



# Annual Security Report

**For the Calendar Year 2008**

**Safety and Security at the Mount  
Your Right to Know**

**Department of Public Safety**

***Faith***

***Discovery***

***Leadership***

***Community***

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Mount St. Mary’s University  
 Department of Public Safety  
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**University and College students and employees across the country are not isolated from the criminal behavior that threatens American society and cannot ignore the fact that they are potential victims of the same crimes as the general public. Mount St. Mary's University is concerned about personal safety and security issues. The University understands and responds to this legitimate concern of students and their parents.**

**The University is likewise aware that each student and employee shares a personal responsibility in providing for their own safety and security. The University provides information and programs to assist students and employees in making those personal decisions.**

### **The Department of Public Safety**

It is the goal of the Department of Public Safety to provide a reasonably safe and secure environment where academic inquiry may flourish in harmony with social interaction and personal growth. Officers are proactive in their approach to this challenge. They direct their efforts toward identifying threats through active patrolling and employing fire, safety, and crime prevention policies, procedures, and programs.

#### **Mission Statement:**

The Department of Public Safety at Mount St. Mary's University is a service-oriented, law enforcement, problem-solving, and crisis response organization. Its primary mission is to provide a safe, secure, and orderly environment in which teaching, learning, and administrative operations of the University have an opportunity to excel.

Public Safety Officers receive assistance from the Frederick County Sheriff's Office (FCSO) and the Maryland State Police (MSP) for incident response and in protecting the members of the Mount community from criminal activity. Deputies from the Frederick County Sheriff's Office are contracted to work alongside the Public Safety shift supervisor on special weekends and events.

The Department consists of a director, associate director/investigator, captain, four lieutenants, seven full-time and two part-time officers, students, and an on-call support group. The director reports to the Executive Vice President. Every officer has passed a contracted professional background investigation. All officers receive emergency medical training in addition to year-round training in areas related to campus security and law enforcement. Although the officers do not carry weapons, they are certified to carry pepper spray and handcuffs. The supervisors have the option to be certified and carry PR-24s. All the officers are trained in self-defense and non-violent crisis intervention.

The Department maintains an excellent working relationship with local law enforcement agencies. Information related to off campus student behavior is shared with Public

Safety. The Sheriff's Office has agreed to notify the Department of Public Safety of any off campus criminal activity that involves a Mount student in situations where the Mount student is identified as such. The Department is also notified by the local law enforcement agencies of criminal threats in the local communities which may pose a threat to the Mount community. Public Safety assists the local law enforcement agencies by providing a confidential and expedient means of contacting students and employees to serve warrants and summons.

Mount St. Mary's does not have any officially recognized student organizations that have housing facilities "off campus." There may be students who are residing in privately owned homes/apartments near the boundaries of the campus or local communities. If FCSO is called by a citizen to respond to one of these locations, they will typically notify Public Safety after they have responded to inform Public Safety of the situation. However, FCSO does this out of courtesy and is not required to notify or involve Public Safety when they respond to a call involving private property.

The Director meets regularly with the chief law enforcement officers of other county law enforcement agencies, including the States Attorney, the local FBI, and Secret Service agencies. The Director is a member of the International Association of Chiefs of Police-University/College Police Section, International Association of Campus Law Enforcement Administrators, FBI National Academy Associates, Pennsylvania Chiefs of Police Association, and the Pennsylvania State Troopers Association. The Director regularly meets with the Chief of the Emmitsburg Ambulance Service, the Chief of Emmitsburg Vigilant Hose Company, and the Frederick County Emergency Manager.

### **Emergency Reporting Procedures**

Students and employees are instructed during orientation, crime prevention, and safety programs to call 911 - Frederick County Emergency Communications, and 301 447-5911 - Public Safety, in all medical, fire, serious criminal, and other emergencies. Magnets with campus emergency phone numbers are distributed to students and staff.

Public Safety will call the Frederick County Sheriff's Office (FCSO) in all incidents of serious criminal activity and at the request of any victim of a minor crime. The FCSO and Public Safety have worked together to create a list, for training purposes, of incidents which require police involvement. This list provides directions for the officers on patrol to call for police assistance.

Blue light, direct dial emergency assistance phones are strategically located throughout the campus grounds for accessibility in an emergency. These phones are available to call for help, report suspicious activity, and/or call for an escort or other service.

Dispatchers and officers always consider an emergency call a top priority and to respond immediately.

## **Crime Reporting**

Students and employees are encouraged to report all non-emergency criminal incidents to Public Safety at 301-447-5357 as promptly as possible.

Employees or students wishing to make a report of a criminal incident, whether they are a victim, witness, or third party may do so to the following offices or individuals:

- The Department of Public Safety at 301-447-5357, or campus emergencies at 301-447-5911
- The local police at 911
- The Office of Residence Life at 301-447-5274 (students)
- A member of the Residence Life Staff (RA on duty or Assistant Director of Residence Life on call)

Although information contained in the *Annual Security Report* includes information from on campus and off campus resources, the official reporting entity for criminal offenses that occur at Mount St. Mary's is the Department of Public Safety. Reporting incidents to the Department of Public Safety will aid in providing timely warning notices to the community, when appropriate, and will ensure inclusion of that reported incident in the annual disclosure of crime statistics for the institution.

