Coppin State University
**Police Department
Report 2011**

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Message from the Chief

Dear Coppin Family,

The Coppin State University Police Department is committed to ensuring the safety and well being of the Coppin Community. The pursuit of excellence and the values of integrity, fairness, and service are the foundations on which our department is built and are central to our conduct. Training is paramount in maintaining the highest professional standards and a state of readiness. We are continually striving through professional and academic training, to achieve this end.

Campus safety and security is taken seriously by every member of the Coppin State University Police Department. We will continue to develop new programs to consistently enhance the safety of the Coppin Community and invite you to help us keep you and your property safe.

We ask that you acquaint yourself with the rules and regulation of the campus, the Emergency Prepardness Plan, and enroll in the Black Board Connection Program. I welcome any comments, suggestion and remarks you may have concerning police operation and public safety.

Thank you for reading our manual and I hope that you take a few minutes to explore the information that is provided. The Coppin State University Police Department is committed to providing effective protection and quality customer service to the University community and the surrounding area.

Leonard Hamm
Chief of Police

Overview

Mission Statement

Our mission is to enhance the living, learning, and working experience at Coppin State University by protecting life, maintaining order and safeguarding the property of our students, faculty, staff and visitors of Coppin and the surrounding community. The Police Department will continue to maintain through professional and academic training,the highest possible professional standards and state of readiness to serve the Coppin community. We fulfill this purpose by providing our community with a full range of services that meet the highest professional standards of campus police. We are committed to working with the community to define our priorities and build lasting partnerships, while at the same time ensuring professional growth and development of department members.

Authority

The Education Article 13-601 in the Annotated Code of Maryland establishes the authority from which the Coppin State University Police Department (CSUPD) conducts its day-to-day operations. According to this law, Coppin State University Police Officers (Campus Police) have all the powers of any peace or police officer in the State. Furthermore, the Coppin State Police Department is the primary agency responsible for policing property owned, leased, operated and/or controlled by the University. In order for the CSUPD to better serve the University community, the university has entered into a "Concurrent Jurisdiction Agreement" with the Baltimore Police Department. Under the agreement, in addition to our statutory jurisdiction and authority, the Baltimore Police Commissioner has given enforcement authority to Campus Police in those areas considered to be contiguous to the University. The CSUPD and the Baltimore Police Department have a mutual and positive working relationship, providing assistance and expertise to each other as needed.

Our Values

The CSUPD is committed to rendering the highest quality law enforcement and public safety service to the students, faculty, staff and visitors of Coppin and the surrounding community. We will continue to maintain, through professional and academic training, the highest possible professional standards and state of readiness to serve the Coppin community. Furthermore, our department is committed to professional cooperation with the police and law enforcement community at all levels of government.

Integrity
We firmly adhere to the values set forth in this document and our professional ethics, as outlined in the Law Enforcement Code of Ethics. We expect every member of our department to uphold the highest ethical standards at all times.

Respect
We treat all members of the community and each other with courtesy, fairness and dignity.

Professionalism
We continuously develop our knowledge, skills, and abilities to enable us to provide the finest police services to the Coppin community. Our approach is based on a commitment of excellence, innovation and continuous improvement.

Accountability
We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet professional expectations.

Service
We are committed to enhancing public services and increasing the community's sense of security. We will work in partnership with the community to identify and solve problems that affect the quality of life on campus. We demonstrate our commitment to serve by placing the needs of others ahead of our own.

Mentoring
We recognize that individual and team contributions are essential to a high-performing department. By sharing insight, guidance and creating learning opportunities, we acknowledge that each member of our department makes a valuable contribution to our purpose and vision.

Appreciation
We are proud of our profession, department, and institution. We recognize the sacrifices our members make to ensure the safety and security of the community. We will do everything possible to ensure that all our members feel appreciated and duly rewarded for their contributions.

The Campus Security Act

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1st that contains three years of campus crime statistics and certain campus security policy statements.

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have significant responsibility for student and campus activities.

- Provide timely warning notices of those crimes that have occurred and pose an ongoing "threat to students and employees.

- Disclose in a public crime log any crime that occurred on campus or within the patrol jurisdiction of the campus police.

- Be held responsible for preparing and distributing this report.

Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Jeanne Clery Act is the landmark federal law, originally known as Crime Awareness and Campus Security Act of 1990, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The JeanneClery Act is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Jeanne's parents, Connie and Howard, discovered that students had not been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was most recently amended in 2000 to require schools beginning in 2003 to notify the campus community that public Megan's Law information about registered sex offenders on campus can be obtained at www.familywatchdog.us. The Coppin annual police department report can be found at: **www.coppin.edu/publicsafety/statistics.aspx.**

Officers and Their Training

The Training Section is in charge of coordinating and developing training for the entire Coppin State University Police Department. Our sworn police officers are required to attend various types of training throughout the year. This training includes firearms, defensive tactics, CPR, and critical incident response. The Training Section seeks out new training, while also identifying training needs in the department.

