

# Coppin State University

## Annual Clery Report

2014

# COPPIN STATE UNIVERSITY



LUERGENIA C. ADAMS RN-BSN CLASS OF 1998 • GREGORY B. ANDERSON CHAPTER  
PRESIDENT SE • OFFICE OF INFORMATION TECHNOLOGY • CRYSTAL DAY BLACK WINK APIN  
BCD CLASS OF 1985 NURSING FACULTY (1997) TONI MARIE BLACK CLASS OF 1999 • SIOGA  
GAMMA RHO SORORITY GAMMA PHI CHAPTER • MRS. TALMAGE BUNN BOND, MISS COPPIN  
1949 EDUCATOR, TEACHER AND MOTHER • MADAME BREANT LANGLOISE SPECIALIST •  
COPPIN STUDENTS: FAILURE IS NOT AN OPTION PETER COCHSE BROOKS • MITHI BALLA  
BROWN LEE GRADUATED CLASS OF 1951 • COPPIN WAS THERE FOR ME, I AM GLAD TO BE  
THERE FOR COPPIN PEACHES FLORINE CAMPFOR, 1958 • IN MEMORY OF A BROTHER  
BROTHER • CARROLL WILLIAM HARRISON 1953 • A COPPINITE FOREVER • EDUCATION,  
LOYALTY AND STICK-TO-ITIVENESS ARE THE TRAITS OF TRUE COPPINITE JAMES WINSKY  
CAMPFOR 1951 • CLASS OF '49 • THANK YOU CSC CLASS OF 1946 • UTILIZING ONLY SIX  
ROOMS, COPPIN EDUCATED THE BEST TEACHERS. THANK YOU CLASS OF 1950 • DECEASED  
MEMBERS CLASS OF '51 • JULIAETTA HARRIS 1951 • TWILLIAM WILLIAMS 1951 • CLASS OF  
1956 FIRST CLASS TO COMPLETE FOUR YEARS AT THIS SITE. THANK YOU COPPIN FOR OUR  
CAREER PREPARATION • ELITE ARMED GRADUATE LEADERS EMPOWERING SOCIETY CLASS  
OF 2001 • THANKS, DORIS & HARRY COLÉ • RON L. COLLINS, SR. DE IN • COPPIN STATE  
COLLEGE ALUMNI-TO THOSE WHO WERE, WHO ARE NOW, AND WHO ARE YET TO COME-  
THANK YOU FOR YOUR EVERLASTING SUPPORT • LILLIAN H. DANTLEY YEAR GRADUATED  
1935, MAY COPPIN STATE COLLEGE EVER LIVE IN OUR BEST MEMORIES • DITTHE M. HALL  
BSN MS RN NURSING FACULTY 1974 • LUJVENIA M. DRAINE 1972

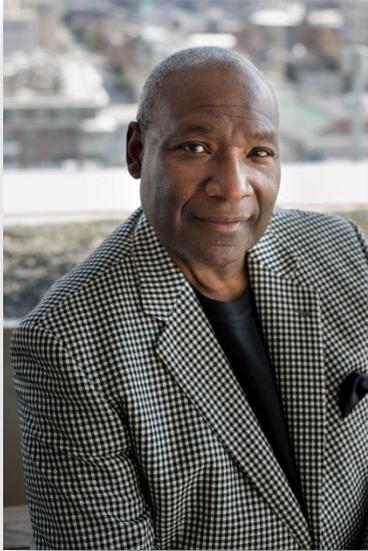
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KATHRYN NICOLAUS TO...  
LIVING MEMORY OF ANCELLE H. CARROLL...  
CYNOR ART GALLERY...  
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## **MESSAGE FROM THE CHIEF OF POLICE**

“Coppin as an anchor institution committed to provide educational access and diverse opportunities for all students while emphasizing its unique role in educating residents of Metropolitan Baltimore and first generation college students. Coppin is committed to community engagement and partnering with businesses, government and non-government agencies to meet work force demands; preparing globally competent students; strengthening the economic development of Baltimore, Maryland and developing stronger strategies and partnership.” The above statement is

an excerpt from the mission statement of Coppin State University.

The Coppin State University Police Department (CSUPD) is committed to helping the University carry out its mission by ensuring the safety and wellbeing of the Coppin community through technological advancement and professional policing. The world is in a continued state of change. This challenge needs to be met by strategies and programs which develop information intelligence. We ask that you acquaint yourselves with the rules and regulations of the campus, the Emergency Preparedness Plan and enroll in the Blackboard Connect Alert Program.

I welcome comments, suggestions and remarks you may have concerning police operations and public safety.

Chief Leonard Hamm  
Public Safety

## **COPPIN STATE UNIVERSITY MISSION:**

Coppin State University is an urban, comprehensive, and Historically Black Institution. Building on a legacy of excellence in teacher preparation in the metropolitan community, the university offers quality undergraduate and graduate programs in teacher education, liberal arts, health professions, technology and STEM disciplines.

Coppin as an anchor institution is committed to providing educational access and diverse opportunities for all students while emphasizing its unique role in educating residents of Metropolitan Baltimore and first-generation college students.

Coppin is committed to community engagement and partnering with businesses, governmental and non-governmental agencies to meet workforce demands; preparing globally competent students; strengthening the economic development of Baltimore, Maryland and developing stronger-strategic partnerships.

## **OUR CORE VALUES:**

### ***Lifelong Learning***

We support opportunities to learn and develop continuously in every aspect of life.

### ***Excellence and professionalism***

We seek to obtain the highest level of performance, ethical standards and personal development in everything we aspire to achieve.

### ***Civic and Social Responsibility***

We are committed to making the world in which we live a better place by promoting social justice and parity.

### ***Community Engagement***

We promote strategic partnership with the local community through shared goals and values.

### ***Teaching***

We value exemplary teaching and assess student learning.

### ***Diversity***

We respect the uniqueness that all individuals bring to the University.

### ***Scholarship***

We value pursuing knowledge and making meaningful contributions to field of study.

### ***Pride***

We encourage and embrace Coppin's historic spirit and identity.

### ***Leadership***

We are committed to developing student leaders who excel in their communities.

### ***Innovation***

We value innovation in teaching and keeping abreast of current trends in research, technology and information management.

## **INTRODUCTION:**

The Federal Student Right to Know, Crime awareness and Campus Security Act referred to as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” as amended by the Higher Education Opportunity Act of 2008, requires institutions of higher education to prepare, publish and distribute a report concerning certain campus crimes and fire statistics, as well as, policies concerning security, personal safety, fire safety, emergency response and missing on campus residential students on an annual basis through appropriate publications, mailings or computer networks to all current students and employees and all prospective students and prospective employees upon request. This publication contains the annual report concerning specific campus crime and arrest statistics, fire statistics, as well as information about campus policies and practices intended to promote awareness, campus safety and security.

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

## **JEANNE CLERY ACT:**

The Jeanne Clery 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 require that schools afford victims of campus sexual assault certain basic rights and was further amended 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 effective 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](http://www.familywatchdog.us).

## **TIMELY WARNING:**

Whenever a violent or a major crime occurs on campus, CSUPD believes the safety of the campus community is at risk. The Chief of Police or the Operational Lieutenant determines when a timely warning should be distributed without delay to help prevent crimes or serious incident. CSUPD, in conjunction with Office of University Relations (OUR) issues campus safety alerts in a timely manner to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report the incident as soon as possible to CSUPD so that a campus safety alert can be issued if warranted.

When a community member reports a crime or serious incident to a campus security authority, those authorities will notify the CSUPD. Campus Security Authority will promptly notify and collaborate with the CSUPD to issue a campus safety alert, if one is appropriate.

The department distributes campus safety alerts in various ways. Once the University determines an alert should be issued, the department will have a recorded phone message sent stating the incident and area with instructions for the community to follow. Messages will also be sent by e-mail, twitter, and Facebook through Blackboard Connect.

