# FREDERICK COMMUNITY COLLEGE

## ANNUAL SECURITY REPORT

2012

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#### **Annual Security Report 2012**

Frederick Community College provides a safe environment for its students. We have a full-time security staff that patrols the campus 24/7. They provide various services such as nighttime escorts to cars and assistance to ill or injured persons. The security department members regularly reunite students with lost property. Security works closely with the Frederick City Police Department to resolve criminal incidents and deal with emergency situations.

Like many growing suburban counties, the Frederick area has experienced an increase in reported crimes. FCC places a high priority on maintaining a safe, secure learning and working environment. There has not been a significant increase in crime on campus. (See the Campus Crime Statistics later in this report.)

The security staff does not have arrest powers, but works cooperatively with local police. Violations of traffic and criminal laws on campus are investigated and prosecuted by the Frederick City Police Department.

FCC is fortunate that our safety coordinator is also an Emergency Medical Technician. The college also has a team of certified First Responders, who can provide quick medical attention on campus whenever needed.

To further assist you, all faculty and staff members display identification. Please consider these people as a resource for aid or information.

If you are a frequent visitor to our campus, we suggest that you take a moment to enter the security public phone number into the directory of your cell phone, 301-846-2453. This will allow you to conveniently contact security whenever services are required.

## **Reporting Crime**

If you are a victim of or witness to criminal behavior, call campus security immediately. This can be accomplished in a number of ways. If you use a campus phone, dial either 4444 or 2453, or cell phone dial 301-846-2453, or by campus emergency pole phone located in each parking lot on campus. Each phone has an identifying number on the pole; provide that number to security.

- Do not approach or attempt to apprehend the person(s) involved. Only take actions that are necessary for self-defense. If you are safe, stay where you are until police arrive. Otherwise, try to move to a safe location.
- Make an effort to obtain an accurate description of the offender(s), to include weapon, method of flight, vehicle tag number, etc.
- Crime Scene: Make note of the presence of items associated with the crime. Do not handle any of the items. The exact location of physical evidence at a crime scene may be as important as DNA and fingerprints when providing evidence against an offender. To the extent possible, the crime scene must remain undisturbed.

## **Help Phones**

FCC has installed Red Help Phones at various locations on campus within our buildings. These phones are capable of connecting to other phones on the FCC Campus.

#### **Behavior Evaluation and Response Team (BERT)**

#### A. Introduction

The Behavior Evaluation and Response Team (BERT) is a team of campus officials who receive and evaluate faculty, staff, and student concerns regarding student behavior that may be disruptive, self injurious, or potentially pose a risk of harm to the health, safety, or property of any person or of the college, or otherwise be dangerous. The goal of BERT is to provide members of the campus community with a response to problematic behavior that maximizes the opportunity to effectively resolve the issue and minimizes the likelihood that problematic behavior will escalate.

## B. Team Composition

The BERT team will consist of the following core members: The Associate Vice President for Student Development, Executive Director of Counseling and Advising, Director of Services for Students with Disabilities, Executive Director, Risk Management/Public Services, Chief of Security, Assistant Director, Risk Management/Public Services, and Associate Vice President/Dean of Workforce Development and Professional Preparation, and Counselor (LCSW). In addition, in cases involving student behavior brought to the attention of the team by a faculty member, the Department Chair of the relevant discipline will be included. The Department Chair may request that the relevant Program Manager also participate. Further, staff from other departments who may have relevant information or who may have knowledge of the involved student may be asked to participate on an ad hoc basis.

#### C. Reporting Concerns

Faculty, staff, or student concerns about student behavior may be reported by completing the Behavior Evaluation and Response Team Report form which can be accessed from Communication Central or from the Academic Office Manager for each academic area. Individuals not able to access the report form can make a verbal report to the Associate Vice President for Student Development, the Executive Director of Counseling and Advising, or the Assistant Director Risk Management/Public Services.