The Training Section further oversees the Field Training Program for newly hired officers. Newly-hired officers are not allowed to act as an independent officer until they successfully complete the program. The Training Section further performs various duties that include making sure that all officers are trained on all their issued equipment, writing lesson plans for training and approving lesson plans written by department instructors. The training environment in law enforcement is ever-changing due to advancments in law enforement technology. The Training Section makes sure that Coppin State University Police Department stays on the cutting edge of law enforcement and assures that all officers are properly trained to meet the needs of the Coppin community.

- Several of our officiers possess advanced training. Three officers are certified firearms instructors, seven are bike patrol officers, and two are detectives.

The police department is a 24-hour/7 day a week operation. Individuals may report a crime or other emergencies at any time of day or night by calling (410) 951-3900 or by walking into the main office located in the Physical Education Complex. To give anonymous information, please call (410) 951-7070 and leave a message.

In addition to reporting incidents directly to the Coppin State University Police Department, reports can be made to:

- Faculty
  Athletic Coaches
  Organization Advisors
  Immediate Supervisor
  Peer Counselors

Each incident will be investigated by a sworn police officer. Incidents that occur within the jurisdiction of the University are maintained in a daily log and are open for public inspection during regular business hours (Monday - Thursday, 9am - 4pm; Friday, 9am - 3pm).

Buildings

The Office of Capital Planning, Construction and Contracts is committed to providing quality services for the long-range development of the Campus Facilities Master Plan, daily operations and maintenance as well as the timely delivery of products and services at competitive pricing. Currently, the campus incorporates 15 major buildings, which include academic and instructional support facilities, residential and auxiliary support facilities, administrative support facilities, institutional research facilities and advancement facilities.

1 CC - Coppin Center
2 DA - Daley Residence Hall
3 DE - Dedmond Residence Hall
4 DM - Dining & Meeting Hall
5 FM - Frances Murphy Research
6 GJ - Grace Hill Jacobs
7 HHSB - Health & Human Services Building
8 ECDS - Early Childhood Demo Suite
9 JJ - James Weldon Johnson Auditorium

● **10** SCUP #1 & #2 Satellite Central Utility Plant
11 JT - J. Millard Tawes Center
12 MC - Miles Connor Administration
13 PJ - Percy Julian Science
14 PM - Parlett Moore Library
15 PS1 - New Parking Garage
(Existing "C" Lot)

● PEC - Physical Education Complex
16 Arena
17 Auxiliary Gym
18 Classrooms/Labs & Fitness Center
19 Support Services/Central Receiving
20 Swimming Pool
21 Track/Soccer Field
22 Softball Field
23 Tennis Courts

● Under Construction

Parking Lots
A, B, C, D, E, F, G
Accessible Parking on all lots.

Emergency Procedures

The preparedness of this campus in case of an emergency incident is a high priority. Any change in the national threat level will be closely monitored as will any specific threats to the safety of the Coppin community. Information concerning the safety and security of this campus will be disseminated to the community through all available avenues of campus communication (e-mail, text message system, etc.) and if applicable, any recommended campus actions will be detailed.

The CSUPD automatically implements response protocols based upon the current threat level at the national and local level to mitigate risk at this institution. These response protocols activate different levels of operational activities undertaken by the Coppin State UniversityPolice Department to provide enhanced services to the community and to engage the community in a collaborative state of vigilance against threatening activities. The CSUPD would like to make you aware of the impact that a heightened state of alert has to the campus community by providing general information about the institutional response the campus can expect and what is expected of community members during these uncertain times.

The CSPUD continually reviews and revises procedures that are needed to implement the state of preparedness policy during critical incidents that occur on campus. The new policy/procedure will include establishing an emergency response based on federally designed Incident Command System Protocols and implementing a Disaster Response Protocol model based upon an Incident Response Team comprised of high-level campus administrators, an Emergency Operations Center comprised of major resource holders and an Incident Command System team comprised of CSUPD officers trained to coordinate on-scene activities at major incidents.

Implementing an Early Warning System Emergency Program to provide instant notification of the campus community to imminent dangerous conditions. Upon activation of the Early Warning System Emergency Program, campus community members should:

- Seek shelter within the closest building.

- Call (410) 951-3900 - Coppin State University Police Department.

- Call (410) 951-3000 - Main campus line.

For the duration of any heightened threat condition, the Coppin State University Police will engage in the following activities on a daily basis to augment normal safety and security activities:

- Maintaining an institutional liaison with local, state and federal agencies to facilitate information sharing with the campus community.

- Providing increased uniformed police officer visibility at designated areas and during campus special events.

Fire Safety Policies and Procedures

Emergency Evacuation

Upon discovering smoke, fire or flames in any campus building, building occupants should immediately evacuate the building and activate the fire alarm system if it is not already active by pulling the nearest fire alarm pull station. Do not use elevators as you are exiting. If it is safe to do so, close doors and windows and turn off lights as you are leaving. Exit the buildings and proceed at least 100 feet away. All residential buildings and most other campus buildings have designated assembly points for evacuees. Once at a designated assembly point or other safe location at least 100 feet away from building, call 911 if the Fire Department or Campus Police is not already on the scene.

All building occupants are expected to cooperate in evacuating a building when a fire alarm is sounded. Individuals who do not cooperate with a building evacuation will be subject to disciplinary action.

