

# Coppin State University *Annual Security & Fire Report 2021*



**COPPIN**  
STATE UNIVERSITY

EST. 1900

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## **COPPIN POLICE MISSION STATEMENT**

It is the mission of the Coppin State University Police Department (CSUPD) to improve the human condition by providing a safe environment in which to learn, work and visit. The CSUPD is committed to cultivating a relationship of collaboration and trust with our students, faculty, staff, and visitors by maintaining open, respectful communication and partnerships while providing the highest level of customer service and protection to our Campus Community. We will maintain the highest level of professionalism and readiness while remaining open to critique. As the vision of public safety continues to evolve, we pledge to always keep the safety of our Coppin Campus Community as our top priority.

**CHIEF DAMEON CARTER**  
**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 partnership

### **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. **A timely warning will be issued if a violent crime and/or a Clery Act Crime within our geographical area is reported to a CSA or to CSU by local law enforcement and poses an ongoing and serious threat.** 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. With the assistance of Coppin's Human Resources Department and Student Affairs, Public Safety has gathered information from our campus' policies, procedures and practices.

The statistics for this report are collected by CSUPD or local law enforcement and other university officials such as Human Resources and Student Life, 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: <https://www.coppin.edu/campus-police> and for past reports and statistics visit: [https://www.coppin.edu/pdfs?search\\_api\\_fulltext=&department=246](https://www.coppin.edu/pdfs?search_api_fulltext=&department=246)

### **EMERGENCY NOTIFICATION:**

Emergency Notification Emergency notification and communication with both internal and external stakeholders is a critical element of emergency management. Each emergency situation has unique circumstances and requirements. CSU emergency managers must be flexible when meeting their requirements to notify stakeholders of an emergency and when directing emergency response actions. However, the normal sequence of notification is as follows

A member of the campus community identifies an emergency situation and calls the University Campus Police;

- University Police evaluate the situation, act within the scope of their operational responsibilities, and make appropriate notifications to internal and external stakeholders;
- First responders follow the principles of the Incident Command System;
- The Incident Commander (IC) assumes command, establishes an Incident Command Post (ICP) and assigns responsibilities to his Command and General Staff members;
- The University Campus Police notify the CSU Emergency Management Director (EMD) of a campus emergency;
- The EMD notifies the Emergency Management Team (EMT) and designates an Emergency Operations Center (EOC);
- The IC determines the need and scope for campus notification and gives such direction to the Public Information Officer (PIO) – (Communications Director - University Relations);
- The EMD determines the need and scope for supplemental campus notification and gives such direction to the Director of University Relations;



**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 including the authority to make arrests. Furthermore, CSUPD is the primary agency responsible for policing property owned, leased, operated and/or controlled by the University. 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. With regards to the safety of the University CSUPD doesn’t with any other agencies. However, if an internal investigation is conducted, Maryland State Police are then involved.

**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 Information Technology and Institutional Advancement
- Vice President of Enrollment Management and Student Affairs
- Vice President of Academic Affairs/Provost

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 –  
[mema.maryland.gov](http://mema.maryland.gov)  
Federal Emergency Management Agency (FEMA) – [www.fema.gov](http://www.fema.gov)

**EMERGENCY NOTIFICATION CON’T:**

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.

Coppin State University will without delay and taking into account the safety of the community determine the content of the notification and initiate the notification system, unless issuing a notification will, in professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### **Emergency Communication Plan –**

The campus emergency communication plan outlines emergency notification and communication procedures for communicating with the campus and local community, external stakeholders and the media. In the event that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees the Coppin State University Department of Public Safety makes an assessment and notifies the chain of command in Public Safety to determine the next step. First responders follow the principles of the Incident Command System. Meanwhile, police officers and supervisors on the campus know how to respond to an emergency and respond accordingly. In part, that response is the appropriate notifications up the chain of command. The chain of command in turn notifies the Vice President of Administration and Finance as well as the Office of the President. In addition, the Director of Communications (PIO) is notified as well. At this point, the President and the Vice President of Administration and Finance have the opportunity to direct next steps with regard to notifying the campus of the significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. Notifications to the Coppin Campus Community are sent out by our Blackboard Connect Emergency Notifications System. This notification is by the authority of the President or Vice President of Administration and Finance. In the absence of the President or Vice President of Administration and Finance, the notification to the Coppin Campus Community is made by the Director of Public Safety in conjunction with the Director of Communications (PIO). The content of the significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is derived from the particular situation. There are scripts for general situations and then there may have to be a narrative drawn up to match the significant emergency or dangerous situation. Coppin State University will without delay and taking into account the threat level and the safety of the Coppin Campus Community make the appropriate notifications to the Coppin Campus Community. However, if the appropriate notification would in any way jeopardize the safety and welfare of the Coppin Campus Community other mitigating safety measures would be implemented until such time as the appropriate notifications to the Coppin Campus Community could take place. Coppin State University utilizes the Blackboard Connect System to conduct mass notifications to the Coppin

Campus Community in all aspects of necessary information sharing, to include emergencies. Coppin State University's state-of-the-art notification system sends messages instantly and simultaneously to all registered text message capable smart phones, tablets, I-pads, or Satellite phones, and e-mail addresses. 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 or Yahoo as their home page.

### **Building Emergency Response Plan -**

Designed to aid during campus emergencies, each facility has a Building Coordinator trained to work with first responders during certain emergencies. Each facility also has Emergency Captains on each floor to assist the Building Coordinator should either shelter-in-place or evacuation be necessary.

### **Emergency Evacuation Plan –**

Each campus facility has a plan which provides specific directions on evacuation during an emergency. Emergency Captains are selected for each floor of campus buildings to assist during an emergency. The Emergency Captains are trained in their duties and responsibilities and report to the University's Director of Emergency Management Services.

### **EMERGENCY DRILLS, TRAINING, TESTING & EVACUATION PROCEDURES:**

Mitigation and Prevention Programs: The University conducts mitigation and prevention activities to reduce the potential for and impact of emergencies on the University and the local community. The goal of these programs is to reduce potential hazards and vulnerabilities to the University and their impact if they should occur. These programs include comprehensive security, safety, and fire prevention programs. They are integrated into every aspect of university business from the Coppin State University Emergency Operations Plan the design and construction of new buildings, background checks of employees, and ongoing programs to identify and mitigate hazards.

### **Preparedness Programs and Activities:**

The University prepares for emergencies through a systematic process of vulnerability assessment and readiness exercises. Preparedness activities include:

- Identifying and obtaining emergency equipment and resources.
- Emergency planning and program development to include ongoing emergency response training. • Emergency Building Coordinators and Floor Captains program, monthly meetings of the Emergency Management Team, and the development and maintenance of Continuity of Operations Plans.
- Conducting periodic exercises to identify weaknesses in emergency response plans and capabilities and taking corrective action to address these.
- Comprehensive training of emergency personnel.
- Conducting periodic inspections of facilities for hazards and new risks.
- Conducting a comprehensive annual vulnerability risk assessment.

**Response Programs:** The University shall respond promptly and in an appropriate manner to all emergencies. The University shall base its response on the following priorities:

- **First Priority:** Life Safety
- **Second Priority:** Incident Stabilization
- **Third Priority:** Property Conservation

### **Progressive Response to an Emergency**

**Understand the Situation:** The first step to responding to an emergency is to gather, record, and analyze information in a manner that will facilitate:

- o Increased situational awareness of the magnitude, complexity, and potential impact of the incident.
- o The ability to determine the resources required to develop and implement an effective IAP.
- o Determine command and general staff needed to manage the emergency.

**Establish Incident Objectives and Strategy:** Next, incident objectives must be developed and prioritized for the response to the emergency. The incident objectives must conform to the legal obligations and management objectives of all affected campus units and responding agencies. Reasonable alternative strategies that will accomplish overall incident objectives should also be identified, analyzed, and evaluated to determine the most appropriate strategy for the situation at hand. Evaluation criteria include public health and safety factors, estimated costs, environment, legal, and political considerations.

**Develop an Appropriate Response Plan:** Determine the tactical direction and the specific resources, reserves, and support requirements for implementing the selected strategies and tactics for the operational period. Before formal planning meetings, each member of the Command and General Staffs is responsible for gathering information pertinent to their role in the response.

**Prepare and Disseminate the Response Plan:** Prepare the response to the emergency in a format that is appropriate for the level of complexity of the incident. For the initial response, the format is a well-prepared outline for an oral briefing. For most incidents that will span multiple operational periods, the plan will be developed in writing according to ICS procedures.

**Execute, Evaluate, and Revise the Response Plan:** The planning process includes the requirement to execute and evaluate planned activities and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress. When deviations occur and when new information emerges, that information should be included in the first step of the process used for modifying the current plan or developing the plan for the subsequent operational period. For simple incidents of short duration, the IAP will be developed by the Incident Commander or that person's designee and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not warrant a formal planning meeting process as highlighted above.

- Conditions that may warrant a written IAP include when:
  - o Two or more jurisdictions are involved in the response.
  - o The incident continues into the next operational period.

- o A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- o It is required by agency policy.
- o A HAZMAT incident that has a potential to expose the public to hazardous materials (IAP required).

Written Incident Action Plan (IAP): A written IAP shall include the following elements:

- A clear statement of objectives and actions.
- A basis for measuring work effectiveness and cost effectiveness.
- A basis for measuring work progress and providing accountability.
- Documentation for post-incident fiscal and legal activities.

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

In case of an emergency 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.

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:**

Act at Coppin State University since 2010, any person who dials "911" from any campus phone will instantly be connected to the Baltimore City Police Department, E-911 system and the Coppin State University Police Department and will simultaneously receive an emergency alert with the building and location. An officer will be immediately dispatched to that location. The E-911 system is an emergency alert system that identifies the specific location of the caller and directory telephone number. Federal regulations were passed in 2018 called Kari's Law and the Ray Baum Act, legally requiring all U.S organizations to comply with E911 requirements.

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: [www.coppin.edu/textalerts](http://www.coppin.edu/textalerts)

### **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's 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.

### **COPPIN STATE UNIVERSITY COVID-19 POLICY AND PRACTICES:**

**Visitors:** In continuing with efforts to help keep the Coppin campus community as safe as possible. It's now mandatory that all campus visitors are directed to the James Weldon Johnson Auditorium entrance and box office. There, a staff member will greet and inform them of our campus COVID-19 protocols, including submission of a symptom assessment form, verify that they have a mask or other face covering (masks will be provided, if needed), and direct them to their location of interest since **all buildings will only be accessible using the CSU Eagle ID card.**



The Visitor Center will be open from 8:30 a.m.-11:00 p.m., Monday through Friday, and details regarding the operation and location will be available on the visitor's webpage. Visitors will also have opportunity to complete the symptom assessment online, prior to coming to the campus. Any questions related to the Visitor Center should be directed to [Visit | Coppin State University](#).

**All students, faculty, staff, and campus vendor employees:** reporting to campus, for any reason, are required to be fully vaccinated and provide information of vaccination to Human Resources. Those who have received an exemption must provide weekly coronavirus test results to designated university personnel. Testing on campus will continue to be required weekly (for exempt) and monthly (for vaccinated), throughout the semester, and will be provided to faculty, staff, and students through the CSU Community Health Center, at no cost. Students can submit confirmation of testing and results to the CSU Community Health Center at [healthcenter@coppin.edu](mailto:healthcenter@coppin.edu). Employees can submit confirmation of testing and results to the CSU Community Health Center at [AskHR@coppin.edu](mailto:AskHR@coppin.edu). Vendor employees should submit testing confirmation to their designated university point of contact. Questions regarding testing or results should be directed to the Health Center at 410- 951-4188. Testing must have been conducted within 14 days of the date of submission of your results to the university. Masks must be worn while on the premises and a safe social distance of at least 6ft must be always maintained.

Please, continue to monitor our website at [coppin.edu/coronavirus](http://coppin.edu/coronavirus) for details and updates. Any questions related to Coppin State's COVID-19 preparations and protocols can be submitted to <https://www.coppin.edu/coronavirus>.

### **ANNUAL FIRE SAFETY REPORT:**

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.
- Coppin State University is a smoke-free campus. Smoking is not permitted in any facility.

## **FIRE EQUIPMENT**

**MARYLAND STATE LAW PROHIBITS THE INDISCRIMINATE USE OF FIRE ALARMS OR LIFE SAFETY EQUIPMENT. INDISCRIMINATE USE OF FIRE ALARMS OR LIFE SAFETY EQUIPMENT WILL PLACE YOU IN A SERIOUS LEGAL AND DISCIPLINARY SITUATION WITH THE UNIVERSITY AND CIVIL AUTHORITIES.**

Fire alarms and life safety equipment are located on each floor of the Residence Hall for your protection. Tampering with life safety equipment is a very serious matter and will result in university disciplinary action and possible criminal prosecution.