#### D. Responding to Reports

- 1. If the reported behavior constitutes a violation of an existing College policy or procedure, e.g., Classroom Behavior Procedure, the report will be referred for response under the appropriate existing College procedure.
- 2. Reports involving potential threats to the health, safety, or property of any person or of the College or of the security of the campus will be communicated to the President or his/her

- designee. In such cases, response will be in accordance with established Crisis Management policy and procedures.
- 3. Upon receipt of a report, the Associate Vice President for Student Development or his/her designee will undertake an investigation of the facts that led to the reported concern. This may include contacting the originator of the report for additional details about the reported behavior, obtaining collateral information about the individual named in the report, such as his/her current and prior class schedule, any prior reports made to BERT or Campus Security, any prior disciplinary action taken against the individual, etc.
- 4. The Associate Vice President for Student Development or his/her designee will convene a meeting of BERT members to review the report and information obtained through the investigation. As appropriate, the individual making the report, or other persons deemed to have relevant information or knowledge of the student and/or the complained of behavior, may be asked to attend some or all team deliberations.
- 5. As appropriate, the team members may recommend that the student named in the report be interviewed by a member of the team, including any ad hoc members participating, because of their knowledge of the student and/or situation.
- 6. As appropriate, the team members may take such informal actions as: (a) making suggestions or recommendations to any faculty member or staff member who has filed a report, and in compelling circumstances, any student who has filed a report, as to means by which to deal with the behavior of the student who is the subject of the report; or (b) requesting that a staff member in the College's advisory or other service area informally contact the student, who is the subject of the report, in order to suggest that the student meet with the staff member for an informal discussion as to the student's well-being.
- 7. As appropriate, the team members may recommend referral to existing campus services (e.g., Services for Students with Disabilities) or College sponsored resources (e.g., Student Counseling Program).
- 8. As appropriate, the team members may recommend to the Vice President of Learning Support the implementation of specific College procedures relating to disruptive behavior (i.e., Administrative Withdraw/Referral for Medical and/or Psychological Evaluation).
- 9. Reports made to BERT, deliberations by team members, and recommended response plans will be maintained in a confidential file within the office of the Associate Vice President for Student Development. Information will be maintained and disclosed in accordance with the College's compliance with the Family Educational Rights Privacy Act (FERPA).
- 10. In instances in which team members decide that action should be taken with respect to the student, who is the subject of a report, as provided in Paragraphs 7 and 8 above, the Team will provide notice to the student that a report with respect to him or her has been filed under this Procedure and further, will describe the action under Paragraph 7 or 8 that is being recommended.
- 11. In all instances, the identity of the person making a report will be maintained in confidence to the extent reasonably possible by the BERT team and those involved in deliberations and will not be disclosed to the student who is the subject of the report.
- 12. Any person who makes a report under this Policy in bad faith, or in order to intimidate or harass another person will be subject to discipline, up to and including dismissal from the College.

## **Campus Notification of an Emergency**

The individual initiating an FCC Alert message will endeavor to consult with at least one additional authorized authority before sending a message. Every effort will be made to select a relevant message from the FCC menu of pre-scripted emergency messages. End all emergency messages with the statement that "additional information will follow within 30 minutes." When a crisis is resolved, note that "this will be the final emergency message."

Distribute an initial **FCC Alert message**. The following are authorized to draft and send the initial alert message:

President

All Campus Vice Presidents

Executive Director, Risk Management and Public Services (RMPS)

Executive Director, Marketing and Public Relations

Executive Director, Network Information Security / Telecommunications

Assistant Director, Risk Management and Public Services

Environmental Health and Safety Coordinator

Chief of Security

Make an **announcement via the PA system**. The following are authorized to broadcast PA system messages:

President

All Campus Vice Presidents

Executive Director, Risk Management and Public Services

Executive Director, Marketing and Public Relations

Executive Director, Network Information Security / Telecommunications

Director, Human Resources

Assistant Director, Rick Management and Public Services

Environmental Health and Safety Coordinator

Chief of Security

Security Officer II

Weekend Budgeted Security Officers

#### **Primary Broadcast Sources**

FCC College Information Center 301-846-2400

FCC Alert

TV Channel 23

FCC Web Site www.frederick.edu

Other Web sites: www.schoolsout.com

## Other Broadcast Sources

Radio: WFMD (AM 930); WFRE (FM 99.9); WAFY (FM 103.1); WARX (FM 106.9); TV: NEWS4 (ch. 4); ABC (ch. 7); WUSA-TV (ch.9); WJZ-TV (ch.13); WTTG Fox-5 (ch. 5); News Channel 8; WBAL (ch. 11); WHAG-TV (ch.25)

