



 **Frederick Community College**

# 2022 ANNUAL SECURITY REPORT

FOR CALENDAR YEARS 2019, 2020, & 2021

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## Introduction

This annual security report is intended to be used by Frederick Community College (FCC or the College) students, staff, faculty, and visitors. It provides useful information and references for issues relating to main campus and the Monroe Center safety, defines types of crimes that may occur, suggests safety and crime prevention tips, provides procedures for reporting crimes on main campus and the Monroe Center (including who and where to call in emergencies), and identifies safety-related programs and resources (i.e., drug and alcohol awareness programs, sexual assault response procedures) in an effort to promote a safe and secure College environment. Safety is ultimately the responsibility of individuals, and their cooperation is essential to improve security for everyone. This report is required by federal law and is published each year by October 1 to meet the requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). Data for 2018, 2019, and 2020 are included for certain types of crimes that were reported to have occurred on main campus and the Monroe Center, in off-campus buildings, or on property owned and controlled by the College. Additionally, this report is intended to meet the requirements of the Higher Education Opportunity Act to publish an annual fire safety report.

FCC has two locations: main campus and the Monroe Center. The Monroe Center contains labs, classroom space, and equipment for vocational training in the building trades, healthcare careers, and culinary arts and is located at 200 Monroe Ave., Frederick, Maryland 21701.

If you are a frequent visitor to FCC, we suggest that you enter the College Public Safety phone number (301.846.2453) into the directory of your cell phone. This will allow you to contact College Public Safety quickly and conveniently if services are required. To further assist you, faculty and staff members display FCC identification. Please consider them as a resource for aid or information.

FCC places a high priority on maintaining a safe learning and working environment for all students, staff, faculty, and guests. College Public Safety staff routinely patrol FCC main campus and the Monroe Center and provide various services including evening accompaniment to vehicles, assistance to ill or injured persons, and help with lost property. The College Public Safety staff do not have arrest powers but work cooperatively with local police. Violations of traffic and criminal laws on main campus and the Monroe Center are investigated and prosecuted by the Frederick Police Department (FPD).

FCC is committed to the principles of equal opportunity and strictly prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. All members of the College community are expected to abide by this non-discrimination policy and to comply with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and amendments.

The Annual Safety Report is available on the FCC website by visiting [www.frederick.edu](http://www.frederick.edu) and searching "Annual Security Report." Requests for printed copies of the report can be made through the College Public Safety office located on the main campus in the Student Center (H-116).

## The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the [Clery Act](#)) requires colleges and universities to comply with the following three broad categories:

1. Clery Act crime statistics and security-related policy requirements that must be met by every institution: These requirements include collecting, classifying, and counting crime reports and statistics; issuing campus alerts that include “Timely Warnings” and “Emergency Notifications”; providing educational programs and campaigns that promote the awareness of dating violence, domestic violence, sexual assault, and stalking; having procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault, and stalking; publishing an Annual Security Report; and submitting crime statistics to the US Department of Education.
2. If your institution maintains a campus police or security department, you must keep a daily crime log of alleged criminal incidents that is open to public inspection.
3. If your institution has any on-campus student housing facilities, you must disclose missing student notification procedures and disclose fire safety information related to those facilities.

## Reporting a Crime or Other Emergencies

If you are the victim of or witness to, a crime that puts yourself or others in imminent danger, you should immediately report it to the police by calling or texting 911, and report the incident to College Public Safety by dialing 301.846.2453 from any College phone, and provide as many details as possible. If you receive a voicemail, immediately dial "0" which will transfer you to the College Public Safety cell phone. FCC has installed red help phones at various locations inside College buildings. These phones can connect to other phones at the College. FCC also has numerous emergency pole phones located strategically about the exterior of the College, parking lots, and on each level of the parking garage. Each phone has an identifying number on the pole; provide that number to College Public Safety; to be connected to the office, press the “help” button. If you are unable to call 911 or College Public Safety, crimes or emergencies may also be reported to any FCC employee; they will assist with contacting College Public Safety.

Any suspicious activity or person seen in the parking lots, loitering around vehicles, or inside or outside the buildings should be reported to College Public Safety. Do not approach or attempt to apprehend the person(s) involved in a crime. Be a good witness by noting descriptors of people and vehicles involved. Try to obtain an accurate description of the offender(s), including weapon, method of flight, vehicle tag number, etc. You may call or text the 911 center, but we request that you also notify College Security. Only take actions that are necessary for self-defense. If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe location.