Fire Safety

Students, guests and visitors must evacuate the residence hall when a fire alarm sounds. Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is prohibited and violators may be subject to prosecution and/or arrest, and/or dismissal from the residence hall. Fire emergency doors can be used to exit buildings only in an emergency and should remain closed at all other times. Any fire, no matter how small or even if the fire is extinguished, should be reported at once a RA, RHD, and Campus Police. Appropriate action will be taken based on the situation. Fire drills will be scheduled and conducted each semester.

Policy: Fire and safety regulations are for everyone's benefit and must be observed.

- Fire and safety regulations prohibit possession or use of potentially dangerous material or devices including but not limited to, firecrackers, firearms, ammunition, weapons, knives, bows and arrows, Chinese stars, candles, open flame devices, kerosene stoves, microwaves, explosive materials and/or fire safety hazards.

- Tampering with fire alarm horns, smoke detectors pull stations, extinguishers, fire evacuation ladders, sprinklers, and fire equipment is prohibited. This is considered a very serious violation subject to arrest.

- Fire safety and sanitation requirements prohibit cooking in any area within the residence hall, except in designated kitchen area.

- Lighted grills and fires are not permitted within ten 10 yards of the building.

- Live cut plants (Christmas trees, corn stalks, etc.) are prohibited.

- Items dropped from the ceiling or walls such as flags, net, etc. are prohibited.

- Electrical heaters, extension cords, Hot plates are not permitted in residence halls or suite/rooms.

What can you do as a community member?

We are calling upon you as a member of the community to be vigilant in immediately reporting suspicious activity that you observe on campus. Your knowledge of personal space and areas you frequent on campus enable you to best judge persons or conditions that are out of place or suspicious. When you observe anything that seems out of the ordinary, we encourage you to immediately call the Campus Police at x3900 from any campus phone or 410-951-3900 from an off campus line or cell phone. Your assistance in alerting us to suspicious conditions, events or persons is a critical component of maintaining a safe and secure campus. The Coppin State University Police Department is dependent on a collaborative campus community to maintain safety successfully at this institution.

Emergency Notification

Coppin State University's state-of-the-art notification system sends messages instantly and simultaneously to all registered voice and text message capable mobile phones, BlackBerry's, wireless PDAs, Smart or Satellite phones, E-mail, Facebook and Twitter. The service will also post these messages on the University's web site. Additionally, the messages will pop up on the computer screen for anyone using Google, Yahoo or AOL as their home page. Students, faculty and staff are strongly encouraged to register. This will be the surest way for you to receive notifications critical to your safety and well-being, as well as other campus information you may want to receive.

In case of an emergency situation on campus, we strongly encourage you to keep your own supply of food and water to last for at least a day or two. You should also consider keeping items such as a flashlight, spare batteries, a portable radio, medicine and other necessary personal supplies in your office area and/or dormitory room. In the event of a campus emergency, we will utilize all available state and federal disaster relief agencies such as the Federal Emergency Management Agency (FEMA) and the Maryland Emergency Management Agency (MEMA) to provide food and water.

Providing information about all disaster scenarios is impossible given the variety of potential threats that might occur. For more information about disaster relief and readiness please visit the website of the following agencies:

> American Red Cross
> Homeland Security
> Maryland Emergency Management Agency (MEMA)
> Federal Emergency Management Agency (FEMA)

Hopefully this correspondence helps get everyone prepared provide information that you find useful regarding the institutions commitment to providing the safest community possible. Hopefully your role in our collective efforts to maintain the safety of the campus has been clarified.

The Office of University Relations (OUR) will communicate information on emergencies to the media and campus community. OUR utilizes text messages via cell phone, messages posted on the home page of the Coppin State University web site, University's e-mail system to students, faculty and staff and TV, radio, internet and other media outlets to communicate with surrounding communities. The President notifies the Chancellor and the University Systems of Maryland Board of Regents in case of an emergency.

Announcement Radio & Television Stations

Metro Baltimore Area

WEAA Radio (88.9 FM)	WERQ Radio (92.3 FM)	WWIN Radio (95.9 FM)
WLIF Radio (101.9 FM)	WXYV Radio (102.7 FM)	WQSR Radio (105.7 FM)
WWMX Radio (106.5 FM)	HEAVEN Radio (600 AM)	WBAL Radio (1090 AM)

| WMAR-TV (Channel 2) | WBAL-TV (Channel 11) |
| WJZ-TV (Channel 13) | WBFF-TV (Channel 45} |

Metro Washington, D.C. Area

| WHUR Radio (96.3 FM) | WJLA-TV (Channel 7) |
| WTOP Radio (1500 AM) | WRC- TV (Channel 4) |

Inclement Weather Essential Employees

Auxiliary Enterprises Personnel

Drivers

Electrician

Groundkeeper(s)

Housekeepers & Custodial Services Personnel

HVAC Mechanic II and III

Maintenance Aide I

Maintenance Department Supervisor

Motor Pool Personnel

Manager of Custodial Services

Painter(s)

Payroll Department Personnel (on payroll preparation day only)

Plumber(s)

Police Personnel

Blackboard Connect

Blackboard Connect is a patent-pending universal notification system that allows designated administrators to send time-sensitive messages to mobile phones and e-mail of their subscribers (students, faculty, staff, radio stations, TV stations and others). In the event of an emergency, subscribers can be notified immediately of the situation, wherever they are geographically.