#### Social Networks:

Facebook; Twitter

#### **Student Procedures for Filing a Sexual Harassment Complaint**

## A. Definition and Scope

- 1. Frederick Community College will not tolerate sexual harassment. Students are prohibited from engaging in sexual harassment of faculty, staff, or other students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate behavior of a sexual or gender-based nature when:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's participation in a college sponsored educational program or activity;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting that individual;
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance or of creating an intimidating, hostile or offensive educational environment.
- 2. Sexual harassment may occur between people of the same or different genders, as well as between people of the same or different sexual orientation. Sexual harassment may take many forms. Sexual assault and requests for sexual favors that affect educational decisions constitute sexual harassment. However, sexual harassment may also arise from behavior that has the effect of creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include physical action, spoken words, or written communication. Examples of conduct that may be harassment include: unwelcome physical contact; pressure for sexual activity; sexual remarks about a person's clothing, body, or sexual relations; conversation, jokes, or stories of a sexual nature; and the display of sexually explicit materials including posters, cartoons, and e-mail.
- B. Investigating Alleged Violations of the Sexual Harassment Policy

The following procedures are to be followed when the accused party is a student. If the accused party is an employee, the complaint is to be referred to the Associate Vice President, Human Resources.

#### 1. Informal Procedures

Students who reasonably believe that they have been sexually harassed under the definitions set forth above should contact the Associate Vice President, Student Development or his/her designee within 120 days following an alleged incident of sexual harassment. The Associate Vice President may waive the 120 day period with good cause. At the initial meeting with the Associate Vice President, the complainant will be asked to document in writing the nature of the complaint. These discussions will be handled in a professional and confidential manner. The Associate Vice President will advise the student on informal and formal procedures to follow, and will assist the student as needed in pursuing his/her options. This may include preparation for a formal hearing, referral to a Vice President or other appropriate College official, or assistance in negotiating with the alleged offender.

- a. When a complaint is received the Associate Vice President will discuss the complaint with the accused party who will have an opportunity to respond. The Associate Vice President will record the complaint in a confidential log but will not disclose the complainant's identity to the accused party without the written consent of the complainant. Furthermore, no disciplinary action against an accused person will be initiated without disclosure of the complainant's identity—unless there are repeated charges from different individuals. In addition, the Associate Vice President may determine that no action is warranted; arrange for a written agreement acceptable to both parties without an indication of findings; or investigate and then present findings to the Vice President for Learning Support, in accordance with the Code of Student Conduct, if an informal resolution cannot be reached.
- b. The results of the investigation will be confidentially reported to the complainant, the alleged offender, and the Vice President for Learning Support.
- c. Care will be exercised to effect an informal resolution of the complaint that is acceptable to the parties. However, if a resolution cannot be found through informal procedures, then the Associate Vice President will refer the case to the Vice President for Learning Support or his/her designee for adjudication under the Code of Student Conduct.

#### 2. Formal Procedures

When referring the case, the Associate Vice President will direct the complainant to complete a "Reporting Violations of the Code of Student Conduct" form. The completed "Reporting Violations of the Code of Student Conduct" form, the student's initial written documentation of the complaint, and the report from the Associate Vice President summarizing the evidence adduced during the investigation will be forwarded to the Vice President for Learning Support. The Vice President will request a conference with the alleged violator and will provide written notification of the alleged violation, the specific charges against him/her, and an explanation of the evidence the Vice President has. In addition, the student will be informed that he/she will have an opportunity to present his/her side of the story and present any evidence at the

conference with the Vice President. After conferring with the student, the Vice President may dismiss the allegation due to insufficient or unsubstantiated evidence or impose an administrative disciplinary sanction in cases where there is sufficient evidence to support such action. Any disciplinary action taken will be in accordance with prescribed policies and procedures governing student conduct. A substantiated charge against a student will subject that student to disciplinary action which may include suspension or expulsion.

#### C. Confidentiality

All complaints of sexual harassment are to be kept confidential. The complaint will be discussed only with those who have a legitimate administrative or legal reason to know about the complaints. Failure to exercise care in the disclosure of information is a violation of the Sexual Harassment policy and may result in disciplinary action.

#### D. Prohibition Against Retaliation

Retaliation against a complainant or a person who provides information in support of a complainant is prohibited. Any person who retaliates against a complainant or a person who provides information in support of a complainant shall be subject to disciplinary action.

#### E. False Accusations

The College condemns the deliberate filing of false accusations of sexual harassment. If it is determined that the complainant deliberately filed a false accusation, he/she will be subject to disciplinary measures in accordance with prescribed policies and procedures governing student or employee conduct.

## **Medical Emergencies**

If a student or staff member is unconscious and/or appears to need immediate attention, call 911. Then call the security office (x4444 or x2453 on any campus phone.) If you activate voice mail, immediately dial "0" which will transfer you to their cell phone. Give the student or staff member's name and location, and provide information as requested. Maintenance staff will direct the ambulance directly to the location of the incident when needed. The vice president for student development or a designee will contact a family member if applicable. NOTE: No matter how insignificant an accident or injury may seem, it must be reported to the security department.