For off-campus concerns or issues, if in the Frederick area, contact FPD directly by dialing 301.600.2100 or calling or texting the 911 center for emergencies (text 911). College Public Safety works with local law enforcement during mutual investigations, arrests, and prosecutions. The College Public Safety staff also collaborates with local law enforcement agencies to exchange ideas and address issues that may be of concern to the College community.

After receiving information concerning a crime or an emergency, College Public Safety will ensure an effective investigation and appropriate follow-up actions, which may include issuing timely warning notifications to alert the College community about crimes that pose a serious or continuing threat to safety or issuing emergency notification and evacuation procedures to alert the College community about significant emergencies or dangerous situations. Reporting all incidents to College Public Safety also allows for accurate reporting of

crime statistics in public disclosures such as the Annual Security and Fire Safety Report and the daily Crime and Fire Log. On occasion, College Public Safety collaborates with local police, sheriff deputies, the Maryland State Police, and other state or federal agencies such as the Federal Bureau of Investigation or the Drug Enforcement Administration. For main campus and the Monroe Center, certain incidents involving FCC students and employees are referred to various College officials for separate administrative investigations of suspected violations of College policy.

## **Voluntary Confidential Reporting**

College Public Safety encourages anyone who is the victim or a witness to any crime to promptly report the incident (to either College Public Safety or local police). However, because police reports are public records, under state law, College Public Safety cannot hold all reports of crime in confidence. If you are the victim of a crime at the College and do not want to pursue action within the FCC system or the criminal justice system, you may still consider making a confidential report. With your permission, College Public Safety can file a report on the details of the incident without revealing your identity unless prohibited from doing so by law or by a Memorandum of Understanding (MOU) with the FPD. The purpose of this type of report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, FCC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the College community to potential danger.

Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

## **Other Crime Reporting Options**

While FCC prefers that College community members promptly report all crimes and other emergencies directly to College Public Safety or local police, we also recognize that some may prefer to report certain non-emergency incidents or crimes to people other than College Public Safety or the police. Thus, crimes may also be reported to the following individuals or offices known as Campus Security Authorities and Responsible Employees:

- *Title IX Coordinator* – monitors FCC compliance with Title IX and coordinates the investigation, response, and resolution of all reports of sexual and gender-based harassment and other interpersonal violence <https://www.frederick.edu/titleix.aspx>
- *AVP of Student Affairs* – responsible for resolving allegations of misconduct under the Code of Student Conduct Policy <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/code-of-student-conduct.aspx>
  - *Reporting a violation:* Complete the Student Behavior Incident Report Form <https://cm.maxient.com/reportingform.php?FrederickCC>
- *Behavioral Health and Wellness* <https://www.frederick.edu/student-resources/behavioral-health-and-wellness.aspx>
  - Counselors serve as a resource for students in crisis; however, students who have ongoing, long-term, or therapeutic counseling needs are referred to agencies in the community. Contact information for some Frederick County counseling resources is provided to all students. These include:
    - [Community Resource Directory](#)
    - [Frederick County Hotline website or phone: 301.662.2255](#)
    - [Frederick County Mental Health Services website or phone: 301.694.1755](#)
    - [Mental Health Association of Frederick County, Inc. or phone: 301.662.2255](#)
    - [2-1-1 website or phone: 2-1-1](#)
    - [Maryland Community Services Locator](#)

- [FCC Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy](#)
- [80 Awesome Mental Health Resources When You Can't Afford a Therapist](#)
- [Opioid Addiction Resources](#)
- [Title IX Resources](#)
- [Sheppard Pratt](#)
- [Brooklane](#)

## **Memorandum of Understanding**

FCC recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of FCC. All persons at the College are always subject to these laws and rules. While FCC is public property, and Constitutional protections apply, law enforcement officers may enter the College to conduct business as needed. Additionally, the officers are invited to patrol the College to assist in deterring crime. All law enforcement agencies are expected to check in with College Public Safety when at the College. College Public Safety enjoys a positive relationship with the FPD.

FCC College Public Safety and the FPD both have certain responsibilities for the safety of staff, students, and visitors of FCC and for the citizens of Frederick, and the common good would be served by an agreement between the parties outlining responsibilities with respect to the buildings and grounds located at FCC. Exercise of that authority is described in an MOU between FPD and College Public Safety that outlines which law enforcement agency will have jurisdiction over which types of incidents. College Public Safety officers have no arrest authority beyond that of an ordinary citizen. College Public Safety officers are expected to render all possible assistance, provided such assistance can be given without significantly endangering the officer or others not involved in the crime. FPD is notified of all serious crime at the College and is immediately notified of major crimes via the telephone or two-way radio.