## **Confidential and/or Sensitive Reporting**

It is the policy of the Office of Residence Life and the Department of Public Safety to provide prompt, sensitive, and confidential service to all members of the campus community who may require their assistance. Due to the nature of their duties, these staff members must treat all crimes reported to them as official matters and investigate them accordingly. Anyone desiring to discuss such matters in a less official, non-investigative setting with a Mount official with counseling duties may contact the Wellness Center at 301-447-5288 (ext. 5288 on campus phones) or Campus Ministry at 301-447-5223 (ext. 5223 on campus phones).

Incidents of a bias-related nature based on an individual's cultural background such as race, gender, religion, sexual orientation, ethnicity/national origin, and disability can also be discussed with the Director of Intercultural Development at 301-447-5720 (ext. 5720 on campus phones).

If the victim of a crime does not want to pursue action within the Mount Saint Mary's disciplinary system or the criminal justice system, the victim may still want to make an anonymous report. The purpose of an anonymous report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the Mount community. With this information, the Mount can keep an accurate record of the

number of incidents involving students, determine if there is a method or assailant, and alert the University community to potentially hazardous conditions. Reports filed in this manner are counted and disclosed in the *Annual Security Report* crime statistics for the institution. Information on a crime that occurred on or off campus involving a member of the Mount community can be submitted confidentially on-line to the Department of Public Safety. Individuals wishing to make such a report are instructed to go to the "Silent Witness" link on the Public Safety web page at <http://www.msmary.edu/inside/administration/public-safety/forms/silent-witness.html>.

Pastoral counselors and professional counselors are encouraged; if and when they deem it appropriate, to inform the persons they are counseling of any procedure to report crimes on a voluntary, confidential basis for inclusion in the *Annual Security Report* disclosure of crime statistics.

### **Timely Warnings**

Written postings, text messages, e-mails, and/or phone calls are provided to all students and employees when an imminent threat exists. Posted bulletins are also distributed for the following classifications: arson, aggravated assault, criminal homicide, robbery, vehicle theft, and sex offenses. (See Timely Warning Policy on page 16 of this document). They may also be distributed for other classifications as deemed appropriate.

This information will be disseminated to the community by means of *Security Alerts* that include posting hard copies throughout campus and notification via the campus e-mail network. All crimes reported to Public Safety are listed in the *Crime Log* which is available for review at the Public Safety dispatch desk. The Department of Public Safety also provides this information to the community regarding criminal incidents in the *Mountain Echo*, the student newspaper.

### **All-Hazards Emergency Response**

Our All-Hazards Emergency Response Plan is updated regularly. The Emergency Management Team. was called together immediately after the Virginia Tech tragedy in April 2007, and also for a major electrical black out on campus.

In July 2007, the Frederick County Sheriff's Office Special Services Team (SST) was on campus and conducted five active shooter drills in the Academic Center.

In the fall of 2007, the University put in place the **MountAlert** notification system that will provide telephone, e-mail and text notification to the University community during an emergency.

In August 2007 the University purchased an early alert voice and siren notification System that was installed during the spring of 2008 on top of the Academic Center on the Emmitsburg Campus. This system will sound a siren followed by verbal information and instructions during an emergency. The **MountAlert** and voice & siren notification

systems complement one another to provide the community with timely information and instructions during any campus emergency.

Below is a partial list of training members of the Public Safety Department participated in during 2008:

MICUA Emergency Preparedness Summit, Security Camera Training, MountAlert Training, Hood College Table-top Exercise, Remnant Trust Orientation, Incident Management Strategies for Colleges and Universities, FEMA Multi Hazard Emergency Planning for Higher Education.

### **Annual Security Report**

As directed by the President of Mount St. Mary's University, the Director of Public Safety is responsible for compiling the statistical information and policy disclosures for the *Annual Security Report* in response to the Clery Act.

Data for the report will be collected from the Residence Life Office, Public Safety, local law enforcement, judicial affairs, campus health educators, and other individuals considered to have authority over students, their events, and/or their activities.

The directors of Public Safety and the Wellness Center will compare statistics to minimize any double counting of sexual offenses. The Director of Public Safety will also compare statistics on other reportable crimes with the Director of Residence Life to minimize double counting.

Crimes are classified by the description provided in the Clery Act (see Appendix A). The Director of Public Safety will review all crime reports to substantiate their authenticity. All reports of a criminal nature, including anonymous reports, are investigated. An incident report form is generated to document all reports of a criminal nature.

Dispatchers are available at 301-447-5357 (301-447-5911 in emergencies) twenty-four (24) hours a day to answer calls. In response to a call, the Department of Public Safety will take the required action by dispatching an officer or asking the victim to come to the Department of Public Safety to file an incident report.

All reports are forwarded to the Residence Life Office for review and potential judicial action. If assistance is required from the FCSO or other emergency responders, the Public Safety dispatcher will contact the appropriate entity.