If you have not signed up for any Message Alert, go to: http://www.coppin.edu/TextAlert/

- Login to Eaglelinks (http://eaglelinks.coppin.edu) .
- Click on "Employee Self Service."
- Select "Personal Phone."
- Update or add your phone numbers. Please note:

    - In the "Mobile" field, type in your cell phone number. If you do not have a cell phone, leave it blank. Do not place a landline number in this field.

    - In the "Home" field, type in your home phone number. Select "Home" from the drop-down menu. If you do not have a home phone, leave it blank.

- Click save.
- You're done!!!

Frequently Asked Questions

Q: How do I Opt-Out (remove myself) from receiving Blackboard Connect?
A: Please log into your Eaglelinks account to opt-out for Blackboard Connect alerts for your school. You may opt-out of one particular group or the entire service.

Q: What is a Universal Notification System?
A: A Universal Notification System is defined as a platform to deliver a notification to an entire audience by all means necessary; therefore creating universal coverage to increase the odds that a particular subscriber received the notification in a timely manner.

Q: What is a notification?
A: A notification is defined as a form of communication that delivers descriptive information about news or an event, unlike a bell or siren that communicates little information.

Q: Do I need to install software and/or hardware in order to have Blackboard Connect?
A: No. Blackboard Connect is a 100% web-based software system, so you do not need any additional software or hardware. All you need is a web browser with an Internet connection and you are up and running! You can look at Blackboard Connect as a public safety utility- always on and ready for action.

Q: Will any person receive unsolicited messages, SPAM, on their mobile phone?
A: No. Blackboard Connect enforces a ZERO SPAM policy which clearly prohibits unsolicited messages, and Blackboard Connect does not sell the contact information our subscribers to third party marketers.

How Coppin's E-911 System Works

Originally, 911 calls from Coppin provided the 911 center with only one general location, regardless of where on campus the call originated. To address this, the University issued regulation(s) requiring that all emergency calls be directed to the Coppin State University Police Department, with location provided. Campus police would in turn notify 911 and meet the emergency responders when they arrived on campus. However, people still tend not to call 911 directly. This resulted in the arrival of ambulance and fire trucks on campus that did know the source location of the emergency call and campus police could not direct them if they had not been notified about the location of the emergency.

With Enhanced 911 (E-911), each building and floor on the campus is partitioned into emergency zones of approximately 7,000 square feet or less. Every zone receives a 20-character location description as well as a publicly routable directory number. Phones within each zone are provisioned with the Emergency Response Location (ERL), and the directory number that is associated with the ERL. For every zone, new automatic location ID records are created in the public E-911 database.

Time and appropriateness of response are the key measure of success for E-911. Leonard Hamm, Chief of Police for Coppin State University, summed up this success factor when he stated, "The University's E-911 Project has resulted in first responders reaching the precise emergency location in less than 50 percent of the time previously required. That makes a tremendous difference to the responders, the officer on our staff and the potential emergency victims. I've been on both sides of the situation- as a police officer trying to locate an emergency situation on a campus that's a block long and as a campus public department director whose staff needs to guide first responders to an emergency location that is not precisely known so I can fully appreciate the way E-911 has removed the frustrations and risks in the previous scenario. Today, ERL's are effectively communicated to the 911 system and to selected University staff members. This enables everyone to react quickly and appropriately to emergency situations on campus."

The successful completion of the testing has demonstrated that the university's E-911 system performs according to plans and expectations. The experience of over twenty E-911 calls sourced from the campus since the deployment was completed in early 2010 has shown that the system has been adopted across campus and is highly successful in guiding first responders and University staff to the proper location where aid is needed.

For more information, please visit www.coppin.edu/E911.

Emergency Phones (Blue Light Phones)

When you approach the emergency phone, you will see two buttons; one large red button for emergencies and one small black button for obtaining information. When you press and activate the emergency button, the blue light at the top of the pole will light up and the phone will state your location. After hearing the voice recording, you will be able to talk to the dispatcher. Please keep in mind that there is a pause for about five seconds before you will hear the dispatcher's voice. After you hear the dispatcher's voice, you can exchange dialog and state your emergency. A Campus Police Officer will be dispatched to your location simultaneously. The dispatcher will remain on the line until a police officer arrives. Upon arrival of the officer(s), the dispatcher will disconnect.

If you are requesting information, then you should press the black button. The black information button will connect you to the dispatcher. The emergency blue light at the top of the pole will not activate. The dispatcher will provide you with the requested information and/or assistance.