FCC relies on the telephone or two-way radio to contact the FPD dispatcher who is located at the emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to FPD where appropriate under the MOU. Annually, the FPD is provided with a summary of all crimes occurring at the College, and special needs are communicated between agencies as they occur.

FCC also has a partnership with the “Heartly House.” The Heartly House serves Frederick County residents and provides comprehensive services for victims and survivors of intimate partner abuse, rape/sexual assault, human trafficking, and child abuse. Heartly House has been providing services for over 40 years. Services include a 24-hour hotline, emergency shelter, individual and group counseling, victim advocate services and legal representation, medical advocacy services for victims of sexual assault, abuser intervention groups, transitional housing, community outreach, and professional education.

The partnership is entered into by Heartly House and FCC to strengthen sexual assault prevention and response through the provision of easily accessible domestic violence and sexual assault support services to students and employees of FCC. Both Heartly House and FCC have provided input on each party’s ability to participate in the partnership. More information can be found on the Heartly House webpage (<https://www.heartlyhouse.org/>).

## Daily Crime Log

The Clery Act requires colleges and universities to have a Daily Crime Log. The purpose of this log is to record all criminal or alleged criminal incidents that are reported to College Public Safety. The log outlines details of the crime (i.e., date, time, and location), the nature of the crime, and how the crime was handled. This log is maintained in the College Public Safety office and available for review upon request to the Director of College Public Safety.

### Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act requires that institutions of higher learning advise members of the College community where they may obtain information concerning registered sex offenders in the state. In Maryland, this information is listed on a website and may be found at [Maryland's Comprehensive Sex Offender Registry Website](#). The National Sex Offender Registry can be accessed online at [www.familywatchdog.us](http://www.familywatchdog.us).

### Campus Save Act

Under the most recent changes to the Clery Act, FCC shall compile statistics for crimes where a domestic or dating relationship is present. If there is any indication of a domestic or dating relationship, this information would be documented. [The Campus Save Act - FAQ](#)

## Crime Prevention Programs

FCC provides education programs to promote awareness of domestic violence, dating violence, rape, acquaintance rape, stalking, and other sex offenses for students and employees on a regular basis. In addition, during new student orientation programs, Substance Abuse Awareness Month, Wellness Month, and throughout the academic year, the Center for Student Engagement sponsors a variety of educational programs focusing on sexual assault, sexual harassment, sexual consent, prevention, and awareness. Contact the Center for Student Engagement at 301.846.2489 for additional information or a calendar of events.

### Crime Prevention 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 College at night. Your cooperation and involvement in the FCC safety program is imperative.

Members of the College community must assume responsibility for their own personal safety and the security of personal and College property by taking simple, common sense precautions:

- Be aware of your surroundings and stay alert to the presence of strangers.
- Avoid potentially dangerous situations.
- Park and walk in well lit, frequently traveled areas.
- Avoid walking alone at night.
- Utilize College escort services provided by the College Public Safety office.
- Learn where emergency telephones are located at the College.
- Program the College Public Safety phone number into your cell phone.
- Always lock your vehicle and do not leave valuables in plain view.
- Do not leave personal items unattended at any time.
- Always report suspicious persons or activities to College Public Safety.

## Dating Safety Tips

- When you feel uncomfortable in a situation, trust your instincts.
- When you mean “no,” say “NO.” Do not allow room for misinterpretation by being ambiguous in your actions. Be firm. You should communicate your intentions and limits early.
- Do not immediately transfer your trust from an old friend to a new one. Remember, trust must be earned.
- Control the environment. You should be the one to choose or agree to the dating activity and location.
- Be alert to diminished awareness caused by alcohol and drugs.
- Do not allow others to violate your personal space.

## Unusual Behavior

If you observe any unusual behavior, contact College Public Safety by dialing 301.846.2453 from any College phone. If you reach voicemail, immediately dial "0" which will transfer you to the College Public Safety cell phone. If the student appears to be violent or the situation is serious, in addition to the above, call 911. Your personal safety is our top priority.

## Weapons Policy and Procedures

FCC is committed to providing a safe learning and working environment for all staff, students, and visitors. No persons are permitted to possess, conceal, transport, or store weapons as defined in the FCC Weapons Policy and Procedures on any FCC premises. Violations of this policy are subject to administrative and/or criminal sanctions set forth by FCC as well as the Maryland Criminal Penal Code.

The complete policy can be found at <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/weapons-policy-and-procedures-final.aspx>.

