Dear HCC Community:

Harford Community College (HCC) is committed to providing a safe and secure environment for our students, employees, and visitors. One of the many steps we take in our efforts to ensure campus safety is to publish an Annual Security Report.

The Annual Security Report provides information on safety and security at the HCC main campus and the University Center, which is located in Aberdeen, MD. The report contains policies and procedures for reporting a crime, prohibited activities on campus, and crime prevention and safety tips. The Annual Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA).

I encourage you to read this important information and consider how the information can help protect you from crime. Thank you for your part in helping to keep HCC one of the safest community colleges in Maryland.

Mary E. Eilerman
Chief, Public Safety
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Department of Public Safety
Mission Statement

Harford Community College’s Department of Public Safety is committed to maintaining a safe environment for all students, employees, and visitors on College property. The Department of Public Safety provides physical security, investigative services, public safety education, first aid, and other assistance in a professional and courteous manner.
Overview

The Department of Public Safety has the primary responsibility for serving the safety and security needs of the campus community. In meeting this responsibility, all campus buildings and facilities are patrolled and inspected regularly to ensure a safe and comfortable academic environment where learning is the central focus. Public Safety Officers are on duty 24 hours a day, 365 days a year.

No community can be completely risk-free in today’s society. Safety and security is everyone's responsibility. The collective efforts of students and employees in collaboration with the Department of Public Safety are necessary. Students, employees, and visitors are partners in maintaining an environment that is safe and conducive to the learning process. Everyone is asked to be alert, security conscious, and involved.

The Annual Security Report is a guide. Students and employees are required to abide by the Code for Student Rights, Responsibilities, and Conduct, as well as all College policies, regulations, and procedures. Please obtain a copy of Harford Community College’s Student Code of Conduct from HCC’s website at http://ww2.harford.edu/catalog/student_rights_responsibilities.asp.

Campus Geography

Main Campus, 401 Thomas Run Road, Bel Air, MD 21015

Main Campus Clery Geography map: http://www.harford.edu/~media/Images/Public-Safety/CampusCleryMap-2014.ashx

University Center, 1201 Technology Drive, Aberdeen, MD 21001
Emergency Notification and Evacuation

It is the goal of Harford Community College to provide the safest environment possible by complying with all Federal, State, and County safety and health regulations as well as College guidelines and protocols.

Harford Community College maintains two written emergency response products to inform College employees on how to respond to various level emergencies:

1. The Emergency Operations Plan provides an organizational and procedural framework for managing emergencies, with emphasis on preparedness and response. The Emergency Operations Plan provides more comprehensive guidance for preparing for and responding to emergencies at an administrative level than the Emergency Response Guide.

2. The Emergency Response Guide is an abbreviated version of the Emergency Operations Plan. The Emergency Response Guide provides information for responding to emergencies at the division/department/unit level. A copy of the Emergency Response Guide is available at various locations throughout the College campus, usually common workrooms, including the Department of Public Safety.

Emergency Notifications

Emergency notifications will be issued to active employees and currently enrolled students when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to health or safety occurring on campus. HCC AlertMe will be activated without delay upon verification of an incident that meets the criteria, so long as issuance does not compromise efforts to respond to, contain, or otherwise mitigate the emergency.

Students and employees need to register to be enrolled in the HCC AlertMe system. HCC employees can register through OwlNet. HCC AlertMe will send phone, email and/or text alerts to the contact information provided. The decision to alert will be based upon information known at the time of the incident. The authority to alert is limited to Harford Community College staff trained to operate the emergency notification system, including (but not limited to):

- Vice President and Associate Vice Presidents for Finance and Operations or their designee
- Vice President and Associate Vice Presidents for Student Affairs and Institutional Effectiveness or their designee
- Vice President for Academic Affairs or his/her designee
- Vice President for Marketing, Development, and Community Relations or his/her designee
- HCC Public Safety Staff
A follow-up message may be required after activation of the initial alert when the situation or threat is cleared or as updates on the situation are appropriate.

