University and local law enforcement;
- Available confidential employees and student advocates;
- Information and assistance regarding adjustments to academic housing, financial aid, obtaining no contact orders, and other needs on campus;
- Community resources such as legal assistance and obtaining protective orders.

SANCTIONS

Violations of this policy by an individual will be dealt with in accordance with applicable University policies and procedures, which may include disciplinary actions up to and including termination from the university. See the procedures outlined below for possible sanctions that may be imposed to address violations of this policy. When determining appropriate sanctions, the University may consider prior findings of misconduct. Violations of law will be addressed by law enforcement and may result in criminal penalties.

PROCEDURES FOR SEXUAL MISCONDUCT INVESTIGATIONS

IMMEDIATE ASSISTANCE

In an emergency or if you see a crime in progress, always call 911 immediately.

The campus shall provide, publicize, and keep updated, information for immediate assistance, including contact information for emergency and medical assistance, counseling services, as well as local law enforcement. Information about ways to report anonymously or to speak to a confidential employee will also be provided for the campus community ***(see www.umes.edu/OIE)***.

The University will provide written information to anyone who reports to the University that they have experienced sexual misconduct, about:

- University procedures dealing with sexual misconduct, including to whom and how the alleged offense should be reported, as well as their rights and options;
- The importance of preserving evidence that may assist in proving the alleged criminal offense occurred, as well as how to preserve such evidence;
- Options about the involvement of law enforcement;
- Rights and University responsibilities with respect to orders of protection and how to obtain such orders; and
- Available campus and community resources.

This information will also be widely publicized on **www.umes.edu/OIE**

REPORTING AN INCIDENT

In an emergency or where immediate help is needed, call 911.

Anyone wishing to report an incident of sexual misconduct can do so using the following methods:

- Reporting directly to campus or local law enforcement if the incident involves sexual violence;
- Reporting directly to the student conduct office or Dean of Students for the campus;
- Reporting directly to the Deputy Title IX Coordinator for the campus; or
- Reporting directly to the University Title IX Coordinator.

All reports of sexual misconduct made to a Responsible Employee that are not initially reported to the Title IX Coordinator(s), will be shared with the University Title IX Coordinator in a timely manner. In addition, if a report of sexual misconduct is not made initially to the University of Maryland Eastern Shore Police Department (UMESPD), and the information indicates it may be a crime reportable under the Clery Act, non-identifying information regarding the date, time, location, and nature of the crime will be shared with UMESPD for purposes of complying with the Clery Act. If the University and/or Deputy Title IX Coordinator(s) receive a report that indicates law enforcement should be informed and involved due to the potential threat to health and safety of an individual or the University community, they may also share the identifying

information needed for appropriate response by UMESPD ***(see Confidentiality and Privacy Section below)***.

AMNESTY

The University strongly encourages students to report instances of sexual misconduct. Therefore, students who report an incident of sexual misconduct will not be disciplined by the University for any violation of the Code of Student Conduct related to their drug and/or alcohol consumption in connection with the reported incident of sexual misconduct.

RETALIATION

Protections against retaliation are critical to reducing the prevalence of sexual misconduct within the University community. Retaliation against anyone who has reported an incident of sexual misconduct, provided information, or participated in procedures or an investigation into a report of sexual misconduct, is prohibited by the University and will not be tolerated.

Acts of retaliation include intimidation, threats, and/or harassment, whether physical or communicated verbally or via written communication (including the use of e-mail, texts, and social media), as well as adverse changes in work or academic environments or other adverse actions or threats. The University will take steps to prevent retaliation, and will impose sanctions on anyone or any group who is found to have engaged in retaliation in violation of this policy. Concerns about potential retaliation in connection with a report of sexual misconduct should be reported to the University Title IX Coordinator.

ROLE OF A RESPONSIBLE EMPLOYEE TO REPORT AND RESPOND TO SEXUAL MISCONDUCT

The University encourages anyone who has experienced sexual misconduct to talk to someone about what happened, to ensure they are informed of the available support, resources, and applicable complaint processes and to allow the University to respond appropriately. The information below explains the obligations of certain employees to report information brought to their attention regarding incidents of sexual misconduct to the appropriate University officials.

Responsible Employees

Pursuant to Title IX, a "responsible employee" includes those University employees who have the authority to redress sexual misconduct, who have the duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty.

The University's responsible employees include, but are not limited to:

- All instructors, including full-time professors, adjuncts, lecturers, associate instructors (AIs), teaching assistants (TAs), and any others who offer instruction (whether in-person or online) or office hours to students;
- All advisors;
- All coaches, and other athletic staff who interact directly with students;
- All student affairs administrators;
- All residential hall staff;

- All employees who work in offices that interface with students; and
- All supervisors and University officials.

When an individual tells a responsible employee about an incident of sexual misconduct, that individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Therefore, Responsible Employees have an obligation to report the information as explained below, as well as assist the individual in seeking medical attention and emergency response where appropriate, in understanding available resources on and off campus ***(see www.umes.edu/OIE)***, and in understanding their options in making a criminal complaint as well as a complaint through the University's procedures set forth in this policy.

If the incident is an emergency or poses a serious and continuing threat, the responsible employee should first call 911 or campus police immediately. In all situations, a responsible employee must report to the Title IX Coordinator or a Deputy Title IX Coordinator. The responsible employee must report all relevant details of the alleged sexual misconduct that are known or reasonably known to them, or that have been shared with them, that the University will need to be aware of to determine what happened. This includes the names of the individual(s) affected and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident. A responsible employee should not discuss or share any information related to the incident, including the individual's name, with anyone other than the University or Deputy Title IX Coordinators, and those directly involved in handling the University's response, unless they received the individual's prior consent or in the event of an emergency or existing threat to anyone's health and safety.

Supervisors may request a responsible employee to notify them if the responsible employee has made a report about an incident of sexual misconduct, however the supervisor may not require the responsible employee to share any details about the incident. Supervisors may contact the University Title IX Coordinator with any questions.

Responsible employees should make every effort to ensure that all individuals, including students, understand that the employee is legally obligated to make a report to the University Title IX Coordinator or a Deputy Title IX Coordinator in the event they are made aware of an incident of sexual misconduct.

In some instances, an individual who has experienced sexual misconduct may express a desire that the University not investigate the incident and/or not inform the individual accused. In those situations, the responsible employee must still report the information known to them, as required, but should also explain to the individual that the University will strongly consider the request, and will generally honor the request except in limited circumstances where the safety and well-being of the individual or the community outweighs the reasons for the request ***(see Requests for No-University Action below)***. In reporting the details of the incident to the Title IX Coordinator, the responsible employee should ensure they inform the coordinator of the individual's request. Responsible employees who are also Campus Security Authorities (CSA) under the Clery Act, will satisfy their CSA reporting obligation by reporting incidents of sexual misconduct to the University Title IX Coordinator or Deputy Title IX Coordinator, who will

ensure that the appropriate non-identifiable information is conveyed to UMESPD for Clery purposes.

If an individual has not yet shared information with a Responsible Employee regarding an incident of sexual misconduct, and the individual wishes to maintain anonymity, the Responsible Employee may refer them to a Confidential Employee or off-campus resource ***(see Confidential Employees section below)***. However, once a Responsible Employee has knowledge of an incident of sexual misconduct, they must report according to this policy.

ROLE OF LAW ENFORCEMENT

Any individual who has experienced sexual violence is encouraged to contact UMESPD or local law enforcement.

UMESPD responds to emergency situations on the UMES campus, and typically communicates and works with the University Title IX Coordinator to assist in investigations and incident response, as well as to track statistics for Clery Act reporting.

Individuals with a possible criminal case who have not made their initial compliant via the police will be provided with information about how to file a complaint with law enforcement. Individuals may also request assistance from campus authorities in notifying law enforcement. Individuals may decide not to notify law enforcement authorities, and proceed with a university investigation.

A University investigation under the procedures outlined in this policy may be initiated and/or proceed simultaneously with a criminal case. The University will cooperate with law enforcement, and if requested by law enforcement, defer its fact gathering for a brief period during the evidence gathering stage of a criminal investigation. However, the University will not consider its investigation on hold pending a criminal prosecution or investigation and will continue to communicate with individuals and address the need for any interim measures regarding safety and well-being, and resume its own fact gathering as soon as permitted.