## **CAMPUS SECURITY ACT:**

The Campus Security Act mandates all colleges and universities to:

Prepare, publish, and distribute an annual report by October 1<sup>st</sup> that contains three years of:

Campus crimes statistics and fire statistics, as well as policies concerning security, personal safety, fire safety, emergency response and missing on-campus residential students, on an annual basis through appropriate publications, mailings or computer networks to all current students and employees, and all prospective students and prospective employees upon request. This publication contains the annual report concerning specific campus crimes and arrest statistics, fire statistics, as well as information about campus policies and parties intended to promote awareness, campus safety and security. This report is prepared by CSUPD.

The statistics for this report are collected by CSUPD or local law enforcement and other university officials who have significant responsibility for students and campus activities. Published are timely warning notices of those crimes that have occurred and pose an on-going threat to students and employees.

Disclosed in public crimes logs are crimes that occurred on campus or within the patrol jurisdiction of the CSUPD are responsible for preparing and distributing the report. Copies of this report may be obtained from the CSUPD located on the second floor of the PEC building or by visiting our web page located at: [www.coppin.edu/police/statistics.aspx](http://www.coppin.edu/police/statistics.aspx).

## **AUTHORITY:**

The Education Article 13-601 of the Annotated Code of Maryland establishes the authority by which the Coppin State University Police Department (CSUPD) conducts its day-to-day operations. In accordance with the law, CSUPD officers have all the powers of any peace or police officer in the state. Furthermore, CSUPD is the primary agency responsible for policing property owned, leased, operated and/or controlled by the University. In order for CSUPD to better serve the University community, the University has entered into a “Concurrent Jurisdiction Agreement” with the Baltimore Police Department. Under this agreement, in addition to our statutory jurisdiction and authority, the Baltimore Police Commissioner has given enforcement authority to CSUPD 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.

## **EMERGENCY DECLARATION:**

The President or his designee shall declare a State of Emergency upon the recommendation of the Chief of Police. At that time, the President or designee will set in motion emergency procedures and determine if the institution should be partially or completely closed. The order of succession or authority directing an emergency situation is as follows:

- Vice President Administration and Finance
- Vice President of Institutional Advancement
- Vice President of Student Affairs
- Vice President of Information Technology
- Associate Vice President of Capital Planning

In an emergency situation, the decision-making meeting, if possible, will take place in the President’s Office located on the 2nd Floor of the Parlett L. Moore Library. If inaccessible, the meeting will take place in the Vice President of Administration and Finance’s conference room located on the 2nd Floor of the Miles W. Connor Administration Building.

For more information about disaster relief and readiness, please visit the website of the following agencies:

American Red Cross- [www.redcross.org](http://www.redcross.org)  
Maryland Emergency Management Agency – [www.mema.gov](http://www.mema.gov)  
Federal Emergency Management Agency (FEMA) – [www.fema.gov](http://www.fema.gov)

## **EMERGENCY NOTIFICATION:**

The preparedness of this campus in case of an emergency incident is a high priority issue. Any change in the national threat level will be closely monitored as well as specific threats to the safety of the Coppin State community. Information concerning the safety and security of this

campus will be disseminated to the community through all available avenues of campus communication (emails, text message system, etc.) and if applicable, any recommended campus actions will be detailed.

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 CSUPD to provide enhanced services to the community and to engage the community in a collaborative state of vigilance against threatening activities. The Coppin Police Department 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.

Coppin Police Department 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:

1. Establishing an emergency response based on federally designed Incident Command System protocols;
2. 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;
3. 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:
  - o Seek shelter within the closest building;
  - o Seek information about the emergency from the following resources;
    - + [www.coppin.edu](http://www.coppin.edu)
    - + (410) 951-3000 - Main Campus Line
    - + (410) 951-3900 – CSUPD(Coppin State University Police)

For the duration of any heightened threat condition, the CSUPD 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; and,
- Providing increased uniformed police officer visibility at designated areas and during campus special events;

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, television, 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 the case of an emergency.

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, 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 as their home page. Students, faculty and staff are strongly encouraged to register for Blackboard Emergency Notifications. 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.

### **IN CASE OF EMERGENCY:**

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 State Community. Information concerning the safety and security of the 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 on the current threat level at the national and local level to mitigate risk. These response protocols activate different levels of operational activities undertaken by the CSUPD to provide enhanced services to the community and to engage the community in a collaborative state of vigilance against threatening activities. CSUPD would like to make you aware of the impact a heightened state of alert has to the campus community by providing general information about the institutional response the campus and community members can expect during these uncertain times.

CSUPD 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 and procedures will include establishing an emergency response based on federally designed Incident Command System Protocols, implementing a Disaster Response Protocol model based upon an Incident Response Team, comprised of high-level campus administrators, Emergency Operations Center full of major resource holders and an Incident Command System team consist of CSUPD officers trained to coordinate on-scene activities at major incidents. Implementing an early warning system to the emergency program will provide instant notification to the campus community and imminent dangerous conditions. For the duration of any heightened threat condition, CSUPD will engage in the following activities on a daily basis to augment normal

safety and security activities: The institutional liaison along with local, state and federal agencies will facilitate information involving the campus community and provide increased uniformed police officer visibility at designated areas and during campus events planned.

Upon activation of the Early Warning System Emergency Program, campus community members should:

Seek shelter inside the closest building.  
Call Coppin Police Department, (410) 951-3900.  
Call Main Campus, (410) 951-3000.



### **E-911:**

With 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 provided with the Emergency Response Location (ERL) and a directory phone number that is associated with the ERL. For every zone, new automatic location identification records are created in the public E-911 database. Any person who dials “911” from any campus phone at Coppin State University will instantly be connected to the Baltimore City Police Department, E-911 System and CSUPD will simultaneously receive an emergency alert with the building and phone location. An officer is immediately dispatched to location of emergency to assess the situation. E-911 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](http://www.coppin.edu/E911).

### **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 a message alert, go to: <http://www.coppin.edu/TextAlert>

#### **Blackboard Connect Student Version:**

1. Login to LINK <http://eaglelinks.coppin.edu>
2. Click on “**Personal Portfolio.**”
3. Click on **Phone Number.**”
4. In the drop-down menu, select “**Mobile**”. Do not leave the mobile field blank unless you do not have a mobile/cell phone. **Do not place a landline number in the field.**
5. Click on **Add a Phone number**

6. Select “**Home**” **once your selection** is made, in the drop-down menu. Type your home phone number. (Place your cell number or landline number in this field.)
7. Click **Save**. You’re done!!!

### **Emergency Contact Update:**

1. Login to Eagle LINK <http://eaglelinks.coppin.edu>
2. Click on “**Personal Portfolio**.”
3. Click on “**Emergency Contacts**.”
4. To update an existing contact, click on the **EDIT** button next to the name of the contact, update the information as needed and click **Save**
5. To add a new contact, click on **Add an Emergency Contact**, enter the contact name, relationship, phone type number fields and click **Save**
6. You’re done!!!

### **Address Update:**

1. **Login** to Eagle LINK <http://eaglelinks.coppin.edu>
2. Click on “**Personal Portfolio**.”
3. Click on “**Addresses**.”
4. To update an existing address, click on the **Edit** button next to the address type, update the information as needed and click **OK**.
5. To add a new address, click on **Add a New Address**, enter the Address 1, City, State, Postal and County fields and click **OK**.
6. You’re done!!!!

### **BLUE LIGHT EMERGENCY PHONES:**

- When you approach any emergency phone, you will see two buttons:
- The large **red** button is for emergencies.
- The small **black** button is for information.
- When you press to activate the **red** 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. There is a pause of five seconds before you will hear the dispatcher’s voice. After you hear the dispatcher’s voice you can exchange dialogue 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.
- Located though out the 1<sup>st</sup> floor of the Physical Education Complex Building (PEC) are emergency **red** phones which will automatically connect you to the CSUPD. A **red** phone

is also located outside of room 272 in the (PEC) for emergency assistant after business hours. CSUPD can also be contacted by pressing the call button on any elevator located though out campus.