If you see or suspect that someone has a weapon, immediately contact College Public Safety by dialing 301.846.2453 from any College phone. If you reach voicemail, immediately dial "0" which will transfer you to the College Public Safety cell phone. For emergencies, dial 911. If someone has a weapon in the open and threatens your life or others, dial 911 as soon as possible, then notify College Public Safety.

## Fire

The protection of life is paramount in a fire. If you see fire or smoke, notify College Public Safety by dialing 301.846.2453 from any College phone. Follow fire safety protocols if in a science lab or chemical storage area. Fire extinguishers are positioned at various locations throughout College buildings. Those who need assistance evacuating should proceed to “Areas of Rescue Assistance.” College Public Safety staff and other trained staff will assist you in evacuating the area. Additional building evacuation information is located on page 11 of this report.

## Evacuate and Notify

- Evacuate the building by using the closest exit or stairway. Do not use elevators to evacuate a building during a fire emergency. When smoke is present, crawl on your hands and knees to evacuate.
- Direct individuals with disabilities or those who are unable to evacuate to the closest “Areas of Rescue Assistance.” As needed, *Stair Chairs* will be utilized to assist with and support evacuation.
- Pull a fire alarm while exiting the building and notify College Public Safety as soon as possible. For imminent danger, call 911.

- Proceed to designated FCC evacuation locations (see Appendix 1 – FCC College Evacuation Map). Refer to Evacuation Maps and Emergency floor plans. Do not re-enter a building until the “All-Clear” is given. If an evacuation area is unsafe, respond to an alternate safe location.
- Instructors and supervisors should conduct a head count at the evacuation site and be prepared to report any missing person(s).
- If evacuation paths are blocked, call 911 and identify your location.

## Medical Emergencies

If an individual is unconscious and/or appears to need immediate attention, call 911, then contact College Public Safety by dialing 301.846.2453 from any College phone. If you reach voicemail, immediately dial "0" which will transfer you to the College Public Safety cell phone. Staff will direct the ambulance to the location of the incident when needed. The Vice President for Student Affairs or a designee will contact a family member if applicable.

- Make sure the scene is safe before you approach someone who is injured.
- If able, provide the name of the injured person, detailed location, and any helpful information for responders, such as medical bracelets or patient history.
- Remain with the person until help arrives, and only move the person if a greater hazard exists.

All injuries to employees, students, and visitors must be reported to College Public Safety no matter how insignificant an accident or injury may appear.

Automated External Defibrillators (AED) are stationed in each College building. You can locate each AED either on the Emergency Floor Plans or in the [Emergency Response Guides](#), which are posted throughout each building. Within each AED wall unit, there is also a hemorrhagic control kit (“Stop the Bleed”) available.

For non-emergency medical assistance, contact College Public Safety by dialing 301.846.2453 from any College phone.

## Timely Warnings

If a situation arises, either on or off campus, that, in the judgment of the College President along with the Director of College Public Safety, constitutes an ongoing or continuing threat, a “[timely warning](#)” will be issued. The warning will be issued via text and/or email through the FCC E2Campus Mass Notification system to all subscribers, including students, faculty, and staff.

All FCC employees and students are expected to sign up for the FCC Alert (<https://frederick.omnilert.net/subscriber.php>) to receive the most accurate and timely announcements regarding closings, delays, and emergencies. Additional FCC Alert information can be located at <https://www.frederick.edu/student-resources/it-services/fcc-alert-faqs.aspx>.

## Emergency Response

If a situation arises that needs to be communicated to the College community, members of the College Safety & Crisis Management Team disseminate information in a variety of ways, including the following:

- “FCC Alert,” sent out via text and/or email by authorized administrators.
- Post on the College intranet messaging system, known as Communication Central.
- Facebook and Twitter posts (responsibility of Communications Coordinator).
- Message on the College-wide public address system (responsibility of the Director of College Public Safety or designee).

- Post on the FCC website (responsibility of Director of Web Services).
- Phone message on the College switchboard (responsibility of the Communications Coordinator).
- Press release and other appropriate media outreach (responsibility of the Communications Coordinator).
- Alert on the FCC cable channel (responsibility of the Digital Media Manager).
- Email sent to all FCC student accounts (responsibility of the Chief Information Officer, Information Technology).
- Orange emergency fliers posted at building entrances (responsibility of Director of College Public Safety or designee).

\*Back-up personnel have been designated for every responsibility listed, in the event that those with primary responsibility are unable to perform their duties.