The determination by law enforcement whether to prosecute a respondent, or the outcome of a criminal proceeding, does not determine whether a violation of university policy has occurred. Records of University proceedings may be subpoenaed for a criminal prosecution.

In some instances, based on a heightened threat, or potential threat to the safety of the individual(s) involved, or the larger University community, university officials may determine it is necessary to make a third-party complaint to law enforcement, despite the individual's decision not to do so. In such instances, the university will attempt to inform the individual prior to making a third-party complaint.

CONFIDENTIALITY AND PRIVACY

Confidential Employees

Certain University employees – based on their own professional licensure and the nature of their role on campus – are available to speak with individuals about incidents of sexual misconduct and maintain the individual's desire for anonymity and absolute confidentiality. These confidential employees are exempt from the reporting requirements that apply to responsible employees ***(see Responsible Employees section below)***. Individuals who desire anonymity in discussing and seeking assistance about sexual misconduct should contact and/or be referred to a confidential employee.

The University's confidential employees include, but are not limited to:

- Licensed, professional mental health counselors working in that capacity, and those they supervise;
- Health care professionals and staff located in on-campus health care centers; and
- Any staff or specialists on a campus specifically designated as non-professional sexual assault advocates.

Note, faculty, staff and other employees who are licensed mental health workers or are licensed medical workers, but who are not working in that capacity, such as faculty members in psychology, social work, nursing, etc., are not confidential employees under this policy. The University shall identify and publicize confidential employees. Any Confidential Employee who is not a licensed mental health counselor or pastoral counselor serving in those roles, must provide non-identifying aggregate information regarding any Clery crime known to them directly to Title IX Coordinator. See website at www.umes.edu/OIE for available confidential employees at the University.

Privacy

The University is committed to safeguarding the privacy of the parties in a manner consistent with the objective to effectively investigate and prevent incidents of sexual misconduct. In all cases, the University will share the parties' information and details of the allegation only with university officials, law enforcement personnel, and other individuals who have a legitimate administrative or legal reason to be so informed. Records will not be disclosed outside the University unless required by law or subpoena.

All individuals with knowledge of an alleged incident of sexual misconduct are expected to safeguard the privacy of those involved and should refrain from discussing the incident with anyone other than appropriate University officials and law enforcement.

Requests for No-University Action

If an individual discloses that they have experienced an incident of sexual misconduct to a responsible employee, but requests that the University not investigate the particular incident, requests that no disciplinary action be taken, requests that the alleged perpetrator not be notified, or makes any similar request, the University will consider such request(s), and in general work to honor them. The responsible employee must still report the information to the designated officials, but also convey the individual's desired request(s). The University will weigh such

request against its obligation to provide a safe, non-discriminatory environment for all students, including the individual who experienced the sexual misconduct. If the University determines that it is able to honor the individual's request(s), the individual should understand that the University's ability to meaningfully investigate the incident and/or respond appropriately may be limited. If, however, the University determines it must proceed under the circumstances, it will work to notify the individual in advance.

The University has designated the following individual(s) to evaluate an individual's request for no or limited action by the University in connection with a report of sexual misconduct: The Title IX and Deputy Title IX Coordinator(s), in consultation with relevant administrators on each campus and University legal counsel, where appropriate.

INVESTIGATION

Upon receipt of a report of sexual misconduct, the University will respond promptly to investigate and provide interim measures where appropriate. Procedures after a report of sexual misconduct will follow the steps listed below depending on whether the respondent is a student or employee. Employees who are students may be subject to procedures for students or employees, or both, at the sole option of the University. Investigation of the alleged misconduct shall be conducted by the University Title IX Coordinator, a Deputy Title IX Coordinator, a student affairs official, a Title IX investigator, or another appropriate designee. Information for the investigation may be provided by the parties, witnesses identified by any party, or the University. Information related to prior sexual history of the parties will be prohibited, except in very limited circumstances regarding prior sexual history between the parties where such information may be relevant to the issue of consent. However, consent will not be assumed based solely on evidence of any prior sexual history.

Prior or subsequent conduct of the respondent may be considered in determining pattern, knowledge, intent, or motive. For example, evidence of a pattern of prohibited conduct by the respondent, either before or after the incident on question, regardless of whether there has been a prior finding of a Policy violation, may be deemed relevant to the determination of responsibility for the prohibited conduct under investigation. The determination of the relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicated a pattern of similar prohibited conduct.

All investigators shall have the appropriate required and ongoing training on conducting sexual misconduct investigations, issues related to sexual misconduct and applicable University policies and procedures.

If the person identified as having engaged in sexual misconduct is not a student or employee of the University, the University shall take all appropriate measures to determine information regarding the individual, what occurred, whether another entity needs to be contacted to join in or assume an investigation (e.g. another institution of higher education), and to provide assistance in notifying the proper law enforcement authorities. The University will also provide interim and remedial measures, to the extent possible, to protect the reporting individual and

eliminate any hostile environment. If upon investigation, it is determined that an individual is responsible for sexual misconduct and has a continuing relationship with the University, the University shall consider appropriate sanctions to prevent further harm and eliminate the hostile environment.

The University reserves the right to investigate circumstances that may involve sexual misconduct in situations where no complaint, formal or informal, has been filed. In limited circumstances, the University reserves the right to reopen a case previously considered closed in the event of new information or other appropriate circumstances.

INTERIM AND REMEDIAL MEASURES

Upon receiving a report or notice of alleged sexual misconduct, the University will provide appropriate and necessary interim measures to the complainant. These protective and supportive measures may vary depending the individual's needs and the specific circumstances, and could include no contact orders; assistance in changing academic, living, transportation, and/or work situations; counseling services; victim advocacy services; and assistance in obtaining protective orders. Interim measures may also include suspension of the respondent pending completion of the investigation, depending on the nature of the allegations.

Upon a finding of responsibility for sexual misconduct following the university's adjudication of the complaint, the university will take any additional and necessary remedial action with respect to the complainant and others members of the community, as well as the appropriate disciplinary action with respect to the person found responsible.

Certain support and protective measures and resources may also be available to an individual who has experienced sexual misconduct, regardless of whether they move forward with their complaint, depending on the individual's campus, the individual's needs and the specific circumstances.

SERVICES OFFERED TO STUDENTS

Medical Services. **In cases of emergencies, dial 911**. Victims of sexual violence or any unwanted touching should seek medical advice in case of exposure to sexually transmitted diseases (STDs) or pregnancy concerns.

- **Tidal Health Regional Medical Center:** ***410-546-6400***
    - At Peninsula Regional Medical Center (PRMC), a Sexual Assault Nurse Examiner (S.A.N.E.) can perform a sexual abuse evidentiary examination in order to preserve evidence. An evidentiary exam is free. Receiving an evidentiary examination does not mean that a victim must make a formal report to the University or to law enforcement.

- **Student Health at Charles Drew Infirmary:** ***410-651-6597***
    - The UMES Student Health Center can provide advice about STDs or pregnancy concerns. A Confidential Notification must be completed when sexual misconduct is reported. This is only a notification that an incident has occurred; the victim's personal identifying information will remain confidential.

Law Enforcement. **In cases of emergencies, dial *911***. Victims of sexual misconduct should contact the local law enforcement agency. A law enforcement agent can assist a victim in determining whether a crime has been committed. Law enforcement agencies will produce a criminal report and must dispense a complaint to the University's Title IX Coordinator.

- **UMES Department of Public Safety: *410-651-3300 or 410-651-6590***
    - The Department of Public Safety is committed to ensuring that students who report sexual misconduct receive comprehensive care:
        - *If a student is involved, the officer must contact a Sexual Misconduct Victim Advocate to assist the student in every step of the process.*
        - *According to a complainant's wishes,*
            1. *The advocate may also be present during any officer interviews.*
            2. *Accompany the student to the hospital if the student wishes; and/or*
            3. *Officer shall contact the Office of Institutional Equity and Compliance if the student wishes to make a complaint under university processes or utilize the resources of that office, including making a request for accommodations or other support.*

- **Princess Anne Police Department: *410-651-1822***
    - The Princess Anne Police Department provides police services on a seven-day, twenty-four hour basis.