The *Annual Security Report* also includes a description of policies and procedures relating to student and staff safety in areas of crime prevention, alcohol and drug abuse, and sexual assault.

Each year, in early fall, the Director of Public Safety submits the crime statistics from the *Annual Security Report* to the Secretary of Education. These statistics are submitted on-line according to the directives of the United States Department of Education.

The report will be available on the Mount St. Mary's University website on or before October 1. Printed copies will be available upon request at Public Safety. Notification of the report and its availability is given to every student, employee, and prospective student or employee.

The *Annual Security Report* can be viewed or printed on-line by accessing:  
<http://www.msmary.edu/inside/administration/public-safety/security-report.html>.

### **Records Retention**

Public Safety will maintain a records retention schedule for Clery Act documentation for at least seven calendar years.

### **Building Access**

All University buildings are the private property of Mount St. Mary's University and are advertised in publications and posted as such with trespass warnings. These buildings, including administrative, academic, and residential facilities are open for business at designated times.

The University grants access to its buildings based on need. Students have twenty-four (24) hour access to their residence hall. Students have access to other campus buildings during normal business hours. Students are often granted special permission to utilize specific areas after hours for special projects. In these instances the students are either issued keys for the area or are granted entrance to the area by a Public Safety officer. Students have after-hours access to computer labs, photo lab, art room, etc. Visitors may have access to residence halls when they are invited guests of building residents. Students are instructed to register their guest's vehicle with Public Safety. Students are responsible for the behavior of their guests and are instructed to accompany their guest at all times.

The exterior doors to the residence halls are secured twenty-four (24) hours a day. Resident students have access to all residence halls between 8:00 am and 8:00 pm. Between 8:00 pm and 8:00 am the exterior door access of each residence hall is limited to only those students residing in that specific hall. Interior floor doors are secured by student Resident Assistants (RA) at midnight during the week and 2:00 am on weekends, and opened by Public Safety at 6:00 a.m. The main entrances to Bicentennial, Pangborn and Sheridan halls are monitored by Residence Life Staff between 6:00 pm and 12:00 am on weekdays, and 6:00 pm and 2:00 am on weekends.

Resident Assistants conduct safety and security patrols through the halls until midnight on weekdays and 2:00 am on weekends. Public Safety officers patrol the halls when

Resident Assistants are off duty. Public Safety officers will patrol the halls anytime a potential problem exists in any of the halls.

Residents are responsible for ensuring that their windows and room doors are secured. All residents are issued keys to their residence hall and individual room. The core to a resident's door is changed when a lost key is replaced. Work orders for safety problems are submitted to the Physical Plant for repair.

Public Safety officers and Resident Assistants receive training on checking for and reporting fire and safety hazards and malfunctioning security devices. Work orders are submitted to the Physical Plant and are monitored for repair.

Security cameras are in place in the tunnel to east campus, in parking lot 12 on east campus, and in Bicentennial and renovated Terrace residence halls. The efficacy of security cameras at other locations on campus is being evaluated.

### **Security Considerations Used in the Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes unsafe conditions. The Department of Public Safety personnel regularly patrol the campus. Malfunctioning lights and other unsafe physical conditions are reported to the Physical Plant for correction. Other members of the Mount community are helpful when they report equipment problems to the Department of Public Safety or to the Physical Plant Department. The Student Government Association and Public Safety conduct a campus security inspection every summer to identify and correct any unsafe conditions on the campus grounds.

### **Awareness and Preventive Programs**

Residence Life, the Wellness Center, and Public Safety provide crime prevention, fire safety, personal safety, and wellness programs throughout the school year. (See Appendix B)

Residence Life utilizes bi-weekly Resident Assistant meetings as an opportunity to reach students in small groups.

Safety programs for the entire community, involving off campus professionals, guest speakers, and other activities are conducted in the Auditorium, Flynn Hall, and other group setting locations on campus.

During the fall and spring semester new student orientation, the Director of Public Safety meets with all freshmen and transfer students to provide information on fire safety, crime prevention, and crime reporting.

Special activities are scheduled each October during Fire Safety Week, Crime Prevention month, and in April during Sexual Assault month.

The Human Resources Department meets with every new employee during their orientation to inform them of safety/security issues, University policies, the *Annual Security Report*, and how to report crime or suspicious behavior.

Fire extinguishers are checked monthly and maintained according to an established schedule. Blue light, direct dial, emergency assistance phones are checked daily. Fire drills in residence halls are conducted in September and February. Fire drills in other University buildings are conducted annually.

### **Crime Prevention**

Mount St. Mary's University takes a proactive approach to crime awareness and prevention. Students, faculty, and staff are reminded to take responsibility for their own safety by being aware of their surroundings, locking the doors to their cars and residences, and reporting unusual events to the Department of Public Safety. Educational programs are offered in the residence halls and brochures are available through the Public Safety office.

Information is also disseminated to students and employees through handouts, brochures, flyers, security alert posters, and bulletin boards. E-mails regarding crime prevention and safety issues are sent to the entire community providing information to help community members protect themselves on and off campus.

Crime prevention posters are posted regularly in the residence halls.