#### Primary Broadcast Sources

- Frederick Community College Information Center 301.846.2400
- Frederick Community College Website – [www.frederick.edu](http://www.frederick.edu)

#### 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/Instagram

### **Testing Emergency Response and Evacuation Procedures**

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are used to educate and train occupants on issues specific to their building. During the drill, occupants practice evacuation procedures and familiarize themselves with the sound of the fire alarm, the location of exits, and evacuation staging areas. In addition to educating the occupants of each building about evacuation procedures, the process also provides FCC an opportunity to test the operation of fire alarm system components.

Emergency evacuation drills are routinely conducted and monitored by the Director of College Public Safety to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. The Director of College Public Safety conducts numerous pre-announced and unannounced drills and exercises each year, as well as conducts assessments and evaluations of emergency plans and capabilities.

### **Emergency Response Guide**

The [Emergency Response Guide](#) is the official College Safety and Security Plan. It is posted in all classrooms and office suites and is provided to new employees during orientation. It is also available on the College intranet and from the College Public Safety office (H-116).

The Emergency Response Guide supplies readily accessible information for use in emergency situations. For emergencies, dial 301.846.2453 from any College phone. Employees are expected to keep a copy of this guide accessible at their desk or by their office door and review it regularly.

The complete guide can be reviewed at <https://www.frederick.edu/faculty-staff/download/campus-security/emergencyguidebook.aspx>.

FCC's emergency response video can be located on the Security page of the FCC main website.  
[College Emergency Response Video - YouTube](#)

## **Building Evacuation**

- Everyone must exit the building during fires or drills.
- 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 (see Appendix 1 – FCC College Evacuation Map).
- Staff must check to determine if everyone has left the building.

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 can leave, close all doors behind you and proceed to the nearest safe exit.
- Evacuate to a safe distance, and do not return to a burning building for any reason.

## **Lockdown Procedures**

Immediately enter or remain inside a structure or room, lock the doors and windows, barricade the door, and remain quiet and out of sight. Be alert for further directions.

## **Shelter-In-Place**

Immediately move into designated emergency shelter locations inside the nearest building and while inside close exterior windows and interior doors.

## **Active Threat**

If you see someone with a weapon, call or text 911 and call College Public Safety by dialing 301.846.2453 from any College phone. The National “RUN-HIDE-FIGHT” campaign video can be accessed on the Security page of the FCC main website. [RUN. HIDE. FIGHT.® Surviving an Active Shooter Event - English with Subtitles - YouTube](#)

1. **AVOID** the incident
  - Pay attention to your surroundings.
  - Know your exit plan.
  - Move away from the threat as quickly as possible.
2. **DENY** the threat/lockdown
  - Keep distance between you and the threat.

- Create barriers to prevent or slow down the threat from getting to you. Barricade your door (move furniture, desks, copiers, tables, chairs). Improvise by using your belt, shoestrings, computer cable, or other cords to secure a door.
  - Turn off lights and cover interior windows.
  - Remain out of sight and quiet behind large objects and silence your phone.
3. *DEFEND* yourself
- Be prepared to defend yourself and others if you cannot “Avoid” or “Deny.”
  - Be aggressive and committed to your actions.
  - Do what it takes to survive.

## **Behavioral Evaluation and Response Team**

FCC is committed to having a safe environment to ensure the well-being of all students, employees, visitors, and guests. By establishing an effective communication and assessment process, the College community can more effectively respond to student behavior incidents of concern. Behavioral incidents of concern involving students should be communicated through the [Student Behavior Incident Report Form](#). All reports will be addressed by the AVP of Student Affairs and the Director of Athletics or designee. Reports of student behavior of concern may be referred to the College Behavioral Evaluation and Response Team (BERT).

The BERT:

- Makes an appropriate evaluation of student behavior of concern using the National Behavioral Intervention Team Association standardized risk assessment rubrics.
- Makes recommendations and assigns responsibility in response to behaviors of concern.
- Monitors case progress until closure is recommended.
- As appropriate, recommends referral to existing College or community services or resources.

*View the complete BERT Policy and Procedures at <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/bert.aspx>.*

Employee concerns about student behavior should be reported by completing the [Student Behavior Incident Report Form](#). Students who are concerned about the behavior of fellow students should report the concern to any FCC employee. Behavior may include but is not limited to concerns expressed from other students; depressed or disturbed writing; heightened emotional distress; hostile, aggressive, or intimidating remarks or behaviors; marked change in affect, attendance, or academic performance; suicidal remarks or attempts; or concerns expressed from others.