The State of Maryland and the University prohibits tampering, removal of, setting off, or damage to fire and life safety equipment, fire alarm systems or sprinklers in any University building when no fire or immediate danger of fire exists. In the absence of mitigating or extraordinary circumstances, a sanction of suspension or expulsion may be imposed on a student found guilty of improper use of fire alarm or life safety equipment.

## **FIRE EVACUATION PROCEDURES**

When an alarm sounds, evacuate the building immediately.

1. Feel your room door or doorknob. If either is hot, **DO NOT OPEN**. Call Campus Police, and signal rescue personnel out your window. Seal the cracks around your door with a wet towel (if able).
2. Take keys, shoes and a towel. Walk- **DO NOT RUN**- to the nearest safe exit. Close your door behind you.
3. **DO NOT** use the elevator.
4. **DO NOT** enter areas if thick or heavy smoke is present.
5. Exit the building and go to the designated gathering area.
6. **DO NOT** return to the building until told to do so by campus police or Housing Staff.
7. If you do not evacuate the building, you will be fined \$25.00 for each occurrence.
8. Each time the fire alarm is pulled the entire building (or just the responsible person when known) will be fined \$500.00.

## **SMOKE DETECTORS**

All Residence Hall rooms are equipped with a smoke detector and heat sensor. Do not place any decorations or furniture near these devices as that impairs the operation of the unit. If you hear a smoke detector alarm, contact the Campus Police, the RA, and or the Hall Director, immediately. The burning of items such as candles and incense is not permitted in the Residence Hall. 22

## **WATER SPRINKLER HEADS**

The sprinkler heads that are on the ceiling of each room are very sensitive.

**DO NOT HANG ARTICLES ON THIS EQUIPMENT**; doing so could cause major problems for which you will be held responsible.

## **DEDMOND HALL 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 have 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 North stairwells until you reach the 1st floor near the restrooms
- Gathering point, Francis Research Center



## **DALEY HALL FIRE SAFETY REPORT:**

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

- The fire alarm system in Daley Hall is equipped with a 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 activated 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 egress lighting on an emergency generator.
- Each floor hallway has a fire extinguisher, 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 North of stairwells until you reach the 1st floor facing the Dining Hall
- Gathering point LOT J

**EVACUATION POLICIES AND PROCEDURES FOR DISABLED RESIDENTS**

Residents with Disabilities: If your mobility is impaired due to a temporary or permanent disability, it is your responsibility to inform your Residence Life Director of your name, room number, and nature of disability, this is to include auditory impairments. This information will be placed on a list that will be given to the fire department in an emergency. If smoke or flame prevents you from leaving the building or your room, open the windows from the top and bottom to let the heat out and fresh air in; Hang a bed sheet or piece of clothing out of the window to attract attention; Wave a flashlight at night. Residents and staff may assist you with evacuation only when this will not place them in danger. Your rescue will be the first priority of the responding Baltimore City Fire Department Units. Environmental Health and Safety recommends that staff and CSU students should assist any resident with a disability by ensuring that he/she is aware of the evacuation alarm. However, this is not encouraged if this places the employee/student in personal harm or danger. Examples of personal harm or danger include remaining in the building, returning to a floor once you are in a smoke-free stairwell, entering burning or smoky rooms, or passing through such areas. Once outside, employees and students are asked to immediately notify emergency personnel of any person(s) remaining in the building.

**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 notifications 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 BY BUILDING:**

**MILES CONNOR ADMINISTRATION**

- 1 South exit (front doors)
- 1 Northeast exit (Daley Hall)
- 1 Northwest exit (near Loop road)
- Gathering point, LOT B

**J. MILLARD TAWES CENTER**

- 1 East exit (Basement Level)
- 1 North exit (facing Administration Building)
- Gathering point, LOT B

**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)
- Gathering point LOT F

**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)
- Gathering point LOT F

## **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)
- Gathering point LOT J

## **DEDMOND RESIDENCE HALL**

- 1 Northwest exit (front doors)
- 1 Northeast exit (inside laundry room)
- 1 North exit (in stairwell near restrooms)
- Gathering point LOT E

## **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)
- Gathering point LOT B

## **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)
- Gathering point LOT B or F

## **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)
- Gathering point LOT A



## **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
- Gathering point LOT E

## **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 hallways keep straight onto the left is exit stair #3
- 5th floor south (elevator lobby)
- No south entry way
- Gathering Point, Lot C

## **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)**

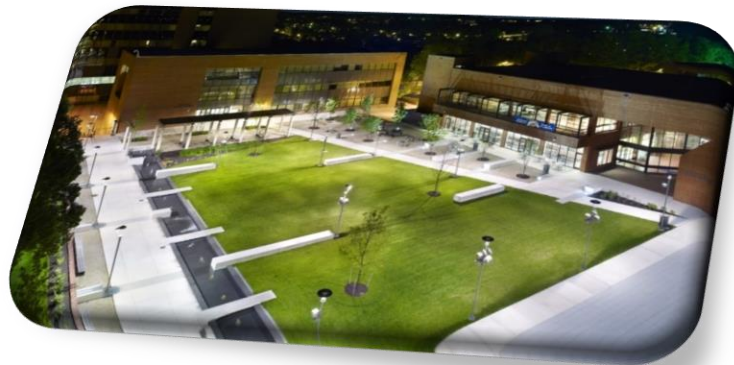
- 2nd floor near room 228

### **Building H: (Fitness Center)**

- Lot E
- Gathering point LOT E or H

## **SCIENCE & TECHNOLOGY CENTER**

- 1<sup>st</sup> Floor North (Elevator Lobby)
- To the right exit Main Lobby (North Ave Entrance/Exit)
- 1<sup>st</sup> Floor South (Elevator Lobby)
- Exit Main Lobby facing Health & Human Service Building
- 2<sup>nd</sup> Floor North (Elevator Lobby)
- hallway room 200-245 take stairway #1
- 2<sup>nd</sup> Floor South (Elevator Lobby)
- To the left take stairway #2
- 3<sup>rd</sup> Floor North (Elevator Lobby)
- Hallway rooms 300-348 go straight and exit through stairway #1
- 3<sup>rd</sup> Floor South (Elevator Lobby)
- To the left take stairway #2
- 4<sup>th</sup> Floor North (Elevator Lobby)
- Hallway rooms 400-466 take exit stairway #1
- 4<sup>th</sup> Floor South (Elevator Lobby)
- To the left exit stairway #2
- Penthouse (Elevator Lobby)
- To the right, turn left at end of hallway and exit to stairway #1
- Gathering point LOT C



***CSUPD checks for any fire hazards during regular campus patrols as a fire prevention method in addition to our safety disclosures. There are no scheduled improvements in our fire safety protocols currently.***

## **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 immediately which shall investigate each report and decide 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 or to local law enforcement with jurisdiction.
  
- 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) Decide as to the status of the missing student.
  - d) Notify the 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 Enrollment, Management and 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:

CSUPD 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 within two hours of confirmation of the missing person.

### **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 in and out of builds as well as around the entire perimeter 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. Furthermore, currently there are no student organizations that control or own property on or off campus grounds.

Any concerns may be reported by calling the following departments:

Facilities: 410-951-1234

Campus Police: 410-951-3911

**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 x3911 from any campus phone or 410-951-3911 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 act or respond to particular issues on behalf of the institution. The CSA link to report any crime: <https://www.coppin.edu/campus-police>.

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

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

**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 those 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.

How to be an active Bystander. Bystander intervention means safe and positive option that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence sexual assault or stalking.

## **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. CSUPD and Baltimore City Police have entered into a memorandum of understanding to engage in cooperative initiatives to ensure the safety of Baltimore residents.

Professional and pastoral counselors are exempt from this requirement when they are acting in their official capacities. There is no procedure to encourage counselors to inform those whom they are counseling of any procedures to report crimes on a voluntary, confidential basis. However, reading material is provided campus wide to inform students and staff of their right to get help in a safe and confidential manner.

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. However, a law enforcement investigation is not required for every CSA Report. 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 all 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 be inclined to report to other campus-affiliated individuals.

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

Coppin State University Police General Line (410) 951-3900

**Coppin State University Police Emergency Line (410) 951-3911**

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

Physical Education Complex Building, Room 272 (Headquarters) located near Lot H

**ANONYMOUS PHONE LINE:** (410) 951-7070

The anonymous tip Hot Line is always available 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 otherwise. As an additional mechanism for voluntary, confidential reporting, this information is also evaluated for a timely warning and included in our statistics.

### **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 9:00 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. No personally identifying information about the victim or their accuser is included in this public record. Personally identifying information is maintained as confidential.

### **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:**

***MURDER/NON-NEGLIGENT MANSLAUGHTER:*** 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.

***SEX OFFENSE:*** Any sexual act directed against another person, without the consent of the victim, including instance where the victim is incapable of giving consent.

- a. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim, including instances in which the victim is incapable of giving consent
- b. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will: or not forcibly or against the person's will where the victim is incapable of giving consent because of his /her youth or because of his/her temporary or permanent mental incapacity.
- c. **Date Rape Drug:** Date rape drug in an unsuccessful attempt to incapacitate and sexually assault the victim, and investigation determines that the perpetrator's attempt was to commit a sex offense, is a sexual assault. A date rape drug in which intent cannot be proven is an aggravated assault.

***SEX OFFENSE: NON- FORCIBLE:*** Unlawful, non-forcible sexual intercourse.

- a. **Incest:** Non-forcible sexual intercourse between people who are related
- b. **Statutory Rape:** Non-forcible sexual intercourse with a person under the statutory age of consent.

***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 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.

***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

***HATE CRIME***

Any hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions on following page)

- a. **Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- b. **Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- c. **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- d. **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**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.dpscs.state.md.us/sorsearch>.

**ALCOHOL, DRUGS, AND SMOKING:**

**Drug-Free Schools and Communities Act 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 <https://www.coppin.edu/student-life/student-support/center-counseling-and-student-development-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.

### **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, inhalation devices 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 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.
  - 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, 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, 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.
  
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.

### **STAFF AND STUDENT SECURITY:**

Students are informed of CSUPD's security procedures and practices at the beginning of each semester, during new student orientation, at this time they are given vital information on how to stay safe and secure when on campus and accessing its facilities. Campus staff are informed of CSUPD's procedures and practices during employee orientation and annually thereafter. CSUPD's practices encourage staff and students to be responsible for their own security and the security of others to assist with its "See something say something" policy. In addition, CSUPD holds an annual Safety Walk during the month of September in which all information regarding Campus Safety can be found. Information regarding student and Staff safety measures reads as follows:

### **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 personal 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 you're 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** 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 doorknob. 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 – General 410-951-3900/Emergency 410-951-3911

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.

### **SECURITY AND MAINTENANCE OF CAMPUS PROPERTY**

Facilities Staff are assigned set buildings by CSUPD to service in which access is granted on their employee ID Badges which connects to monitors managed by CSUPD dispatch. Campus facilities are secured by the CSUPD. All requests for building access must be sent to CSUPD by their respective Department Manager before entry can be granted. Temporary non-Campus contractors require limited accesses to the location in which they are serving only at the request of the Department Head approving services. Regular patrols of each building, including residence halls are done around the clock by CSUPD in addition to 24/7 video monitoring by our dispatchers.

### **AFTER HOURS BUILDING ENTRY:**

Coppin State University employees needing access to a campus building after hour are required to contact 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 Coppin State University's website: <https://www.coppin.edu/about/divisions/division-administration-and-finance/campus-police/campus-lost-and-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!

### **SEXUAL ASSAULT RISK REDUCTION AND PREVENTION:**

CSU endeavors to foster a university-wide climate free from sexual misconduct, dating violence, domestic violence, sexual assault, and stalking; through training, education, prevention programs and through policies and procedures that promote prompt reporting, timely, fair and impartial investigation and adjudication. Also, CSU endeavors the resolution of sexual misconduct cases in a manner that eliminates the sexual misconduct, prevents its recurrence, prohibit retaliation and addresses its effects.

### **STUDENTS:**

The Office of Student Conduct and Community Standards facilitates programs in conjunction with Residence Life and the Title IX Coordinator/Team to educate and increase awareness of The Student Code of Conduct, Title IX, Campus SAVE Act, Violence against Women Act, and preventive strategies to help safeguard themselves in the campus community. Specifically, CSU partners with third party vendor, Get Inclusive, to provide the *Voices for Change* Title IX training module to all students, which defines Title IX and reviews key aspects such as consent and sexual violence and bystander intervention. This web-based training offered to students annually, along with participation in New Student Orientation and Denim Day programs, are designed to heighten students' awareness of Title IX in compliance with federal mandates. Additional dialogue and roundtable discussions on consent, bystander intervention, and sexual violence are also facilitated by community partners such as Turn Around and Mercy Hospital for small groups such as Resident Assistants, Athletic teams, Student Government Association, and PanHellenic Counsel as part of the University's Title IX programming.