Additional methods for dissemination of the emergency alert may include:

- Emergency Closing Line – Call 443-412-2322 for a recorded message.
- The Harford Community College website: www.harford.edu
- Building Notices: Signs at building entrances and doors throughout the buildings
- WHFC 91.1 FM: Tune in for updates.
- Route 22 Electronic Sign
- Campus Voice Mail Broadcast (Employees Only)
- Public Address Message From Campus Vehicle
- Word of Mouth From Harford Community College Employees

**Annual Notification and Testing**

Harford Community College Emergency Response and Evacuation Procedures are tested by conducting drills, tabletop exercises, and functional exercises with local fire and police departments.


**College Closings**

1. **General Guidelines**

The President or senior College official in charge at the time of an emergency will decide when to close the College, when to resume normal operations, and other actions associated with the College closing. The campus community will be notified by the HCC AlertMe system and through the College website.

2. **Instructor Guidelines**

Faculty members/instructors have a unique role in emergency situations, in that they may be the first to recognize an emergency (such as physical confrontation, weapons possession, etc.) They also will be the campus personnel in direct contact with students in the event of other types of emergencies. Therefore, guidelines for faculty members/instructors are:

- Maintain order.
- Call 911 and/or the Department of Public Safety by dialing ext. 2272 (443-412-2272). Let the Department of Public Safety know if you already contacted 911.
- Provide clear instructions for the students.
- Evacuate the building when necessary. Assist any disabled individuals out of the building and to a safe area.
- If the building is evacuated, report any disabled individuals left in the building.
- Follow instructions from the Public Safety Officer, senior College official, or senior emergency response person at the scene regarding assembly, relocation to another area, safety precautions, College closing, etc.
- Observe and report any missing students or visitors.
- Do not leave the scene or permit students to leave until the senior College official at the scene has provided final instructions.
Evacuation

In the event of an emergency situation, police, fire or other emergency services may require roads within or around the College to close. It is important to note that during an evacuation the closest entrance/exit may not be available or be the quickest route for departure. In addition, sections of main roadways may be blocked off and/or traffic may be diverted by local law enforcement.

Harford Community College has six entrances/exits. Entrances 1-5 are located on Thomas Run Road. Entrance #6 is located on Route 22 (Churchville Road) adjacent to the Wawa.

Buses

Harford County Transit provides bus transportation from the main campus to surrounding local areas. Be advised that in the event of a weather-related or other emergency situation, buses may not be able to operate on campus. Harford County Transit bus route information can be found at [http://www.harfordcountymd.gov/services/transportation](http://www.harfordcountymd.gov/services/transportation)

In the event of an emergency closing due to inclement weather, students who are waiting for transportation may wait on the first floor of the Library for up to 90 minutes following the closing of the College.

Students and employees are strongly encouraged to familiarize themselves with alternate routes off campus and to the major roadways.

Timely Warnings

Timely warnings are distinguished from emergency notifications (described on pages 4 and 5) in that, as defined by the Clery handbook, timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. HCC will issue a timely warning for crimes committed on campus that are reported to the Department of Public Safety or local law enforcement agency and are considered by HCC to represent a serious and/or continuing threat to students and employees.

Emergency notifications have a wide focus on any significant emergency or dangerous situation. Emergency notifications may be made in response to weather related incidents, threats to safety (i.e., bomb threat), or criminal activity on campus. Timely warnings relate to crimes that have already occurred but present an ongoing threat.

Timely warnings are issued in the same manner as emergency notifications as previously described.
Campus Security and Access

The Department of Public Safety (DPS) operates 24 hours per day, 365 days per year. A DPS Officer can be reached at any time by calling the emergency line ext. 2272 (443-412-2272). Department of Public Safety Officers patrol the campus buildings and properties to identify potential problems and assist students and employees with public safety requests. Evacuation procedures and interior safety zones are clearly posted within each building. Each classroom is equipped with a phone from which calls to 911 and the Department of Public Safety (ext. 2272) can be made. The phones can also broadcast emergency messages received from the telephone paging system.