### **FIRE SAFETY:**

Upon discovering smoke, fire or flames in any campus building, occupants should immediately activate the fire alarm system and then evacuate the building and if it is not already active by pulling the nearest fire alarm pull station. Do not use elevators to exit. If safe, close doors, windows and turn off lights as you are leaving. Exit the building and proceed at least 100 feet away from the building. Campus has designated assembly points for evacuees. Once at a designated assembly point or other safe location at least 100 feet away from the 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 each building when a fire alarm is sounded. Individuals who do not cooperate with a building evacuation will be subject to disciplinary action. 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 to a resident's assistant or a resident's hall Director, and Campus Police. Appropriate action will be taken based on the situation. Fire drills will be scheduled and conducted each semester.

Fire and safety regulations prohibit possession and/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 30 feet 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, etc. are not permitted in residence halls or suite/rooms

### **Fire Safety Report:**

#### **Dedmond Hall Fire Safety System:**

- The fire alarm system in Dedmond Hall is equipped with smoke detector and a sprinkler system.
- Once the fire alarm is activated, there will be an audible horn sounding with flashing lights. These flashing lights are only visible in the hallways. However, each lounge and bedrooms have audible alarms.
- Dedmond Hall has a sprinkler system that is throughout the building, in the event a fire takes place, the system will activate to suppress a fire. Each suite entry door is rated as a fire door. Fire doors are designed to stop or slow down the spread of fire, smoke and toxic fumes from one section of a building to another and it also allows the building's occupants a chance to exit safely. Dedmond Hall's fire doors can withstand damage for at least 1 1/2 hours and each bedroom door can withstand damage up to 1/2 an hour.
- There is also egress lighting on an emergency generator.
- Each floor hallway and floor lounge has fire extinguishers.
- Elevators shall not be used during fire emergencies.

#### **Evacuation routes from Dedmond Hall are as follows:**

- 1<sup>st</sup> Fl. Northwest exits— Front door.
- 2<sup>nd</sup> Fl. - Northeast exit – Inside laundry room.
- Exit by way of stairwells until you reach the 1st floor.



### **Fire Safety Report:**

#### **Daley Hall Fire Safety System:**

- The fire alarm system in Daley Hall is equipped with a smoke detector and a sprinkler system.

- Once the fire alarm is activated, there will be an audible horn sounding with flashing lights. These flashing lights are only visible in the hallways. However, each lounge and bedrooms have audible alarms.
- Daley Hall has a sprinkler system throughout the building, in the event a fire takes place, the system will be activate to suppress a fire. Each suite entry door is rated as a fire door. Fire doors are designed to stop or slow down the spread of fire, smoke and toxic fumes from one section of a building to another and it also allows the building's occupants the chance to exit safely. Daley Hall's fire doors can withstand damage for at least 1 1/2 hours and each bedroom door can withstand damage up to 1/2 an hour.
- There is also egressing lighting on an emergency generator.
- Each floor hallway has a fire extinguishers and the floor lounge has one also.
- Elevators shall not be used during fire emergencies.

**Evacuation routes for Daley Hall are as follows:**

- 1<sup>st</sup> Fl. Northwest exit— Front door.
- 2<sup>nd</sup> Fl. - Northeast exit – Inside laundry room.
- Exit by way of stairwells until you reach the 1st floor.

**FREQUENTLY ASKED QUESTIONS:**

***HOW DO I REMOVE MYSELF FROM RECEIVING ALERTS FROM BLACKBOARD CONNECT?***

Please log into your Eagle links account to opt-out for Blackboard Connect alerts for your school. You may remove your information from one particular group or the entire service.

***WHAT IS A UNIVERSAL NOTIFICATION SYSTEM?***

A Universal Notification System is defined as a platform to deliver 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.

***WHAT IS A NOTIFICATION?***

A notification is defined as a form of communication that delivers descriptive information about news or an event, unlike a bell or siren which signifies a warning only.

***DO I NEED TO INSTALL SOFTWARE AND/OR HARDWARE IN ORDER TO HAVE BLACKBOARD CONNECT?***

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.

***WILL ANY PERSON RECEIVE UNSOLICITED MESSAGES OR SPAM ON THEIR MOBILE PHONE?***

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.

## **EMERGENCY EVACUATION ROUTES:**

### **MILES CONNOR ADMINISTRATION**

- 1 South exit (front doors)
- 1 Northeast exit (Daley Hall)
- 1 Northwest exit (near Loop road)

### **J. MILLARD TAWES CENTER**

- 1 East exit (Basement Level)
- 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**

- 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)
- 1 West exit (basement level)

#### **PARLETT MOORE LIBRARY**

- 1 Southwest exit (south side 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 (doors 2nd floor)
- 1 North exit
- 1 Southwest exit
- 1 Northeast exit

#### **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**

- 1<sup>st</sup> floor elevator lobby East Main Lobby facing (Science and Technology Building)
- 1st floor North (elevator lobby)
- Hallway rooms 124 to 133 North Avenue entrance/exit
- 1st floor south (elevator lobby) (heading to loading dock)
- (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) bridge
- 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 hallways 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 straight 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

**MISSING STUDENT POLICY:**

Coppin State University in compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), will investigate any report of a missing student who resides on-campus at Coppin State University. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Coppin State University Campus Police which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the university not later than 24 hours after the time that he/she is determined missing in accordance with official notification procedures established by Coppin State University. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the university is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by University Police that the student is missing.

University Police may also notify the Baltimore City Police and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

If Coppin State University Police has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the institution will initiate the emergency contact procedures in accordance with the student's designation.

The Vice President of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

### **PROCEDURE:**

#### **Notification:**

- Any report of a missing student, from whatever source, should immediately be directed to Coppin State University Campus Police.
  
- When a student is reported missing Campus Police shall:
  - a) initiate an investigation to determine the validity of the missing person report;
  - b) contact the Vice President for Student Affairs;
  - c) make a determination as to the status of the missing student;
  - d) notify Baltimore City Police or other appropriate law enforcement agencies within 24 hours after determining that the student is missing.
  - e) When contacted by Campus Police, the Vice President shall:
    - a) notify the Director of Residence Life, the Vice President of Administration and Finance, the Vice President for Academic Affairs, and the President's Office;
    - b) if, on investigation of the official report, Campus Police determines that the student is missing, the Vice President for Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing;
    - c) if the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
    - d) each student over the age of 18 has the option of opting out of the Missing Student Policy in accordance with the Missing Student

Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Policy Form.

The Vice President for Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.



**STUDENT CONTACT INFORMATION:**

Students residing on-campus shall be given the opportunity to identify and register a confidential contact person(s) to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian must be the contact person.

## CONTACT INFORMATION FORM

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Coppin State University, Division of Student Affairs and University Police to investigate any report of a missing student who resides on-campus at Coppin State University.

Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the university and register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

If the resident student is under 18 years of age, and not an emancipated individual, you must complete this form and your emergency contact must be a custodial parent or guardian.

Student's Name: \_\_\_\_\_

Student's CSU ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Campus Housing Assignment: \_\_\_\_\_

### **IN CASE OF EMERGENCY:**

**1<sup>st</sup> Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**2<sup>nd</sup> Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_ I am over the age of 18, and I do not wish to identify an emergency contact person in accordance with the Missing Student Notification Policy.

I have read the Coppin State University Missing Student Policy and understand that the individual listed above will be contacted should I be deemed missing for more than 24 hours.

\_\_\_\_\_  
Name

Date

### **INITIAL INSTITUTIONAL RESPONSE:**

Upon receipt of a missing student report, the CSUPD will promptly begin efforts to locate the student on campus or at other sites controlled by the University through working closely with the Division of Students Life and other relevant departments such as the Office of Residence Life (by contacting the Director of Residence Life) and/or the Academic Department in which the missing student is enrolled.