Emergency Evacuation Routes

Miles Connor Administration Building
- 1 South exit (front doors)
- 1 Northeast exit (Daley Hall)
- 1 Northwest exit (near Loop road)

J. Millard Tawes Center Basement Level
- 1 East exit
- 1 North exit (facing Administration Building)

J. Millard Tawes Center 1st Floor
- 2 Southwest and Southeast exits (front doors)
- 1 Northwest exit (rear door)
- 1 Northwest exit (inside of Student Activities Office)
- 1 West exit (inside of the janitor's closet, in the vending area)

James Weldon Johnson Auditorium
- 8 East exits (front doors, 6 on northeast end and 2 on southeast end)
- 1 Southside basement level (southeast corner)
- 1 Southside basement level (southwest corner)

Daley Residence Hall
- 1 Northeast exit (near meeting room)
- 2 Northwest exits (front door and service entry area)
- 3 North exits (stairwell #1 facing Dining Hall)

Dedmond Residence Hall
- 1 Northwest exit (front doors)
- 1 Northeast exit (inside laundry room)
- 1 North exit (in stairwell near restrooms)

Talon Center
   1 Southwest exit (front door)
   2 East exits (in lobby and school store eastside of building)
   1 West exit (in dining room area 1st floor)
   1 Northeast exit (in rear)
   1 Northwest exit (in rear)

Grace Hill Jacobs Building
   1 East exit (front doors)
   1 East exit (basement level by new elevators)
   1 South exit (basement level by new elevators)
   2 North exits (facing Lot D, one closed at basement level due to construction)
   1 West exit (closed due to construction, basement level)

Parlett Moore Library
   1 Southwest exit (southside basement level near Parren J. Mitchell room)
   1 South exit (on loading dock)
   1 West exit (front doors)
   1 North exit (front doors)

Frances Murphy Research Center / Coppin Academy High School
   2 South exits (front doors and southeast corner)
   1 Northwest exit (near 2nd floor vending machine)
   2 West exits (Capital Planning hallway and automatic doors 2nd floor)
   1 North exit (new classrooms facing construction)
   1 Southwest exit (new classrooms)
   1 Northeast exit (by locker rooms)

Percy Julian Science Center
   3 West exits (front door, front south corner and 1st floor north stairwell)
   1 Northeast exit (1st floor north stairwell)
   1 South exit (but that leads to a chained in area outside)
   2 East exits (this leads to the same chained in area outside)

Health and Human Services Building (elevator lobby point of view as if exiting the elevators)
   1st floor (elevator lobby)
   To the left stair #2
   To the right main entrance/exit

   1st floor North (elevator lobby)
   Hallway rooms 124 to 133 North Aveue entrance/exit

   1st floor south (elevator lobby)
   (To the left) hallway rooms 102 to 118 left go straight then left then right to the right stair #1
   (To the right) hallway rooms 102 to 118 straight then to the right exit stair #1

   2nd floor (elevator lobby)
   To the left stair #2

2nd floor north (elevator lobby)
Hallway rooms 201 to 215 make left keep straight bare right to exit door to take steps to North Avenue entrance/exit or keep straight onto the bridge exit

2nd floor south(elevator lobby)
(To the left) hallway 201 to 211 straight then a right and stair #1
(To the right) hallway 201 to 211 straight and to the right is stair #1

3rd floor (elevator lobby)
 To left stair #2

3rd floor north (elevator lobby)
North of elevator hallway straight onto the left is exit stair #3

3rd floor South (elevator lobby)
(To the left) hallway 312 to 318 make a left straight on then a right and exit stair #1
(To the right) hallway 302 to 310; 324 straight onto stair #1

4th floor (elevator lobby)
To the left of elevator lobby stair #2

4th floor North (elevator lobby)
425 To 435 hallway straight unto exit stair #3 to the left

4th floor south (elevator lobby)
401 to 419, to the left go straight down hallway, make a right onto stair #1 to the right

5th floor (elevator lobby)
To the left exit stair #2

5th floor North (elevator lobby)
510 to 541 hallway keep striaght onto the left is exit stair #3

5th floor South(elevator lobby)
No south entry way

Physical Education Complex
Building A (Facilities, Maintenance)
1st floor (Near room 194 and 197)

Building B (Procurement, Human Resources, Campus Police, Mail room, Auxiliary Services)
1st floor (main doors, near mail and print services door)
2nd floor (campus police exit doors near room 222)

Building C (Main Arena, Sporting Events)
Ground Level (Near room 135, both ends of Arena)

Building D (Main Arena 2nd floor)
3rd floor stairwell 5, stairwell 7 main arena
2nd floor near room 223 section 4-6

Building E (Pool, Locker Room)
Near Room 135 and Stairwell 6

Building F (Auxiliary Gym)
Across from room 102, both exits located in the auxiliary gyms and Warwick Avenue exit

Building G (Classrooms)
2nd floor near room 228

Building H (Fitness Center)
Lot E

Lost & Found

It is the policy of Coppin to return all lost and found property found on campus to its rightful owner. Everyone on campus is required to turn over all found items to Campus Police, so that we can increase the chance that people will be reconnected with their missing belongings.

Reporting Lost Property
Missing property should be reported as soon as the discovery is made by utilizing either the Lost Property/Found Property Form or by coming into the University Police Department at the Physical Education Center – 2nd floor. All items lost and or found on Campus property are processed through the Campus Police, Lost and Found division, located in the Physical Education Bldg. (2nd floor Campus Police Headquarters).