For immediate response to a crisis situation and/or a threat to safety, to self, or others that appears imminent, call 911 and then College Public Safety by dialing 301.846.2453 from any College phone. A [Student Behavior Incident Report Form](#) must also be completed after the situation and/or threat has been reported.

Individuals not able to access the [Student Behavior Incident Report Form](#) can make a verbal report or send a written report by email to the AVP of Student Affairs. Reports involving potential threats to the safety or security of FCC will be communicated to the President or designee and to the Senior Leadership Team.

## **Title IX Policy – Information on Sexual Harassment**

FCC has a responsibility to establish and maintain a learning and working environment that is free from sexual misconduct, discrimination, and harassment, and that respects and protects the dignity and value of every member of the College community.

Title IX sexual harassment is a form of sexual discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act, and is strictly prohibited by FCC.

The FCC Title IX Sexual Harassment Policy and Procedures applies to all members of the College community. Sexual harassment can be committed by a person of any sex or gender identification, and it can occur between people of the same or different sex or gender identification. The full text of the FCC Title IX Sexual Harassment Policy and Procedures can be found on the College website at <http://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/titleix.aspx>.

## **Training, Education, and Prevention**

FCC is committed to the education of prevention and elimination of sexual harassment. Creating an environment free from sexual harassment is the responsibility of all members of the College community. Therefore, FCC encourages prompt reporting, prohibits retaliation, and promotes timely, fair, and impartial investigations and resolutions of sexual harassment cases.

To ensure that students understand their rights and responsibilities under Title IX, FCC provides awareness, knowledge, skill-building workshops, and events organized by the Center for Student Engagement. Specific education, resources, and services about alcohol and drug abuse, sexual assault, and dating violence are also provided. This is a dedicated FCC webpage with resource information and links.

These events are offered in a variety of formats throughout the year, and include, but are not limited to:

- National Collegiate Drug and Alcohol Awareness Month programming occurs each October and provides information, workshops, films, and social events designed to help students understand high-risk behaviors and how to make wise choices.
- National Health and Wellness Month programs run throughout March and April and include experts from local agencies sharing health and safety tips including sexual assault prevention, education, and bystander intervention and training.
- Scheduled events offered by the Center for Student Engagement either independently or co-sponsored by FCC clubs and organizations that feature speakers presenting topics such as sexual assault, anti-bias awareness, and sexual harassment as part of co-curricular programming.
- Sexual Assault Awareness Month, which occurs each April. FCC offers a series of workshops and events including *Bystander Training*.
- FCC committees and workgroups lead or participate in the development of ongoing New Student Orientation, Convocation, and other student programs.

Other education and prevention resources include but are not limited to:

- Online Title IX training is provided for all students, faculty, and staff through Vector Solutions – Vector LMS, Higher Education Edition (previously *SafeColleges*). Certificates of completion are issued to those who successfully complete the training.
- Title IX brochures are available in hard copy and online, describing FCC and community resources, confidential services, and support for students and employees who deal with sexual abuse and violence.
- The FCC Annual Security Report, which includes statistics regarding certain crimes as required by the Clery Act. The report is posted on the FCC website and updated annually in October.

## **Reporting**

Any person who believes they have been a victim of sexual harassment or any person who has observed or learned about an incident of sexual harassment should report the incident immediately to the applicable Title IX Coordinator or any responsible employee of FCC.

Any responsible employee of FCC who receives a report of sexual harassment must immediately refer the report to the Title IX Coordinator by providing a written notice, which includes as much detail about the alleged incident as possible. If any person believes a crime has been committed, it should also be reported to law enforcement. The name of the FCC Title IX Coordinator is posted on bulletin boards throughout the College, on the FCC website, and in College publications, including the Student Handbook.

Prompt reporting is encouraged to maximize the ability of FCC to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, and impartial investigation. FCC recognizes the importance of confidentiality. All reasonable efforts will be made to ensure the confidentiality of information received to protect the complainant, respondent, and the College community.

## **Policy Statement on Alcohol and Other Drugs**

In accordance with the Higher Education Opportunity Act of 2008, each postsecondary institution in the United States that participates in Title IV student aid programs must annually distribute, in writing, to each student and each employee, information about the Drug and Alcohol Abuse Prevention Program. This document includes standards of conduct for all faculty, staff, and students, a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol, a description of the health risks associated with the use of illegal drugs and alcohol, information regarding local drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available, and a statement of our disciplinary sanctions for faculty, staff, and employees. The full Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy and Procedures (ATODA) can be found on the FCC website at [https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/alcohol\\_tobacco opioid\\_otherdruguse\\_awareness.aspx](https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/alcohol_tobacco opioid_otherdruguse_awareness.aspx).