Initial efforts to contact the student may involve telephone, e-mail, text message or other electronic communications such as the usage of a meal plan card or building access card.

University personnel authorized by CSUPD or the Vice President of Student Life may attempt to contact the student at his or her housing assignment on campus or at his or her residence.

If a student who resides on campus does not respond to initial efforts to make contact, Student Life or other authorized Office of Residence Life personnel may enter the student's room in order to assess the condition of the room and look for clues to explain the student's absence. CSUPD will request that Student Life personnel enter student rooms.

University personnel authorized by CSUPD or Vice President of Student Life may pursue such additional or other investigative activities that are considered reasonable under the circumstances.

### **INSTITUTIONAL RESPONSE AFTER DETERMINING A STUDENT IS MISSING:**

When CSUPD and the Vice President of Student's Life determine that the student has been missing for a period of 24 hours, or if the University cannot locate the student and determines that the student appears to be missing as defined under this policy:

CSUP will initiate an investigation of missing person(s) and children (including runaways, abandonment, abducted, or other missing status) and will submit a missing person report on all persons deemed missing from the agency's primary jurisdiction. CSUPD will involve Local Law Enforcement and other Law Enforcement agencies in its efforts to locate a missing student.

### **STUDENT'S OPTION TO IDENTIFY PERSONS TO BE INFORMED:**

**STUDENTS IN UNIVERSITY HOUSING:** At the time that a student initially registers for classes or is accepted as a resident in University housing, the student will be given an opportunity to designate an emergency contact, which would be used in the event of an emergency or the student is missing. This information can be updated at any time by the student.

**Confidentiality:** Missing Person contact information will be maintained by the University as a confidential student record and will be accessible only to specifically designated authorized

University officials. This confidential information may not be disclosed except to Law Enforcement Personnel or designee in furtherance of a missing student investigation.

**Students Under 18:** The University will inform students under the age of eighteen that, in the event they are emancipated and determined to be missing, their custodial parent or legal guardian must be notified.

### **CRIME PREVENTION:**

CSUPD continuously patrols the campus to assure a high level of security. As a routine part of patrol duties, officers look for potential safety hazards such as defective lighting, inoperative doors and locks. Coppin State University does not have any off-campus student organizations that must be disclosed.

Any concerns may be reported by calling the following departments:

Facilities: 410-951-1234

Campus Police: 410-951-3900

### **CAMPUS SAFETY MONTH:**

September is safety awareness month. During the month of September there are a variety of activities promoting safety awareness. Such activities include violence against women, dating violence, stalking and rape prevention.

### **COPPIN STATE UNIVERSITY COMMUNITY:**

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. CSUPD is depending on a collaborative campus community to maintain safety successfully at this institution.

### **YOU CAN ALSO REPORT A CRIME TO CAMPUS SECURITY AUTHORITIES:**

The Clery Act mandates that institutions disclose statistics for crimes reported to Campus Security Authorities. The intent of including Non-Law Enforcement personnel as Campus Security Authorities is to acknowledge that many individuals are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

### **Campus Security Authority (34 CFR 668.46(a))**

The Clery Act regulations define a campus security authority as a member of a Police Department or a Campus Security Department of an institution;

Any individual or individuals who has responsibility for campus security but who do not constitute a CSUPD or a Campus Security Department (e.g., an individual who is responsible for monitoring the entrance into institutional property);

Any individual or organization specified in an institution's statement of Campus Security policy as an individual or organization to which students and employees should report criminal offenses.

An official of an institution who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. The CSA link to report any crime: <http://af.coppin.edu/police/csa/sitepages/home.aspx>

**CAMPUS SECURITY AUTHORITY- ORGANIZATIONS & TITLES:**

University Police	(410) 951-3900
Confidential anonymous tip line	(410) 951-7070
Emergency (ALL)	(410) 951-3911
Housing & Residence Life	(410) 951-6300
Director &/ or Assistant Director	(410) 951-6399
Students Activities	(410) 951-3922
Director	(410) 951-3925
Athletics	(410) 951-3737
Director	(410) 951-3748
Counselor	(410) 951-3939
Student Life	(410) 951-3933
Vice President & Associate Vice President	(410) 951-3933
Director (Residence Hall)	(410) 951-6399
James Edger McDonald Childcare Center	(410) 951-6136

**HOW TO REPORT A CRIME/COMPLAINT:**

CSUPD operates 24 hours a day, 365 days a year and is a fully staffed recognized law enforcement agency. Each incident is investigated by a professional full-time police officer and followed up by a full-time investigator. Our follow up process strives to identify and prosecute criminals, recover stolen property and encourage restitution, when possible.

It should be noted that because Coppin State University is a publicly funded institution certain information is not protected and must be made public. The law makes provision for the

protection of some information if it meets certain criteria set in the law, however, information that does not meet that criteria must be made public. Therefore, the University through its department of Campus Police and/or other “Campus Security Authorities” cannot assure confidentiality of information in all cases.

### **REPORTING CRIMINAL ACTIVITY:**

CSUPD has primary jurisdiction and responsibility for investigating crimes and providing police services to the campus community. In keeping with Federal guidelines, it is the policy of Coppin State University that all crimes specified by the Federal Student Right-to-know, Crime Awareness and Campus Security Act now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” (Clery Act) as amended by the Higher Education Opportunity Act of 2008, all reported crimes to any campus security authority must be relayed to CSUPD. Professional and pastoral counselors are exempt from this requirement when they are acting in their official capacities. CSUPD and Baltimore City Police have entered into a memorandum of understanding to engage in cooperative initiatives to ensure the safety of Baltimore residents.

Each incident is investigated by a professional full time police officer, followed up by an investigation conducted by a fulltime investigator. Our follow up process strives to identify and prosecute criminals, recover stolen property and encourage restitution, when possible.

### **Limited Voluntary/Confidential Reporting:**

CSUPD encourages everyone who is a victim of a crime or witness to promptly report the incident to the police when the victim of such crime elects or is unable to make such a report. Because police reports are public records under state law, CSUPD may not hold reports of a crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as described. The Clery Acts mandate that institutions disclose statistics for crimes reported to the local agencies and crimes reported to campus security authorities (CSA). The intent of including non-law enforcement personnel such as CSA is to acknowledge that many individuals and students in particular are hesitant about reporting crimes to the police, but may inclined to report to other campus-affiliated individuals.

### **REPORT A CRIME OR OTHER EMERGENCY:**

(410) 951-3900

### **REPORT A CRIME IN PERSON:**

Physical Education Complex Building, Room 272 (Headquarters)

### **ANONYMOUS PHONE LINE:**

(410) 951-7071

The anonymous tip Hot Line is available at all times for the reporting of criminal activity on or near the campus. If you would like an officer to contact you, you will need to leave your name and contact number. You can just report an incident and an officer will investigate the incident.

### **DAILY INCIDENT LOG:**

A daily log of all criminal offenses is maintained by the campus police and is accessible for public inspection between the hours of 8:30 a.m. and 4:30 p.m., Monday thru Thursday and on Friday, 9:00 a.m. thru 3:00 p.m. excluding holidays when the University is closed.

### **UNIFORM CRIME REPORTS:**

The Uniform Crime Reports (UCR) contains official data on crime that is reported to Law Enforcement Agencies across the United States. The data is also provided to the Federal Bureau of Investigation (FBI). UCR focuses on index crimes, which includes 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 United States. To address limitations of UCR, the FBI has developed the National Incident Based Reporting System (NIBRS).

### **Definitions of Reportable Crimes:**

#### ***CRIMINAL HOMICIDE***

Murder and non-negligent manslaughter is the willful (non-negligent) killing of a 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, 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, forcibly and/or against that person's will, the victim is incapable of giving consent because of his/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, the victim is incapable of giving consent because of his or her youth or because of his/ 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, the victim is incapable of giving consent because of his or her youth or because of his/ 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 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.