Found property will be accepted at the CSUPD 24 hours a day 7 days a week. To help facilitate this process, the University requires individuals (e.g. faculty, staff, students and visitors) to complete a Lost and Found Form with the University Police Department whenever property is lost or found on campus. Forms, as well as the policy for the reporting of lost and/or found items can be found on the University's website: http://www.coppin.edu/PublicSafety/Found.

 In addition, Campus Police will maintain an inventory of all found items and put forth reasonable efforts to identify the rightful owner so the property may be returned. Property turned in to University Police will be held a minimum of 90 days. After that time, ownership of property is forfeited Campus and Coppin will dispose of the property as mandated by law.

Retrieving Lost Property
You may call (410) 951-3900 or come into the CSPD Headquarters, located on the second floor of the Physical Education Building, to check to see if your lost item was turned in. If your item wasn't turned into this department, please provide your name, a description of the item, location of where you think you might have lost it, and your contact information (phone number and /or e-mail address). We will add your item to the Lost list, and someone will contact you if it is turned in. Lost and Found items can be retrieved between the hours of 9:00 am to 4:30 pm Monday through Thursday and 9:00 am to 3:00 PM on Friday.

Remember, if you have found an item, please turn it over to Campus Police so that it can be returned to its rightful owner!

Uniform Crime Reports

The Uniform Crime Reports (UCR) contains official data on crime that is reported to law enforcement agencies across the United States, who then provide the data to the Federal Bureau of Investigation (FBI). UCR focuses on index crimes, which include murder and non-negligent manslaughter, robbery, forcible rape, aggravated assault, burglary, larceny/theft, motor vehicle theft and arson. UCR is a summary-based reporting system, with data aggregated to the city, county, state and other geographic levels. Crime statistics are compiled from UCR data and published annually by the FBI in the Crime in the United States series. To address limitations of UCR, the FBI has developed the National Incident Based Reporting System .

Police Services

Coppin State University Police Officers are vested with full law enforcement powers and responsibilities, identical to the local police or sheriff in your home community and have met the police training certification requirements of the State of Maryland. Section 13-201 of the Education Article establishes, the University of Maryland Police Force with all the powers of a peace and police officer in this State. The officers are trained at approved police academies by the Maryland Police and Corrections Training Commission. They receive additional in-service and specialized training in first aid, firearms, defense tactics, legal updates, evidence gathering, traffic accident investigation, crime prevention and drug suppression operations. Additionally, we provide information on arrest and serious crimes to the Maryland State Police on a monthly basis, for inclusion in the FBI's Uniform Crime Report. The serial numbers of vehicles and office equipment stolen from campus are reported nationwide through the National Crime Information Center. Monthly crime statistics can be viewed on the University's web site, *www.fbi.gov* and *www.coppin.edu/publicsafety/report.aspx*. Also, the FBI publishes National Crime Statistics each October for the previous year. This publication can be found in most public and/or college libraries.

Dialing 410-951-3900 from any campus telephone will provide direct contact with campus police. Members of the University community are urged to notify the Coppin State University Police Department immediately of any criminal activity or other emergencies occurring on campus. The best cooperation you can give us comes from knowing about us and knowing the campus environment; and making a commitment to do your part to ensure the environment is safe and secure.

All services are provided 24 hours a day, 7 days a week.

Emergency Response to
Crimes in progress
Life threatening incidents

Foot Patrol & Patrol with
Bicycles
Marked Automobiles
T-3

Crime & Incident Reporting Routinely Provides Data to
Federal Bureau of Investigation (FBI)
Interested community members
State of Maryland

Other Services
Code Blue
Emergency Dispatch
Escort
Finger Printing
Internships
Investigation
Lost & Found

Protect and Serve

The law enforcement unit of the Coppin State Univrsity Police Department is a team of professionals working to provide a safe environment in which the educational mission of the University can be fully realized. The CSUPD is a (service-oriented service) tailored to meet the needs of an urban-centered institution. We provide crime prevention and control, criminal investigations, traffic, physical plant security, disaster coordination, as well as, maintenance of public order and other related services. The officers of the department are responsible for the enforcement of all state and local laws. The department's ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police assistance, while still maintaining the autonomy of the university.

Office Location

Physical Education Complex

The Coppin State University Police Department's main office is located on the second floor of the Physical Education Complex. Individuals can walk-in and report a crime, request a copy of a report, or provide any information about a suspicious individual or situation. Lost property reports and found property can be completed and turned in here.

Coppin Family Responsibility (Student)

The cooperation, involvement and personal support of students in a campus safety program are crucial to the success of the program. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple common sense precautions. The students' awareness of their environment and their surroundings is the best place to start.

- Exterior doors to the residential areas should never be propped open.

- Residents should ask visitors to identify themselves before allowing them access to the building or to their rooms.

- Key(s) and Coppin ID cards should be carried at all times and never loaned to others.

- Cars should be parked in well-lit areas and kept locked at all times.

- Valuables should be concealed.

Staying Safe on Campus and in your Classroom

Whether you are living on or off campus, there are simple things you can do to keep yourself safe.

- Always lock your doors.

- Do not allow strangers into your room; Ask for identification.

- Do not post notes, memo regarding your location or provide personal information when you are not home.

- Keep your valuables out of plain sight; Do not have too many valuables on campus.