Enforcement Authority

Harford Community College employs a combination of commissioned Special Police Officers and contracted security personnel. Special Police Officers (SPOs) are officers who have arrest powers and the authority to enforce laws related to persons, property and motor vehicles on properties controlled by Harford Community College. The Harford County Sheriff’s Office and Maryland State Police will respond to any situation on campus that requires their assistance, and will communicate with the College in the event that there is an off-campus incident that warrants emergency or timely warning notification.

Campus Access

During regular business hours, access to the HCC main campus is open to all active employees, registered students, persons attending HCC-sponsored events, and members of the community. HCC does not employ gated access, guard stations, or other forms of monitored access to the property. Students, employees, and visitors may be required by DPS to show identification while on HCC premises.

Certain areas of the campus require a scan card to gain entry. A person’s HCC identification card can be programmed to open specific buildings and/or rooms. Programming of the ID card is by permission of the person’s supervisor.

If an employee requests a Public Safety Officer to unlock a building or classroom, the employee must contact Public Safety and, upon the officer’s arrival, present their ID. Buildings and classrooms are not unlocked at the request of a student unless the student’s instructor or Dean of the department sends authorization to the Public Safety office in advance. The student will be required to present identification to the Public Safety Officer.

Harford Community College does not currently have any officially recognized off-campus student organizations.
Sexual Offense Policy

The College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. HCC has zero tolerance toward sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

A copy of HCC’s Sexual Assault Policy, including procedures for disciplinary action, is available from Student Affairs and Institutional Effectiveness.

What To Do If You Have Been the Victim of a Sexual Assault

Being involved in a sexual assault is a traumatic experience that may have physical and psychological effects. If you have been the victim of a sexual assault, it is important for you to go to a safe place and seek assistance as soon as possible.

Harford Community College encourages any person who believes he or she has been a victim of a sexual assault occurring at HCC or during the course of HCC-sponsored activities to call Harford Community College’s Department of Public Safety (443-412-2272).

HCC’s Department of Public Safety will inform you of your right to notify the appropriate law enforcement authorities to file criminal charges and the importance of preserving physical evidence. With your consent, the HCC Department of Public Safety will notify the Harford County Sheriff’s Office to conduct an official criminal investigation of any allegations of sexual assault and will arrange for the victim to be transported to either University of Maryland Upper Chesapeake Health Center or University of Maryland Harford Memorial Hospital for medical evaluation and treatment.

Student victims of sexual assault will be connected with a member of the Harford Community College Student Intervention and Prevention (SIP) Team for support and assistance through the reporting process. The student will also receive referrals for immediate assistance from professionally trained crisis intervention counselors who are experienced in dealing with sexual offense crises.

Only those College administrators with a legitimate need to know will be informed of the incident. They include the Associate Vice President for Student Development, Vice President of Student Affairs and Institutional Effectiveness, and others with concrete knowledge of the incident or with a legitimate need to know. This notification is to ensure that any reasonable academic accommodations that need to be made on behalf of the victim can be completed upon request.
Preservation of Evidence

Preserving physical evidence is critically important to the legal process. The collection of evidence from a crime is based upon a scientific principle that states that whenever two surfaces come in contact there will be an exchange of material. Physical evidence, such as DNA from semen, saliva and skin cells, and fingerprints, hair, and fibers are all types of evidence that can be transferred from the suspect to the victim and from the victim to the suspect. It is important that evidence be collected in a timely manner, free from contamination, and stored properly in order for that evidence to be used in criminal proceedings.

The victim of a sexual assault should not change their clothes, smoke, bathe/shower, urinate, douche, wash their hands, brush their teeth, or eat or drink before the evidence can be collected.

Sexual Assault Forensic Evidence Kits

If you elect to go to the hospital, an advocate or designated hospital staff member will provide you with the following options:

• Report the crime to police and receive a forensic exam;
• Receive a forensic exam as an anonymous report; or
• Receive medical treatment only.