**REGISTERED SEX OFFENDER INFORMATION:**

Various statutes, including the Federal Campus Sex Crimes Prevention Act require institutions of higher education to issue a statement advising the campus community about law enforcement agency information pertaining to the location of registered sex offenders. Maryland's sexual offender registration information which includes, registration, employment and enrollment information regarding sex offenders at Maryland higher education institution can be found at: <http://www.dpsecs.state.md.us/sorsearch>.

## **SEXUAL MISCONDUCT POLICY:**

Coppin State University is committed to providing a working and learning environment free from sexual misconduct, including sexual and gender-based harassment, sexual violence, dating violence, domestic violence, sexual exploitation, and sexual intimidation. USM prohibits and will not tolerate sexual misconduct. sexual misconduct is a form of sex discrimination prohibited by State and Federal Laws, including Title IX of the Education Amendments of 1972 as amended (Title IX) and (Title VII) of the Civil Rights Act of 1964 as amended, and also may constitute criminal activity.

Coppin endeavors to foster a System-wide climate free from sexual misconduct through training, education, prevention programs, through policies and procedures that promote prompt reporting, prohibit retaliation and promote time, fair and impartial investigation and resolution of Sexual Misconduct cases in a manner that eliminates the Sexual Misconduct, prevents its recurrence and addresses its effects. All Coppin Community Members are subject to this policy regardless of sex, sexual orientation gender identity and gender expression. This includes all students, faculty, and staff of Coppin.

### **Definitions:**

For purposes of this Policy, the following definitions apply.

- A.** Consent means a knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make a rational and reasonable judgment. Consent may be expressed either by affirmative words or actions, as long as those words or actions create a mutually understandable permission regarding the condition of sexual activity. Consent may be withdrawn at **ANYTIME**. Consent cannot be obtained by force, threat, coercion, fraud, manipulation reasonable fear of injury intimidation, or through the use of one's mental or physical helplessness or incapacity. Consent cannot be implied based upon the mere fact of a previous consensual dating or sexual relationship. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- B.** Dating Violence means violence committed by a person who is or has been in a social relationship or a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- C.** Domestic Violence means violence committed by a current or former spouse of intimate partner of the complainant by a person with whom the complainant shares a child in common by a person who is cohabitating with or has cohabitated with the complainant as a spouse of intimate partner, by a person similar situated to a spouse of the complainant, or by any other person against an adult or youth complainant protected from those acts by domestic of family violence Laws of Maryland.
- D.** Interim Measures means reasonably available steps an institution may take to protect the parties while a sexual misconduct investigation is pending.
- E.** Responsible Employee includes any employee who (1) has the authority to take action regarding sexual misconduct; (2) is an employee who has been given the duty of

reporting sexual misconduct; or (3) is someone other than the individual could reasonably believe they have this authority or duty. At a minimum, Responsible Employees must include: the (Title IX) Coordinator and any (Title IX) team members all institution Administrators, all Non-Confidential Employees in their Supervisory roles, all Faculty, all Athletic Coaches, institution Law Enforcement and all other Non-Confidential First Responders.

- F.** Retaliation means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with right or privilege secured by Law or USM policy relating to sexual misconduct, or because an individual has made a report, testified, assisted, or participated in any manner in an investigation proceeding, or hearing related to sexual misconduct. Retaliation includes retaliator harassment.
- G.** Sexual Assault
  - Sexual Assault I – Non-Consensual Sexual Intercourse  
Any act of sexual intercourse with another individual without Consent. Sexual intercourse includes vaginal and anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.
  - Sexual Assault II – Non Consensual Sexual Contact  
Any intentional touching of the intimate parts of another person, causing another to touch one's intimate parts, or disrobing or exposure of another without Consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or another body part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.
- H.** Sexual Exploitation means taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage of benefit of anyone other than the person being exploited.
- I.** Sexual Harassment is any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when: (1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a UMS or UMS institution program of activity; (2) Submission to or rejection of such conduct by an individual is used as the basis for Academic, Employment, or activity or program participation related decisions affecting an individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning or sexually offensive working, academic, residential or social environment.
- J.** Sexual Intimidation means (1) threatening to sexually assault another person; (2) gender or sex-based Stalking, including Cyber-Stalking; (3) engaging in indecent exposure.
- K.** Sexual Misconduct is an umbrella term that includes Dating Violence, Domestic Violence, Sexual Exploitation, Sexual Harassment, Sexual Intimidation, Sexual Violence and Stalking.
- L.** Sexual Violence is a form of Sexual Harassment and refers to Physical Sexual Acts perpetrated without consent. Sexual Violence includes Rape, Sexual Assault, Sexual Battery, and Sexual Coercion. Sexual Violence, in any form, is a criminal act.

- M.** Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Coppin takes preventive measures to insure that Faculty, Staff, Students and Visitors are appropriately protected from such actions. This safe environment includes all campus locations and all off-campus related activities and sites. CSU will establish and distribute detailed procedures relating to the reporting and handling of cases of sexual assault and sexual harassment. Procedures can be found in accordance with the University's disciplinary and appeal procedures. CSU will investigate all complaints of sexual assault and sexual harassment, adjudicating them in accordance with the University's disciplinary and appeal procedures. In addition, CSU will routinely assess the safety of the campus environment and will take corrective action to alter any identified potential problem areas. An informal complaint of an alleged incident of sexual harassment may be reported to any CSUPD supervisor or faculty member. This includes the complainant's supervisor, Department Chairperson, Dean, or any other University administrator, as well as the Director of Human Resources or designee. Prior to taking any action to investigate or resolve a complaint of sexual harassment, a CSU supervisor who receives a report of an alleged incident of sexual harassment must immediately notify the Director of Human Resources or designee. The Director of Human Resources or designee shall promptly contact and discuss the incident with the complainant to resolve the issue. A formal complaint must be reported to the Director of Human Resources or designee. Failure by a CSU employee to promptly notify the Director of Human Resources or designee of a complaint or an alleged incident of sexual harassment may result in disciplinary action against that employee. The CSU community shall use its best efforts to preserve reasonable confidentiality for individuals reporting an incident of sexual harassment.

Upon receipt of notice of a complaint of sexual harassment, the Director of Human Resources or designee shall conduct a confidential investigation for the purpose of resolving the complaint. An investigation may include a discussion of the matter with the complainant, the respondent, witnesses to the incident, or character witnesses, as well as consultation with legal counsel for CSU.

Every member of the University community should be aware that all sexual contact or behavior on the campus and/or occurring with a member of the University community must be consensual. Consent must be clear and verbal, voluntary, free of coercion or force, and may be communicated through verbal or non-verbal expression. In order to give consent, one must be of legal age of sexual consent and both parties must be sober and conscious enough to understand what is being agreed to. Consent may be withdrawn at any point.

The University will not tolerate sexual assault, sexual harassment, or any other form of sexual misconduct. Such behavior is prohibited both State and Federal Law and University policy. The standard disciplinary sanction for any sexual conduct, including acquaintance rape, is dismissal from the University and/or termination of employment.

Sexual misconduct policies are enforceable for sexual misconduct that occurs on University premises or at University-sponsored events. Regardless of where sexual misconduct occur the University will process any complaints in accordance with applicable University policies.

The University will not tolerate sexual assault, sexual harassment, or any other form of sexual misconduct. Such behavior is prohibited by both State and federal law and university policy. The standard disciplinary sanction for any sexual conduct, including acquaintance rape, is dismissal from the University and/or termination of employment.

Sexual misconduct policies are enforceable for sexual misconduct that occurs on University premises or at university-sponsored events. Regardless of where sexual misconduct occur the University will process any complaints in accordance with applicable University policies.

### **REPORTING SEXUAL ASSAULT:**

People who believe they have been the victim of a sex offense, domestic violence, dating violence, sexual assault, or stalking should immediately report the incident to the CSUPD by calling 3911 or 410-951-3911. The following is strongly suggested. If a sexual assault occurs off campus, the victim should report the incident to the Police Department of the jurisdiction.