#### **Unusual Behavior**

- If you can do so safely, remain with the individual.
- Contact the security department (x4444 or x2453 at any campus phone or cell phone 301-846-2453.)
- If the student appears to be violent or the situation is serious, in addition to the above, call 911. Your personal safety is your top priority.

## **Fighting or Similar Disturbances**

Contact the security department from any campus phone at extension 4444 or 2453, or dial 301-846-2453 from any cell phone or call the Frederick City Police at 301-600-2100.

#### **Fire**

If you discover a fire or see smoke, immediately sound the fire alarm. Once you've left the building, from a cell phone, call 911 then notify security at 301-846-2453. The safety & security staff will inspect the area. If they determine it is an emergency, they will also call 911. The following information should be given:

- Nature and location of the fire
- Number of people in the building and status of the evacuation if know.
- Any injuries

## **Building Evacuation - General**

- Everyone must exit the building during fires or drills. (When possible take personal property with you.)
- Be sure to shut off open flame devices in laboratories.
- The fire alarm will sound continuously until the building is evacuated.
- Move out in an orderly manner.
- Close interior doors.
- Do not run. If you are able, help others who have physical disabilities.
- If smoke has filled the hallways, crawl on your hands and knees.
- Once outside, move away from the building to a designated evacuation area.
- Staff must check to determine if every student has left the building. Whenever practical, faculty should take class rolls with them.

#### **Building Evacuation – Active Fire**

If you are in an actively-burning building, there are additional evacuation procedures to follow:

- REMAIN CALM. Feel doors for heat, using the back of your hand, before opening them.
- IF HOT: Do not open. Seal cracks around door with any material available. If you have access to water, wet the materials. Hang objects out of the window or take any steps necessary to attract attention.
- IF NOT HOT: Brace yourself against door and open it slowly. If significant hot air or fire rushes in, close door and seal room as noted above.
- If you are able to leave, close all doors behind you and proceed to the nearest safe exit. Evacuate to a safe distance. Do not return to a burning building for any reason.

#### **Safety Tips**

Your best protection is awareness of potential dangers and a willingness to minimize risks. You should take steps to protect yourself and your possessions and use common sense, particularly when walking around the campus at night. Your cooperation and involvement in the campus safety program is imperative.

- Keep wallets, purses, and items of value in secure places and out of sight, locked in the trunk if possible
- Lock your vehicle
- Lock your bicycle frame to one of the available bike racks
- Lock your office when it's unoccupied

Drug and Alcohol Abuse

#### Policy (rev. 4/20/05)

- A. A fundamental purpose of Frederick Community College is to support and encourage the pursuit and dissemination of knowledge. All members of the college community students, faculty, and staff share the responsibility for protecting an environment that supports that goal and all are expected to exemplify high standards of professional and personal conduct.
- B. Frederick Community College is committed to a workplace and campus environment free of substance abuse and is committed to full compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986, as amended in 1989, the Maryland Drug and Alcohol Abuse Plan, and all other applicable local, state, and federal laws. The Board of Trustees authorizes the college administration to establish, repeal and/or modify regulations and procedures related to ensuring compliance with these laws.

#### **Procedures (rev. 10/21/09)**

A. Frederick Community College is committed to a workplace and campus environment free of substance abuse and is committed to full compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986, as amended in 1989, the Maryland Drug and Alcohol Abuse Plan, and all other applicable local, State, and federal laws. Frederick Community College, in accordance with the Crime Awareness and Campus Security Act of 1990, is required to disclose certain crime statistics, including liquor and drug law violations. See Frederick Community College's Crime Awareness and Campus Security Act procedures for more information.

#### B. Standards of Conduct

- 1. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the use or abuse (e.g., being intoxicated) of alcohol by anyone on college property (including any facilities leased or used by the college) or in college vehicles is prohibited. The President, however, may approve upon special request the serving of alcoholic beverages at specific events to individuals 21 years or older. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by anyone at any college sponsored or supervised activity off campus is also prohibited.
- 2. The college reserves the right to refuse any advertising or promotional activities which focus on the consumption of alcoholic beverages that might encourage under-age drinking or alcohol abuse.