Sexual Assault Forensic Evidence (SAFE) kits are collected by a trained Forensic Nurse Examiner. Forensic Nurse Examiners are nurses, not law enforcement personnel, who have been specially trained in the collection of sexual assault evidence.

You may decline to have a SAFE kit collected or you may elect to have a kit collected as an anonymous reporting, i.e., “Jane Doe” kit. Anonymous reporting/

Jane Doe kits are available to male and female victims and allow the victim of a sexual assault to have a SAFE kit collected without having to report the crime to law enforcement. The evidence will be collected, given a tracking number, and stored for future use. It is important to note that Jane Doe kits are merely stored for potential use if the victim decides in the future to make a report. The evidence is not examined at the time it is collected; therefore, investigative leads, such as identifying a suspect, are not developed.

If a victim selects the anonymous report option, he/she shall be fully informed of the following:

• The benefits of anonymous reporting (e.g., time to weigh options before participating in the legal system);
• The drawbacks of anonymous reporting (e.g., challenges for the investigation and prosecution);
• The length of time for which evidence will be stored; and
• If the victim decides to report, who to contact and how.

For more information on anonymous reporting, visit the Governor’s Office of Crime Control & Prevention’s website at http://www.goccp.maryland.gov/victim/JaneDoe.php.
Crime Reporting Procedures

To Report a Crime

Persons wishing to speak to a Public Safety Officer may come to the Public Safety office at any time. The Public Safety office is located on the first floor of the Library. The front desk is staffed Monday-Friday from 8:00 AM to 4:00 PM and most evenings from 5:00 PM to 9:00 PM. If the front desk is not staffed, an officer can be reached 24 hours a day by calling 443-412-2272 or ext. 2272 from a campus telephone. The closest campus telephone is located in the vestibule adjacent to the Department of Public Safety office. 911 can be contacted directly in the event of an emergency. Let the Public Safety Officer know if 911 has already been contacted.

Classrooms have a telephone that can be used to call ext. 2272 or 911. In addition to criminal activity, any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported. Also report any abandoned property, graffiti, or vandalism observed. Reporting of crimes or criminal information to Public Safety may be done in a confidential manner.

Crimes may also be reported to the following:

1. Student Affairs, 443-412-2236, Student Center
2. Human Resources, 443-412-2310, Chesapeake Center

Local Law Enforcement Partnerships

Law enforcement agencies in Harford County include the Harford County Sheriff’s Office and the Maryland State Police. Federal agencies may be contacted as needed.

Harford Community College has a Memorandum of Understanding (MOU) with the Harford County Sheriff’s Office concerning investigations of criminal activity occurring on HCC property.

The Chief of the Department of Public Safety attends regular meetings with local law enforcement agencies to exchange ideas and identify problems that may be of concern to the HCC community.
Campus Security Authorities

Although the preference would be for a person to contact the Department of Public Safety with a complaint, it is understood that victims of a crime may not always be comfortable contacting a Public Safety Officer. With this in mind, the Department of Education has mandated that colleges and universities have designated Campus Security Authorities (CSAs).

A CSA is an individual associated with the College who has significant responsibility for student and campus activities. Examples of CSAs include:

- Employees of the Department of Public Safety, including Special Police Officers, contract security officers, and administrative staff
- Vice-President and staff of Student Affairs and Institutional Effectiveness
- Faculty Advisors to student groups and organizations
- Admissions, Records & Registration, and Financial Aid staff
- Athletics department coaches and staff

If the victim of a crime chooses to speak with a CSA, the incident can be kept confidential to the best of the College’s ability. However, the CSA is required to chronicle any Clery-reportable crimes for statistical purposes if the CSA believes that the crime was reported in good faith. To chronicle a complaint, the CSA will complete a Crime Statistics Report Form (see page 17) and forward the form to the Department of Public Safety.