Counseling Services. Counselors can assist students in understanding their rights and reporting options. The University encourages all students who believe they may have been victims of sexual misconduct to contact a Counseling Service. They can help a student identify other sources of emotional and physical support. Anything discussed with a counselor will be kept confidential unless written authorization to disclose is provided by the victim.

- ***Sexual Misconduct Victim Advocate: 410-651-7706***
    - *Victim Advocates are trained to assist victims of sexual misconduct and will speak with the student confidentially as the student considers options. Advocates are available to assist students twenty-four hours a day during academic sessions.*

- **University Counseling Services Center: *410-651-6449***
    - *The UMES Counseling Services Center (www.umes.edu/CounselingCenter) staff are trained, thinking, feeling, caring individuals who have developed the capacity to share their knowledge and skills with those who need help. Services include individual counseling, group counseling, couples counseling, psychiatric services, referral services, and consultation;*
    - *Though conversations with counselors are confidential, a Confidential Notification must be completed when sexual misconduct that has occurred on university property or at a University sponsored activity is reported. This is only a notification that an incident has occurred; the victim's personal identifying information will remain confidential.*

- **Life Crisis Center:** ***410-749-4357***
    - *The Life Crisis Center's (www.lifecrisiscenter.org) services are available at no charge to victims of domestic violence, rape, sexual assault, and child abuse. Their toll-free hotline operates 24 hours a day for anyone needing crisis assistance or referral information.*

- **National Suicide Prevention Lifeline:** ***800-273-TALK (8255)***
    - *The National Suicide Prevention Lifeline (www.suicidepreventionlifeline.org) is a 24-hou, toll free, confidential suicide prevention hotline available to anyone in suicidal crisis or emotional distress. By dialing 1-800-273-TALK (8255), the call is routed to the nearest crisis center in a national network of more than 150 crisis centers. The Lifeline's national network of local crisis centers provide crisis counseling and mental health referrals day and night.*

- **National Sexual Assault Hotline**: ***800-656-HOPE (4673)***
    - *RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization and was named one of "America's 100 Best Charities" by Worth magazine. RAINN created and operates the National Sexual Assault Hotline (800-656-HOPE) and online.rainn.org) in partnership with more than 1,100 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help victims and ensure that rapists are brought to justice.*

- **Gay, Lesbian, Bisexual & Transgender National Hotline:** ***888-THE-GLNH (843-4564)***
    - *The Gay, Lesbian, Bisexual and Transgender (GLBT) National Help Center (glnh.org) provides vital peer support, community connections and resource information to people with questions regarding sexual orientation and/or gender identity. GLBT helps both youth and adults with coming-out issues, safer-sex information, school bullying, family concerns, relationship problems and a lot more.*

SUMMARY OF RIGHTS OF THE COMPLAINANT AND RESPONDENT IN SEXUAL MISCONDUCT PROCEDURES

The rights of the parties to a sexual misconduct proceeding include:

1. To be fully informed of university policies and procedures as well as the nature and extent of all alleged violations contained within the allegation.
2. To be treated with respect by university officials.
3. To have an advisor present during a university sexual misconduct proceeding, investigation meeting, or related meeting. The role of the advisor will be limited to being present only; they will not be allowed to speak during any University sexual misconduct proceeding, investigation meeting, or related meeting.
4. Adequate, reliable, and impartial investigation and appropriate resolution of all reports of sexual misconduct.

5. To be informed by the University of options to notify proper law enforcement authorities including on-campus and local police, and the option to be assisted by campus authorities in notifying proper law enforcement, if the individual chooses.
6. To be notified of available counseling, mental health, academic, legal, and other support services, both at the University and in the community.
7. To have allegations investigated by individuals who are properly trained to investigate and resolve allegations of sexual misconduct.
8. Equitable participation in the investigation and disciplinary process, including the opportunity to identify witnesses and other appropriate evidence.
9. To the use of the preponderance of the evidence standard (more likely than not) in determining responsibility.
10. The right to appeal as set forth in these procedures.

PROCEDURES FOR RESPONDING TO INCIDENTS INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT

The University will promptly respond to all reports of sexual misconduct alleged against a university student, staff, faculty, professional, and/or employee following the procedures outlined in this policy. Allegations of sexual misconduct towards students will be addressed by the Sexual Misconduct Policy and the Code of Student Conduct ("Student Code"). Allegations of sexual misconduct towards staff, faculty, professional, and/or employee will be addressed by the Sexual Misconduct Policy and procedures noted in this document. Students may be charged according to specific code violations under the Student Code, which will reference the Sexual Misconduct Policy.

Any individual reporting that they have been a victim of sexual violence will be informed of how to, and provided assistance in, making a criminal complaint with the appropriate law enforcement agency. The pursuit of criminal charges may be in addition to (or instead of) pursuing cases through the University process. Individuals who identify as victims/survivors and all members of the University of Maryland Eastern Shore community are also encouraged to visit the website at www.umes.edu/OIE for more information on reporting, campus resources and services available on their campus.

Throughout the process, the parties will have equal opportunities to present information, have advisors present, and pursue an appeal, if applicable. The University will have as a priority the interests of all parties involved, in regards to fairness, dignity, privacy, and due process.

The investigation and determination of responsibility will generally be concluded within 60 days of the report, absent special circumstances.

1. **Investigation**: Upon receipt of a report of sexual misconduct by a victim/survivor (hereinafter referred to as "complainant") or third party, and following an initial assessment to determine whether it falls within the scope of the Sexual Misconduct Policy and rises to the level of an allegation of sexual misconduct, the University will take immediate and appropriate steps to investigate the incident. If the complainant requests confidentiality or asks that the complaint not be pursued, the University will take

all reasonable steps to investigate and respond to the incident consistent with those requests, keeping in mind that the University must weigh such requests against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

a. If sexual misconduct proceedings are initiated, the Investigator(s) will notify the complainant and the student, staff, faculty, professional, and/or employee alleged to have engaged in sexual misconduct (hereinafter referred to as "respondent"). The respondent will be provided a date by which an appointment must be made to discuss the matter. The respondent shall be informed of the allegations made against them and shall be provided the opportunity to respond. The respondent is expected to participate in the investigation and all related procedures, including the Sexual Misconduct Hearing.
b. The investigation may include, but is not limited to, interviews with the complainant, the respondent, and other witnesses identified as having information relevant to the allegations made, as well as the examination of written statements by the parties, relevant documents, and other relevant information. Information for the investigation may be provided by complainants, respondents, witnesses identified by any party, or the University. Any person believed to have information relevant to an investigation may be contacted and requested to make an appointment to discuss the matter. The University shall determine what information and evidence will be included in the Investigation File.
c. Failure to comply with a request to make and/or keep an appointment related to an investigation may result in a disciplinary hold being placed on a student's account and/or the initiation of student conduct charges for failure to comply.
d. All members of the University are expected to cooperate with the investigative process. Failure to do so may result in disciplinary measures pursuant to applicable University policy and procedure.
e. Following their investigation, the Investigator will provide their Preliminary Investigation Report to the parties. At that time, the parties will be provided access to the Investigation File. The parties will be provided 10 calendar days to review the Preliminary Investigation Report and the Investigation File and provide any clarifying information to the Investigator. This period of 10 days will be the final opportunity for parties to submit any additional information to the Investigator.
f. At the conclusion of the 10-day period, the Investigator will review the information submitted by either party and determine whether and to what extent to incorporate such information into a Final Investigation Report.
g. At that time, the Investigator will determine the appropriate charge(s), if any, under the Sexual Misconduct Policy and/or the Student Code to be placed on respondent, and include the charge(s) in their Final Investigation Report. If the Investigator places a charge(s), the Final Investigation Report will be submitted to the hearing panel for the determination of responsibility, and the parties will be provided the Final Investigation Report and notified of next steps of the sexual misconduct process. If the Investigator determines that there is insufficient evidence to support placing a charge, the parties will be provided the Final

Investigation Report and notified that no charges will be placed and the case has been closed.