- Never give out your room key or card at anytime. If you cannot locate your key or card, report it to the appropriate staff immediately. Someone can use it to gain entrance to your area and put you and your roommate in danger.

Keeping Yourself Safe

Be your own advocate by taking the following strategies seriously.

- If obscene calls were made to you, keep track of when calls are made and what was said.

- Turn everything over to anyone who can help you i.e. Campus Police, Staff, or Faculty.

- During the evening hours, do not walk alone.

- If you feel that someone is stalking you, report it to Campus Police immediately. A restraining order or some other action will be taken to keep you safe.

Keeping Your Stuff Safe

To ensure that your personal property is safe, follow these few tips.

- Install a safety lock or tracker on your laptop.

- Do not leave your bag unattended.

- Mark your belongings.

Community Concerns

Strangers

- Never let a stranger into the building.

- Report to your staff and/or Campus Police, if the stranger is hanging around or exhibiting questionable or suspicious behavior.

Parking Lots

- Always keep your car locked when it is not in use.

- If sitting in your vehicle, make sure the vehicle is also locked so no one can surprise you.

- Have your keys in your hands, ready to put in the lock while walking to your car.

- Walk with someone that you know and trust especially when it is dark.

- Check the backseat of your vehicle to make sure no one is hiding there.

- Park as close as you can to your destination.

Crisis Mode

- Do not panic.

- Know exactly where your emergency exits are located.

- Always react to the fire alarm, even when you believe it is just a drill.

- If you suspect that the fire is in the hallway, do not open your door immediately. You should first feel if the door is hot. If it is, do not open your door. Stuff towels or sheets under your door to lessen the smoke coming into your room. Stay close to the ground where the air is not as smokey.

Identity Theft

Do not give out personal information, especially not your social security number. If an unauthorized person gets a hold of your social security number, they will be able to have access to your documents including, but not limited to, credit cards and bank accounts. Be aware of the institutions that ask for your social security number. Always keep your social security card in a safe place hidden from other people.

Stay Connected – Use your Resources

There are many resources available to you right on campus. If you need assistance, contact any of the following.

Campus Police
They will quickly respond to your call for help and can provide you with information on emergency protocols and safety tips.

Student Life
They can assist you in dealing with difficult students behaviors.

Residence Life
It is a valuable resource for students who live on campus.

Counseling Professionals
They can address your concerns or can assist you in referring a student for counseling.

Coppin Family Responsibility (Faculty and Staff)

As faculty/staff members you should feel safe in your work environment. During past years a number of tragedies have taken place on college campuses in the United States of America. Some of these tragedies occurred in a classroom building setting. The Coppin State University Police Department is committed to working with college and university officials, first responders, all levels of law enforcement and community to prevent a tragedy from occurring on our campus. We have begun to reevaluate potential threats, preventive measures to alleviate the threats and response procedures required to stop any action from occurring.

Office Security
Faculty, staff, work-study students and student organizations work in an office environment. This situation poses a special concern due to the high amount of traffic through buildings and offices. The best plan is to be a good ambassador for your department and the university. If you see someone who appears lost, out of place or loitering, approach and offer assistance or directions.

If their business is legitimate you have created a good impression. If it is not, you have put the person on notice that security awareness is priority. You have also taken the opportunity to get a good description. If the answer you get seems evasive, hostile or otherwise unsatisfactory, call the Campus Police. If the person is clearly a threat to safety or property, or is acting in a strange or bizarre fashion, avoid contact and call Campus Police immediately.

Open Your Door
Keep your office or classroom door open/cracked when meeting with individuals. You may also want to design your office so that your desk is closest to the door. You'll have an accessible exit if threatened, and your voice will carry more effectively, should you encounter a difficult student or colleague behavior. Familiarize yourself with your cell phone and its emergency features.

Observe and Alert
In many instances of violence, there are warning signs well in advance. Take note of unusual or troubling student or colleague behavior and alert the Campus Police about your concerns. The buddy system works for staff as well. When you walk to your car at night or to a late meeting across campus, walk with someone. Also try to work during normal working hours so that you are never alone in your department. Students may come to you for advice or a listening ear and sometimes ask you to promise not to disclose something they have shared. Never make a promise prior to hearing what they have to share with you. You are obligated to take information that leads you to believe individuals may pose a threat to themselves or to others to the appropriate people. It may also be the best way to get the help they may need.

Save Written Correspondence
Keep a record of all written exchanges you have with colleagues and students. Should a problem present itself, you may need the files to establish a pattern of behavior. Documentation is very important!

Points to Remember
If you receive a threatening e-mail, text message or instant message, or experience potential stalking behavior, save it and let your department chair and Campus Police know immediately. It's not an overreaction so take these types of threats serious. Don't wait until you receive several threats. Trust your instincts.

Tips for a Safe Office

- Do not loan out office keys or allow them to be copied.

- Keep your purse, wallet or other valuables locked in a cabinet or drawer.

- If your office will be unattended, even for a minute, lock the door.

- Record the description and serial numbers of office equipment including highly portable computer equipment.

- Keep petty cash locked up at all times and make periodic checks of the amount.