## **Denim Day**

Each year in April students, faculty and staff at Coppin State University will make a social statement with their fashion statement and wear jeans on Denim Day. Denim Day is a project of Peace Over Violence—a non-profit, feminist, multicultural, volunteer organization dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence. Denim Day was launched in 1999, in protest of an Italian High Court ruling that overturned a rape conviction because the victim was wearing “tight” jeans. Since then, wearing jeans on Denim Day has become a symbol of protest against erroneous and destructive attitudes about sexual assault.

The program began in 2013 when Coppin State University was the recipient of a mini-grant from The Wright Group to fund the project on campus. Since then, the Counseling Center has sustained the program and partners with student organizations and local agencies such as Turnaround, Inc., Mercy Hospital, and the Maryland Coalition Against Sexual Assault each year on Denim Day.

For more information on ways to support Denim Day, visit <http://denimdayinfo.org/about/>

## **New Student Orientation**

All incoming students who attend orientation receive training and education regarding sexual assault prevention, reporting a sexual assault and healthy relationships. Additionally, the Title IX Coordinator and Public Safety meet with family members and students to answer questions about sexual misconduct policies and to inform students of their rights once they become a Coppin State student. As part of the First Year Experience program and advisement, freshmen students complete the *Voices for Change* web-based training produced by Get Inclusive as a course requirement to satisfactorily complete their Freshmen Seminar course.

## **CSU EMPLOYEES**

The Office of Human Resources manages Title IX for the faculty and staff. The University provides training every two years to the campus employees for Title IX/Sexual Harassment Training, and within 60 days for new hires. The course outline which includes dating violence, domestic violence, sexual assault and stalking, is below.

### **Training Outline**

- Introduction - TIX and Sexual Harassment Policy and the Law
- Understanding the Issues/Policy
- An Employee/Student Disclosure
- Always Around (Stalking)
- A Concerned Co-worker (Intervention/By-Stander Training)
- Unwanted Attention (Dating violence, domestic violence, sexual assault and stalking).

A Title IX campus work group representing personnel from key campus divisions (Academic Affairs, Administration, Athletics, & Student Affairs) meet to discuss TIX/Sexual Misconduct policies and procedures on campus.

The following are some top safety tips that can help to prevent dangerous situations:

- Meet in public: Even if you are familiar with you date meet in public
- Go on your own: Have a way to travel to and from your date on your own
- Stay in touch with friends: Tell someone you trust where you are going

- Never stay at a party when your friend leaves
- Always have emergency contacts on you or in your device
- Consider carrying a whistle or taking a self-defense course such as RAD
- Get verbal consent from your partner. Consent at its most basic level means everyone involved wants to participate. Consent Cannot be Given:
  - ✓ If someone is under the influence of alcohol or other drugs
  - ✓ If someone is passed out, unconscious, asleep, or coming in or out of consciousness
  - ✓ Under direct or implied threat of bodily harm or other forms of coercion
  - ✓ If any party is under 18 years of age
  - ✓ If someone has a physical, developmental or mental disability that impairs their ability to understand the act
- If you start to feel concerns about a person or a situation, trust your feelings and try to remove yourself from the potential threat, even if it is someone whom you know.

**TITLE IX**  
**SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT:**

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. CSU 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.

All University Community Members are subject to this policy regardless of sex, sexual orientation gender identity and gender expression. The University community includes all students, faculty, and staff of CSU, as well as third parties and contractors under CSU or CSU institution control. This policy applies to sexual misconduct in connection with: (1) any CSU facility or on any CSU institution property; (2) in connection with any CSU or CSU institution sponsored, recognized or approved program, visit or activity, regardless of location;(3) that impedes equal access to any CSU institution education program or activity or adversely impacts the employment of a member of the University community; or (4) that otherwise threatens the health or safety of a member of the

University community. Nothing in this policy is intended to supersede or conflict with and federal compliance obligation.

**Definitions:**

For purposes of this Policy, the following definitions apply.

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.

For purposes of this Policy and Procedures, the following definitions apply:

**“Actual Knowledge”** means notice of Sexual Harassment or allegations of Sexual Harassment to the Title IX Coordinator or any University official who has authority to institute corrective measures on behalf of the University.

**“Advisor”** means a person chosen by a Party to provide advice and consultation to that Party, in accordance with this Policy and Procedures. An Advisor may be an attorney or another individual. An Advisor cannot be a witness or provide evidence in a case. A Party's Advisor also conducts cross-examination on behalf of that Party at a Hearing, if applicable, in accordance with this Policy and Procedures. An Advisor shall not be an active participant or speak on behalf of a Party except for the purpose of providing cross-examination at a Hearing. If a Party does not have an Advisor, the University will provide without fee or charge to that Party, an Advisor of the University's choice, to conduct cross-examination on behalf of that Party; an Advisor appointed by the University acts in a confidential capacity on behalf of the Party and is not otherwise involved in the proceedings.

**“Appellate Hearing Officer”** means an individual designated to review decisions concerning responsibility and sanctions, based on the Respondent's status as a student, staff member, or faculty member. Appellate Hearing Officers shall have had no previous involvement with the substance of the Formal Complaint.

**“Complainant”** means the individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.

**“Consent”** means a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give Consent. Consent may be expressed either by words and/or actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that the person has Consent from the other party, and that the other party is capable of providing Consent.

- Lack of protest or resistance is not Consent. Nor may silence, in and of itself, be interpreted as Consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.

- Previous relationships, including past sexual relationships, do not imply Consent to future sexual acts.

- Consent to one form of sexual activity cannot automatically imply Consent to other forms of sexual activity.

- Consent must be present throughout sexual activity and may be withdrawn at any time there is confusion as to whether there is Consent or whether prior Consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.

- Consent cannot be obtained by use of physical force or Sexual Coercion.

- An individual who is Incapacitated is unable to give Consent.

**“Day”** means a business day when the University is not closed.

**“Education Program or Activity”** means all the University's operations (including but not limited to employment); locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the Prohibited Conduct occurs; and also

includes any building owned or controlled by a student organization that is officially recognized by the University.

**“Formal Complaint”** means a Document filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the University proceed with the resolution process. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, by e-mail, or any additional method designated by the University in accordance with the Procedures.

**“Document filed by a Complainant”** means a document or electronic submission that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a Party.

**“Hearing”** means a live, formal proceeding attended by the Parties in which evidence is presented, witnesses are heard, and cross-examination occurs, prior to the Hearing Officer’s decision concerning responsibility and Sanctions, if applicable.

**“Hearing Officer”** means an individual designated to preside over the Hearing and has decision-making and sanctioning authority within the adjudication process.

**“Incapacitated”** means an individual’s decision-making ability is impaired such that the individual is incapable of understanding the “who, what, where, why, or how” of their sexual interaction/encounter. A person may be Incapacitated if they are asleep, unconscious, coming in and out of consciousness, being physical restrained by another person or device (e.g., handcuffs, rope, tape), or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a temporary or permanent mental or developmental disability that impairs the ability to Consent to sexual contact. Alcohol or drug use is one of the primary causes of Incapacitation. Being “drunk” or “high”, by most individuals’ understanding, is not the same as being Incapacitated. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs results in a person being unable to:

- make decisions about the potential consequences of sexual contact;
- evaluate one’s own conduct;
- communicate to another person, Consent to sexual contact; or
- communicate an unwillingness to another person, to engage in sexual contact.

**“Informal Resolution”** means a broad range of conflict resolution strategies, including, but not limited to, mediation, Respondent acknowledgement of responsibility, and/or negotiated interventions and remedies.

**“Investigator”** means a professionally trained University faculty member, staff member, or third-party contractor designated to conduct an impartial, fair, and unbiased investigation into an alleged violation of this Policy.

**“No Contact Order”** means an official directive that serves as notice to an individual that the individual must not have verbal, electronic, written, or third-party communications with another individual.

**“Party”** means the Complainant or the Respondent (collectively, the “Parties”).

**“Preponderance of Evidence”** means that it is more likely than not that a Policy violation has occurred.

**“Remedies”** means actions designed to restore or preserve the Complainant’s equal access to the University’s Education Program or Activity. Remedies are similar to Supportive Measures but may be punitive and burden the Respondent.

**“Respondent”** means the individual alleged to have engaged in Prohibited Conduct under this Policy.

**“Responsible Employee”** means all University administrators, supervisors, faculty members, CSUPD, athletic coaches, athletic trainers, and resident assistants, who are not confidential resources.

**“Sanctions”** means disciplinary and other consequences imposed on a Respondent who is found to have violated this Policy.

**“Support Person”** means a person chosen by the Complainant or Respondent to provide emotional, logistical, or other kinds of assistance. The Support Person is a non-participant who is present to assist a Complainant or Respondent by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the Party in a way that does not disrupt or cause any delay. A Support Person shall not be an active participant or a witness, and the Parties must speak for themselves.

**“Supportive Measures”** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent to restore or preserve equal access to Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational environment, or to deter Prohibited Conduct under this Policy.

## **VII. Prohibited Conduct**

This Policy prohibits Sexual Harassment, Other Sexual Misconduct, and Retaliation as set forth below. Prohibited Conduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Prohibited Conduct can be committed by any person, regardless of gender identity, and can occur between people of the same or different sex, sexual orientation, or gender expression.

A. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:

- (1) **Quid Pro Quo:** An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct.
- (2) **Hostile Environment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s Education Program or Activity.
- (3) **Sexual Assault:** An offense classified as a sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sex Offenses are any sexual act including Rape, Sodomy, Sexual Assault With An Object, or Fondling directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent; also, unlawful sexual intercourse (Incest or Statutory Rape).
  - a. **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - b. **Sodomy:** Oral or anal sexual intercourse with another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - c. **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the victim, including instances where the victim

is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.

- d. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
- e. **Incest:** Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- f. **Statutory Rape:** Non forcible sexual intercourse with a person who is under statutory age of consent.

(4) **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors:

- (1) the length of the relationship;
- (2) the type of relationship; and
- (3) the frequency of interaction between the persons involved in the relationship.

(5) **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Maryland, or by any other person against an adult or youth Complainant protected from that person's acts under the domestic or family violence laws of Maryland.

(6) **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for their own safety or the safety of others; or (2) suffer substantial emotional distress.

**B. Other Sexual Misconduct** means the following conduct:

(1) **Sexual Harassment** that occurred against a person outside of the United States or not within an Education Program or Activity.

(2) **Sexual Coercion:** The use of unreasonable pressure in an effort to compel another individual to initiate or continue sexual activity against the individual's will. A person's words or conduct are sufficient to constitute Sexual Coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Sexual Coercion includes but is not limited to intimidation, manipulation, express or implied threats of emotional or physical harm, and/or blackmail. Examples of Sexual Coercion include but are not limited to causing the deliberate Incapacitation of another person; conditioning an academic benefit or employment advantage on submission to the sexual contact; threatening to harm oneself if the other party does not engage in sexual contact; or threatening to disclose an individual's sexual orientation, gender identity, gender expression, or other personal sensitive information if the other party does not engage in the sexual contact.

(3) **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.

(4) **Sexual Intimidation:** Threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.

(5) **Attempted Sexual Assault:** An attempt to commit Sexual Assault.

**(6) Other Sex-Based Offenses:**

- (a) Unwelcome sexual advances;
- (b) unwelcome requests for sexual favors; or
- (c) other behavior of a sexual or gender-based nature where:
  - (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a university-sponsored educational program or activity;
  - (ii) submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, or the statutory age of consent in Maryland is 16. See Md. Code Ann., Crim. Law §§ 3-301 to -307. activity or program participation decision affecting that individual; or
  - (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work 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.

**C. Retaliation** means intimidating, threatening, coercing, or discriminating against, or otherwise taking an adverse action against an individual for the purpose of interfering with any right or privilege secured by law or University policy relating to Prohibited Conduct, or because an individual has made a report, filed a complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Prohibited Conduct. Adverse actions include but are not limited to impeding an individual's academic advancement; terminating, refusing to hire, or refusing to promote an individual; or transferring or assigning an individual to a lesser position in terms of wages, hours, job classification, or job security. Retaliation includes retaliatory harassment. Adverse actions, including charges against an individual for violations of other University policies that do not involve sex discrimination or Prohibited Conduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of Prohibited Conduct, for the purpose of interfering with any right or privilege secured by law, constitutes Retaliation. However, charging an individual with a violation of other University policies for making a materially false statement in bad faith in the course of a proceeding does not constitute Retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any Party made a materially false statement in bad faith. The exercise of rights protected under the First Amendment does not constitute Retaliation. The University will keep confidential, to the extent permitted by the Family Educational Rights and Privacy Act (FERPA), the identity of any individual who has made a report of Prohibited Conduct.

Coppin takes preventive measures to ensure 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 has established and distributed 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.

### **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 a CSA Member they feel comfortable with as listed under Campus Security Authority or directly 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.