## C. Employee Regulations

- 1. As required by the Drug-Free Workplace Act of 1988, and as a condition of employment, employees must abide by the terms of this procedure and notify the Human Resources Office in writing, of any criminal drug statute conviction for a violation occurring on Frederick Community College property, no later than five calendar days after such conviction. Lack of compliance with these requirements may subject the employee to immediate dismissal.
- 2. Upon receipt of notification of a conviction, the college will take the following actions as required by law:
  - a. Notify the appropriate federal agencies of such convictions, and
- b. Take appropriate personnel action against the employee, up to and including termination; and/or
- c. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

#### D. Student Drug Free Pledge

The college will include on its admissions application, a statement of the drug and alcohol related policy and procedures. Each student will be required to sign this statement acknowledging agreement to comply with the college's drug and alcohol abuse policy and procedures. The college's drug and alcohol policy and procedures will be posted on the college's website and all students will be notified by FCC student e-mail of its availability on the website and directions on how to access the information. Copies of the college's drug and alcohol brochure will be available in information racks on campus as well as in various college offices.

## E. Reporting an Alleged Violation of the Employee and Student Drug and Alcohol Policy

#### 1. Violation by an Employee

An alleged violation of the Employee and Student Drug and Alcohol Policy should be reported to the employee's supervisor(s) and the appropriate Vice President. An alleged violation by an employee will be investigated and adjudicated in accordance with Section F below.

## 2. Violations by a Student

An alleged violation of the Employee and Student Drug and Alcohol Policy should be reported immediately to the Frederick Community College Security Office by completing the "Reporting Violations of the Code of Student Conduct" form. Alleged violations will be investigated and adjudicated in accordance with procedures outlined in Section F below and the Code of Student Conduct (Policy/Procedure 5.11).

## F. College Sanctions

- 1. Any member of the college community who violates the Employee and Student Drug and Alcohol Policy will be subject to disciplinary proceedings by the college, and may be referred for prosecution by civil authorities. Depending upon the severity of the offense, the college will impose one or more of the following disciplinary sanctions as may be appropriate: for students may include reprimand, warning, or dismissal from the institution (a complete list of disciplinary sanctions for students is included in the Code of Student Conduct; for employees reprimand, warning, suspension with or without pay, or discharge from employment. The college may also require the completion of an appropriate rehabilitation program.
- 2. Frederick Community College's interest in identifying violators of the drug and alcohol policy and procedures is not intended to be punitive, but rather to establish clear limits of conduct for members of the campus community. The policy and procedures is designed to encourage those persons habituated to drugs and/or alcohol to seek rehabilitation.
- 3. Conscientious efforts to seek such help will not jeopardize a student's academic standing or employee's job, and all information related to such efforts will be confidential. However, efforts to obtain assistance will not preclude other disciplinary action for any of the usual reasons including policy violation or unacceptable job performance. Students or employees seeking or receiving assistance are subject to all college policies and procedures
- G. Local, State and Federal Law Descriptions Relating to Alcohol and Other Drug Use Students and employees at Frederick Community College are subject to federal, state and local laws for the possession and distribution of illegal drugs.

Federal law states that it is unlawful to possess controlled substances including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. (1) If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years.

In February 2000, a law was enacted to categorize gamma hydroxybutyrate (GHB), also known as a "date rape" drug, as an illegal drug. This means that anyone possessing, manufacturing, or distributing GHB may face up to a 20-year penalty.

For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000 in civil penalties.

In addition to Federal laws, the State of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances. For instance, any person who unlawfully manufactures or distributes a narcotic drug may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense. (2)

Students and employees at Frederick Community College are subject to state and local laws for drinking and obtaining alcohol. It is illegal in the State of Maryland for any person under 21 to drink alcohol. (3) It is also illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or possess alcoholic beverages with the intent to consume them. (4) It is also illegal in most situations to furnish alcohol to a person under 21. (5) The penalty is a fine of up to \$500 for a first offense, and up to \$1,000 for repeat offenses.

In addition, state law dictates that it is illegal to possess alcohol in an open container in any parking lot of any shopping center or retail store, unless given permission by the owner. The penalty is a fine of up to \$100. (6)

It is also illegal to consume alcohol on any public property or highway unless authorized by the governmental entity that has jurisdiction over the property, with penalties including a fine of up to \$100. (7)

Students and employees are also subject to state and local laws governing drinking and driving. A person may not drive or attempt to drive while impaired or under the influence of alcohol. (8) Individuals under 21 with a B.A.L. of only .02 (approximately 1 drink) will be charged with a violation of restricted license and result in suspended license until the age of 21. (9)

Any individual with a B.A.L. of 0.08 will be presumed to be driving under the influence of alcohol. An individual with a B.A.L. of .08 or more shall be determined to be under the influence of alcohol per se. (10) Any of these violations will result in fines, imprisonment, or both.