For students: <https://www.frederick.edu/current-students/downloads/atoda.aspx>

FCC is committed to an alcohol, tobacco, and drug-free learning and working environment. FCC adheres to the responsibilities set forth in applicable local, state, and federal laws. All members of the College community, visitors, guests, and volunteers are required to comply with this policy and procedure. FCC provides education and prevention resources related to the use of alcohol, tobacco, opioid, and other drugs. FCC utilizes educational strategies to increase awareness of drug, alcohol, or tobacco use. In response to the nationwide heroin and opioid epidemic, incoming full-time students are required to participate in prevention awareness training, and incoming part-time students are provided with resources that alert and educate them regarding heroin and opioid addiction and prevention (<https://www.frederick.edu/opioidresources.aspx>). Any student, employee, visitor, guest, or volunteer who uses illicit drugs or alcohol, or abuses any drug on College premises or during a College-sponsored activity may be subject to prosecution and punishment by the civil authorities. Students and employees may also be subject to disciplinary proceedings by FCC. Information provided by those who voluntarily avail themselves to tobacco, drug, or alcohol counseling or rehabilitation services will be kept confidential. FCC reserves the right to refuse any advertising or promotional activities that focus on the consumption of alcoholic beverages, tobacco, or drugs that might encourage use or abuse.

FCC provides resources to educate, prevent, and address alcohol, tobacco, opioid, and other drug use and abuse. Resources, including awareness information, counseling services, and referral services are available to faculty,

staff, and students. A list of community resources is available to students and all employees through the following offices: Adult Services, Center for Student Engagement, Behavioral Health and Wellness, Human Resources, and the Vice President for Academic Affairs.

For information, “2-1-1 Maryland” connects you to health and human service resources in your community and is available 24 hours a day, 7 days a week, in over 180 languages. You can also reach them at 866.411.6803. For more information, visit [2-1-1 website](#) or phone 2-1-1.

For eligible employees and their families, FCC provides an Employee Assistance Program that offers a comprehensive set of support services and resources (paid for by FCC). The services are confidential and available 24 hours a day, 7 days a week, 365 days per year. Contact the Human Resources office located in Gambrill Hall (G-223) for details. Additional information is available on the FCC website at <https://frederick.edu/jobs-hr/downloads/employee-benefits-summary.aspx>.

Students are required to acknowledge and agree to comply with ATODA Policy and Procedures through their signature on their admissions application or their acknowledgment on their student profile.

FCC issues an annual written notice to students and employees of the College Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy and Procedures. The AVP of Student Affairs is responsible for the oversight of ATODA programs and the tracking of incidents, reporting, and sanctions for students. The Vice President for Human Resources is also responsible for the oversight of ATODA programs and the tracking of incidents, reporting, and sanctions for employees.

FCC complies with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986, as Amended in 1989, and the Heroin and Opioid Education and Community Action Act (Start Talking Maryland Act). FCC conducts a biennial review of its ATODA programs and policies to determine program effectiveness, consistency of sanctions, enforcement, and the need to implement changes. The AVP of Student Affairs and the Vice President for Human Resources collaborate to review all ATODA programs, co-author, and submit the Biennial Review Report by December 31 of each even-numbered year to the Senior Leadership Team, and are responsible for the oversight and implementation of recommended changes.

Each year, at the FCC New Student and Parent Convocation, opioid addiction and prevention education strategies are addressed by faculty and administrators. Additionally, FCC offers workshops and programming during National Drug and Alcohol Awareness Month, Wellness Month, and other times throughout the year.

## **Prohibited Conduct**

The manufacture, sale, distribution, dispensation, possession, or use of illicit drugs or controlled substances, and the abuse or unauthorized use of alcohol by anyone on FCC premises, at any College-sponsored activities, or in College vehicles is prohibited. These violations may result in disciplinary action, which could include criminal prosecution. Apart from parking lots, the use of all tobacco products is prohibited on FCC premises by any member of the College community, visitor, guest, or volunteer. The use of all tobacco products is always prohibited in College vehicles.

## **Reporting/Sanctions**

Anyone who witnesses or has knowledge of violations of the ATODA policy occurring on FCC premises should contact College Public Safety by dialing 301.846.2453 from any College phone. In the case of an emergency, call or text 911. Reporting protocols for off-site programs will be followed for violations of this policy.