- Lock doors and windows at the end of the working day.

- Never prop open exterior doors. Don't hold the door open for anyone that you don't know.

- Call the Campus Police for a Security escort if leaving your office late at night, or anytime you feel unsafe.

- You can always ask Campus Police Officers for more personal safety tips. We are happy to address any questions or concerns that you may have about safety in the residence facilities, academic buildings and administrative buildings.

Missing Student Policy

Purpose
To establish policy and procedures for coppin state university community regarding the reporting, investigation and required emergency notification when a residential student is determined to be missing.

- **Scope**
  This statement establishes the policy and procedures for the coppin state university community regarding the reporting, investigation, and required emergency notification when a residential student is deemed to be missing. While the scope of this policy is directed primarily to residential students and officials of campus life and the office of public safety, all members of the coppin state university community including students, faculty and staff share the responsibility of reporting to designated university officials when they believe that a student is missing.

- **Cleary policy**
  The safety of students living on campus is of an utmost priority for coppin state university. To this end, this policy is established to assist in locating csu students living in on-campus housing who based on facts and circumstances known to csu officials are determined to be missing. This policy is in compliance with the missing person provision of the higher education opportunity act of 2008.

- **Definitions**

  Residential student- a student who resides in on-campus housing under a csu licensing agreement.

  Missing- a residential student is presumed missing if he/ she is overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their residence supports that determination. A residential student may be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival or any additional factors which lead university officials to believe he or she is missing and a check of their residence supports that determination.

- **Policy**

  Coppin state university officials will notify all resident students of the provisions of the missing student policy and will actively investigate or assist in the investigation of all missing student reports involving resident students. The missing person contact(s) (and custodial parent or guardian in the event a student is under age 18) will be notified within 24 hours of the determination that a student is deemed missing.

- **Designation of emergency contact by resident students**

  All students are required to provide the university with a telephone number (cellular phone or land line) at which they may be reached during the academic year and for any summer terms in which they are enrolled. All students are required to provide the university with emergency contact information, including the name, address and phone number (including a cell phone number, if available) of a parent, guardian, spouse, domestic partner, or other person to contact in the event of an emergency.

  On an annual basis, each resident student, upon checking into his/her residence hall room, has the option to register a confidential contact in the event the student is determined to be missing for more than 24 hours. The missing person contact information will be registered confidentially and subject to disclosure only to authorized university officials and law enforcement personnel in furtherance of a missing person investigation.

  The missing person contact may be in addition to the general purpose emergency contact provided during the residence hall check-in process.

  Unless the university is advised in writing to the contrary, the confidential contact will be the same person(s) as the emergency contact information.

  If a student is under age 18 and non-emancipated, the student's custodial parent or guardian (in addition to any designated missing person contact) will be notified in the event the student is deemed missing.

Definitions of Reportable Crimes

Criminal Homicide
Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter
The killing of another person through gross negligence.

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

Forcible Sodomy
Oral or anal sexual intercourse with another person, forcible and/or against that person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object
The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Forcible Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

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

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

Robbery
The taking or attempting to take anything of value from the care, custody or control of a person or persons by force, threat of force, 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 a 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 that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny, housebreaking, safe-cracking and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

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

Jean Clery
Reportable Crimes

Jean Clery Reportable Crimes

For the year 2008

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non-Negligent Manslaughter					
Negligent Manslaughter					
Sex Offenses, Forcible				1	1
Sex Offenses, Non-Forcible					
Robbery					
Aggravated Assault					
Burglary	4	4			8
Motor Vehicle Theft				1	1
Arson					
Liquor Law Arrests					
Liquor Law Violations Referred for Disciplinary Action	1	8			9
Drug Arrest		1			1
Drug Law Violations Referred for Disciplinary Action		10			10
Illegal Weapons Possession Arrests					
Illegal Weapons Possession Violations Referred for Disciplinary Action		1			1

Jean Clery Reportable Crimes
For the year 2009

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non-negligent Manslaughter					
Negligent Manslaughter					
Sex Offenses, Forcible					
Sex Offenses, Non-Forcible					
Robbery				2	2
Aggravated Assault					
Burglary	5	3			8
Motor Vehicle Theft					
Arson					
Liquor Law Arrests					
Liquor Law Violations Referred for Disciplinary Action	1				1
Drug Arrest					
Drug Law Violations Referred for Disciplinary Action	4				4
Illegal Weapons Possession Arrests					
Illegal Weapons Possession Violations Referred for Disciplinary Action					

Jean Clery Reportable Crimes
For the year 2010

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non-negligent Manslaughter					
Negligent Manslaughter					
Sex Offenses, Forcible	1				1
Sex Offenses, Non-Forcible					
Robbery				2	2
Aggravated Assault				1	1
Burglary	5	7			12
Motor Vehicle Theft					
Arson					
Liquor Law Arrests					
Liquor Law Violations Referred for Disciplinary Action		5			5
Drug Arrest		2		2	4
Drug Law Violations Referred for Disciplinary Action		5		1	6
Illegal Weapons Possession Arrests					
Illegal Weapons Possession Violations Referred for Disciplinary Action					

Coppin State University
**Police Department
Report 2011**