Public Safety Department and safety/security information is posted on bulletin boards at the Public Safety Office and the McGowan Center.

### **Escort Service**

Public Safety provides vehicle and/or walking escort service upon request twenty-four hours a day. Students and staff are encouraged to utilize this service any time they feel uncomfortable with walking across campus. Students and staff are instructed to call Public Safety at 301-447-5357 to request the escort service. Instructions are provided at that time for meeting the escort.

### **The Individual's Responsibility**

Although Mount St. Mary's works hard to ensure the safety of all individuals within its community, students and employees must take responsibility for their personal belongings and their own personal safety. Common sense precautions are the most effective means of maintaining personal safety.

Students and employees are provided information regarding campus safety and security policies, procedures and practices, and also about their personal safety responsibility for themselves and others at programs, orientation, and with posters and handouts.

Students are strongly encouraged to keep their room door secured when they are away or asleep, not to prop hall doors, and to utilize Operation ID, escort, and emergency phone services. Employees are instructed to alert Public Safety when working alone on campus and to use the escort service when working late. Students and employees are encouraged to call Public Safety if they witness any suspicious activity on or near campus.

## **Sexual Assault**

Mount St. Mary's University is a Catholic institution committed to upholding standards which promote respect and human dignity. Sexual crimes, in any form, severely violate the trust and respect essential to the preservation of such an environment and directly threatens the safety and well-being of our community members. The University will not tolerate acts of sexual violence committed by or against any member of our community.

The Department of Public Safety and the Residence Life office make every effort to provide a safe and secure environment. Unfortunately, not all acts of the human experience can be foreseen and prevented. Knowing this, the University has in place programs to provide an awareness of sexual assault and preventative measures that assure a swift response to an accusation of sexual assault, while providing assistance to the victim of such an offense.

The Residence Life office and Public Safety provide sexual assault awareness programs by means of presentations, RA floor meetings, information posters in the halls and public areas, and in conjunction with counselors from the Wellness Center. The Wellness Center and Residence Life staff also provides programs for sexual assault in larger group settings. The Public Safety Director will meet with freshmen women and men during the fall semester to provide them with information about sexual assault and means of reporting sexual assaults and other crimes. Information and hot-line phone numbers of the Heartly House, a rape and sexual crisis center in Frederick, Maryland, are posted in the Wellness Center and Public Safety lobbies.

When there is reasonable cause to believe that state laws and campus regulations prohibiting sexual assault and "unwanted sexual contact" have been violated, the University will assist and fully support individuals who wish to pursue filing a criminal report through the local police and/or civil action through the legal system. The University will also support individuals who wish to pursue disciplinary action through the campus judicial process.

Procedures have been developed to provide medical, emotional, and judicial assistance to victims of sexual assault and unwanted sexual contact. Because the right to privacy is a particularly sensitive issue in dealing with incidents of a sexual nature, these procedures have been designed specifically to maintain the highest level of confidentiality possible. The University strongly believes that it is important whenever

possible for victims to be active in the decision-making process and thus recover some sense of control in their lives.

The following information will aid a victim of sexual assault or unwanted sexual contact, with dealing with the effects of rape or sexual abuse. Provided are the procedures to report the assault and to receive counseling and medical treatment that will be important in the victim's recovery.

There are three (3) basic points to be considered when dealing with the after-effects of rape or sexual abuse:

1. The victim should take care of him/herself by obtaining medical and psychological care
2. Consider reporting the incident to campus and/or local police authorities
3. Public Safety will assist the victim of a sexual offense, if assistance is requested, and/or notify the local police.

### **Reporting Procedure**

This publication contains information about on campus and off campus resources. This information is made available to provide Mount St. Mary's University community members with specific information about resources that are available in the event they become the victim of a crime. The information about "resources" is not provided to infer that those resources are reporting entities for Mount St. Mary's. Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

A student who has been a victim of sexual assault or unwanted sexual contact is encouraged to report the incident by:

- Contacting a Resident Assistant, the Wellness Center at 301-447-5288 (ext. 5288 on campus phones), or by calling Public Safety after hours to have the counselor on-call contacted.
- Contact the Department of Public Safety at 301-447-5911.
- Contact Heartly House, a rape and sexual assault crisis center in Frederick, Maryland, by calling 301-662-8800. Heartly House can provide counseling, emotional support and information regarding legal options. An advocate of the Heartly House will meet the victim at Frederick Memorial Hospital Emergency Room at the victim's request.
- Contact the Frederick County Sheriff's Office by calling 301- 694-2071. Public Safety can expedite this call for the victim, if she/he so chooses.

## **Evidence Protection**

- A victim of rape or sexual assault should: Try to preserve all physical evidence. Do not wash, use the toilet, bathe, shower, brush teeth, or change clothing if it can be avoided. If clothes are changed, place all clothing worn at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure there are not any physical injuries and to collect important evidence that will assist with prosecution.

The victim is encouraged to involve the Residence Life Office and the Department of Public Safety. It is important that the personal safety of the victim and others is maintained, and these offices can be instrumental in this process, as well as provide information about the judicial and legal options. The victim's right to privacy is critical; as such, the decision to involve any offices or the Victim Support Team will generally be left up to the victim.