Gathering Statistics

When gathering statistics required for the Annual Security Report, the Department of Public Safety will refer to Public Safety’s Daily Crime Log. In addition, DPS will contact local law enforcement, which includes the Harford County Sheriff’s Office and the Maryland State Police, to request statistics for crimes that occurred on HCC-controlled properties. Crime statistics are recorded in the calendar year in which they were reported.

Statistics are compiled based upon offenses reported, not the findings of a court, medical examiner, jury, or the decision of a prosecutor.

Statistics documented in the Annual Security Report are those for Clery-reportable crimes, hate crimes, and arrests and referrals for disciplinary action for drug abuse violations, liquor law violations, and weapons violations.

Safety & Support Resources

HCC Department of Public Safety

443-412-2272 (24 hours a day)

HCC Student Support Services

443-412-2142
443-412-2132

Harford County Sheriff’s Office/Victim Services

410-836-5490

Sexual Assault Recovery Center (SARC)

24 Hour Hotline: 410-836-8430

Rape, Abuse & Incest National Network

(RAINN) Hotline: 1-800-656-HOPE (4673)
Website: www.rainn.org
Definitions of Crime Categories & Hate Crimes

The definitions are based upon the Department of Education’s “The Handbook For Campus Safety and Security Reporting,” February, 2011. There are seven Clery-reportable crimes, four categories of crimes that are included only if they are hate crimes, and three categories of violations that are included in the statistics if there was an arrest or referral for disciplinary action.

7 CLERY-REPORTABLE CRIMES

1. Criminal homicide:
   a. Murder and Non-Negligent Manslaughter - the willful (non-negligent) killing of one human being by another
   b. Negligent Manslaughter - the killing of another person through gross negligence

2. Sex offenses:
   a. Forcible - is defined as 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.
   i. There are four types of Forcible Sex Offenses:
      1. Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
      2. Forcible Sodomy is oral or anal sexual intercourse with 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 temporary or permanent mental or physical incapacity (or because of his/her youth).
      3. Sexual Assault With an Object is 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 temporary or permanent mental or physical incapacity.
   b. Non-Forcible refers to unlawful, non-forcible sexual intercourse:
      i. Two types of Non-Forcible Sex Offenses:
         1. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
         2. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

3. Robbery: is 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.

4. Aggravated Assault: is 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.

5. Burglary: is the unlawful entry of a structure to commit a felony or a theft.

6. Motor Vehicle Theft: is the theft or attempted theft of a motor vehicle.

7. Arson: is 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.
HATE CRIMES

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons.

It is the perception of the offender, not the perception of the victim, that determines whether a crime is classified as a Hate Crime.

The following six categories of bias are reported:

1. **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

2. **Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

3. **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

4. **Sexual orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

5. **Ethnicity/national origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

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

For reporting purposes, hate crimes include any offense listed above that is motivated by bias, as well as the following crimes only if they are motivated by one of the six categories of bias described above:

1. Larceny-theft
2. Simple assault
3. Intimidation
4. Destruction/damage/vandalism of property

In other words, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, are only included in Clery statistics if they are hate crimes.

1. Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

2. Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

3. Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

4. Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Violation of Weapons, Drug and Liquor Law Arrests and Disciplinary Referrals

The third category of crime statistics that must be reported is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

1. Drug Abuse Violations
2. Liquor Law Violations
3. Weapons Violations
**Drug & Alcohol Policy**

**Compliance Statement**

In compliance with the Drug Free Workplace Act of 1990, the Drug Free Schools and Communities Act of 1989, and the State of Maryland Executive Order 01.01, 1991 State of Maryland Substance Abuse Policy, Harford Community College’s “Drug Free Workplace Policy,” the “Drug Use and Alcohol Abuse Prevention Policy,” and a “Drug-Free Campus Guide” are available to all from the Office of Student Activities.