**CSUPD PROCEDURES IN CASE OF ALLEGED SEXUAL ASSAULT, STALKING, DATING AND DOMESTIC VIOLENCE:**

The responsibility for the preliminary investigation of an alleged sex offense rests with the uniformed patrol officer, CSUPD's Criminal Investigation Unit, and Baltimore Police Department's Sex Offense Unit.

The officer responding to an alleged sexual assault must realize that it is essential that the victim of a sex offense be treated with courtesy, dignity, respect and compassion and must always be aware that the manner in which the victim is treated at the time of the incident and afterwards affects the victim's ability to cope long-term with the crime and may affect the extent to which the victim will assist in the investigation. Therefore, it is essential that the interview be conducted with sensitivity, patience, persistence and dedication to the task at hand.

If the victim of any sexual assault requires immediate medical attention, the officer will contact Communications and request appropriate medical transportation. Another officer will then respond to the hospital while the first responder protects the crime scene.

The investigation team will refrain from expressing or implying any opinion during the course of the investigation. If injuries to the victim or assailant were sustained as a result of the attack, they should be photographed by either the Crime Laboratory or investigations team personnel. The nature of all injuries and the fact that photographs were taken shall be included in the narrative of the report.

**PROCEDURES FOR CAMPUS DISCIPLINARY ACTIONS IN CASES OF AN ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING:**

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.

**Role of the Title IX Coordinator**

The Title IX Coordinator is responsible for overseeing all Title IX incidents reported to the University and implementation of the policy including but not limited to identifying and addressing any systemic gender-based harassment, discrimination and sexual misconduct. The Title IX Coordinator's responsibilities include but are not limited to:

Investigation or oversight of investigations of allegations related to Title IX; Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees; Coordination with local law enforcement on matters related to allegations related to sexual misconduct;

Coordination and oversight of training for anyone involved in responding to, investigating or adjudicating sexual misconduct; and Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct.

The Title IX Coordinator is assisted by a Title IX Team which will include a Title IX Deputy Coordinator, Title IX investigators and representatives from Public Safety, student affairs, the Office of the Provost and Human Resources.

## **I. Anticipated Timelines**

The University's goals are to provide equal educational opportunities, promote campus safety, and remedy the effects of Prohibited Conduct. Good faith efforts will be made to complete Informal Resolutions, investigations and the adjudication process, if any, in a prompt, fair, and impartial manner. The Title IX Office (TIXO) will conduct any investigation as promptly as possible under the circumstances, considering the complexity of the allegations, the complexity of the investigation and resolution, the severity and extent of the alleged misconduct, the number and availability of witnesses, the University's calendar, and/or other unforeseen circumstances. The University seeks to take appropriate action, including investigation and resolution of Formal Complaints, generally within (120) Days, by balancing principles of thoroughness and fundamental fairness from when the Formal Complaint is filed. An extension of the referenced timeframe may be required for good cause to ensure the integrity and thoroughness of the investigation.

The Title IX Coordinator or designee may extend the time frames set forth in this Policy and Procedures for good cause, with written notice of the extension to both Parties and the reason(s) for the delay. Written requests for delays by Parties may be considered. Factors considered in granting or denying an extension may include considerations such as, but not limited to, the following: the absence of a Party, a Party's Advisor, or a witness and/or the need for language assistance or accommodations of disabilities.

## **II. Right to Support Person and Advisor**

A Party may be accompanied at any meeting held by the Title IX Coordinator or designee under these Procedures by up to two (2) people, including one (1) Support Person, and one (1) Advisor. When a Party wishes to be accompanied by a Support Person or Advisor to a meeting, the Party must notify the Title IX Coordinator or designee in advance. Parties may select a Support Person or Advisor at any point before the conclusion of the resolution process.

Throughout the process, the Title IX Coordinator or designee will communicate and correspond directly with the Parties, not indirectly through a Support Person or Advisor.

Prior to meetings and hearing, all Support Persons and Advisors must review non-Party participation requirements, which define their respective roles, appropriate decorum, and confidentiality obligations relative to the proceedings. These requirements may be obtained from the Office of Student Conduct (OSC), or online at the TIXO website. Parties must ensure that Support Persons and Advisors follow these non-Party participation requirements.

### **III. Report Intake and Formal Complaint**

#### **A. Receipt of Report of Prohibited Conduct**

Upon receipt of a report alleging Prohibited Conduct from a Complainant, the TIXO will provide written acknowledgement of receipt of the report to the Complainant, if known, and include:

- (1) a copy of the Policy and Procedures,
- (2) options under the resolution process, and
- (3) notice of Rights and Responsibilities.

The Complainant will be informed of available community and campus resources and services; Supportive Measures as specified in Section III.C of these Procedures; their right to a Support Person and the Support Person's role; their right to an Advisor and the Advisor's role; their right to file a report with law enforcement; and the University's prohibition against Retaliation.

If the report is received from a third party, meaning someone who is not the Complainant or the Respondent, the TIXO will provide written acknowledgement of receipt of the report and take appropriate action as the information provided allows.

Receipt of a report alleging Prohibited Conduct shall not constitute the filing of a Formal Complaint under this Policy.

As explained more fully below, the Complainant may (1) ask the TIXO to take no further action beyond offering Supportive Measures; or (2) file a Formal Complaint.

#### **B. Intake and Initial Assessment of Report**

The TIXO will contact the Complainant to conduct an intake and initial assessment, which will determine whether the reported conduct, if substantiated, would constitute a potential violation of this Policy. The Complainant can choose whether or not to participate with the intake and initial assessment process. If the Complainant opts not to participate, the TIXO may be limited in its ability to assess the report. The Complainant will have an opportunity to ask questions about options and resources and seek additional information. The TIXO will attempt to gather information that will enable the TIXOU, in consultation with other appropriate University offices, to:

1. Assess a complainant's request for Supportive Measures;
2. Assess the nature and circumstances reported;
3. Assess jurisdictional concerns regarding each Party;
4. Assess the safety of the Complainant and of the University community;
5. Implement any appropriate Supportive Measures;
6. Assess for pattern evidence or other similar conduct by the Respondent as relevant to the safety assessment;
7. Assess the Complainant's expressed preference regarding resolution, including any request that no further action be taken;
8. Assess any request by the Complainant for confidentiality or anonymity; and
9. Assess the reported conduct for possible referral to CSUPD for a timely warning under the Clery Act.

When the initial assessment determines the alleged conduct would not constitute a potential violation under this Policy if substantiated, the Title IX Coordinator may try to resolve an issue without the filing of a Formal Complaint. The alleged conduct may also violate other University policies, and the report may be referred to another University process and/or office, including but not limited to the following: VI-1.00(B) COPPIN STATE UNIVERSITY Non-Discrimination Policy, the Office of Student Conduct, Human Resources, and/or Academic/Faculty Affairs, as appropriate.

### **C. Supportive Measures**

The TIXO, in consultation with other appropriate University officials, facilitates Supportive Measures, which are available to the Parties upon receiving a report or Formal Complaint alleging Prohibited Conduct. The TIXO will consider the Parties' wishes with respect to planning and implementing the Supportive Measures. The TIXO will maintain the reasonable confidentiality of the Supportive Measures, provided this does not impair the ability to provide the Supportive Measures. The TIXO will act to ensure as minimal an academic and employment impact on the Parties as possible and implement Supportive Measures in a way that does not unreasonably burden either Party.

Supportive Measures include, but are not limited to:

#### Academic Accommodations

- Assistance in transferring to another section of a lecture or laboratory
- Assistance in arranging for incompletes
- Assistance with leave of absence
- Assistance with withdrawal from coursework
- Assistance with withdrawal from campus
- Assistance with communicating with faculty
- Rearranging class schedules
- Re-scheduling exams
- Extensions of academic deadlines
- Re-taking a course
- Dropping a course
- Academic support such as tutoring or other course/program related adjustments
- Facilitating adjustments so complainants and respondents do not share same classes

#### Housing Accommodations

- Facilitating changes in on-campus housing location to alternate housing
- Assistance in exploring alternative housing off-campus

#### Employment Accommodations

- Arranging for alternate University employment
- Arranging different work shifts temporary assignment, if appropriate, to other work duties and responsibilities, or other work locations, or other work groups/teams or alternative supervision/management
- Extensions of work deadlines

### Care and Support

- Facilitating assistance for an individual to obtain medical, healthcare, advocacy, and therapy services
- Referral to the Employee Assistance Program (EAP)
- Referral to community-based providers

### Community Education

- Education to the community or community subgroup(s)
- Training
- Bystander Intervention Program

### Safety

- Providing campus safety escorts
- Providing transportation accommodations
- Increased security and monitoring of certain areas of the campus
- Transportation and parking arrangements
- Assistance in making a report to law enforcement or obtaining a protective order
- Safety planning
- Assisting a person in requesting that directory information be removed from public sources

### University Referrals

- Referral to Visa and Immigration assistance
- Assistance in arranging appointments with university resources
- Assistance with exploring changes in class and extra-curricular schedules
- Referral to student financial aid counseling

### Other

- No Contact Order
- Denial of Access to campus grounds and/or buildings

The TIXO will promptly inform the Respondent of any Supportive Measures that will directly impact the Respondent.

The Title IX Coordinator or designee retains discretion to provide and/or modify any Supportive Measures based on all available information. Supportive Measures will remain in effect as necessary.

## **D. Filing of a Formal Complaint**

A Formal Complaint alleging Prohibited Conduct against a Respondent may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed in Section IV of the Policy.

Should the Complainant decide to file a Formal Complaint, the Title IX Coordinator will review the Formal Complaint and determine whether it should be dismissed or move into the resolution process (see Section III.F of these Procedures).

#### **E. Special Considerations: Requests for Anonymity and to Not Proceed**

If a Complainant does not wish to disclose their personally identifiable information (i.e. wishes to remain anonymous) and/or does not wish to file a Formal Complaint, the Complainant may make such a request to the Title IX Coordinator or designee. Regardless of their choice, the Title IX Coordinator or designee will still offer Supportive Measures to the Complainant as appropriate. The Complainant retains the ability to file a Formal Complaint at any time.

The Title IX Coordinator has ultimate discretion over whether the University proceeds, and the Title IX Coordinator may sign a Formal Complaint to initiate the resolution process when appropriate. The Title IX Coordinator's decision to sign a Formal Complaint will be based on whether:

1. An investigation is needed to comply with legal anti-discrimination requirements or is otherwise the most appropriate and effective response.
2. The effect that non-participation by the Complainant may have on the availability of evidence and the ability to pursue the resolution process fairly and effectively; and/or
3. A violence risk assessment shows a compelling risk to health and/or safety which requires the University to pursue formal action to protect the University community. A compelling risk to health and/or safety may result from any combination of the following:
  - a) Evidence of patterns of misconduct.
  - b) Predatory conduct, threats, abuse of minors.
  - c) Allegations that the Prohibited Conduct was committed by multiple persons; and/or
  - d) Use of weapons and/or violence.

When the Title IX Coordinator signs the Formal Complaint, the Complainant does not become the Complainant and is not otherwise a Party.

Overall, the University's ability to remedy and respond to the Formal Complaint may be limited if the Complainant does not want the University to proceed with the resolution process. The goal is to provide the Complainant with the opportunity to file a Formal Complaint and participate while balancing the University's obligation to protect its community.



## **F. Designation of Prohibited Conduct and Dismissal of Formal Complaint**

Upon receipt of a Formal Complaint, the Title IX Coordinator or designee will promptly send a Written Notice of Designation simultaneously to both Parties of:

1. Its decision about whether to designate the alleged conduct as Title IX-based Prohibited Conduct, and the reasons for this decision;
2. Its decision to proceed with the resolution process or to dismiss the Formal Complaint as described below<sup>2</sup>; and
3. The Parties' rights to appeal the designation and/or dismissal decision.

### ***Title IX-based Prohibited Conduct***

The Title IX Coordinator or designee must designate the alleged conduct as Title IX-based Prohibited Conduct if:

1. The alleged conduct would constitute Sexual Harassment within an Education Program or Activity against a person in the United States if substantiated; and
2. The Complainant is participating or attempting to participate in an Education Program or Activity at the time the Complainant files a Formal Complaint, or the Title IX Coordinator files a Formal Complaint because the alleged conduct meets the above definition.

### ***Mandatory Dismissal***

The Title IX Coordinator or designee must dismiss a Formal Complaint or any allegations therein if, at any time during the Resolution Processes it is determined that:

1. The conduct alleged in the Formal Complaint, if substantiated, would not constitute Prohibited Conduct; or
2. The allegations in the Formal Complaint do not fall within the University's jurisdiction.