It is also unlawful to drive while impaired by any Controlled Dangerous Substance whether or not it is illicit (prescribed or unlawfully obtained). (11) A person can still be charged with these violations even though they possess a driver's license from another state.

- 1. Federal Law 21 USCA/sections 841 and 844 to 845a (1990)
- 2. Md. Code Criminal Art. Section 5-608
- 3. Md. Code Criminal Art. Section 10-114
- 4. Md. Code Criminal Art. Section 10-113
- 5. Md. Code Criminal Art. Section 10-117
- 6. Md. Ann. Code Art. 2B, Section 19-204
- 7. Md. Ann. Code Art. 2B, Section 19-204
- 8. Md. Code Transportation Art. Sections 21-902
- 9. Md. Code Transportation Art. Sections 16-113(b)
- 10. Md. Ann. Code Transportation Art. Sections 21-902
- 11. Md. Code Transportation Art. Sections 21-902 (c) and (d)

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## H. Health Risks Associated with Alcohol and Drug Use

**Alcohol**—Ethyl alcohol, the form of alcohol found in beer, wine, and liquor, is a psychoactive drug. It is classified as a central nervous system depressant, although its effects are often misinterpreted as stimulating.

Low doses of alcohol significantly impair the judgment and coordination required to safely operate a motor vehicle. Moderate to high doses cause marked impairments in higher mental functions and alter a person's ability to learn and remember information. Very high doses can cause respiratory depression and death.

About one in ten people will find it difficult to control consumption, will have continuing problems associated with alcohol use, and will develop the disease of alcoholism. Even those who do not eventually develop alcoholism can experience and/or cause considerable harm to themselves, others, and the community. Individuals with a family history of chemical dependency face a higher chance of developing alcoholism or other forms of drug addiction.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, alcohol use has been found to be significantly related to the transmission of HIV and other sexually transmitted infections, unplanned pregnancy, fighting, assaults, vandalism, and the incidence of acquaintance rape and other crimes.

Narcotics—Drugs included in this classification include opium, morphine, codeine, heroin, oxycontin, methadone, percodan, percoset, and other opium derivatives and synthetics. Narcotics are the mot physically addictive illicit drugs. The first or second administration of narcotics results in a tremendous euphoric feeling that cannot be repeated due to the rapid development of tolerance to the drug. This leaves the user with high cravings and low benefits from continued drug use. The user must continue ingesting the drug in order not to develop withdrawal symptoms. A major physical risk associated with the use of narcotics is sudden death resulting from respiratory arrest. Other risks include infection due to IV drug use. Psychologically, cravings for narcotics can be severe.

Stimulants—Drugs included in this classification include cocaine (e.g., coke, crack), methamphetamine, ritalin/adderall, amphetamines (speed), high doses of caffeine and other stimulants. Cocaine has been known to cause sudden death by causing the heart to beat in an abnormal rhythm resulting in a heart attack. The heart attack can be sudden and unexpected and can occur at any time when a person is using cocaine. Stimulants can cause a person to become emaciated, resulting from an increased metabolism and an extremely decreased appetite. Psychologically, cocaine and most amphetamines are extremely addictive and affect the pleasure center of the human brain. Stimulant intoxication can lead to visual, auditory and tactile hallucinations and delusional type thinking. After a person develops dependence upon cocaine or an amphetamine, sudden or gradual cessation in use can cause markedly diminished interest or pleasure in most daily activities. Fatigue, insomnia, and feelings of worthlessness are also common and can possibly result in suicide attempts.

Phencyclidine/Ketamine—These drugs form a distinct category of their own because the effects produced are unlike any other drugs. Ketamine (Special K) and Phencyclidine (PCP) act similarly to a hallucinogen, in some respect. In other respects they act similarly to that of a central nervous system (CNS) stimulant as well as a CNS depressant. Among their side effects are delirium, visual disturbances, hallucinations and severe violence. Some evidence of long-term memory disorders and psychological disturbances resembling schizophrenia also has been linked to the use of these drugs.

**Hallucinogens**–Drugs in this classification include LSD (acid), mescaline (peyote), mushrooms (psilocybin), amphetamine variants (ecstasy), and other hallucinogens. The greatest short-term risk associated with ecstasy is dehydration and overheating. Additionally, consequences that ecstasy may have on the brain include depression, anxiety and effects on the brain's ability to think and store memories.