2. **Acceptance of Responsibility**:
    a. In cases where the respondent expresses a willingness to accept responsibility for any or all charges in a case, the respondent will be offered the opportunity to waive the right to a formal hearing as to the specific charge(s) and all related procedural guarantees, and agree to receive a sanction from the designated Office of Institutional Equity and Compliance professional. In such situations, the parties will each be provided the opportunity to submit a written statement to that professional for consideration in determining appropriate sanctions.
    b. The Office of Institutional Equity and Compliance professional shall consider only the parties' written statements regarding sanctions, the relevant facts from the investigation, and past conduct history of the respondent (if applicable). In such cases, the right to appeal will be limited to an appeal on the grounds that the sanction is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in consideration of applicable university guidelines.

3. **Alternative Resolution Options**:
    a. In appropriate cases, the University may pursue alternative resolution with the consent of all parties at any point in the investigation process. Alternative resolution options may include, but are not limited to, mediation, development action plans, voluntary resolutions, and/or appropriate sanctions.
    b. Under any alternative resolution, the complainant will not be required to resolve the problem directly with the respondent, unless desired by the complainant. All parties must be notified of the right to end the alternative resolution process at any time, and begin the formal process. Mediation may not be used in cases involving any sexual violence. The Investigator shall document the outcome of any alternative resolution and share with the parties.

4. **Sexual Misconduct Hearing**:
    a. A hearing panel will be assembled for the sexual misconduct hearing to make a determination of the respondent's responsibility as to the specific charge(s) set forth in the Final Investigation Report.
    b. The hearing panel will be composed of three staff, faculty, or students of the University and one chair (non-voting member). Hearing panel members will be drawn from the pool of staff, faculty, or students who have completed the University's required annual training on issues related to sexual misconduct and University policies and procedures. At a minimum, at least one panel member shall be a student affairs administrator. For matters related to staff, faculty, professionals and/or employees, the panel shall be composed of faculty and staff only.
    c. The sexual misconduct hearing is closed. However, the complainant and respondent may each select one advisor of their choice and at their expense to

accompany them at any point in the disciplinary process. Advisors are limited to an advisory role and may not participate or speak for the parties.

d. Upon review of the Final Investigation Report, the hearing panel will determine witnesses who may be called, if any, to participate in the hearing.
e. Procedures for a Sexual Misconduct Hearing
    i. The Chair of the hearing panel shall review the charge(s) placed against the respondent and the specific facts alleged. The respondent may, but need not, respond to allegations.
    ii. Both the complainant and the respondent will have equal opportunity to provide a statement to the hearing panel.
    iii. No one other than the hearing panel members, the complainant, and the respondent may pose questions during the hearing. The complainant and respondent may not directly question each other, but may submit questions to the Chair, to be asked of the other party. The Chair or other panel members will review questions prior to posing to the other party to prevent questioning that is not permitted under these proceedings.
    iv. The sexual misconduct hearing is recorded. Deliberations by the panel, following the hearing, are not recorded.
    v. If the respondent fails to appear at the sexual misconduct hearing, the hearing may proceed without their participation. The respondent may explain the failure to appear in writing to the University within two business days of the scheduled hearing. Written documentation supporting the cause of absence must be included. Within three business days after receiving the respondent's letter, the University will notify the respondent and the complainant whether the failure to appear was excused, and if so the hearing may be rescheduled. The failure to appear will only be excused due to extraordinary circumstances.
    vi. If the respondent failed to appear and such failure was not excused, the respondent's right to appeal the finding and any sanction(s) imposed will be automatically forfeited, and the outcome reached in absentia will go into effect. The respondent shall not lose their right to appeal in the event the hearing panel’s finding includes a sanction of expulsion from university housing, suspension from the University, or expulsion from the University.
f. Decision & Sanctions
    i. At the conclusion of a hearing, the panel shall deliberate without the parties present to determine responsibility for the specific charge(s) based on the evidence, and sanctions if applicable.
    ii. If, after deliberations, the hearing panel determines that the information contained in the Final Investigative Report and gathered during the hearing, does not support by a preponderance of the evidence (more likely than not) that the respondent is responsible for a violation of the Sexual Misconduct Policy and/or the Student Code, the hearing panel will notify both the respondent and the complainant by means of a written notice. The complainant and/or respondent may request an appeal (see section 5a.).

iii. If, after deliberations, the hearing panel determines that the information contained in the Final Investigative Report and gathered during the hearing, does support by a preponderance of the evidence (more likely than not) that the respondent is responsible for a violation of the Sexual Misconduct Policy and/or the Student Code, the hearing panel will notify both the respondent and the complainant and will assign appropriate sanctions by means of a written notice. The respondent and/or the complainant may request an appeal (see section 5a.).

iv. Possible sanctions for cases in which students are found in violation of Sexual Misconduct Policy and the Student Code for acts of sexual misconduct include, but are not limited to formal warnings, behavioral assessment and/or counseling, required educational training, disciplinary probation, suspension, and/or permanent expulsion.

v. Possible sanctions for cases in which staff, faculty, professionals, and/or employees are found in violation of Sexual Misconduct Policy for acts of sexual misconduct include, but are not limited to formal warnings, required trainings, employment probation, loss in employment standing, suspension without pay, permanent impact/reduction in pay, and/or termination.

5. Appeal: When the respondent or the complainant is a student, that person may appeal the decision of the sexual misconduct hearing panel to the Senior Student Affairs Administrator, or their designee. When the respondent or the complainant is a staff, faculty, professional and/or employee, that person may appeal the decision of the sexual misconduct hearing panel to the President, or their designee. The type of appellate body (hereinafter referred to as "appropriate University Administrator") may be different pending the complaint type. To initiate an appeal, respondent/complainant must send written notice of appeal to the Title IX Coordinator to be sent to the appropriate University Administrator. The written notice must include the basis for seeking the appeal and include information to support such basis (See Section 5b.)

a. Timing: The notice of appeal must be filed no later than five calendar days after the date the written decision of the sexual misconduct hearing panel is sent. If an appeal is submitted by either party, the underlying decision and any corresponding sanction will be held in abeyance until final notice of the appeal outcome. During this time, any interim measures in place will remain in effect (e.g., no contact order, no trespass). If no written request for an appeal is received by the University within the time specified, the decision of the hearing panel and any sanction(s) imposed will be final and in effect.

b. Basis for Appeal: The appropriate University Administrator who receives the appeal will have the sole discretion in determining whether the basis for appeal has been met and whether the appeal can move forward. An appeal must be based on one of the following criteria:

i. Significant procedural error that reasonably would have affected the outcome of the student's case.

ii. The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in

consideration of applicable University guidelines.

c. Decision and Sanction: If the basis for appeal has been met, the appropriate University Administrator will review the written appeal and the pertinent part of the sexual misconduct hearing panel record only. The appropriate University Administrator will not consider new evidence or information that is not a part of that record. The appropriate University Administrator must render a decision within 10 calendar days of receipt of the appeal and may take any of the following actions:
    i. Affirm the original decision regarding responsibility.
    ii. Affirm the original decision concerning the disciplinary sanction/s to be imposed.
    iii. Set aside the original decision regarding responsibility and impose a new decision.
    iv. Set aside the original decision regarding responsibility and order that a new sexual misconduct hearing be held before a new hearing panel.
    v. Set aside the original decision concerning the disciplinary sanction/s to be imposed and impose a different sanction or set of sanctions.

d. The appropriate University Administrator will notify the respondent and the complainant, in writing, of their decision and will initiate the necessary procedures to effectuate the decision.

e. The decision of the appropriate University Administrator or their designee is final and there will be no further appeals.

6. **Notice**: The complainant and the respondent will be provided written notice of the outcome of the sexual misconduct hearing, the appeals process, and the appeal decision, if applicable. Written notice may be provided electronically through University of Maryland Eastern Shore email accounts.

7. **NOTE**:
    - Just as students or professionals with disabilities may be eligible for accommodations in their classes or at work, accommodations may be available for these procedures as well. Students or professionals with disabilities requesting accommodations and services under these procedures will need to present a current accommodation verification letter from their campus disability services office or the Office of Institutional Equity and Compliance before accommodations can be considered and provided.
    - In appropriate circumstances, the University may utilize language translation services to assist in the investigation and/or hearing proceedings.
    - In the event there is a civil protective order in place that precludes the university from conducting a hearing as outlined in the student procedures, the university may use an alternative process that will be communicated to both parties.