### ***Permissive Dismissal***

The Title IX Coordinator or designee may dismiss a Formal Complaint or any allegations therein if, at any time during the Resolution Processes:

1. A Complainant notifies the Title IX Coordinator or designee in writing that the Complainant requests to withdraw the Formal Complaint or any allegations therein; or
2. The Respondent is no longer enrolled in or employed by the University; or
3. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

## **G. Appeal of Designation and/or Dismissal**

Either Party may appeal the Written Notice of Designation. The bases for appeal are limited to procedural irregularity, new evidence, and conflict of interest as explained in Section IV.D.5.a of these Procedures. The process for the appeal is set forth in Section IV.D.5.b of these Procedures.

## **IV. Resolution Processes**

### **A. Consolidation of Complaints**

At the discretion of the Title IX Coordinator or designee, multiple reports may be consolidated into one Informal Resolution and/or investigation if the information related to each incident is relevant in reaching a resolution. Matters may be consolidated where the matters involve multiple Complainants, multiple Respondents, or related facts and circumstances involving the same Parties, including those arising out of the same or different events(s).

### **B. Informal Resolution Process**

Informal Resolution may serve to address the alleged Prohibited Conduct as an alternative to proceeding to an investigation and Hearing. Informal Resolution can encompass a variety of approaches agreed to by the Parties including, but not limited to, mediation, Respondent acknowledgement of responsibility, and/or negotiated interventions and Remedies facilitated by the Title IX Coordinator or designee.

The purpose of Informal Resolution is to take appropriate action by imposing individual and community interventions and remedies designed to maximize the equal access to the Education Program or Activity, as well as to address the effects of the conduct on the larger University community.

#### 1. Request for Informal Resolution

Either Party may request Informal Resolution, including their preferred approach of reaching a resolution, such as mediation, Respondent acknowledgement of responsibility, and/or negotiated interventions and Remedies. Both Parties and the Title IX Coordinator or designee must agree to the process in writing. Either Party may terminate an ongoing Informal Resolution at any time prior to reaching an agreement.

The Title IX Coordinator or designee has the discretion to determine whether a Formal Complaint is appropriate for Informal Resolution and which resolution approach is best utilized given the specifics of the Formal Complaint. The Title IX Coordinator or designee retains discretion to terminate an ongoing Informal Resolution process at any time, at which point the Title IX Coordinator or designee will determine appropriate next steps. The Title IX Coordinator or designee will inform both Parties simultaneously in writing of the reason(s) for terminating an Informal Resolution process.

#### 2. Informal Resolution Not Permitted

Although the Title IX Coordinator or designee retains discretion to determine whether a Formal Complaint is appropriate for Informal Resolution in other cases, Informal Resolution is not permitted under the following circumstances:

- a. Formal Complaints by a student alleging Sexual Harassment against an employee (staff or faculty); or
- b. Formal Complaints alleging Sexual Assault or Sexual Coercion.

### 3. Informal Resolution Permitted

When Informal Resolution is utilized, the process is voluntary and is not a requirement or condition of continued enrollment or employment at the University.

In such case, Parties will receive a written Notice of Informal Resolution containing the following:

- a.) Summary of the allegations;
- b.) Notice that neither Party is required to accept responsibility for the alleged Prohibited Conduct, unless a Respondent chooses to do so;
- c.) Notice that there is no finding of a Policy violation or Sanction unless agreed to by the Respondent.
- d.) Notice that agreement to Informal Resolution is not a waiver of right to proceed with an investigation and hearing.
- e.) Notice that until an Informal Resolution agreement is finalized, the Parties may, at any time, opt out of Informal Resolution, at which point the Formal Complaint would proceed or resume to investigation and Hearing, as appropriate.
- f.) Notice of any potential consequences resulting from participating in the Informal Resolution process, including that records will be maintained or could be shared;
- g.) Notice about the reasonable confidentiality restrictions of the Informal Resolution process.
- h.) Notice that if an Informal Resolution agreement is finalized and implemented, it precludes the Parties from resuming investigation and adjudication of a Formal Complaint arising from the same allegations; and
- i.) Notice that the results of Informal Resolution are not eligible for appeal.

### 4. Mediation and Other Informal Resolution

Informal Resolution, including mediation, must be conducted by a trained facilitator who guides the Parties in a confidential dialogue to reach an effective resolution, if possible. The trained facilitator may be internal or external to the University depending on the needs of the specific case as determined by the Title IX Coordinator or designee. Sanctions are not possible as a result of Informal Resolution unless the Parties agree to accept Sanctions and/or appropriate Remedies.

### 5. Negotiated Informal Resolution Interventions and Remedies

If agreed to by the Parties and determined appropriate by the Title IX Coordinator or designee, the following Informal Resolution interventions and Remedies may be utilized, including but not limited to:

- a.) Increased monitoring, supervision, and/or security at locations or activities where the Prohibited Conduct occurred or is likely to reoccur.
- b.) Targeted or broad-based educational programming or training for relevant individuals or groups.
- c.) Academic and/or housing modifications for either Party.
- d.) Workplace modifications for either Party.
- e.) Completion of projects, programs, or requirements designed to help the Respondent manage behavior, refrain from engaging in Prohibited Conduct, and understand why the Prohibited Conduct is prohibited.

- f.) Compliance with a No Contact Order.
- g.) Compliance with a Denial of Access.
- h.) Completion of community service hours over a specific period; and
- i.) Separation from the University.

The Title IX Coordinator or designee will work with the Offices of Student Conduct, Human Resources, and/or Provost/Faculty Affairs as needed to facilitate such negotiated interventions and Remedies.

#### 6. Completion of Informal Resolution

When an Informal Resolution agreement is reached and the terms of the agreement are implemented, the matter is resolved and closed. Appeals by either Party are not permitted. The Title IX Coordinator or designee is responsible for ensuring compliance with the agreement.

In cases where an agreement is not reached and the Title IX Coordinator or designee determines that further action is necessary, or if either Party fails to comply with the terms of the Informal Resolution, the matter may be referred for an investigation and adjudication under these Procedures, as appropriate.

The Parties will be provided with a written copy of the terms of the Informal Resolution agreement. The Title IX Coordinator or designee will maintain all records regarding Informal Resolution.

#### 7. Respondent Acceptance of Responsibility

The Respondent may accept responsibility for all or part of the alleged Policy violation(s) at any point during the resolution process. If the Respondent wishes to accept responsibility, the Title IX Coordinator may initiate the Informal Resolution process if permitted, after obtaining both Parties' voluntary, written consent, and after providing the required Notice of Informal Resolution if it has not already been provided.

Any remaining allegations that are not resolved through the Informal Resolution process may proceed to investigation or Hearing, as appropriate.

### **C. Investigation Process**

When investigating a Formal Complaint, the below procedures will be utilized. However, at any time prior to reaching a determination regarding responsibility, an Informal Resolution may occur if appropriate conditions are satisfied (see Section IV.B of these Procedures).

#### 1. Presumption of Not Responsible

Respondents are presumed not responsible for any and all allegations until the conclusion of the investigation and adjudication process. The University provides the Parties with the written determination following any appeal if an appeal is filed, or if an appeal is not filed, on the date on which an appeal would no longer be considered timely.

## 2. Notice of Rights and Responsibilities

The Complainant and Respondent are required to review and sign their Notice of Rights and Responsibilities. The Investigator will verify that the Parties have received, reviewed, and signed their Notice of Rights and Responsibilities and have been provided with a copy of the Policy and Procedures to ensure that both parties have had an opportunity to ask and receive answers to any questions. For staff and faculty, the notice will be provided by the Title IX Coordinator or designee. For students, the notice will be provided by the Office of Student Conduct (OSC).

The Notice of Rights and Responsibilities will include but are not limited to the following:

- a.) Right to be treated with dignity and respect by all University officials;
- b.) Right for information to only be shared with others on a need-to-know basis in order to facilitate a resolution;
- c.) Right to be informed of available Supportive Measures;
- d.) Right to be informed of available community and campus resources and services;
- e.) Right to a Support Person and/or an Advisor;
- f.) Right to regular updates on the status of the investigation and/or resolution; and
- g.) Prohibition against Retaliation and guidance about reporting any retaliatory conduct.

## 3. Notice of Investigation

The Parties will be provided a written Notice of Investigation, which will include the following:

- a.) The University's complete Policy and Procedures as set forth herein;
- b.) The allegations of Prohibited Conduct as defined by the Policy;
- c.) Identities of the Parties involved, if known;
- d.) Date(s), location(s), and time(s) of the alleged incident(s), if known;
- e.) Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the adjudication process;
- f.) Parties may have an Advisor of their choice, who may be an attorney;
- g.) If Parties do not select an Advisor of their choice, the University will provide a trained Advisor for purposes of performing cross-examination on behalf of that Party at the Hearing;
- h.) Parties may have a Support Person of their choice;
- i.) Advisement that knowingly making false statements or knowingly submitting false information during the investigation and adjudication process is prohibited under Section XII of the Policy;
- j.) If the University decides to investigate additional allegations about either Party that are not in the original notice, the Parties will receive an amended notice containing the additional allegations; and
- k.) The range of potential Sanctions associated with the alleged Prohibited Conduct.

## 4. Role of the Investigator

The Title IX Coordinator or designee will designate an Investigator(s) from TIXO and/or an external Investigator to conduct a prompt, thorough, fair, and impartial investigation.

## 5. Overview of the Investigation

### a. Standard of Proof:

The standard of proof for a determination of responsibility under this Policy is Preponderance of the Evidence. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility remain with the University and not on the Parties.

### b. Evidence:

The investigation is an impartial fact-gathering process. It is an important stage of the process in which both Parties have an opportunity to be heard regarding the Formal Complaint. During the investigation, the Investigator will speak separately with both Parties and any other individuals who may have relevant information. No audio or video recording of any kind is permitted during such interviews. The Parties will each have an equal opportunity to present witnesses (including fact and expert witnesses, at their own expense) and any other relevant evidence.

Evidentiary materials, regardless of relevance, may be provided by a Party; however, the Investigator will determine whether and how the evidence and witnesses submitted by the Parties is directly related to the allegations and whether and how that information will be factored into the investigation. The Investigator will also gather any available physical evidence or documents, including prior statements by the Parties or witnesses, communications between the Parties, email messages, text messages, social media materials, and other records, as appropriate and available.

The University does not restrict the ability of Parties to discuss allegations that have been reported or to gather and present evidence. However, the University has a compelling interest in protecting the integrity of the resolution process, protecting the privacy of Parties and witnesses, and protecting Parties and witnesses from harassment, intimidation, or Retaliation during the resolution process. To further these goals, witnesses and Parties are encouraged to limit their sharing of information about a matter (including the allegations, the identities of the Parties and witnesses, and the questions asked in interviews) while the resolution process is ongoing. Parties and witnesses are also cautioned not to discuss the allegations in a manner that constitutes Retaliation or unlawful conduct.

### c. Special Considerations:

Information related to the prior sexual history of either Party is generally not relevant to the determination of a Policy violation. However, prior sexual history between the Parties may be relevant in very limited circumstances. For example, where there was a prior or ongoing consensual relationship between the Parties, and where Consent is at issue in the case at hand, evidence as to the Parties' prior sexual history as it relates to Consent may be relevant to assess the manner and nature of communications between the Parties. However, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to show Consent under the Policy. Sexual history will never be used for purposes of illustrating either Party's individual character or reputation. The Investigator will determine the relevance of prior sexual history and inform the Parties if information about the Parties' sexual history with each other is deemed relevant.

The University cannot access, consider, disclose, or otherwise use a Party's record(s) that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the capacity thereof or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party. However, a Party can provide voluntary, written consent to use the above-mentioned material for the investigation and adjudication. Consent shall be specifically limited to the information provided. At no time shall consent be construed as consent to access any other information in the Party's records.

The Investigator will not use, require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

*d. Draft Investigation Report:*

At the conclusion of the investigation, the Investigator will provide a written investigation report (the Draft Investigation Report) that provides a case timeline, appropriately summarizes the information gathered (including, but not limited to, the names of witnesses and summaries of their statements), and evidence that is directly related to the Formal Complaint.

*e. Notice of Opportunity to Review the Draft Investigation Report:*

Before the investigation report is complete, the Parties will be given an equal opportunity to review and meaningfully respond to the Draft Investigation Report. The Investigator will also send to the Party, and the Party's Advisor if applicable, all evidence obtained that is directly related to the Formal Complaint, including evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a Party or other source, for inspection and review. Parties will have ten (10) Days to review the Draft Investigation Report and submit a written response, including comments, information, and/or questions to the Investigator. If there is any new or additional information to be provided by either Party, it must be presented to the Investigator at this time.

If further investigation is warranted based on the Parties' written responses, the Investigator will continue the investigation, as needed. The Investigator will consider the Parties' written responses prior to completing the Final Investigation Report.

*f. Final Investigation Report:*

Upon timely receipt of the Parties' written responses, or after the ten (10) Day review period has lapsed with no written responses, the investigation ends. The Investigator will complete the Final Investigation Report. The Final Investigation Report will contain summaries of all relevant information obtained throughout the course of the investigation and analysis of fact.