Get to a safe place and call the police immediately;

Regardless of whether you intend to prosecute, you are encouraged to obtain a medical evidentiary examination (SAFE Examination). The exam will be given at Mercy Hospital located 345 Saint Paul Place. Baltimore, Md. 21202, 410-332-9000.

In addition to medical assistance, important evidence can be collected that could aid in a future criminal prosecution. You always have the right to change your mind and not to pursue a criminal complaint if safe to do so, take precautions so as not to destroy or tamper with any evidence that may be used in a criminal prosecution or administrative action.

If you are not sure what to do, you can call the **Rape Crisis Hotline at 410-828-6390** or **The Maryland Coalition Against Sexual Assault at 1-800-938-RAPE (7273)**. The advocate will provide you with options and you will not have to give your name;

Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing and objects at the scene of the crime.

If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.

Victims have the option of reporting these incidents to Campus Security Authorities (CSA's) if they do not wish to report to the police. If the offense occurred off campus, CSUPD or CSA's can assist victims in notifying local law enforcement authorities if the victim so chooses.

Victims do have the option of declining to notify such authorities. CSUPD or local law enforcement authorities can assist the victim by providing written information concerning the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, or civil court.

## **PROCEDURES FOR A VICTIM TO FOLLOW IF A SEXUAL ASSAULT OCCURS:**

### **Self-Care and Safety:**

It is important to get to a safe location. After an assault, the victim may be in a state of shock. Although the first reaction may be to clean up, **DO NOT**. Instead, the victim is advised to wrap in something warm, such as a blanket or coat. Staying warm, instead of cleaning up right away, will help in recovering from shock and it is less likely that the evidence will be disturbed or destroyed if one decides to report the assault to law enforcement.

It is important for a victim to seek medical attention as soon as possible after a sexual assault. A medical exam will ensure that the victim receives appropriate medical treatment. A Sexual Assault Forensic Exam is essential in the collection of physical evidence if the victim decides to make a formal report to law enforcement.

### **Preserve any evidence:**

Do not disturb any evidence on the body or the location where the assault occurred. Do not shower, bath, eat, drink, brush your teeth or gargle, change clothes, urinate or defecate, brush/comb hair or smoke. Bring any clothing to the hospital the victim was wearing at the time of the assault or immediately after the assault. If the victim has already change clothes put them in a paper bag. Write down anything the victim can remember about the assailant and the assault.

### **Call someone:**

Victim is advised to call someone for support immediately. Reactions to sexual assault vary. Whatever the reaction, one may make better decision by talking to a trusted friend or relative or someone who is professionally trained to deal with sexual assault. This person can serve as a vital source of emotional support.

Coppin State University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the result of any disciplinary hearing conducted by Coppin State University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of such crime or offense, Coppin State University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

**PROCEDURES FOR CAMPUS DISCIPLINARY ACTIONS IN CASES OF AN  
ALLEGED SEX OFFENSE:**

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding

Both the accuser and the accused must be informed concurrently in writing about the outcome of the complaint and whether or not sexual misconduct was found to have occurred.

**A. CHARGES AND HEARINGS**

1. Any member of the University community may file charges against any student for misconduct under this Code. Charges shall be prepared in writing, and directed to the Judicial Advisor responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place.
2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearing may be extended at the discretion of the Judicial Advisor.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Admission of any person other than the accused student, to the hearing shall be at the discretion of the judicial body and/or it's Judicial Advisor.
  - b. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - c. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Nevertheless, the complainant and/or the accused is responsible for presenting his or her own case by calling witnesses, cross-examining witnesses, presenting written documents and making opening and closing statements. An advisor present at a hearing before a judicial body is permitted to advise his or her client as to what, if any, statements should be made before the judicial body. However, an advisor is not permitted to cross-examine witnesses, present documentary evidence or make opening and closing statements.
  - d. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.

- e. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - f. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which he/she is charged with violating.
  - g. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University.
  6. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

### **APPEALS:**

1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to the CSU Judicial Appeals Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that a Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the Judicial Appeals Board, the matter shall be remanded to the original judicial body and Judicial Advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Judicial Appeals Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Judicial Appeals Board may, upon review of the case, reduce, but not increase, the sanctions imposed by the Judicial Advisor.
5. In cases involving appeals by persons other than students accused of violating the Student Code, the Judicial Appeals Board may, upon review of the case, reduce or increase the sanctions imposed by the Judicial Advisor or remand the case to the original judicial body and Judicial Advisor.

### **ALCOHOL, DRUGS, AND SMOKING:**

#### **DRUG-FREE SCHOOLS AND COMMUNITIES ACTS AMENDMENTS OF 1989:**

(Amends the Higher Education Act)

This law requires institutions of higher education to establish drug and alcohol abuse prevention programs for students and employees. Students and employees must receive material annually that contains standards of conduct, a description of the various laws that apply in that jurisdiction regarding drug and alcohol, a description of various health risks of drug and alcohol abuse, a description of counseling and treatment programs that are available and a statement regarding the sanctions that the University will impose as a result of violation of the standards of conducts.



#### **Substance Abuse:**

The Counseling Center provides guidance on rising year-round awareness for Recovery Month. The center shares resources with community members to encourage active participation in the treatment and recovery movement and volunteer to help educate and reach out to others.

#### **Alcohol:**

Maryland state law is enforced at all facilities and campuses. Alcohol may not be possessed or consumed and is not allowed on campus. Coppin State University is a dry (non-alcohol) campus.

#### **Drugs:**

The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state or local law are prohibited by the University.

## **CENTER FOR COUNSELING AND STUDENT DEVELOPMENT ALCOHOL AND DRUG PROGRAMS (CCSD):**

The Center for Counseling and Student Development provides a safe haven for students to work on issues that create distress or interfere with academic success. Students are encouraged to take advantage of the free and confidential services available. Students may contact CCSD at (410) 951-3939 or [www.coppin.edu/ccsd](http://www.coppin.edu/ccsd).

### **Mandated Alcohol and Other drug Programs:**

The CCSD provides education, early intervention and counseling services to students who have violated the University's alcohol and drug policy. Students are referred to the program by the Office of Community Standards. The program is designed to meet the individual needs of each student referred and focuses on helping those students avoid further problems related to alcohol and/or drug use.

Students initially meet with the AOD Program Coordinator for an intake assessment. Students who have a substance abuse problem requiring long-term treatment are referred to an appropriate outside agency for treatment. Students who do not require long-term treatment complete the Under the Influence or Marijuana 101 online education course.

### **Under the Influence:**

Under the Influence Alcohol Education Program is an evidence-based online curriculum hosted by 3rd Millennium Classrooms. A number of studies show that people respond best to alcohol education programs that provide feedback are nonjudgmental, emphasize personal responsibility and give people several options for changing their drinking or drug use. This program combines each of these elements to engage students in a dynamic learning experience. Under the Influence is a 7-lesson course that can be completed in 3 hours. The goal of the course is to reduce the risk of students experiencing any type of alcohol- or drug-related problem at any point in life.

### **Marijuana 101:**

Marijuana 101 is an online marijuana education course hosted by 3rd Millennium Classrooms. The program has six lessons that can be completed in three hours. Designed to help students think critically about their drug use, this course combines personalized feedback, professional narration, interactive exercises and techniques to engage students in a powerful dynamic learning experience. The goal is to help students learn more about their own behaviors and risk factors.

### **NATIONAL ALCOHOL SCREENING DAY:**

Held annually in April, National Alcohol Screening Day is an outreach, education and screening program that raises awareness about alcohol misuse and refers students with alcohol problems for further treatment. Screenings are anonymous and only take a few minutes. After completing screening, students receive referral information to discuss their results or any other concerns with counseling professionals.

### **ALCOHOL E-CHECKUP TO GO:**

Alcohol E-CHECKUP TO GO is an interactive web survey that allows colleges and universities students to enter information about their drinking patterns and receive feedback about their use of alcohol. The assessment takes about 6-7 minutes to complete, is self-guided and requires no face-to-face contact time with a counselor or administrator.