It will be necessary to involve Public Safety and the Residence Life Office when:

- The victim's physical or emotional condition is such that medical attention is necessary.
- An incident of unwanted sexual contact raises immediate concerns for the safety of members of the community.
- An incident of unwanted sexual contact has caused a public disturbance.

## **Rights of the Victim**

Anyone who is a victim in a case of sexual victimization shall have the following rights:

- The right to decide whether she/he wants to press charges through the University judicial system and/or the County of Frederick. The right to have a person of his or her choice accompany him or her during a University hearing.
- The right to request to have his or her living arrangements (if on campus housing) modified pending the outcome of the University hearing.
- The right to make up academic work she or he has missed because of time lost due to the assault and the University hearing.
- The right, where possible, to have classes reassigned so as not to share classes with the accused.

- The victim may file a *No Contact Order* at the Frederick County Court prohibiting the accused or his/her friends from contacting the victim.
- The right to be present at the University hearing.
- The right not to have her or his sexual history discussed during the University hearing.
- The right to make a victim impact statement.
- The right to be notified immediately of the outcome of the University hearing.
- The right to request that the University proceedings be conducted so that the accused and the victim are never in the same room together.

### **Rights of the Accused**

Anyone accused of sexual assault has the following rights

- The right to an explanation of the charges.
- The right to an explanation of the campus judicial system.
- The right to be presumed innocent.
- The right to a fair, impartial, and speedy hearing.
- The right to have someone accompany them through the hearing. All participants will be bound by the rules of confidentiality governing the hearing.
- The right to know ahead of time the names of witnesses to be called in the hearing.
- The right to remain silent.
- The right to testify on their own behalf.
- The right to be free from a second campus judicial hearing on the same charge after the accused actions have been found not in violation of University policies.
- The right to be informed in a timely manner of the panel's findings and of the outcome of the hearing.
- The right to appeal the decision of the judicial board.

### **Sanctions**

Violations of Mount St. Mary's policy on sexual assault will be subject to various sanctions including, but not limited to the following: cancellation of housing contract, suspension from the University, or dismissal from the University. Both the accused and the accuser will be informed of any campus disciplinary procedure.

### **Sex Offender Registry**

The "Campus Sex Crimes Prevention Act" (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher learning to advise the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

The Maryland Department of Public Safety and Correctional Services, Sex Offender Registry is available at <http://www.socem.info/>.

### **Statement of University Policy on Alcohol and Other Drugs**

The University works with students and employees to access support services when their use of alcohol or other drugs is cause for concern. Support services include alcohol and drug abuse prevention education programs, intervention, and therapeutic methods, all with the goal of reducing the harmful influence of alcohol and other drugs.

The University especially encourages its students to develop responsible attitudes and behaviors as they prepare to enter a world in which alcohol is used. The use of alcohol by students raises important issues regarding personal responsibility and accountability.

Students who are twenty-one (21) years of age or older who choose to consume alcoholic beverages should do so responsibly. They should consider the health and behavioral consequences to themselves and the impact upon others and the community at large. They should also make this choice with knowledge of University regulations and the laws of the State of Maryland.

Students and employees are advised that the University will impose disciplinary sanctions (consistent with local, state and federal law) up to and including expulsion or termination and referral for prosecution for violation of the alcohol policy.

Because only a small proportion of Mount students are of legal drinking age, and to minimize the prohibited use and abuse of alcohol, the University has established regulations limiting the use of alcohol and reducing the likelihood of illegal procurement.

Students and employees are subject to all applicable local, State, and Federal laws regarding alcohol and other drugs, and are not exempt from enforcement of these laws by virtue of their status as students or employees or their presence on University property.

Concerned individuals should consult State or Federal prosecutors or their own attorneys for legal advice or clarification of legal matters. In general, the Maryland laws referred to in the policy are found in Article 27, Crimes and Punishment, §§ 123, 268H and 400 et seq. and in Md. Ann. Code, Transportation Article.

The University does not provide sanctuary from the law, nor are students or employees immune from legal investigation or arrest from civil authorities.

Mount St. Mary's University will not protect students, faculty, or staff from prosecution under federal, state, or local laws. Persons suspected of using illegal drugs or voluntarily being in the presence of their use may be subject to disciplinary action by the University.

It is prohibited to possess, use, sell, manufacture, dispense, or distribute drugs or controlled substances on University property or as a part of any activity sponsored by the University.

*Controlled Substances* means any chemical substance and drugs controlled under the laws of the United States of America. *Drugs* means any potentially mind or ability altering chemical of any kind, including, but not limited to: depressants, stimulants, cocaine, narcotics, designer drugs, counterfeit or synthetic drugs, inhalants, methadone, marijuana and any other cannabin, hallucinogens or controlled substances, and prescription medication without a valid prescription.

### **Alcohol and Drug Policies**

Mount Saint Mary's University is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The University enforces compliance with local and state alcoholic beverage laws on campus and at University sponsored activities. The University affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual members of the University community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on and off campus activities is inappropriate because it invites members of the University community to violate University regulations and State of Maryland law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.