The Final Investigation Report will be submitted to the Hearing Officer.

## **D. Adjudication Process**

### **1. Review of Final Investigative Report**

- a.) Following completion of the Final Investigation Report, the Title IX Coordinator or designee will meet separately with each Party.
- b.) At the meeting, the Title IX Coordinator or designee will provide each Party with a confidential copy of the Final Investigation Report, including all attachments, and explain the next steps in the process.
- c.) Each Party will be allowed ten (10) Days to submit a written response to the Final Investigation Report, which will be considered by the Hearing Officer. Exceptions may be made during times when the University is not in session or in other circumstances. All written responses will be shared with the other Party prior to the Hearing.
- d.) In order to protect the privacy of all individuals involved, all materials shared with the Parties are considered confidential and should not be publicly disclosed or released.

## 2. Hearing Procedures

- a.) A Hearing date will be provided to the Parties at least five (5) Days in advance of the Hearing. Hearing dates are scheduled in consultation with the Parties whenever possible.
- b.) If a Party does not have an Advisor present at the Hearing, the University will provide one free of charge for the purpose of conducting cross-examination on behalf of that Party. When able, Parties must notify the Title IX Coordinator or designee at least 48 hours prior to the hearing if an Advisor is needed from the University.
- c.) The University will notify all witnesses interviewed during the investigation of the date and time of the Hearing. The Hearing Officer may also request the presence of witnesses.
- d.) The Hearing Officer may conduct the Hearing with all Parties and witnesses physically present in the same geographic location or, with any or all Parties, witnesses, and other participants present at the Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- e.) At either Party's request, the University will provide the Parties with separate rooms (including separate virtual rooms if the Hearing is held virtually) and use technology enabling the Hearing Officer and Parties to simultaneously see and hear the Party or the witness who is answering a question.
- f.) All Hearings are closed to the public.
- g.) Hearings will be recorded by the University. No other recordings are permitted. Recordings are maintained by the University. Parties may submit a written request to inspect and review the recording.
- h.) All evidence subject to the Parties' inspection and review as explained in Section IV.C.5.e of these Procedures will be available at the Hearing to give each Party equal opportunity to refer to such evidence during the Hearing, including for purposes of cross-examination.
- i.) The Investigator will summarize the Final Investigation Report and clarify any information in the Final Investigation Report.
- j.) Each Party may provide a brief opening statement.
- k.) Each Party's Advisor will be provided an opportunity to cross-examine the other Party and any witnesses. Questioning will be conducted directly, orally and in real time by the Party's Advisor only. Parties may not question each other or witnesses directly.
- l.) Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. All relevant questions and follow-up questions, including those challenging the credibility of Parties and witnesses, will be allowed.



- m.) Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence:
  - i. Are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or
  - ii. Concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
- n.) Questions and evidence about the Respondent's prior sexual history with an individual other than a Party to the proceedings may only be considered if the evidence:
  - i. Proves prior sexual misconduct.
  - ii. Supports a claim that a Party has an ulterior motive; or
  - iii. Impeaches a Party's credibility after that Party has put their own prior sexual conduct in issue.
- o.) The Hearing Officer may not consider a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the University obtains that Party's voluntary, written consent.
- p.) The Hearing Officer may not consider any questions or evidence about a student's history of mental health counseling, treatment, or diagnosis, unless the student consents.
- q.) The Hearing Officer may not consider questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- r.) If a Party or witness declines to answer any questions, the Hearing Officer will not rely on any prior statements made by that Party during the investigation process in making a determination regarding responsibility.
- s.) If a Party or witness refuses to submit to cross-examination, then the Hearing Officer is required to ignore that Party or witness's statement and reach a decision based on the remaining body of relevant evidence. The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross-examination or other questions.
- t.) Each Party will have the opportunity to make a brief closing statement.

### 3. Written Notice of Determination

The Hearing Officer will provide the Parties with a Written Notice of Determination at the same time. The Written Notice of Determination will include:

- a.) Identification of the allegations at issue.
- b.) A description of the procedural steps taken throughout the case.
- c.) Findings of fact supporting the determination.
- d.) Conclusions regarding application of the Policy to the facts.
- e.) A statement of, and rationale for, the determination for each allegation.
- f.) A statement of, and rationale for, any Sanctions imposed on the Respondent, and whether any Remedies will be provided to the Complainant, as set forth in more detail below; and
- g.) A description of the procedures and permissible grounds for appeal.

#### 4. Disciplinary Sanctions, Remedies, and Other Responsive Actions

The University may take responsive action based on a determination of responsibility for a violation of the Policy. Responsive action is intended to eliminate Prohibited Conduct, prevent its recurrence and promote accountability while supporting the University's educational mission and legal obligations. Responsive action may include Sanctions, Remedies, or other responsive action including rehabilitation, educational, restorative, or monitoring components.

a. Prior to issuing the Written Notice of Determination, the following will occur:

- Parties will have the option to provide written impact statements to the Hearing Officer within three (3) Days of completion of the Hearing.
- The Hearing Officer shall confer with the Title IX Coordinator or designee, and other University administrators as appropriate, prior to issuing the written determination. Other University administrators may include the Office of Human Resources/Employee Relations and department/unit heads and supervisors for staff, and the Provost's Office/Academic Affairs and department/unit heads and supervisors for faculty.
- Although the Hearing Officer may confer with University officials as described above, the Hearing Officer is the decision maker responsible for issuing the Written Notice of Determination.
- The Title IX Coordinator or designee and other University administrators will provide input with respect to any recommended Sanction and other responsive action to the Hearing Officer.
- The University will not publicly disclose personally identifiable information about the Parties or the written determination (including any Sanctions) except as required by law.

b. The range of Sanctions and other responsive actions that may be imposed upon the Respondent include but are not limited to the following:

For students:

- **Expulsion:** Permanent separation of the student from the University. A permanent notation will appear on the student's transcript. The student will also be barred from university premises (grounds and buildings). Pursuant to delegated authority, the Vice President for Student Affairs shall administratively approve expulsions.
- **Suspension:** Separation of the student from the University for a specified period. A permanent notation will appear on the student's transcript. The student shall not participate in any University-sponsored activity and may be barred from university premises (grounds and buildings) during the period of suspension. Suspended time will not count against any time limits required by the Graduate School for completion of a degree. Pursuant to delegated authority, the Vice President for Student Affairs shall administratively approve suspensions.

- Disciplinary Probation: The student is prohibited from representing the University in any extracurricular activity or from running for or holding office in any student or University organization. Additional restrictions or conditions may also be imposed.
- Disciplinary Reprimand: Warning to the student that further misconduct may result in a more severe disciplinary action.
- Educational Sanctions: In addition to Sanctions specified above, educational Sanctions that provide the student with learning, assistive or growth opportunities, research or reflective assignments, community services, values/ethics-based activities or other learning-based sanctions.
- Housing Sanctions which may include, but are not limited to: University Housing Termination, Denial of Re-contracting with University Housing, Administrative Room Moves, and Housing Probation.
- No Contact Order
- Denial of Access to campus grounds and/or buildings

For staff:

- Education and training
- Written reprimand
- No Contact Order
- Denial of Access to campus grounds and/or buildings
- Reassignment
- Suspension without pay
- Separation from employment

For faculty:

- Education and training
- Written reprimand
- No Contact Order
- Denial of Access to campus grounds and/or buildings
- Reassignment
- Suspension without pay
- Separation from employment

c. The following factors will be considered before imposing Sanctions and other responsive actions on a Respondent:

- The nature and degree of violence involved in the conduct at issue.
- The impact of the conduct on the Complainant.
- The impact of the conduct on the community and/or the University.
- Prior relevant misconduct by the Respondent.
- Maintenance of a safe and respectful environment conducive to working and learning.

- Protection of the University community.
- Any other mitigating, aggravating or compelling circumstances appropriate to reaching a just and appropriate resolution.

d. The range of Remedies that may be provided to a Complainant:

The University may provide reasonable Remedies to a Complainant based on a determination of responsibility for a violation of the Policy. The range of Remedies that may be provided to a Complainant include, but are not limited to:

For students:

- Supportive measures: such as extended classwork deadlines, flexible deadlines, change of venue for taking a test or exam, change in test or exam date and/or retaking of a test or exam.
- Academic accommodations: such as retroactive drop from a particular class, retroactive withdrawal from a semester, policy exemption requests and/or tuition reimbursement.
- Additional accommodations: such as a No Contact Order, Denial of Access, housing accommodation; course schedule changes, counseling and/or referral to outside agencies.

For staff:

- Supportive measures: such as reassignment to a different shift, location, supervisor or work unit.
- Additional accommodations: such as counseling and/or referral to outside agencies.

For faculty:

- Supportive measures: such as reassignment of duties, change in work location, change in service assignments, change in reporting structure.
- Additional accommodations: such as counseling and/or referral to outside agencies.

e. In the event of a written determination that Respondent violated the Policy and Remedies provided to the Complainant are warranted, the following will occur:

- Remedies will be provided to the Complainant on a confidential basis.
- The written determination issued by the Hearing Officer will not include specific Remedies provided to the Complainant but will state whether Remedies designed to restore or preserve equal access to the University's Education Program or Activity will be provided.

- Remedies are considered confidential, and the Respondent will not have access to specific information about what Remedies will be provided except to the extent that the Remedies are punitive and burden the Respondent.
- Remedies may not be appealed by either Party.
- The University will not publicly disclose personally identifiable information about the Parties, the written determination, or the Sanctions, except as required by law.

## 5. Appeals

### a. Bases for Appeals

Either Party may initiate this appeal process when the Party receives a Written Notice of Designation or a Written Notice of Determination. Appeals must be submitted in writing to the Title IX Coordinator within five (5) days of receipt of the Written Notice of Designation or the Written Notice of Determination. Appeals are limited to the bases listed below.

#### i. Procedural Irregularity

- In all cases, the procedural irregularity must be material to the outcome of the designation or the written determination.
- A procedural irregularity affecting the designation or the written determination may include: a failure to follow the University's procedures; a failure to objectively evaluate all relevant evidence, including inculpatory or exculpatory evidence; or a determination regarding what evidence was excluded as irrelevant.

#### ii. New Evidence

- New Evidence is evidence that was not reasonably available at the time the designation or written determination was made, that could affect the outcome.
- Evidence presented prior to the time the designation or written determination is issued does not qualify as new evidence that was not reasonably available.

#### iii. Conflict of Interest

- The Title IX Coordinator or designee, Investigator, or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the designation or written determination.
- Claims of conflict of interest or bias should be based on the current case and process in question and will be assessed accordingly.

iv. Substantially Disproportionate Sanction (Applicable ONLY to Written Notice of Determination)

- The Sanction set forth in the written determination is substantially disproportionate to the facts of the policy violation.

Appeals will be reviewed by the designated Appellate Hearing Officer(s) for all appeals of designations or written determinations under these Procedures. The Appellate Hearing Officer(s) will be determined in accordance with the Respondent's status, as explained below. The Appellate Hearing Officer(s) shall be free from conflict of interest or bias and shall not be the same person who reached the determination regarding the designation or the written determination, the Investigator, or the Title IX Coordinator. All Appellate Hearing Officers will have had no previous involvement with the case that the Appellate Hearing Officer(s) are assigned to review.

- Appeals involving a student Respondent shall be reviewed by a panel of trained Appellate Hearing Officers known as the University Senate Student Conduct Committee.
- Appeals involving a staff Respondent shall be reviewed by the Vice President for Administration and Finance (VPAF) or designee. The VPAF or designee will appoint staff members available to serve as trained Appellate Hearing Officers. Appeals by staff Respondents will be assigned to one such Appellate Hearing Officer on a rotating case basis.
- Appeals involving a faculty Respondent shall be reviewed by the Provost and Vice President of Academic Affairs (Provost/VPAA) or designee. The VPAA/Provost or designee will appoint faculty members available to serve as trained Appellate Hearing Officers. Appeals by faculty Respondents will be assigned to one such Appellate Hearing Officer on a rotating case basis.

b. Appellate Process

The appellate process following a Written Notice of Designation or Written Notice of Determination will proceed as follows:

- i. Appeals will be in writing only. There will be no hearing.
- ii. Parties will have five (5) Days from receipt of a Written Notice of Designation or Written Notice of Determination to submit a written appeal statement challenging the decision.
- iii. Parties will be notified if the other Party files a written appeal statement and given notice in writing of the general grounds for the appeal. The other Party will be given five (5) Days from receipt of the other Party's written appeal statement to submit a written appeal statement in support of the designation or written determination.