**Standards of Conduct Regarding Drugs and Alcohol**

All employees, including student employees, are expected to report to work free from the influence of alcohol or illicit drugs, and refrain from the use of alcohol or illicit drugs during the performance of their work duties. The sale, distribution, use or possession of illegal drugs is a violation of federal and state laws and is prohibited at all times. Violators will be subject to arrest and prosecution.

Harford Community College is committed to wellness and personal responsibility in the use of alcoholic beverages and limits the consumption of alcoholic beverages to receptions and events associated with cultural and corporate sponsorship primarily intended for employee, community or business patronage. Further, use, possession or consumption of alcoholic beverages is prohibited at student events on or off campus that are organized or sponsored by College personnel or its agents.

It is also the policy of Harford Community College to be drug- and alcohol-free in order to ensure a safe, healthy and productive work and learning environment. This policy applies to all students, employees, applicants for employment, and others under the control of the College.

Employees on physician-prescribed medication should notify the Chief Human Resources Officer (CHRO) at 443-412-2129 if there is a likelihood that such medication could affect job performance or safety.

**Weapons Policy**

Possession or use of firearms, explosives, or any other dangerous or deadly weapon, or dangerous chemicals are prohibited on campus or at any College-sponsored or College-supervised function, except as expressly permitted in writing by the College. An instrument designed to look like a weapon, which is used by a student in a manner that harms, threatens, or causes fear to others, is included within the definition of weapon.

Only authorized HCC employees or persons affiliated with law enforcement agencies who are licensed to carry weapons and have notified College officials are exempt from this prohibition.

This policy applies to all College employees and students, visitors, contractors, guests, and vendors on College property regardless of whether or not they are licensed to carry a concealed weapon.
Crime Prevention

Harford Community College is dedicated to ensuring the safety of students, employees and visitors. Throughout the year, various departments offer crime prevention and personal safety programs. For example, during the last academic year, Student Affairs and Institutional Effectiveness offered the following:

- **Healthy Relationships** – A House of Ruth representative came to talk to students about relationship violence and abusive relationships.
- **Sex Signals** – A program on Sexual Assault Awareness
- **PowerUp! Orientation** – Mandatory session for new students that included an overview of sexual harassment and bullying
- **Anti-Bullying Program** – A roundtable discussion with students
- **Love Day** – A poetry slam and monologue presented by HCC students on the topics of sexual abuse and dating violence

Additional programs include Rape Aggression Defense (RAD) classes offered each fall and spring semester by the Continuing Education & Training Division. This class is available to female students and employees, as well as members of the community. HCC also requires all new employees to attend a mandatory “Incident Response to Violence on Campus” training class. Notices of scheduled events are posted on bulletin boards throughout campus, published in the Owl Magazine, or advertised in other schedules of events.

In addition to offering programs, the Department of Public Safety posts personal safety tips on its website and they distribute a variety of brochures on topics including personal safety, carjacking, and stalking. These brochures are available at the Public Safety Office window.

Sex Offender Registration Policy

Harford Community College policy prohibits any registered sex offender from registering for classes, visiting any College property, or being employed by the College. All violations should be immediately reported to the Department of Public Safety by calling 443-412-2272 for appropriate enforcement response. The list of registered Maryland Sex Offenders can be found on the Maryland Sex Offender Registry website at [http://www.dpscs.state.md.us/sorSearch](http://www.dpscs.state.md.us/sorSearch).

Daily Crime Log

Harford Community College’s Department of Public Safety is required to maintain and make available a Daily Crime Log. The purpose of the Daily Crime Log is to publish criminal incidents and alleged criminal incidents that are reported to the HCC Department of Public Safety. The Daily Crime Log publishes all criminal and alleged criminal activity, not just the Clery Act crimes. While the Clery Act requires crime statistics, the Daily Crime Log discloses specific information about a criminal incident.

The information that is required to be published in the Daily Crime Log includes the crime classification, for example, theft, burglary, liquor law violation, etc. Also included is the case number, date/time reported, date/time occurred, if known, the general location where the incident occurred, and the disposition of the case. Changes to the Daily Crime Log must be made within two business days of when the information was reported to the Department of Public Safety.