Please visit: [www.mddcsl.org](http://www.mddcsl.org)

### **SMOKING:**

Coppin State University is a smoke-free campus. Smoking is not permitted in any facility. Students, employees, and visitors are prohibited from smoking tobacco, chewing smokeless tobacco or using snuff in any existing building

### **WEAPON LAW VIOLATION:**

The violation of laws or ordinances deals with weapon offenses, regulatory in nature such as: the manufacture, sale or possession of deadly weapons, the carrying of deadly weapons, concealed or open, the furnishing of deadly weapons to minors, aliens possessing deadly weapons; and attempts to commit any of the aforementioned acts.

#### **Violation of Law and University Discipline:**

If a student is charged with an off-campus violation of federal, state, or local laws but not with any other violation of this code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, when violations result from the same factual situation, without regard for the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under the student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community.

The University will cooperate fully with Law Enforcement officials and other agencies in the enforcement of criminal laws on campus and in conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members acting in their

personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**Sanctions:**

1. The following sanctions may be imposed upon any student found to have violated the Student Code.
  - a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. **Loss of Privileges** - Denial of specified privileges for a designated period of time.
  - d. **Fines** - Previously established and published fines may be imposed.
  - e. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. **Discretionary Sanctions** - Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of Coordinator of Community Standards). R
  - g. **Residence Hall Suspension** - Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. **Residence Hall Expulsion** - Permanent separation of the student from the residence hall.
  - i. **University Suspension** - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
  - j. **University Expulsion** - Permanent separation of the student from the University.
2. More than one of the sanctions listed above may be imposed for any single violation. Any student who is found guilty in any state or federal court, or found responsible in any campus disciplinary proceeding, serious misconduct of rioting, assault, theft, vandalism, arson, or breach of the peace, provided such misconduct was related directly or indirectly to University sponsored activities, including athletic events, may be suspended or expelled from the University.
  - a. A student suspended under the “On or Off Campus Event Related Misconduct” provision shall not be admitted to any other institution in the System during the term of suspension.
  - b. A student expelled according to the “On or Off Campus Event Related Misconduct” provision shall not be admitted to any other institution in the System for at least the one year from the effective date of the expulsion.
3. University suspension or expulsion, disciplinary sanctions shall be made part of the student's permanent academic record. Upon graduation, the student's confidential record

may be expunged of disciplinary actions other than University suspension or University expulsion, upon application to the Coordinator of Community Standards. Cases involving the imposition of sanctions other than University suspension or University expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section B1, a through f.
  - b. Deactivation - Loss of all privileges, including University recognition, for a specified period of time.
5. In each case in which a hearing body or conduct officer determines that a student has violated the Student Code, the sanctions(s) shall be determined and imposed by the Coordinator for Community Standards.

### **FACULTY/STAFF RESPONSIBILITY:**

As faculty and staff members, you should feel safe in your work environment. In the past, a number of tragedies have occurred on college campuses in the United States. Some of these tragedies occurred in a classroom. The CSUPD is committed to working with the University officials, first responders, all levels of law enforcement and the community to prevent a tragedy from occurring on our campus because of this in staying firm to our commitment to making Coppin State University a safer environment; the CSUPD is re-evaluating the polices and providing its officers advanced training as it relates to potential threats, prevention measures to alleviate the threat and procedures required to stop and action from occurring.

#### **Office Safety:**

Most 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 traveling through buildings and offices. The best plan to mediate the traffic is to be a good ambassador for the department and 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 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 or cracked when meeting with individuals. You may also want to arrange your office with the desk closest to the door. Should you encounter a difficult student or colleague behavior, you'll have an accessible exit if threatened and your voice will carry more effectively. Familiarize yourself with your cell phone and its emergency features.

### **Observe and Be Alert:**

In many instances of violence, there are warning signs in advance. Take note of unusual or troubling student or colleague behavior and alert the CSUPD about the concerns. The buddy system works for staff as well. Walk with someone to your car at night or to a late meeting across campus. Try to work during normal working hours so that you are never alone in your department. Students may come in for advice and may ask you not to disclose sensitive information shared. You are obligated to disclose information to the appropriate person that may pose a threat to themselves or to others.

### **Save Written Correspondence:**

Keep a record of all written exchanges you have with colleagues and students. Should a problem arise, 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 Chairperson and CSUPD know immediately. It's not an overreaction to take these types of threats serious. Don't wait until you receive several threats. Trust your instincts.

### **Tips for being safe in your 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 at any time, **LOCK** the door.
- Record the description and serial numbers of office 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 CSUPD for a Security escort if leaving your office late at night, or anytime you may feel unsafe. You can always ask CSUPD for more personal safety tips. We are happy to address any questions or concerns you may have about safety in residence facilities, academic buildings and administrative buildings.

### **STUDENT RESPONSIBILITY:**

The cooperation, involvement and personal support of students in a campus safety program are crucial to the program's success. Students must assume responsibility for their own personal safety and security of their personal belongings by taking simple precautions. The student's awareness of their environment and 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 and/or their rooms.
- Key(s) and Coppin State identification 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 stating your location or provide personal information.
- Keep your valuables out of plain sight; do not have too many valuables on campus.
- **Never** give out your room key or card. 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.

### **BE YOUR OWN ADVOCATE BY TAKING THE FOLLOWING STRATEGIES SERIOUSLY:**

#### **Keeping Yourself Safe:**

- If you receive obscene phone calls, e-mails or text messages keep track of the caller's information and the caller's comments.
- Turn everything over to Campus Police and Coppin Security Authority.
- 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 Property Safe:**

- Install a **safety lock** or **tracker** on your laptop.
- Do not leave your bag unattended.
- Mark your belongings.

#### **Strangers:**

- **Never** let a stranger into the building.

- Report that you see a stranger in the building to your staff and/or Campus Police, if the stranger is hanging around or exhibiting questionable and/or suspicious behavior.

### **Parking Lots:**

- Always keep your car **locked** when not in use.
- If sitting in your vehicle, make sure the vehicle is **locked**.
- Have your keys readily available, while walking to your car.
- Have someone accompany you when walk to your car at dusk or in dimly lit areas.
- Check the backseat of your vehicle before entering your vehicle.
- Park as close as you can to your destination.

### **Crisis Mode:**

- Do not panic.
- Be familiar with emergency exits.
- 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 the door knob. If it is hot, do not open your door. Towels and sheets can be placed under your door to prevent the smoke from coming in your room. Stay close to the ground.

### **Identity Theft:**

Do not give out personal information. Always keep documents such as your social security card, credit cards, etc. in a safe place.

### **STAY CONNECTED AND USE YOUR RESOURCES:**

Campus Police – 410-951-3900

They will respond to your call for help and can provide information on emergency protocols and safety tips.

Division of Student Life- 410-951-3381

They can assist with difficult student's behaviors.

Residence Life – 410-951-6399

Students who live on campus have access to valuable resources.

Center for Counseling & Student Development – 410-951-3939

Addresses personal concerns and provide student counseling.