- **SEX OFFENDER REGISTRY**

- The federal Campus Sex Crimes Prevention Act of 2000 (CSPA) provides for the tracking of convicted sex offenders enrolled at, or employed by, higher education institutions. This act is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. Under the law, state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offender who have indicated that they are enrolled, employed by, or working at the institution. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland institutions of higher education, is available from the state Department of Public Safety and Correctional Services at
- http://www.dpscs.state.md.us/sorSearch/

Missing Student Notification Policy

University of Maryland Eastern Shore takes student safety seriously. The following policy and procedures have been established to assist in locating missing UMES students who reside in on-campus housing.

REPORTING A MISSING PERSON

If an individual has reason to believe that a student who legally resides in on-campus housing is missing he/she should immediately notify University Police at 410-651-6590 or 410-651-2300/3300, the Office of Residence Life at 410-651-6144, or Student Affairs at 410-651-6434. Any person to whom a missing student report is made, if not the University Police, will notify the University Police immediately. This team will work together to share information under the leadership and coordination of the Chief of University Police. For students who do not reside on campus and are reported missing, the university may provide reasonable response and assistance as resources and time allow.

INVESTIGATING A REPORT OF A MISSING STUDENT

Upon receiving information that a student cannot be located and may be missing, the Chief of Police, or his designee, in collaboration with Residence Life personnel and Student Affairs will initiate an investigation. Before presuming that the student is missing, reasonable measures will be taken to determine whether anyone familiar with the student has seen or heard from him/her recently or is aware of his/her whereabouts.

Investigating a missing student report includes, but is not limited to, the following:

- Obtain information from the reporting individual about the student, such as a physical description, including clothes he/she may have been wearing when last seen; who he/she may be with or where he/she may be; his/her physical and mental well-being; and the reasons he/she believes the student is missing
- Attempt to contact the student via his/her cell phone (if available) and/or email address.
- Check the student's room to see if he/she is present.
- Contact Residence Life Area Directors, roommates, friends, employers and members of clubs and organizations the student may be affiliated with, if known, to obtain information about when and where the student was last seen and if the student's absence is inconsistent with his/her established patterns of behavior.
- Contact the student's professors to ascertain the student's recent attendance in class.
- Obtain a photograph of the student, if available, from student ID card records and use this information (and /or the physical description) to conduct a search, with the possible assistance from Residence Life personnel or others, of campus buildings where the student has classes. The Chief of Police, or his designee, may issue an ID card photograph to personnel involved to assist in the identification of the missing student.
- Contact the Police and Public Safety Department's Parking Section to determine if the student has a vehicle registered on campus; if the student has a vehicle, University Police Officers will attempt to locate the vehicle on campus.
- Check access card logs (e.g. through the Dining Services or Library) to determine the last time the student's UMES ID card was used, access logs to UMES email and/or UMES computer accounts, as well as any surveillance video.

NOTIFYING APPROPRIATE PERSONS OF A REPORT OF A MISSING PERSON

If the student cannot be located after reasonable efforts, the following individuals will be notified no later than 24 hours after the student has been determined to be missing:

- The Dean of Students will contact the Confidential Contact identified by the student (see below).
- If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students will notify the student's custodial parent or legal guardian.
- The Chief of Police, or his designee, will notify the local law enforcement agencies unless the local law enforcement agency was the entity that made the determination that the student is missing.
- The Dean of Students will notify the Vice Chancellor for Student Affairs.

This policy does not preclude the university from implementing the procedures described above in less than 24 hours if circumstances warrant a faster implementation.

CONFIDENTIAL CONTACT

Students residing in on-campus housing have the option to confidentially identify an individual to be contacted by UMES in the event he/she is determined to be missing for more than 24 hours. Students are provided the option of designating a confidential contact at the time of residence hall check-in. The student may register one or more individuals to be contacted strictly for missing person purposes. This contact may be anyone, even if the student has already identified an emergency contact for other purposes. Students may identify the same or different individuals for emergencies and missing persons contact. The missing person contact name is confidential and will be revealed only to law enforcement in the context of conducting a missing person investigation.

Students will be informed at the time they register the confidential contact:

- If they identify such an individual, UMES will notify that person no later than 24 hours after they have been determined to be missing.
- If they are under the age of 18 and are not an emancipated individual at the time they are determined to be missing, UMES will notify the student's custodial parent of legal guardian.
- Even if the student does not provide a confidential contact person, the university will notify local law enforcement if he/she has been determined to be missing.
- The confidential contact information will be accessible only by authorized campus officials and law enforcement officers in furtherance of a missing person investigation.

In addition to informing resident students of this policy at the time of residence hall check-in, the University will notify students of this policy and procedures through the following methods:

- Posting it on the UMES Residence Life, University Police, and Student Rights and Responsibilities websites.
- Residence Life personnel will discuss the policy with resident students at the beginning of the academic year in residence hall meetings.

EXTERNAL COMMUNICATIONS

In case of a missing student, local Law enforcement agencies may provide information to the media that is designated to obtain public assistance in the search for a missing student. In doing so, the local law enforcement agencies will consult with UMES Public Relations. Any media request to the University will be directed to the Public Relations Office.

CLERY 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-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another, including any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

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.

Rape-The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent, and if the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent.

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.

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.

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.

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, to include 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).

Hate Crimes

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

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, sexual orientation, gender, gender identity, ethnicity, national origin or disability.

VAWA (Violence Against Women Act) Crimes

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

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

Stalking-Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Disclosure of Crime Statistics

Table 1 – UMES Crime Reports for Calendar Years 2022, 2023, and 2024

Reports of Crime	Year	On Campus	On Campus Residential Facility	Public Property	Non Campus Building or Property
Murder and Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Forcible Sex Offense (Rape and Fondling)	2025	4	3	0	0
	2024	17	15	0	0
	2023	3	4	0	1
Non-Forcible Sex Offense (Incest and Statutory Rape)	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	1	1	0	0
Aggravated Assault	2025	2	1	0	0
	2024	3	2	0	0
	2023	4	2	0	0
Burglary	2025	6	6	0	0
	2024	14	12	2	0
	2023	5	4	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Domestic Violence	2025	1	0	0	1
	2024	0	0	0	0
	2023	1	0	0	0
Dating Violence	2025	4	4	1	0
	2024	7	6	0	0
	2023	4	3	1	0
Stalking	2025	4	0	0	0
	2024	7	0	0	0
	2023	3	0	0	0
Hate Crime	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Table 2 - Arrests for Calendar Years 2023, 2024, and 2025

Arrests	Year	On Campus	On Campus Residential Facility	Public Property	Non Campus Building or Property
Alcohol	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drugs	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Weapons	2025	1	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Table 3 - Disciplinary Referrals for Calendar Years 2023, 2024, and 2025

Disciplinary Referrals	Year	On Campus	On Campus Residential Facility	Public Property	Non Campus Building or Property
Alcohol	2025	10	10	0	0
	2024	8	8	0	0
	2023	9	9	0	0
Drugs	2025	12	12	0	0
	2024	9	9	0	0
	2023	6	6	0	0
Weapons	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Unfounded Reports for 2025 - 0

Unfounded Reports for 2024 - 0

Unfounded Reports for 2023 - 0

Princess Anne Police Department Crime Statistics 2023-2025

Total Per Year	2023	2024	2025
Homicide	0	0	0
Rape	0	0	1
Robbery	1	0	1
Assault	2	1	0
Burglary	0	6	2
Theft	2	3	6
Motor Vehicle Theft	1	1	0
Manslaughter	0	1	0
Arson	0	0	0
Hate Crimes	0	0	0
Alcohol Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0
Domestic Violence	3	6	1
Dating Violence	0	0	0
Stalking	0	0	0

Somerset County Sheriff's Office Crime Statistics 2023-2025

Total Per Year	2023	2024	2025
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Alcohol Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Maryland State Police Crime Statistics 2023-2025

Total Per Year	2023	2024	2025
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Alcohol Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Assateague Island National Seashore 2023-2025

Total Per Year	2023	2024	2025
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Alcohol Violations	0	0	0
Drug Violations	0	0	0
Weapon Violations	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

THE UNIVERSITY SYSTEM OF MARYLAND, UNIVERSITY OF MARYLAND EASTERN SHORE CAMPUS AT THE UNIVERSITIES AT SHADY GROVE

The Universities at Shady Grove (USG) is a regional center located in Rockville, Maryland, that supports programs from nine different institutions within the University System of Maryland. Students attend classes at USG but are still considered students of their "home campus." In addition, employees at USG can be affiliated with any of the nine institutions.