The Daily Crime Log must be made accessible. The HCC Department of Public Safety maintains both an electronic and a hard copy of the Daily Crime Log. The hard copy is available to view during hours that the College Library is open. The Daily Crime Log is posted on the window of the Department of Public Safety’s reception area, which is located on the first floor of the Library, and can be seen from the Library side window. Any person can ask to see the Daily Crime Log and the hard copy will be presented upon request. The Department of Public Safety is not required to make photocopies of the Daily Crime Log or allow the Daily Crime Log to leave the site.
### Crime Statistics

#### Harford Community College Crime Statistics 2013

Compliant With Federal Campus Crime & Higher Education Opportunity Acts

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<td>Burglary</td>
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<tr>
<td>Arson</td>
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<tr>
<td><strong>Hate Offenses</strong></td>
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<td>Nonforcible sex offenses</td>
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<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
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</tr>
<tr>
<td>Intimidation</td>
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<tr>
<td>Damage or vandalism of property</td>
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<tr>
<td>Any other crime involving bodily injury</td>
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<td><strong>Arrests</strong></td>
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<tr>
<td>Drug Law Violation</td>
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<td>Drug Law Violation</td>
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</table>

(1) Main Campus  (2) Public Areas  3) Other College Operated Facilities In Harford County
Harford Community College
CRIME STATISTIC REPORT FORM

Please forward this completed form via interoffice mail to The Department of Public Safety, 1st Floor Library

If no crimes were reported to you in 2014, please check the box below, print your name and initial. This form is being used to document that you have received this reporting form and that no crimes were reported to you for the previous reporting cycle.

Reporting Person (your name): ___________________________ Department: ___________________________

_______ By placing an X on this line, you are confirming that no crimes, as described below, were reported to you during the requested calendar year. Initial here: _____________

Complete this box if a crime was reported to you. If more than one crime was reported to you, fill out a separate form for each crime reported. You are not required to list the complainant’s name if that person has requested that the information reported to you remain confidential.

Reporting Person (your name): ___________________________ Phone Number: ___________________________
Classification (see definitions below): ___________________________ Date Incident Occurred. If unknown, list date reported to you: ___________________________
Location of Incident (building name or address): ___________________________
Brief description of the incident: ___________________________

1. **Criminal Homicide**: Murder and Non-negligent Manslaughter- (a) **Murder** - the willful (non-negligent) killing of one human being by another. (b) **Negligent Manslaughter** - the killing of another person through gross negligence.

2. **Sex Offenses: Forcible** - is defined as 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. There are four types of Forcible Sex Offenses: (1) Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females. (2) Forcible Sodomy is oral or anal sexual intercourse with 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. (3) Sexual Assault With an Object is 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. An object or instrument is anything used by the offender other than the offender’s genitalia. (4) Forcible Fondling is 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. **Non-forcible** refers to unlawful, non-forcible sexual intercourse. Two types of Non-forcible Sex Offenses: (1) Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. (2) Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

3. **Robbery** is 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.

4. **Aggravated Assault** is 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.

5. **Burglary** is the unlawful entry of a structure to commit a felony or a theft.

6. **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.

7. **Arson** is 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.

8. **Dating Violence** means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship

9. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
Report arrests or referrals for disciplinary action for the following:

1. **Weapon Law Violations**: 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; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

2. **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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

### HATE CRIMES

Harford Community College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

1. **Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

2. **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

3. **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

4. **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc. the assault is then also classified as a hate/bias crime.

If a hate (bias) related crime was reported to you, please **fill out the top section of Page 1 and then complete the following information** about the type of bias involved in the crime.

**Type of Bias (circle one):**

- Race
- Religion
- Ethnicity/National Origin
- Gender
- Sexual Orientation
- Disability
- Gender Identity

*NOTE: Crime definitions are from the Uniform Crime Reporting Handbook.*