The greatest risk associated with LSD use is a "bad trip." A bad trip can occur at any time, even occurring in individuals who have used the drug many times. A bad trip is a psychological reaction to the ingestion of LSD and is primarily based upon the user's mind set and environment at the time of administration. A bad trip can result in extreme paranoia, panic attacks and a loss of self-control. The most extreme outcome of a bad trip can be permanent psychosis or even death.

**Nicotine**—Nicotine is the powerfully addictive substance in tobacco that can "hook" a user in as few as three cigarettes. Short-term health effects related to smoking can include wheezing, coughing, frequent colds, and decreased senses of smell and taste. Smoking can also trigger asthma symptoms. Long-term health effects can include chronic bronchitis, lung cancer, or cancer of the mouth, throat, bladder, pancreas, or kidney.

Inhalants—Inhalants include a wide variety of breathable chemicals that produce mind-altering results. The three major subcategories of inhalants include volatile solvents, aerosols and anesthetics. The most commonly abused inhalants are gas, glue, paint and nitrous oxide (including whippets). A major physical consequence in inhalant use is sudden death occurring from heart beat irregularities. Inhalants produce an inebriation effect with associated bizarre thoughts, dizziness, numbness and a lack of coordination. The intoxicated person will have problems performing even the most mundane tasks, and serious accidents can result. Long-term effects can include brain damage, poor concentration and memory loss.

**Cannibis**—Drugs in this classification include: marijuana, tetrahydrocannabinol (THC), hashish, and hashish oil. Physical risks of marijuana use include damage to the lungs, chromosomes, and reproductive system. The most severe consequences of cannibis use affect brain functioning. Chronic marijuana use can result in changes in perception, motor activity, sensation, emotional response, motivation, memory and states of awareness.

**Depressants**–Drugs in this classification include Rohypnol and other barbiturates, benzodiazepines, xanax, valium, GIIB and other depressants including alcohol. Depressants produce rapid tolerance. Severe withdrawal, including seizures and death, can occur if depressant use is immediately stopped. Depressants also can cause sudden death by respiratory arrest or by stroke resulting from a marked increase in blood pressure. Mixing alcohol with other depressants can be lethal.

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## I. Substance Abuse Prevention Program and Notification to Employees

Frederick Community College has established an on-going substance abuse prevention program utilizing a variety of educational and prevention strategies. One of the goals of this program is to heighten the awareness of faculty and staff about the dangers of substance abuse in the workplace, the college's policy of maintaining a drug-free campus, the availability of substance abuse counseling, rehabilitation or employee assistance programs, and the penalties that may be imposed upon employees for substance abuse violations. In addition, the college will issue annual written notice to employees of the college's drug and alcohol policy and all specific notifications required by the law.

## J. Getting Help

The college provides resources and referral services for students, faculty and staff confronted with a problem of drug and/or alcohol abuse. Information related to these services will be made available to all students as part of the substance abuse awareness program. In addition, students may obtain information or referrals from the counseling and career services department or the vice president learning support - employees may obtain information on referrals from the associate vice president for human resources.

## J. Area Drug and Alcohol Abuse Services

#### **Detoxification Services**

For medical emergencies only

Frederick Memorial Hospital Emergency Room 400 West 7th Street Frederick, MD 21701 240.566.3500

Behavioral Health Services of Washington County Health System Washington County Hospital Walnut Street Hagerstown, MD 21740 301.766.7600

Frederick County Health Department Substance Abuse Services - Adult Services 350 Montevue Lane Frederick, MD 21702 301.600.1775 Outpatient detoxification

#### **Inpatient Treatment Facilities**

Jackson Unit Country Club Road Cumberland, MD 21502 301.777.2290

A 30 day residential treatment program for youth, age 13 -18 who present a primary diagnosis of drug and/or alcohol abuse or dependence. Serves residents of Allegany, Garret, Washington, and Frederick counties.

Massie Unit Country Club Road Cumberland, MD 21502 301.777.2285

A residential treatment facility designed to provide comprehensive, addictions treatment to people who are chemically dependent or abuse chemicals, and their significant others. Referrals for admission are accepted from employee assistance programs, hospitals, private physicians, counseling and community agencies, lawyers, legal/judicial system and others. Transportation is provided to and from the facility to the Western Maryland cities of Frederick, Hagerstown and Oakland.