Please access the link http://www.shadygrove.umd.edu/about/public-safety/ for the USG *Supplement to Annual Security Reports Published by Partner Institutions* that is compiled and distributed annually in compliance with the *Clery Act.* This publication contains crime statistics and statements of security policy. Annually, prior to October 1st, current USG students and employees are sent an email message providing them with a link to this brochure and notification that the current edition of the *Safety & Security* publication has been posted on the Universities at Shady Grove website. Printed copies may be obtained from the 24 hour security desk located in the Camille Kendall Academic Center on the Shady Grove campus.

Crime statistics for USG are reported, in their entirety, by each of the nine institutions that conduct classes at USG.

UNIVERSITY SYSTEM OF MARYLAND, UNIVERSITY OF MARYLAND EASTERN SHORE AT THE UNIVERSITIES AT SHADY GROVE, CRIME STATISTICS * The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (the *Clery Act*) mandates the manner and format in which statistics are to be collected and published. Statistical updates, if any, will be posted online (http://www.shadygrove.umd.edu/about/public-safety/).

The Universities at Shady Grove[1]					
Crime Report Statistics					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property[2]	Total
Murder & Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Sex Offenses - Forcible	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Sex Offenses - Non-Forcible	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Hate Crimes [3]	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Domestic Violence[4][5]	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence[4][5]	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Stalking[4][5]	2025	0	0	0	0
	2024	1	0	0	1
	2023	0	0	0	0

Arrest Statistics					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property (2)	Total
Liquor Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Illegal Weapons Possession Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Campus Disciplinary Referrals(6)					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property (2)	Total
Liquor Law Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Illegal Weapons Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Footnotes:	
1	The Universities at Shady Grove (USG) is a Regional Center for the University System of Maryland (USM). Degree programs from 9 of the 12 USM institutions are offered at USG. Students from each of these 9 institutions attend classes at USG and in some cases may attend classes on both campuses.
2	Statistics listed in the "Public Property" category include those that took place off campus, on public property immediately adjacent to and accessible from the campus, but not on USG-owned property.
3	Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D). Any numbers in small-print parentheses would indicate how many of the total number or reported incidents were motivated by each type of bias.
4	This category was new for reporting in 2013. Statistics for this crime were not collected for 2012.
5	The Montgomery County Police Department does not classify crimes into this category, Statistics in this category will only be those reported to Campus Reporting Authorities.
6	Individuals not arrested, but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs.)

THE UNIVERSITY OF MARYLAND, UNIVERSITY OF MARYLAND EASTERN SHORE CAMPUS AT THE UNIVERSITY SYSTEM OF MARYLAND AT HAGERSTOWN

The University System of Maryland at Hagerstown (USMH) is a regional higher education center located in downtown Hagerstown that offers upper-division-undergraduate and graduate academic programs of the universities within the University System of Maryland.

The Jeanne Clery Act of 1990 requires that students and employees of the University System of Maryland Hagerstown (USMH) be informed of campus crime rates and of university policies relating to safety and security. This disclosure statement is in compliance with the Jeanne Clery Act.

Police Services – The Hagerstown Department of Police is the primary response unit for any crimes which may occur in or near USMH. They may be reached at 9-1-1, 301-739-6000 (emergency) or at 301-790-3700 (non-emergency). Police personnel of the Hagerstown Department of Police meet or exceed the training requirements of the Maryland Police Training Commission. They will provide initial response, as well as specialized follow-up. A sub-station of the Hagerstown Department of Police is located on the first floor of the USMH Center, on the west end of the building. It is staffed by members of the Hagerstown Department of Police Downtown Patrol, although there is not an officer present at all times. Crimes or offenses, including sex offenses, may also be reported to the director of the USMH at 240-527-2727.

Crime Awareness and Prevention Programs – Students and employees should take reasonable steps to promote their own safety. Crime advisories will be circulated to students, faculty and staff on an as-needed basis, based on the professional judgement of the USMH administrators, the Hagerstown Police, and/or the Frostburg State University Police. Crime prevention presentations can be arranged through the Hagerstown Police, or the FSU University Police. For further information, or to arrange a crime prevention presentation, call Cynthia R. Smith, FSU Chief of Police at 301-687-4223.

Timely Warnings – In the event that a situation arises at USMH, or on adjacent public property, that, in the judgement of USMH administration and/or local police, constitutes an ongoing or continuing threat, a “timely warning” will be issued to the students, faculty and staff of USMH. Timely warnings will be issued in print form and posted conspicuously near building entrances.

Facility Security – Facility security problems such as doors or windows that need adjustment should be reported to the Security Desk in the main lobby.

Facility Access Policies – USMH operational hours are from 9:00 am to 10:00 pm, Monday through Thursday. On occasion, classes extend to 11:00 pm. Friday hours are from 9:00 am to 5:00 pm. Saturday classes are held from 9:00 am to 2:00 pm. There is a reception area that is staffed by a private security firm. Video surveillance of all entrances is conducted during operational hours.

Drug and Alcohol Policies and Programs – USMH does not condone possession, use or distribution of controlled substances or drug paraphernalia. Alcoholic beverages may only be possessed or consumed in a manner consistent with Maryland State law. Anyone in violation of Maryland State law with regards to either drugs or alcohol is subject to disciplinary action and possible arrest, fine, or imprisonment. In addition to state restrictions on the possession or consumption of alcoholic beverages, USMH restrictions may apply as well. USMH alcohol and drug policies will be made available to all students and employees upon final approval. Drug or alcohol services are not offered directly by USMH. Local agencies should be consulted, the Washington County Health Department may be contacted at 301-791-3314 for either drug or alcohol information, or for referral to other community resources.

Sex Offender Registry – The Campus Sex Crimes Prevention Act is designed to make campus communities aware of sex offenders in their midst, just as "Megan's law" does for non-campus, residential communities. In Maryland, a sex offender registry is maintained by the Department of Public Safety. It may be accessed at: http://dpscs.maryland.gov/onlineservs/socem/default.shtml. The linked page gives a full explanation of the use to which the sex offender registry can be put, as well as some cautionary advice.

Crime Statistics – The Jeanne Clery Act of 1990 requires that students and employees of the University System of Maryland Hagerstown (USMH) be informed of campus crime rates and of university policies relating to safety and security. This disclosure statement is in compliance with that act.

The University of Maryland Eastern Shore at Hagerstown

Crime Report Statistics

Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
Murder & Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Sex Offenses - Forcible	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Sex Offenses - Non-Forcible	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Hate Crimes	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Domestic Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Stalking	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Arrest Statistics					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
Liquor Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Illegal Weapons Possession Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Campus Disciplinary Referrals					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
Liquor Law Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Illegal Weapons Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Unfounded reports for 2025 – 0

Unfounded reports for 2024 – 0

Unfounded reports for 2023 - 0

UNIVERSITY OF MARYLAND EASTERN SHORE CAMPUS AT THE BALTIMORE MUSEUM OF INDUSTRY (BMI)

The Baltimore Museum of Industry (BMI) is a non-residential learning facility located at 1425 Key Highway, Baltimore, Maryland. The Baltimore Museum of Industry operates a museum and education outreach programs in the state of Maryland for the benefit of teachers and students in all Maryland Local School Systems (LSS) including Somerset and Wicomico Counties. The mission of BMI is to promote continuing and higher education and economic development in the region by offering a range of postsecondary programs and services in its state-of-the-art facility.

The University of Maryland Eastern Shore is the principal Maryland Institution of Higher Education (IHE) focusing on the development of Career and Technology Education educators, curriculum specialists and administrators for Maryland Local School Systems, and providing continuing education and certifications programs. Currently, UMES is the major IHE in Maryland with teacher education and certification programs in the areas of Technology and Engineering Education, Professional and Technical Education, and Work Based Learning endorsement. It is the only IHE with a Master's degree program in Career and Technology Education. The UMES Career and Technology program located at the Baltimore Museum of Industry offers full-service options for Career and Technology Education in four UMES classrooms

Crime Statistics – The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (*the *Clery Act)* mandates the manner and format in which university security policies and campus crime statistics are to be collected and published. This disclosure statement is in compliance with this act.