- Those who do choose to legally consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with laws of the State of Maryland rests with each individual member of the Mount community.
- The University will contact, by phone and/or letter, parents of underage students who violate the alcohol policy and parents of any students who violate the drug policy.

The entire text of the alcohol policy and illegal drugs or controlled substances policy, as well as the University's penalties for possession or distribution of controlled substances by students on University premises or at institutionally sponsored activities off campus, are contained on the Office of Residence Life web site. This document also specifies the prohibitions and penalties for violations of the prohibitions. on the Office of Residence Life web site includes the *Code of Student Conduct and Community Standards for Residence Life* and is available at <http://www.msmary.edu/student-life/residence-life/codeofconduct/index.html>.

In addition, Mount St. Mary's is in compliance with the federal Drug-Free Schools and Communities Act of 1989. Each year, the Mount renews its commitment to the letter and spirit of that law with an information letter to students and employees.

The University does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the Mount community should know that administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the University, may be taken in order to protect the interests of the University and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The University, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact the following resource available on campus.

- The Wellness Center 301-447-5288 (ext. 5288 on campus phones)
  - Student Health Services
  - Behavioral Health Services
  - Substance Abuse Evaluations and Treatment
  - Alcohol/Drug Prevention and Education Classes

## **Daily Police Logs**

The Department of Public Safety keeps and maintains a daily crime log at the dispatch desk. The log is written in a form that can be easily understood, recording all crimes reported to the department, including:

- The nature, date, and general location of each crime.
- The disposition of the complaint if known.

All entries that are required pursuant to this regulation shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to the public inspection within two (2) business days of the initial report being made to the Department or a campus security authority. The Department may temporarily hold this information if there is clear and convincing evidence that the release of the information would:

- jeopardize an ongoing criminal investigation or the safety of an individual;
- cause a suspect to flee or evade detection; or
- result in the destruction of evidence

## **Incident Summary**

A summary of all crimes and serious incidents occurring on campus the previous week is printed in each edition of the *Mt. Echo*, the University newspaper.

## **Timely Warning Policy**

The Mount Saint Mary's University Department of Public Safety (Public Safety), in consultation with the Executive Vice President or his/her designee, is responsible for issuing Timely Warning Notices for all University campuses and locations in compliance with and as defined by the Jeanne Clery Act (the Act), 20 U.S.C. § 1092(f) et seq.

Persons with information warranting a Timely Warning should report that information to Public Safety as quickly as possible. In the event that a situation arises that requires issuance of a warning, these warnings will be provided in order to keep the campus community informed about safety and security matters in an ongoing basis and in an effort to prevent similar crimes from occurring.

The decision to issue a timely warning shall be made on a case by case basis in compliance with the Act and in an effort to prevent similar crimes from occurring.

Among the considerations in making a determination to issue a timely warning are:

- nature of the crime
- the continuing danger to the community
- the possible risk of compromising law enforcement efforts

Timely warnings may be issued for the following classifications of crime:

- Arson
- Burglary
- Robbery
- Aggravated assault
- Criminal homicide
- Motor vehicle theft
- Sex offenses
- Hate Crimes

Timely warnings may also be issued for other hazardous conditions as deemed appropriate.

When a determination has been made that a timely warning is to be issued, Public Safety will inform the campus community by dissemination of the Timely Warning Notice through some or all of the following means:

- Campus e-mail
- Posting on the University web site
- Physically posting fliers in University buildings (Timely Notice Fliers will be printed on orange colored 8½ by 11 inch paper and shall be conspicuously posted for members of the University community to view)
- The *Mount Alert* Emergency Notification System
- The Mountain Echo student newspaper
- Contacting the University Communications Director or his/her designee to allow for appropriate media distribution of the warning.

To the extent that certain information is available a Timely Warning Notice should include, but is not limited to, the following information:

- Type of crime
- General location of occurrence
- General timeframe of occurrence
- Suspect information
- Educational information and resources related but not limited to crime prevention, victim's services, and how to report a crime if someone has been a victim

Once a Timely Warning Notice is issued it is essential to provide the community with regular information and updates as they become available. It is equally important to make a notice to the community when the threat to the community is captured or is otherwise reduced or removed.

### **Other Services**

The Wellness Center is open during the fall and spring semesters to meet the medical and counseling needs of the students. Fire protection and ambulance response are only minutes away in Emmitsburg, Thurmont, and Gettysburg. The University Chaplain, faculty members, and Residence Life staff are also available to provide individual instructions and counseling to students. The Physical Plant personnel respond twenty-four (24) hours a day to maintenance problems.

### **Mount St. Mary's University Division of Continuing Studies**

The Mount's Division of Continuing Studies is located at an off-site campus in the I-270 Technology Park near the FSK Mall in Frederick, Maryland. The site consists of several classrooms and offices located in one suite. Parking is provided on a well-lit site in front of the complex. Students are on a fast-track program attending classes in evenings and on weekends. Classes meet 6-10 p.m., one night per week for five or eight-week sessions. The accelerated program offers eight sessions yearly.