- iv. The Title IX Coordinator or designee shall coordinate the scheduling of the Appellate Hearing Officer(s) and notify the Parties of the date of the appeal deliberation.
- v. The appeal deliberation is closed to the parties.
- vi. The Appellate Hearing Officer(s) will issue a written decision including its rationale which decision shall be shared with both Parties, within five (5) Days of the deliberations.
- vii. The Appellate Hearing Officer(s) may: (1) affirm the designation or written determination; (2) overturn the designation or written determination; or (3) remand the case to remedy procedural errors or to consider new evidence.
- viii. The written decision by the Appellate Hearing Officer(s) is final and is not subject to further appeal.
- ix. After the adjudication process is concluded or when the time for filing an appeal has expired and neither Party has submitted an appeal, the Title IX Coordinator or designee shall notify the Parties simultaneously of the outcome of the adjudication process.
- x. The determination regarding responsibility for a violation of the Policy becomes final either on the date that the University provides the Parties with the written decision of the result of the appeal if an appeal is filed, or if an appeal is not filed, on the date after which an appeal would no longer be considered timely, subject to any remanded proceedings.

## 6. Academic Transcripts and Effect of Withdrawal on Student Respondents

Sanctions of expulsion and suspension are permanently noted on a student Respondent's academic transcript. When a student Respondent requests their transcript prior to the completion of the resolution process, the existence of a pending investigation is also noted. In the event a Respondent chooses to withdraw from the University prior to the resolution of a Formal Complaint, or where the Respondent declines to participate in the University proceedings under the Policy and Procedures, the University will continue the resolution process in accordance with the Procedures. When a Respondent withdraws before the conclusion of the resolution process, the Respondent is ineligible to return to the University until the resolution process has concluded.

## 7. Post-Resolution Follow-Up

After any Sanction and/or Remedies are issued, if the Complainant agrees, the Title IX Coordinator or designee may periodically contact the Complainant to ensure the Prohibited Conduct has ended and to determine whether additional Remedies are necessary. The Complainant may decline future contact at any time. The Title IX Coordinator or designee may periodically contact the Respondent to assure compliance with the intent and purpose of any Sanction and/or Remedies that have been imposed. Any violation by a Respondent of the intent and purpose of any Sanction and/or Remedies imposed under the Policy, or a failure by a university employee to provide specified Sanctions or Remedies should be reported to the TIXO.

The Complainant and Respondent are encouraged to provide the Title IX Coordinator or designee with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the University's implementation of the Policy and Procedures.

**Sanctions:**

As further explained in the Procedures, Sanctions for Respondents determined to have violated this policy include, but are not limited to, the following:

**Students.** Students found in violation of this Policy are subject to Sanctions such as dismissal from the University (suspension or expulsion), removal from university housing, disciplinary probation, and other sanctions such as community service and mandatory and continuing participation in training on Prohibited Conduct and education programming, depending on the circumstances and nature of the violation.

**Employees.** Employees found in violation of this Policy are subject to Sanctions ranging from a written reprimand up to and including separation from employment, depending on the circumstances and nature of the violation.

**Confidential Resources:**

Confidential resources on and off campus assist Parties in navigating potential advocacy, therapy, counseling, and emotional support services. If a person desires to keep an incident of Prohibited Conduct confidential, the person should speak with confidential resources.

Disclosures or reports made to individuals or entities other than confidential resources may not be confidential. For instance, should a member of the Campus community discuss an incident of Prohibited Conduct with a University administrator, supervisor, faculty member, CSUPD, athletic coach, athletic trainer, resident assistant, or first responder who is not a confidential resource, those persons are deemed Responsible University Employees and, as such, are obligated pursuant to this Policy to report the Prohibited Conduct to the Title IX Coordinator.

Unless there is a lawful basis for disclosure, such as reported child abuse or an imminent risk to health or safety, confidentiality applies when persons seek services from the following resources:

**A. University Confidential Resources**

**Employee Assistance Program (EAP)**

**GUIDANCERESOURCES**

**1-855-410-7628**

<https://www.coppin.edu/about/office-human-resources/employee-and-labor-relations>

www.guidancerescourses.com

(company ID: USMLifeResources)

24 hours a day, 7 days a week, all year long

The EAP provides confidential assessment, referral, and counseling service as well as legal support to all University employees and members of their household at no charge. Faculty and staff may consult with a counselor for many different reasons, including for issues relating to Prohibited Conduct.



## **On Campus**

Coppin State University  
Center for Counseling and Student Development  
Millard Tawes Building, 1st Floor  
Contact: Director of Counseling & Student Development  
(410) 951-3939

The University Counseling Center provides counseling services to meet the mental health and developmental needs of students. Staffed by counseling psychologists, the Counseling Center offers a variety of services to help students deal with issues concerning them.

Coppin State University  
Community Health Center  
Health and Human Services Building  
Contact: Director of Community Health Center  
(410) 951-4188

## **B. Confidential Resources Off-Campus include, but are not limited to:**

Turn Around Domestic Violence Center and Services  
Baltimore City  
2300 North Charles  
Street Baltimore,  
Maryland 21218  
(410)377-8111  
**24 Hour Hotline:** (443) 279-0379  
<http://www.turnaroundinc.org/>

Turn Around Domestic Violence Center and Services  
Baltimore County  
401 Washington Avenue, Suite 400  
Baltimore, Maryland  
21204 (410) 377-8111  
**24 Hour Hotline:** (443) 279-0379  
<http://www.turnaroundinc.org/>

House of Ruth  
2201 Argonne Drive  
Baltimore, Maryland  
21218 (410) 889-0840  
**24 Hour Helpline:** (410) 889-7884  
<http://www.hruth.org/gethelp.asp>

Maryland Coalition Against Sexual Assault  
<http://www.mcasa.org/for-survivors/maryland-rape-crisis-and-recovery-centers-r/>

Maryland Network Against Domestic Violence

<http://mnady.org/>

National Domestic Violence

Hotline <http://www.thehotline.org/>

LGBTQ Survivors of Sexual and Domestic Violence

[http://mnadav.org/\\_madvWeb/wp-content/uploads/2011/08/LGBT-DV-MD-StateLaw-Handout.pdf](http://mnadav.org/_madvWeb/wp-content/uploads/2011/08/LGBT-DV-MD-StateLaw-Handout.pdf)

Maryland Domestic Resources by County

<http://www.aardvarc.org/dv/states/d=mddy.shtml>

Male Survivors of Rape and Sexual abuse, Advocacy

Project <http://www.pandys.org/malesurvivors.html>

Rape, Abuse and Incest National

Network <http://www.rainn.org>

Mercy Hospital Forensic Nurse Examiner Program (provides care to victims of sexual, domestic, child, elder and institutional violence).\*

Mercy Hospital

301 St. Paul Street

Baltimore, Maryland 21202

Contact: Debra Holbrook

(410) 332-9494

\*Mercy provides information for victims of sexual assault and violence, about the Forensic Nurse Examiner Program: <https://bmoresafemercy.org/for-patients/>, including:

- Measures to take if you have been sexually assaulted and are considering going to Mercy for an examination (i.e., not showering, not peeing if you think you have been drugged, not eating or drinking before the exam)
- What to expect at the exam
- What to expect after the exam

Mercy Family Violence Response Program (provides confidential services to patients and employees who are victims of violence, abuse and neglect, sexual assault and vulnerable adult abuse. They offer counseling, crisis intervention, safety planning, danger assessment, counseling and other support services.

Mercy Medical Center

301 St. Paul Street

Baltimore, Maryland 21202

Contact: Tania Araya

(410) 332-9470

University of Maryland, Pediatrics Department (if the victim is under age 12)  
22 South Greene Street  
Baltimore, Maryland 21201  
(410) 328-6720

## **Memorandum of Understanding with local Authorities and Hospitals**

MOU Concerning Law Enforcement Jurisdiction and Coordination of Services Between  
CSU Department of Public Safety and the Baltimore Police Department

### **X. Co-Occurring Criminal Action**

Proceeding with a University resolution of Prohibited Conduct under this Policy and Procedures is independent of any criminal investigation or proceeding. Reporting to law enforcement does not preclude a person from proceeding with a report or Formal Complaint of Prohibited Conduct under this Policy. The University is required to conduct an investigation in a timely manner, which means, in most cases, the University will not wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing Supportive Measures, and taking appropriate action.

However, at the request of law enforcement, the Title IX Coordinator may defer its fact gathering until the initial stages of a criminal investigation are complete. If such a request is made by CSUPD, then CSUPD will submit the request in writing and the Complainant will be notified. In addition, when possible, in cases where there is a co-occurring criminal investigation by CSUPD, Baltimore City Police, or the local prosecutor's office, the Title IX Coordinator will work collaboratively and supportively with each respective agency within the parameters outlined above. The Title IX Coordinator will communicate any necessary delays in the University's investigative process to both parties in the event of a deferral.

### **XI. Rights of Parties**

Parties will be treated with dignity, respect, and sensitivity by university officials during all phases of the process. The accompanying Procedures are designed to allow for a fair and impartial investigation, as well as prompt and equitable proceedings and resolutions that provide an opportunity for Parties to be heard.

Parties will be given timely written notice of:

- The reported violation, including the date, time and location, if known, of the alleged violation, and the range of potential Sanctions associated with the alleged violation;
- Their rights and responsibilities under this Policy and information regarding other civil and criminal options;
- The date, time, and location of each Hearing, meeting, or interview that the Party is required or permitted to attend;
- The final determination made by the Hearing Officer regarding whether a Policy violation occurred and the basis for the determination;
- Any Sanction imposed, as required by law; and
- The rights to appeal and a description of the appeal process.

Parties will be entitled to participate in the investigation and adjudication of the Formal Complaint in accordance with the Procedures. Parties will be provided with:

- Access to the case file and evidence regarding the incident obtained by the University during the investigation or considered by the Hearing Officer, with personally identifiable or other information redacted as required by applicable law;
- An opportunity to be heard through the process;
- An opportunity to offer testimony at a Hearing;
- An opportunity to submit evidence, witness lists, and suggest specific questions to be posed to the other Party during the investigation, or to the other Party at a Hearing through the Party's Advisor;
- An opportunity to review testimony electronically or in a way in which the Parties are not required to be in the physical presence of one another;
- An opportunity to review and provide written responses to draft and final investigation reports;
- An opportunity to participate at a Hearing without being required to be in the physical presence of the other Party;
- An opportunity to appeal a determination and/or Sanction; and
- Notice, presented in an appropriate and sensitive format, before the start of the resolution process, of:
  - o The Party's right to the assistance of an Advisor, including an attorney or advocate;
  - o The legal service organizations and referral services available to the Party; and
  - o The Party's right to have a Support Person of the Party's choice at any Hearing, meeting, or interview.

## **XII. False Statements**

Knowingly making false statements or knowingly submitting false information under this Policy and Procedures is prohibited.

## **XIII. Legal Representation Fund for Title IX Proceedings (Students Only)**

Student Complainants and Respondents may elect to retain an attorney to serve as their Advisor, though assistance by an attorney is not required. The Maryland Higher Education Commission (MHEC) has developed resources to assist current or former students in retaining an attorney to serve as an Advisor at no or low cost to the student. MHEC provides a list of licensed attorneys who have indicated that they may represent students in Title IX proceedings on a pro bono basis or for reduced legal fees. A student's attorney may seek reimbursement of certain legal costs and fees from MHEC's Legal Representation Fund for Title IX Proceedings, subject to the availability of funding. More information is available on MHEC's website.

## **XIV. Emergency Removals and Other Interim Measures**

### **A. Student Respondents**

An emergency removal (which may take the form of an interim suspension) is for the purpose of addressing imminent threats posed to any person's physical health or safety, which might arise out of reported Prohibited Conduct. The University may undertake emergency removal of a student Respondent for reasons arising from the alleged Prohibited Conduct when the University:

1) undertakes an individualized safety and risk analysis; 2) concludes that there is an immediate threat to the physical health or safety of any student or other individual arising from the alleged Prohibited Conduct; and 3) provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. The University will not remove a student from the University based solely on an accusation. The student will be offered an opportunity to meet with the Deputy Title IX Coordinator for Students or the Title IX Coordinator to review the reliability of the information within five (5) Days from the effective date of the emergency removal. However, there is no guarantee that the student will be permitted to return to campus. The University may impose an interim disciplinary suspension on a student Respondent in accordance with the Code of Student Conduct for reasons not arising from the alleged Prohibited Conduct.

## **B. Staff and Faculty Respondents**

The University in consultation with the Deputy Title IX Coordinator for Employees, CSUPD, the employee's supervisor and/or applicable campus department may take interim measures such as changing a Respondent's work responsibilities or work location or placing the Respondent on leave during the resolution process. Such action may be appropriate when there is a legitimate concern that without interim measures: 1) the Respondent will engage in prohibited conduct while the investigation is ongoing, or 2) the Respondent would be unduly disruptive to university members or University activities or programs.

## **C. Third-Party Respondents**

University members who are neither students nor employees may be removed from their university role or a university program as an interim measure during the adjudication process at the discretion of the University and in consultation with the Title IX Coordinator.