Crime Reporting and Police Services – The Baltimore Police Department, Central District, has primary responsibility for security and safety of the Baltimore Museum of Industry campus location. The Baltimore Police Department Central District headquarters is located at 500 E. Baltimore Street, Baltimore, MD and may be reached at (410) 396-2411 or at 9-1-1 during an emergency.

The University of Maryland Eastern Shore at BMI

Crime Report Statistics

Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
Murder & Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Sex Offenses - Forcible	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Sex Offenses - Non-Forcible	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Hate Crimes	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Domestic Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Stalking	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Arrest Statistics					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
Liquor Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Illegal Weapons Possession Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Campus Disciplinary Referrals					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
Liquor Law Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Illegal Weapons Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Unfounded reports for 2025 – 0

Unfounded reports for 2024 – 0

Unfounded reports for 2023 – 0

Annual Fire Safety Report

DEFINITIONS

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill – A supervised practice of a mandatory evacuation of a building for a fire.

Cause of Fire – The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

Fire Related Injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term **person** may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire Related Death – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the danger of a fire, or deaths that occur within one year of injuries sustained as a result of the fire.

Fire Safety System – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including; sprinkler ore other fire extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

Value of Property Damage – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including; contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption.

Fire Log – Is kept at the Public Safety Department and is open to the public during normal business hours.

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 Marshall)

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 operation 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. **Always** use the stairs. **Never** use the elevator.
4. **Do not re-enter** the building until the University Police or Fire Department say it is safe to do so.

Campus Fire Safety Annual Compliance Report

The Higher Education Opportunity Act became law in August 2008. It requires all United States academic institutions to produce an Annual Fire Safety Report outlining fire safety practices, standards and all fire-related on-campus statistics. The Following public disclosure report details all information required by this law as it relates to the University of Maryland Eastern Shore.

Statement of the University of Maryland Eastern Shore Student Resident Housing

At the University of Maryland Eastern Shore, all traditional residence halls (Court Plaza, Plaza, Wicomico, University Terrace, Harford, Murphy Hall and Murphy Annex) are covered with integrated fire sprinkler systems and redundant fire alarm monitoring systems which are monitored 24 hours a day, 7 days a week by the Department of Public Safety (University Police). The following student housing areas are not monitored by the Department of Public Safety, but do contain full sprinkler systems, as defined by the Higher Education Opportunity Fire Safety Act. The Office of Residence Life maintains Resident Assistants, and Area Directors at these sites, which is monitored by these individuals 24 hours a day, 7 days a week.

- Student Residential Complex (Clusters)
- Student Apartments
- Nuttle Hall
- Hawks Landing
- Hawk Plaza

Fire Safety Improvements and Upgrades

The University of Maryland Eastern Shore annually reviews the fire system in our resident halls and will make upgrades, repairs or revisions when problems are identified.

Residence Hall Fire Drills

Fire drills are held monthly for each traditional residence Hall. Fire drills require mandatory supervised evacuations of a building. The fire drills are scheduled in collaboration with the Environmental Safety Manager, Department of Public Safety, individual residence hall staff, and the local Fire Department.

Evacuation route maps are posted in each resident room showing where the closest egress route is located and the assembly area outside the residence hall. Students who fail to leave the building during a fire drill can and will be referred to the Office of Student Conduct.

Fire and Life Safety Education

The Office of Residence Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms. Candles or open flames are prohibited in residence halls. There are limits on the number of electrical appliances allowed in each specific room. Residence Life policy on evacuation from residence halls is in the Residence Life handbook, and is also discussed with residents when they move into the residence hall, as follows:

In case of a fire, please sound the nearest fire alarm and evacuate the building.

Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by fire fighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- **DO NOT** remain in courtyards or in close proximity to the buildings. Remain in designated locations until cleared for re-entry by Public Safety. Public Safety is responsible for coordination with local rescue/EMS staff and Physical Plant staff for the safe re-entry of the buildings. Reminder – buildings cannot be reoccupied until all buildings are declared safe and all fire alarms have been reset and are functioning properly.
- If you can use a fire extinguisher in your hall without endangering yourself, please do so. However, our first concern is your safety. Do not attempt to extinguish a fir if your personal safety becomes threatened.

A fire safety inspection is conducted at the beginning of each semester to ensure residents are abiding by all fir safety regulations. Residence Life staff training on fire life safety is held annually by the Environment Health & Safety Officer.

Fire and Life Safety Inspections

During Fall semester a residence life staff person will do a fire/life inspection of your room. You will be notified as to when these inspections will take place, and you will be required to allow the staff person, or designee, entrance to your room for inspection. If you or your roommates are not in the room at the time, the room will be inspected without your presence and a note will be left indication the status of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and your roommate will be fined and will be subject to disciplinary action.

Some common violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Items stored closer than 18 inches from a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning candles, incense, or tobacco products
- Evidence of cooking or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of portable heater
- Tampered with smoke detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds – including rooms with no guardrails
- Strings of lights, twinkle lights, holiday lights
- Any other situation deemed unsafe by the staff inspector

Policy on Open Flames

UMES prohibits the possession of use of firecrackers, firearms, ammunition, lighted candles, open flame devices, and /or explosive material within the University facilities or on University property. Prohibited open flames items can and will be confiscated and not returned.

Policy on Portable Electrical Appliances

UMES authorizes certain portable electrical appliances for personal use that includes telephones, radios, razors, toothbrushes, fans, clocks, hair dryers, curling irons, microwaves, lamps, coffee-tea pots, hot pots, and small cubic refrigerators. Prohibited portable electrical appliances can and will be confiscated and not returned.

UMES prohibits the use of electric grills, hot plates, heat lamps, sun lamps, electric blankets, electric heaters, electric frying pans, griddles, toaster ovens, woks, and any other such appliance that uses sufficient electricity to generate heat with potential for a fire hazard.

Reporting a Fire

Students reporting a fire should contact Public Safety at (410) 651-3300 or 911. If the fire event is no longer a danger they should contact the Resident Assistant or Area Director to report the incident to Public Safety.

Fire Statistics

The Department of Public Safety (University Police) publishes as a part of the Clery Compliance and Fire Safety Report annual statistics for the three most recent complete calendar years pertaining to on-campus student housing. Those statistics include: location, total number of fires in each building, date, time, cause of fire, number of injuries requiring treatment at a medical facility, number of deaths related to a fire, value of the property damage caused by the fire and a case number.

SMOKING POLICY

UMES GUIDELINES AND POLICY ON SMOKING

It is UMES' goal to promote the good health and comfort of its employees. Maintenance of a smoke-free work environment can contribute toward the attainment of that goal. Therefore, smoking is not permitted in any UMES building or facility. Smoking is not permitted on any UMES property. In addition, smoking is not permitted in any UMES shuttle bus or other UMES vehicle.

POLICY ON SMOKING

In compliance with Executive Order 01.01.1987.13, issued by the Governor of Maryland, and in accordance with the above USM Policy on Smoking at USM Institutions, it is the policy of UMES to provide a healthful working environment on the UMES campus. UMES has attempted to consider the needs and concerns of both smokers and non-smokers in the development of this policy which applies to all employees, students, and visitors to the campus.

I. PROHIBITIONS ON UMES PROPERTY

Smoking is prohibited in the following areas:
A. Consistent with Maryland law, smoking is not permitted in any UMES building, including academic buildings, residence halls, administrative buildings, and other enclosed facilities, and smoking is not permitted in State vehicles owned by UMES;

B. Smoking is prohibited on all UMES grounds and property, including walkways, parking lots, and recreational and athletic areas except as provided below; and

C. The sale of tobacco and smoking-related products is prohibited on institution property.

Smoking in and on UMES property will be permitted only as follows:

A. For controlled research, and educational, theatrical, or religious ceremonial purposes, with prior approval of the President or the President's designee; or

B. Subject to any other exception to this policy recommended by the President and approved by the Chancellor.

II. IMPLEMENTATION

A. The Vice President for Administrative Affairs shall direct the Physical Plant Department to post smoke-free campus signs where smoking is prohibited.