The Mount's MBA program also holds classes at this site one evening a week from 6-9:30 p.m., for seven-week sessions.

Mount St. Mary's University  
Professional Accelerated Studies Program  
5320 Spectrum Drive, Suite I  
Frederick, Maryland 21701  
301-682-8315

In addition to the Frederick Campus, the University also rents classroom space at Frederick County and Carroll County Community Colleges, and also at Hagerstown Junior College. The crime statistics for these locations are included in the totals for the Mount's Frederick campus.

## Hate Crimes

### **Mount St. Mary's University – Main Campus:**

2008 - No hate crimes reported

2007 - No hate crimes reported

2006 - No hate crimes reported

### **Mount St. Mary's University – Frederick Campus:**

2008 - No hate crimes reported

2007 - No hate crimes reported

2006 - No hate crimes reported

Emmitsburg Campus 2008	ALL ON-CAMPUS PROPERTY				NON-CAMPUS PROPERTY				PUBLIC PROPERTY				GRAND TOTAL	On Campus Residential Facilities Only **			
	Reported to:			SUB- TOTAL	Reported to:			SUB- TOTAL	Reported to:			SUB- TOTAL		Reported to:			SUB- TOTAL
	Public Safety	FCSO	non- police		Public Safety	FCSO	non- police		Public Safety	FCSO	non- police			Public Safety	FCSO	non- police	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>BURGLARY (TOTAL)</b>	19	2	0	19	0	0	0	0	0	0	0	0	19	14	0	0	14
Forcible Burglary	1	1	0	1	0	0	0	0	0	0	0	0	1	1	0	0	1
Non-Forcible Burglary	18	0	0	18	0	0	0	0	0	0	0	0	18	13	0	0	13
Attempted Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible *	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1
Sex Offenses, Non- Forcible *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	1	1	0	1	0	0	0	0	1	1	0	1	2	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	51	0	96	147	0	0	0	0	0	0	0	0	147	29	0	96	115
Drug Law Arrests	2	2	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	13	0	0	13	0	0	0	0	0	0	0	0	13	10	0	0	10
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Includes cases reported to other University administrators but not investigated by the Department of Public Safety.  
\*\* Crimes reported in the residential facilities column are included in the on-campus category.  
FCSO = Frederick County Sheriff's Office

Frederick Accelerated Studies Center 2008	ALL ON-CAMPUS PROPERTY				NON-CAMPUS PROPERTY				PUBLIC PROPERTY				GRAND TOTAL	On Campus Residential Facilities Only **			
	Reported to:			SUB- TOTAL	Reported to:			SUB- TOTAL	Reported to:			SUB- TOTAL		Reported to:			SUB- TOTAL
	Public Safety	FCSO	non- police		Public Safety	FCSO	non- police		Public Safety	FCSO	non- police			Public Safety	FCSO	non- police	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>BURGLARY (TOTAL)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attempted Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non- Forcible*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Includes cases reported to other University administrators but not investigated by the Department of Public Safety.  
\*\* Crimes reported in the residential facilities column are included in the on-campus category.  
FCSO = Frederick County Sheriff's Office

Crime Statistics  
2006-2008

CATEGORY		VENUE	Emmitsburg Main Campus			Frederick Accelerated Studies Center		
			2006	2007	2008	2006	2007	2008
Murder/Non-Negligent Manslaughter	On Campus		0	0	0	0	0	0
	In dormitories or other residential facilities		0	0	0	0	0	0
	In or on a non campus building or property		0	0	0	0	0	0
	On public property		0	0	0	0	0	0
	Total		0	0	0	0	0	0
Negligent Manslaughter	On Campus		0	0	0	0	0	0
	In dormitories or other residential facilities		0	0	0	0	0	0
	In or on a non campus building or property		0	0	0	0	0	0
	On public property		0	0	0	0	0	0
	Total		0	0	0	0	0	0
Robbery	On Campus		0	0	0	0	0	0
	In dormitories or other residential facilities		0	0	0	0	0	0
	In or on a non campus building or property		0	0	0	0	0	0
	On public property		0	0	0	0	0	0
	Total		0	0	0	0	0	0
Aggravated Assault	On Campus		0	0	0	0	0	0
	In dormitories or other residential facilities		0	0	0	0	0	0
	In or on a non campus building or property		0	0	0	0	0	0
	On public property		0	0	0	0	0	0
	Total		0	0	0	0	0	0
Motor Vehicle Theft	On Campus		0	0	0	0	0	0
	In dormitories or other residential facilities		0	0	0	0	0	0
	In or on a non campus building or property		0	0	0	0	0	0
	On public property		0	0	0	0	0	0
	Total		0	0	0	0	0	0
Arson	On Campus		0	0	0	0	0	0
	In dormitories or other residential facilities		1	0	0	0	0	0
	In or on a non campus building or property		0	0	0	0	0	0
	On public property		0	0	0	0	0	0
	Total		1	0	0	0	0	0
Burglary	Forcible Burglary	On Campus	1	1	0	0	0	0
		In dormitories or other residential facilities	0	0	0	0	0	0
		In or on a non campus building or property	0	0	0	0	0	0
		On public property	0	0	0	0	0	0
	Non-Forcible Burglary	On Campus	20	18	19	0	0	0
		In dormitories or other residential facilities	18	13	14	0	0	0
		In or on a non campus building or property	0	0	5	0	0	0
		On public property	0	0	0	0	0	0
	Attempted Burglary	On Campus	0	0	0	0	0	0
		In dormitories or other residential facilities	0	0	0	0	0	0
		In or on a non campus building or property	0	0	0	0	0	0
		On public property	0	0	0	0	0	0
	Burglary Total		21	19	19	0	0	0