## **XV. Consensual Relationships and Professional Conduct**

Sexual relationships that occur in the context of educational or employment supervision and evaluation present potential conflicts of interest. Relationships in which one party maintains a supervisory or evaluative responsibility over the other also reflect an imbalance of power, leading to doubt as to whether such relationships are truly consensual. For these reasons, the University *strongly* discourages such relationships.

Because of the potential conflicts of interest, persons involved in consensual sexual relationships with anyone over whom the person has supervisory and/or evaluative responsibilities *must inform their supervisor(s)* of the relationship(s). Supervisory or evaluative responsibilities may be reassigned, as appropriate. While no relationships are expressly prohibited by this Policy, failure to self-report such relationships in a timely manner, as required by this Policy, may result in disciplinary action.

## **XVI. Training**

### **A. Prevention and Awareness Education**

The University will develop and implement preventive education, directed toward both employees and students, to help reduce the occurrence of Prohibited Conduct. At a minimum, these educational initiatives must contain information regarding what constitutes Sexual Harassment, definitions of

consent and Prohibited Conduct, the University's Procedures, bystander intervention, risk reduction, and the consequences of engaging in Prohibited Conduct. These educational initiatives shall be for all incoming students and new employees. The University will also develop ongoing prevention and awareness campaigns for all students and employees addressing, at a minimum, the same information. Educational initiatives for employees shall comply with Md. Code Ann., State Pers. & Pens. § 2-203.1.

### **B. Training for Personnel Involved in Response and Resolution**

All persons involved in responding to or resolving Prohibited Conduct reports will participate in training in handling complaints of Prohibited Conduct under this Policy. The University will make these training materials publicly available on its website.

The University will ensure that Title IX Coordinators, Investigators, Hearing Officers, Appellate Hearing Officers, and any person who facilitates an Informal Resolution process, receive training on the following: the definition of Prohibited Conduct; the scope of the University's Education Program or Activity; how to conduct a resolution process including investigation, hearings, appeals, and Informal Resolution, as applicable; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; technology to be used at a live hearing; and issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Any materials used to train Investigators will not rely on sex stereotypes and will promote impartial resolutions of Formal Complaints under this Policy.

## **XVII. Records Retention**

The University will maintain for a minimum of seven (7) years, records of the following:

- 1. Investigations and Determinations.** Each Sexual Harassment investigation, including any determination regarding responsibility.
- 2. Recordings and Transcripts.** Any audio or audiovisual recording or transcript required.
- 3. Sanctions.** Any Sanctions imposed on the Respondent.
- 4. Remedies.** Any Remedies provided to the Complainant designed to restore or preserve equal access to the Education Program or Activity.
- 5. Appeals.** Any appeal and the result thereof.
- 6. Informal Resolutions.** Any Informal Resolution and the result therefrom.
- 7. Training Materials.** All materials used to train Title IX Coordinators, Investigators, Hearing Officers, and any person who facilitates an Informal Resolution process.
- 8. Supportive Measures.** Any Supportive Measures, taken in response to a report or Formal Complaint of Prohibited Conduct. In each instance, the University must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its Education Program or Activity. If the University does not provide a Complainant with Supportive Measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.

## **XVIII. External Government Agencies**

Employee complaints relating to Prohibited Conduct may be directed to:

### **Equal Employment Opportunity Commission (EEOC)**

GH Fallon Federal Building 31 Hopkins Plaza, Suite 1432

Baltimore, MD 21201

Phone: 1-800-669-4000

Fax: 410-209-2221

TTY: 1-800-669-6820

Website: <https://egov.eeoc.gov/eas/>

### **Maryland Commission on Civil Rights (MCCR)**

William Donald Schaefer Tower

6 Saint Paul Street, Ninth Floor

Baltimore, MD 21202-1631

Phone: 410-767-8600

Fax: 410-333-1841

TTY: 410-333-1737

Website: <http://mccr.maryland.gov/> E-mail: [mccr@maryland.gov](mailto:mccr@maryland.gov)

Student or employee complaints relating to Prohibited Conduct may be directed to:

### **Office for Civil Rights (OCR)**

U.S. Department of Education

The Wanamaker Building

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Phone: 215-656-8541

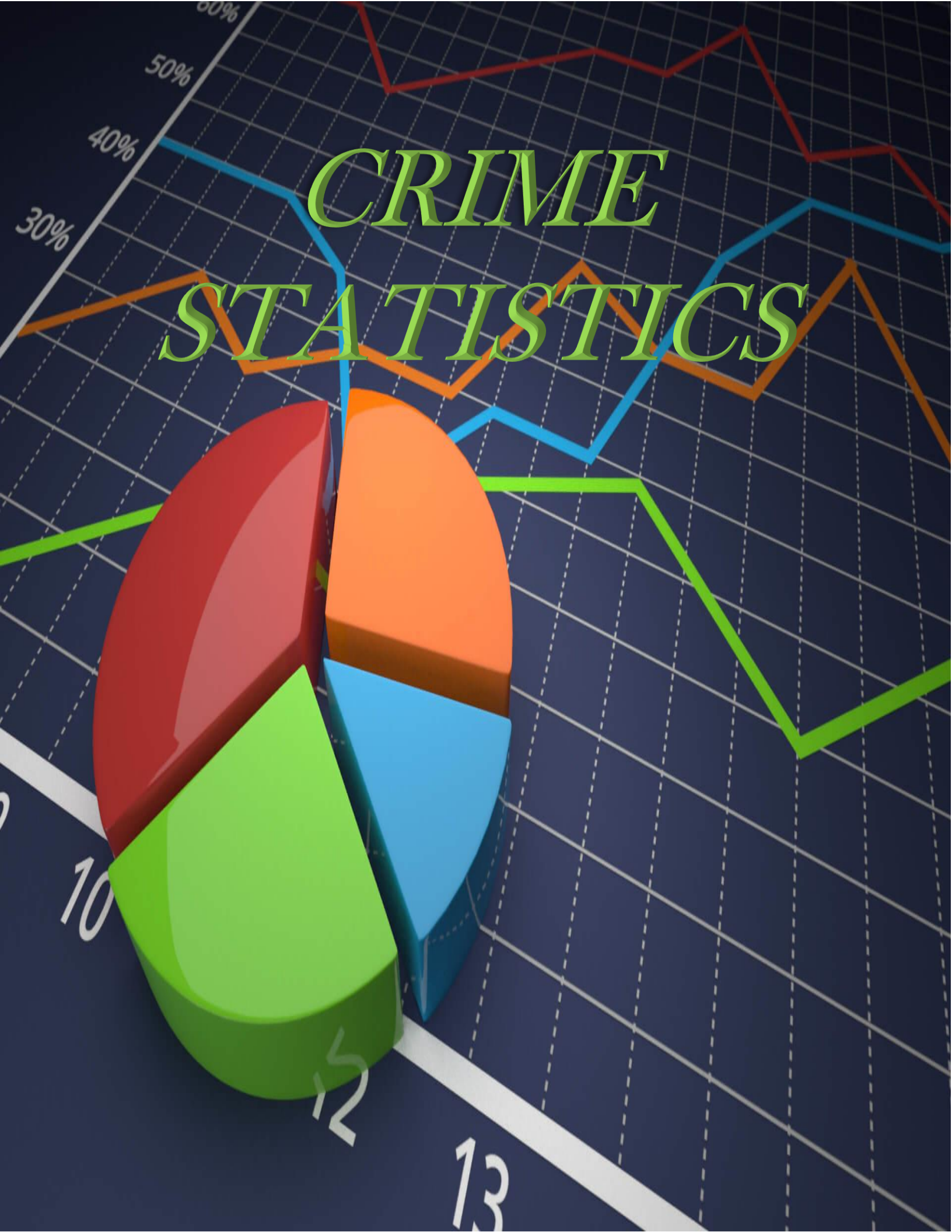
Fax: 215-656-8605

TDD: 800-877-8339

Website: [http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

E-mail: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

# *CRIME STATISTICS*





**CLERY CRIME STATISTICS 2018**

OFFENSE	ON CAMPUS	RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL	OFFENSE	ON CAMPUS	RESIDENTIAL	ARREST	DISPLINARY ACTIONS	PUBLIC PROPERTY	TOTAL
MURDER NON-NEGLIGENT MANSLAUGHER	0	0	0	0	0	DRUG LAW	5	4	0	0	0	5
NEGLIGENT MANSLAUTER	0	0	0	0	0	ILLEGAL WEAPON	0	0	0	0	0	0
SEX OFFENSE	0	0	0	0	0	LIQUOR	2	2	0	0	0	2
RAPE	1	1	0	0	1							
FONDLING	1	1	0	0	1							
INCEST	0	0	0	0	0							
STATUTORY RAPE	0	0	0	0	0							
ROBBERY	0	0	0	0	0							
AGGRAVATED ASSUALT	4	1	0	3	7							
BURGLARY	13	2	0	2	15							
MOTOR VEHICLE THEFT	1	0	0	2	3							
ARSON	1	1	0	0	1							
STALKING	1	0	0	0	1							
DOMESTIC VIOLENCE	1	1	0	0	1							
DATE VIOLENCE	0	0	0	0	0							

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

**CLERY CRIME STATISTICS 2019**

OFFENSE	ON CAMPUS	RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL	OFFENSE	ON CAMPUS	RESIDENTIAL	ARREST	DISPLINARY ACTIONS	PUBLIC PROPERTY	TOTAL
MURDER NON-NEGLIGENT MANSLAUGHER	0	0	0	0	0	DRUG LAW	6	5	0	0	0	6
NEGLIGENT MANSLAUTER	0	0	0	0	0	ILLEGAL WEAPON	0	0	0	0	0	0
SEX OFFENSE	0	0	0	0	0	LIQUOR	0	0	0	0	0	0
RAPE	1	1	0	1	2							
FONDLING	0	0	0	0	0							
INCEST	0	0	0	0	0							
STATUTORY RAPE	0	0	0	0	0							
ROBBERY	0	0	0	0	0							
AGGRAVATED ASSUALT	4	2	0	7	11							
BURGLARY	13	3	0	3	16							
MOTOR VEHICLE THEFT	1	0	0	8	9							
ARSON	0	0	0	0	0							
STALKING	0	0	0	0	0							
DOMESTIC VIOLENCE	0	0	0	0	0							
DATE VIOLENCE	0	0	0	0	0							

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

**CLERY CRIME STATISTICS 2020**

OFFENSE	ON CAMPUS	RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL	OFFENSE	ON CAMPUS	RESIDENTIAL	ARREST	DISPLINARY ACTIONS	PUBLIC PROPERTY	TOTAL
MURDER NON-NEGLIGENT MANSLAUGHER	0	0	0	0	0	DRUG LAW	3	2	0	2	0	3
NEGLIGENT MANSLAUTER	0	0	0	0	0	ILLEGAL WEAPON	0	0	0	0	0	0
SEX OFFENSE	0	0	0	0	0	LIQUOR	1	1	0	0	0	1
RAPE	0	0	0	0	0							
FONDLING	0	0	0	0	0							
INCEST	0	0	0	0	0							
STATUTORY RAPE	0	0	0	0	0							
ROBBERY	0	0	0	7	7							
AGGRAVATED ASSUALT	1	0	0	8	9							
BURGLARY	5	2	0	4	9							
MOTOR VEHICLE THEFT	4	0	0	4	8							
ARSON	0	0	0	0	0							
STALKING	0	0	0	0	0							
DOMESTIC VIOLENCE	0	0	0	0	0							
DATE VIOLENCE	0	0	0	0	0							

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

**Hate Crime Statistic – 3 Year Comparison (No hate crimes to report)**

Clery Act Reportable Hate Crimes	On Campus			Student Residence			Non-Campus Property			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
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
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	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
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

**Violation Arrests and Disciplinary Actions**

<b>Violation Arrests</b>	<b>On Campus</b>			<b>Student Residence</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Liquor Violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions/ Judicial Referrals</b>	<b>On Campus</b>			<b>Student Residence</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Liquor Violation	5	27	17	5	27	17	0	0	0	0	0	0
Drug Violation	2	31	22	2	31	22	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0

**Fire Drill Report- 3 Year Comparison**

<b>Residential Housing</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Daley</b>	<b>1</b>	<b>2</b>	<b>1</b>
<b>Dedmond</b>	<b>1</b>	<b>2</b>	<b>1</b>

## Annual Fire Safety Report

Incident	Residential Housing	2018	2019	2020
<b># of Fires</b>	<b>Daley</b>	1	0	0
	<b>Dedmond</b>	0	0	0
<b>Fire Related Injuries</b>	<b>Daley</b>	0	0	0
	<b>Dedmond</b>	0	0	0
<b>Deaths Caused by Fire</b>	<b>Daley</b>	0	0	0
	<b>Dedmond</b>	0	0	0
<b>Fire Caused Property Damage</b>	<b>Daley</b>	0	0	0
	<b>Dedmond</b>	0	0	0