Mountain Manor Treatment Center 9701 Keysville Road Emmitsburg, MD 21727 301.447.2360

A 50-bed short term, high intensity adult residential substance abuse treatment. Its 12-step based program includes a detox track, relapse prevention, full medical and nursing services, and psychiatric support for dual diagnosis patients. The program also features a long-term residential track for pregnant and postpartum substance abusing women who may keep their young children and infants with them.

#### **Outpatient Services**

Frederick County Health Department Substance Abuse Services – Adult Services 350 Montevue Lane Frederick, MD 21702 301.600.1775

Adult outpatient services, IOP, outpatient detoxification, in-house psychiatric consultations and assessments, narcotics treatment program, men's recovery groups, women's recovery groups, and other specialty groups and alternative health services.

Frederick County Health Department Substance Abuse Services – Adolescent Services 350 Montevue Lane Frederick, MD 21702 301.600.3293

Adolescent outpatient services, IOP, At Risk Group, and Parent Group.

Allied Counseling Group 306 West Patrick Street Frederick, MD 21701

301.698.7077

Comprehensive mental health services, including state-licensed and certified treatment for substance abuse, MVA certified DWI program, relapse prevention, continuing care, in-patient referrals; intensive outpatient treatment.

Crossroads Center 203 Broadway Street Frederick, MD 21701 301,696,1950

Adult and adolescent intensive outpatient counseling for persons with alcohol and drug problems, abuse, and dependence. MVA approved DWI programs.

#### **Residential Treatment Facilities**

Gale Houses, Inc 336 North Market Street Frederick, MD 21701 301.662.2303

Operates private, nonprofit residential treatment continuing care (halfway and transitional houses) for women and men recovering from drug and/or alcohol addiction. Admission is allowed by referral from addiction professionals.

Facilities include:

Olsen House for Men 608 East Patrick Street Frederick, MD 21701 301.662.2303

Gale House for Women 336 North Market Street Frederick, MD 21701 301.662.2303

## **Self-Help Groups**

Alcoholics Anonymous 301.662.0544

Al-Anon 301.663.6626 Narcotics Anonymous 301.662.3263

Cocaine Anonymous 1.202.726.1717 www.tradition5.org/wmdvaca

#### **24 Hour Hotline Services**

Frederick County Hotline 301.662.2255

Alcohol Hotline 1.800.Alcohol

## L. Review of Policy and Procedures

The Associate Vice-Presidents for Student Development and Human Resources will conduct a biennial review of the Employee and Student Drug and Alcohol Policy and Procedures and their implementation to determine their effectiveness, implement changes as needed, and ensure that disciplinary sanctions are consistently enforced.

#### **Weapons Possession**

- A. Firearms and other dangerous weapons are not allowed on campus except:
  - 1. In the possession of an employee of a governmental law enforcement organization who is required by his/her employer to possess the weapon on campus.
  - 2. In the possession of a faculty member or other designated instructor for instructional purposes authorized by Frederick Community College.

Weapons of any kind are not permitted on campus. If you see or suspect someone has a weapon call the security office from any campus phone by dialing x4444, as soon as possible. If someone has a weapon in the open and threatens your life or others, dial 911 as soon as possible, then notify security.

#### **Crime Statistic Rates**

In compliance with Title II of the Crime Awareness and Campus Security Act of 1990, FCC provides information related to crime statistics and security measures through fliers sent to students and staff, as well as prospective students. Listed below are statistics on the FCC campus crimes for the last three years. The National Sex Offender Registry can be accessed online at <a href="https://www.familywatchdog.us">www.familywatchdog.us</a>.

## **On Campus**

Offenses	2010	2011	2012
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible	0	0	0
Sex Offenses Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	3
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	1
Liquor Law Violations	0	0	0
Total Incidents	1	0	5

## **Non-Campus Property**

Offenses	2010	2011	2012
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible	0	0	0
Sex Offenses Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
Total Incidents	0	0	0

## **Public Property**

Offenses	2010	2011	2012
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible	0	0	0
Sex Offenses Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Illegal Weapons Possession	1	0	0
Drug Law Violations	0	0	3
Liquor Law Violations	1	0	0
Total Incidents	2	0	4

#### **Contact Information**

For safety and protection, security staff are on campus 24/7.

Located in the Classroom/Student Center Building, H-116, the security office may be contacted at 301.846.2453

or by dialing x4444 or x2453 on any campus phone.

Frederick Community College 7932 Opossumtown Pike, Frederick, MD 21702

Ph: 301.846.2400 VP: 240.575.2366 / 866.616.7243 webmaster@frederick.edu