Crime Statistics  
2006-2008

Crime Statistics 2006-2008		Emmitsburg Main Campus			Frederick Accelerated Studies Center		
		2006	2007	2008	2006	2007	2008
CATEGORY	VENUE						
Sex Offenses, Forcible *	On Campus	1	1	1	0	0	0
	In dormitories or other residential facilities	1	1	1	0	0	0
	In or on a non campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
	Total	1	2	1	0	0	0
Sex Offenses, Non-Forcible *	On Campus	0	0	0	0	0	0
	In dormitories or other residential facilities	0	0	0	0	0	0
	In or on a non campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
	Total	0	0	0	0	0	0
Liquor Law Arrests	On Campus	2	3	1	0	0	0
	In dormitories or other residential facilities	0	0	0	0	0	0
	In or on a non campus building or property	0	0	0	0	0	0
	On public property	1	0	1	0	0	0
	Total	2	3	2	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	202	136	147	0	0	0
	In dormitories or other residential facilities	180	120	115	0	0	0
	In or on a non campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
	Total	202	136	147	0	0	0
Drug Law Arrests	On Campus	1	4	2	0	0	0
	In dormitories or other residential facilities	1	2	0	0	0	0
	In or on a non campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
	Total	1	4	2	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	5	2	13	0	0	0
	In dormitories or other residential facilities	0	2	10	0	0	0
	In or on a non campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
	Total	5	2	13	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0	0	0	0
	In dormitories or other residential facilities	0	0	0	0	0	0
	In or on a non campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
	Total	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	1	2	0	0	0	0
	In dormitories or other residential facilities	1	2	0	0	0	0
	In or on a non campus building or property	0	0	0	0	0	0
	On public property	0	0	0	0	0	0
	Total	1	2	0	0	0	0

\* Includes cases reported to other University administrators but not investigated by the Department of Public Safety.

\*\* Joy rides in golf carts

Crimes reported in the residential facilities column are included in the on-campus category.  
Frederick County Sheriff's Office and Maryland State Police statistics are included

## Appendix A – Definitions

### “CAMPUS” DEFINITIONS

**Campus Property** - for the purposes of this report, it is property owned or controlled by Mount St. Mary’s University within the same reasonable contiguous geographic area and used by Mount St. Mary’s University for its educational purposes, or owned by Mount St. Mary’s University and controlled by another person and frequently used by students in support of institutional purposes.

**Non-Campus Property** - for purposes of this report, is any building or property owned or controlled by a student organization recognized by Mount St. Mary’s University or owned or controlled Mount St. Mary’s University and used in direct support of, or in relation to, the institution’s educational purposes, frequently used by students, and not within the same reasonable contiguous geographic area of the institution.

**Public Property** - is all property not owned or controlled by Mount St. Mary’s University, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to, and accessible from the campus.

### DEFINING AND CLASSIFYING CRIMES

#### **Criminal Homicide:**

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Sex offence definitions from the FBI’s National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting (UCR) are used.

**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.

**Non-forcible:** Unlawful, non-forcible sexual intercourse.

**Robbery:** The taking or attempt 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 that injury result from an aggravated assault when a

gun, knife or other weapon is used which could or probably would result in a serious potential 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; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempt theft of a motor vehicle. Classified as a motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joy riding.

**Arson:** The 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.

**Weapon Law Violation:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, et., silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Law 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, methadones); and dangerous non-narcotic drugs (barbituates, benzedrine).

**Liquor Law Violations:** the violation of laws or ordinance prohibiting; the manufacturing, 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)

## Appendix B – 2008 Crime Prevention & Safety Programs

- New Student Orientation - Parents Forum every June
- Resident Assistant Fire Safety & Security Briefing every August.
- Building specific security meetings – various dates
- New Seminarian Briefing – August & February
- Safety Briefing at September President's Leadership Breakfast
- Mount Family Association Briefing/Family Fest every September
- Personal Safety Briefing at Freshman/New Student Orientation – every August
- Fire Safety Week in cooperation with Vigilant Fire Company #6, Emmitsburg, MD – every September
- Emmitsburg Town and community safety meetings
- Student Government Association meetings/presentations at least twice an academic year
- Commuter Luncheon Meetings twice every semester
- Professional Development for Administrative Professionals October & March
- Alcohol Awareness Week every October
- Holiday Safety Briefings every November
- New Student Orientation every January
- Sexual Assault Awareness Month every April