B. Each employee shall have access to the Smoking Policy on the UMES website and each new employee shall receive the policy as part of the orientation process;

C. The smoking policy shall become part of the student and employee handbooks; and

D. All members of the campus community share in the responsibility of implementing this policy, and are expected to bring it to the attention of visitors to the campus.

III. ENFORCEMENT

A. Supervisors

Supervisory personnel shall handle conflicts arising from the implementation of the Smoking Policy using the same procedures used to address other conduct violations.

B. Building Managers

Building Managers shall enforce this policy and report any violation using the Violation Report Form (Attachment 2).

C. Reporting Violations

Individuals who feel that there has been a violation of this policy should complete and submit the Violation Report Form (Attachment 2).

D. Penalties

1. Faculty/staff/students that violate this policy are subject to disciplinary action and are subject to a progressive fine: $25 first offense, $50 second offense, and $75 third offense and subsequent offenses. The initial fine can be waived if the individual registers in and successfully completes a smoking cessation seminar.

2. Visitors will be warned initially and directed to extinguish. Refusal to extinguish or resuming smoking can result in denied access in the future.

IV. Smoking Cessation Assistance

A. UMES will make available smoking cessation assistance to students, faculty, and staff, which may include opportunities to participate in smoking cessation seminars, classes, and counseling and the availability of smoking cessation products and materials.

B. Smoking Cessation Information:

1. The UMES President has designated the UMES Assistant Director of Human Resources as the individual to answer faculty/staff questions, refer employees to resources, and otherwise provide information about smoking cessation options and opportunities.

2. The UMES President has designated the Director of the Alcohol, Tobacco and Other Drug Prevention Center as the designee to answer student questions, refer students to resources, and otherwise provide information about smoking cessation options and opportunities.

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS AND NUMBER OF FIRE DRILLS.

Residence Hall	Fire Extinguishers	Building Fire Alarm	Sprinkler System	Evacuation Placards	Fire Drills
Court Plaza 11931 Academic Oval - Bldg. 957	X	X	X	X	2
Plaza Hall 11959 Art Shell Plaza - Bldg. 956	X	X	X	X	2
Wicomico Hall 30681 McCain Dr. - Bldg 940	X	X	X	X	2
Nuttle Hall 30679 McCain Dr. - Bldg. 954	X	X	X	X	Off Line
University Terrace 30820 College Backbone Rd. Bldg. 958	X	X	X	X	2
Harford Hall 30705 McCain Dr. - Bldg. 939	X	X	X	X	2
Murphy Hall 11881 Academic Oval - Bldg 935	X	X	X	X	2
Murphy Hall 11883 Academic Oval - Bldg 935	X	X	X	X	2
Student Complex (Clusters) 30800 McCain Dr. - 984-990	X	X	X	X	2
Student Apartment #2 30807 McCain Dr. Bldg 945	X	X	X	X	2
Student Apartment 3-6 11929, 11930, 11945, 11950 Dean Harris Ct. Bldg. 946-949	X	X	X	X	2
Hawks Landing (Towers A, B, C, D) Broad Street Bldg.	X	X	X	X	2

2025

Residence Hall	Total Fires	Fire Number	Cause of Fire	Injuries Requiring Treatment	Deaths	Value of Property Damage
Court Plaza 11931 Academic Oval - Bldg. 957	0	0	N/A	0	0	0
Plaza Hall 11959 Art Shell Plaza - Bldg. 956	0	0	N/A	0	0	0
Wicomico Hall 30681 McCain Dr. - Bldg 940	0	0	N/A	0	0	0
Nuttle Hall 30679 McCain Dr. - Bldg. 954	0	0	N/A	0	0	0
University Terrace 30820 College Backbone Rd. Bldg. 958	0	0	N/A	0	0	0
Harford Hall 30705 McCain Dr. - Bldg. 939	0	0	N/A	0	0	0
Murphy Hall 11881 Academic Oval - Bldg 935	0	0	N/A	0	0	0
Murphy Hall 11883 Academic Oval - Bldg 935	0	0	N/A	0	0	0
Student Complex (Clusters) 30800 McCain Dr. - 984-990	0	0	N/A	0	0	0
Student Apartment #2 30807 McCain Dr. Bldg 945	0	0	N/A	0	0	0
Student Apartment 3-6 11929, 11930, 11945, 11950 Dean Harris Ct. Bldg. 946-949	0	0	N/A	0	0	0
Hawks Landing (Towers A, B, C, D) Broad Street Bldg. 999	0	0	N/A	0	0	0
Talon's North – 30511 – 30523 Hickory Ln.	0	0	N/A	0	0	0
Hawk Plaza	0	0	N/A	0	0	0

2024

Residence Hall	Total Fires	Fire Number	Cause of Fire	Injuries Requiring Treatment	Deaths	Value of Property Damage
Court Plaza 11931 Academic Oval - Bldg. 957	0	0	N/A	0	0	0
Plaza Hall 11959 Art Shell Plaza - Bldg. 956	0	0	N/A	0	0	0
Wicomico Hall 30681 McCain Dr. - Bldg 940	0	0	N/A	0	0	0
Nuttle Hall 30679 McCain Dr. - Bldg. 954	0	0	N/A	0	0	0
University Terrace 30820 College Backbone Rd. Bldg. 958	0	0	N/A	0	0	0
Harford Hall 30705 McCain Dr. - Bldg. 939	0	0	N/A	0	0	0
Murphy Hall 11881 Academic Oval - Bldg 935	0	0	N/A	0	0	0
Murphy Hall 11883 Academic Oval - Bldg 935	0	0	N/A	0	0	0
Student Complex (Clusters) 30800 McCain Dr. - 984-990	0	0	N/A	0	0	0
Student Apartment #2 30807 McCain Dr. Bldg 945	0	0	N/A	0	0	0
Student Apartment 3-6 11929, 11930, 11945, 11950 Dean Harris Ct. Bldg. 946-949	0	0	N/A	0	0	0
Hawks Landing (Towers A, B, C, D) Broad Street Bldg. 999	0	0	N/A	0	0	0
Talons North - 30511 - 30523 Hickory Ln	0	0	N/A	0	0	0
Hawk Plaza	0	0	N/A	0	0	0

2023

Residence Hall	Total Fires	Fire Number	Cause of Fire	Injuries Requiring Treatment	Deaths	Value of Property Damage
Court Plaza 11931 Academic Oval - Bldg. 957	0	0	N/A	0	0	0
Plaza Hall 11959 Art Shell Plaza - Bldg. 956	0	0	N/A	0	0	0
Wicomico Hall 30681 McCain Dr. - Bldg 940	0	0	N/A	0	0	0
Nuttle Hall 30679 McCain Dr. - Bldg. 954	0	0	N/A	0	0	0
University Terrace 30820 College Backbone Rd. Bldg. 958	0	0	N/A	0	0	0
Harford Hall 30705 McCain Dr. - Bldg. 939	0	0	N/A	0	0	0
Murphy Hall 11881 Academic Oval - Bldg 935	0	0	N/A	0	0	0
Murphy Hall 11883 Academic Oval - Bldg 935	0	0	N/A	0	0	0
Student Complex (Clusters) 30800 McCain Dr. - 984-990	0	0	N/A	0	0	0
Student Apartment #2 30807 McCain Dr. Bldg 945	0	0	N/A	0	0	0
Student Apartment 3-6 11929, 11930, 11945, 11950 Dean Harris Ct. Bldg. 946-949	0	0	N/A	0	0	0
Hawks Landing (Towers A, B, C, D) Broad Street Bldg. 999	0	0	N/A	0	0	0
Talons South - 30511 - 30523 Hickory Ln	0	0	N/A	0	0	0
Urban Living - 30630 UMES Blvd	0	0	N/A	0	0	0

UNIVERSITY OF MARYLAND EASTERN SHORE

Princess Anne, Maryland 21853

UNIVERSITY POLICE DEPARTMENT

11927 Academic Oval, Princess Anne, MD 21853

EMERGENCIES: (410) 651-3300

OFFICE: (410) 651-6590

FAX: (410) 651-7698

WEBSITE: WWW.UMES.EDU/POLICE