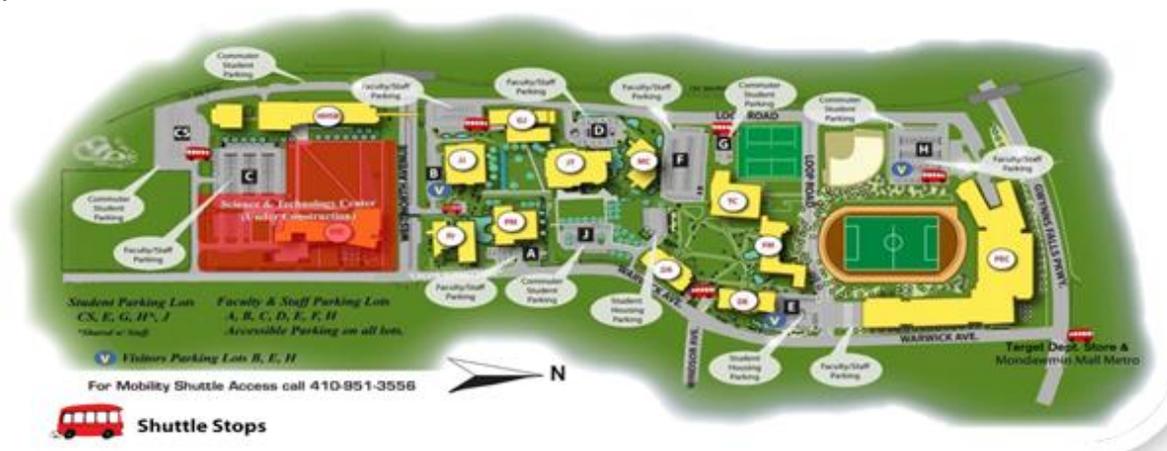
## **AFTER HOURS BUILDING ENTRY:**

Coppin State University employees needing access to a campus building after hour are required to make contact with the CSUPD for their own safety. Any employee requesting access to a building after hours will be required to show identification and state their reason for requesting entrance. Coppin State University facilities are open to authorized persons for programs approved by the University. Facilities on this campus are secured by the CSUPD and prior to any extracurricular use must be approved by the appropriate authority prior to use.

Buildings are also equipped with electronic locks which can be used to allow certain employees access to buildings by getting the doors programed into their employee ID badges. The permission must be requested by the Vice President of the Department or the Dean.

The resident halls are also equipped with electronic locks that the student has programed on their ID badges for the perspective dorm assigned to them.

**Employees wanting access to a building after hours must contact the CSUPD on 410-951-3900.**



## **LOST and FOUND:**

CSUPD to return all lost and/or found property to its rightful owner. Everyone on campus is required to turn over all found items to CSUPD.

## **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 CSUPD at the Physical Education Center, 2nd floor. All items lost and/or found on campus property are processed through the CSUPD, Lost and Found division, located in the Physical Education Center in room 272 on the 2nd floor. Property found will be accepted at the CSUPD 24 hours a day, 7 days a week. The University requires individuals to complete a Lost and Found Form with the CSUPD whenever property is lost and/or found on campus. Forms and policy for reporting the items can be found on the

University's website: <http://www.coppin.edu/police/Found> . In addition, CSUPD will maintain an inventory of all items and actively work to return property to the rightful owner. Property turned in to CSUPD will be held a minimum of 90 days. If ownership of property is forfeited CSUPD and Coppin State will dispose of the property as mandated by law.

**RETRIEVING LOST PROPERTY:**

You may call (410) 951-3900 or visit CSUPD Headquarters for lost property. If your item wasn't turned into this department, please provide your name, a description of the item, location of where you think you may have lost it, and your contact information (phone number and /or e-mail address). Someone will contact you if it is turned in. Lost and Found items can be retrieved between the hours of:

Monday - Thursday, 9:00 am to 4:30 pm

Friday, 9:00 am - 3:00 pm

Remember, if you have found an item; please turn it over to the Campus Police.  
Make us COPPIN PROUD!

# **CRIME STATISTICS**

**CLERY CRIME STATISTICS 2011**

OFFENSE	ON CAMPUS	RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL	OFFENSE	ON CAMPUS	RESIDENTIAL	ARREST	DISPLINARY ACTIONS	PUBLIC PROPERTY	TOTAL
MURDER NON-NEGLIGENT MANSLAUGHER						DRUG LAW	29	29	6	23	16	45
NEGLIGENT MANSLAUGHTER						ILLEGAL WEAPON			2		2	2
SEX OFFENSE (FORCIBLE)	1	1			1	LIQUOR	6	6		6		6
SEX OFFENSE (NON FORCIBLE)												
ROBBERY	1	1		13	14							
AGGRAVATED ASSUALT	2	2		7	9							
BURGLARY	5			10	15							
MOTOR VEHICLE THEFT	1			12	13							
ARSON												
HATE CRIME												
STALKING												
DOMESTIC VIOLENCE												
DATE VIOLENCE												
SEXUALLY ASSUALTED												

**Student Residence** is a sub-set of **On Campus** and is already included **On Campus** totals.

**CLERY CRIME STATISTICS 2012**

OFFENSE	ON CAMPUS	RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL	OFFENSE	ON CAMPUS	RESIDENTIAL	ARREST	DISPLINARY ACTIONS	PUBLIC PROPERTY	TOTAL
MURDER NON-NEGLIGENT MANSLAUGHTER						DRUG LAW	22	22	1	21	16	38
NEGLIGENT MANSLAUTER						ILLEGAL WEAPON			1		1	1
SEX OFFENSE (FORCIBLE)	2	1			2	LIQUOR	2	2		2		2
SEX OFFENSE (NON FORCIBLE)												
ROBBERY				19	19							
AGGRAVATED ASSUALT				6	6							
BURGLARY	5	1		6	11							
MOTOR VEHICLE THEFT				4	4							
ARSON				1	1							
HATE CRIME												
STALKING												
DOMESTIC VIOLENCE												
DATE VIOLENCE												
SEXUALLY ASSUALTED												

**Student Residence** is a sub-set of **On Campus** and is already included **On Campus** totals.

### CLERY CRIME STATISTICS 2013

OFFENSE	ON CAMPUS	RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL	OFFENSE	ON CAMPUS	RESIDENTIAL	ARREST	DISPLINARY ACTIONS	PUBLIC PROPERTY	TOTAL
MURDER NON-NEGLIGENT MANSLAUGHER						DRUG LAW	10	10	2	8		10
NEGLIGENT MANSLAUTER						ILLEGAL WEAPON						
SEX OFFENSE (FORCIBLE)						LIQUOR	2	2		2		2
SEX OFFENSE (NON FORCIBLE)												
ROBBERY	2			9	11							
AGGRAVATED ASSUALT	2	1		3	5							
BURGLARY	23	4		1	24							
MOTOR VEHICLE THEFT				7	7							
ARSON				1	1							
HATE CRIME												
STALKING												
DOMESTIC VIOLENCE	1	1			1							
DATE VIOLENCE												
SEXUALLY ASSUALTED												

**Student Residence** is a sub-set of **On Campus** and is already included **On Campus** totals.

**Hate Crime Statistic – 3 Year Comparison**

Clery Act Reportable Hate Crimes	On Campus				Student Residence				Non-Campus Property				Public Property		
	2011	2012	2013		2011	2012	2013		2011	2012	2013		2011	2012	2013
Murder & Non-Negligent Manslaughter	0	0	0		0	0	0		0	0	0		0	0	0
Negligent Manslaughter	0	0	0		0	0	0		0	0	0		0	0	0
Forcible Sex Offenses	0	0	0		0	0	0		0	0	0		0	0	0
Non-Forcible Sex Offense	0	0	0		0	0	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0		0	0	0		0	0	0
Burglary	0	0	0		0	0	0		0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0		0	0	0
Other Crimes Involving Bodily Injuries	0	0	0		0	0	0		0	0	0		0	0	0
Larceny	0	0	0		0	0	0		0	0	0		0	0	0
Simple Assault	0	0	0		0	0	0		0	0	0		0	0	0
Intimidation	0	0	0		0	0	0		0	0	0		0	0	0
Vandalism	0	0	0		0	0	0		0	0	0		0	0	0

**Student Residence** is a sub-set of **On Campus** and is already included **On Campus** totals.

No hate crimes to report

**Fire Report- 3 Year Comparison**

<b>Residential Housing</b>	<b>2011</b>		<b>2012</b>		<b>2013</b>
<b>Daley</b>	<b>0</b>		<b>0</b>		<b>0</b>
<b>Dedmond</b>	<b>0</b>		<b>0</b>		<b>0</b>

There were no fire drills for these years posted for Dedmond & Daley Hall