## **Students**

Anyone who has ATODA concerns regarding a student should complete a [Student Behavior Incident Report Form](#) and submit it to the AVP of Student Affairs. Students charged with violating the ATODA policy will be adjudicated under the College [Code of Student Conduct](#). Sanctions for students are listed in the [Code of Student Conduct](#).

## **Employees**

Anyone who has ATODA concerns regarding an employee should contact the Vice President for Human Resources, located in Gambrill Hall (G-223). The Vice President for Human Resources must then notify the appropriate supervisor and Senior Leader. Sanctions for employees are outlined in the [Employee Misconduct Policy and Procedures](#).

## **Visitors, Guests, and Volunteers**

All violations of this policy and procedures by visitors, guests, or volunteers should be reported immediately to College Public Safety. Dial 301.846.2453 from any College phone. In the case of an emergency, call or text 911. Law enforcement may be called to respond if a visitor, guest, or volunteer is in violation of this policy.

## **Crime Definitions**

The following information comes from a variety of sources, including the Department of Education's Handbook for Campus Safety and Security Reporting (2016); Uniform Crime Reporting Handbook; Sex Offenses definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program; and definitions of domestic violence, dating violence, and stalking adapted from the amendments made to the Violence Against Women Reauthorization Act of 2013. These definitions are used when preparing the annual disclosure of crime statistics.

**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 means likely to produce death or great bodily harm. Note: It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**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, personal property of another, etc.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Criminal Homicide - Manslaughter by Negligence** – The killing of another person through gross negligence.

**Criminal Homicide - Murder and Non-Negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.

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

Larceny/Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle (defined as any self-propelled vehicle on land). This includes cases where persons do not have lawful access even though the vehicles are later abandoned, to include joyriding.

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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.

*Sex Offenses* – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. The term "Sexual Assault" encompasses an offense that meets the definition of the following:

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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 his/her age or because of his/her temporary or permanent mental incapacity.

Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Rape – Rape is 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 the consent of the victim. This offense includes the rape of both males and females.

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

Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

#### *Drug, Liquor & Weapons Violations*

Drug Abuse Violations – The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws,

specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Weapon Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

*Hate Crimes* – If any of the aforementioned crimes or larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property; or any other crime involving bodily injury, manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, or disability, then the incident must be reported as a hate crime.

## Crime Statistics

The FCC College Public Safety, under the direction of the Director of College Public Safety, or designee, gathers and compiles crime statistics. These statistics are gathered from main campus and the Monroe Center using the data collected in the College Public Safety office incident reporting software program. To assure complete data collection, in addition to the crimes reported to College Public Safety, they also solicit information from the AVP of Student Affairs, the Provost, the Vice President for Human Resources, the FPD, and the Frederick County Sheriff's Office. Crime statistics in this report from off-campus venues and adjacent streets were compiled in collaboration with the latter. These crime statistics are substantiated by the College Public Safety Supervisor in collaboration with the Director of College Public Safety.

The Clery Act mandates the manner in which statistics are to be collected and the format in which statistics are to be published. Recent amendments to this Act changed the collection and publication process. The new format is used for statistics beginning in calendar year 1998. The statistics for 1997 are in the old format.

It should be noted that the Campus Security Act was amended in 1998. Any marked increase across years or in the revised statistics from previous years can be accounted for by the fact that the geographic boundaries for reporting were greatly expanded in 1998, and reporting of drug, alcohol, and weapons violations was also broadened to include not only arrests but also disciplinary referrals.

## Crime Statistic Rates

FCC, 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. 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 for FCC crimes during calendar years 2019, 2020, and 2021.

## Clery Crime Geographic Categories

1. On-Campus – any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.
  - a. FCC main campus – 7932 Opossumtown Pike, Frederick, Maryland 21702

- b. FCC Monroe Center – 200 Monroe Ave., Frederick, Maryland 21701
2. Non-Campus Buildings or Property – any building or property owned or controlled by a student organization that is officially recognized by the institution or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
  3. Public Property – all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the College or immediately adjacent to and accessible from the College. Public property refers to property owned by a public entity, such as a city or state government.

## Clery Reportable Criminal Offense Data Tables

Offense**	Year	Geographic Location			Total
		On-Campus Property	Non-Campus Property	Public Property	
Murder/Non-Negligent Manslaughter	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Rape	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Fondling	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Incest	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Robbery	2021	0	0	0	0
	2020	0	0	0	0

	2019	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Burglary	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Arson	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0

\*\*None of the offenses listed were motivated by bias or hate.

#### VAWA (VIOLENCE AGAINST WOMEN ACT) OFFENSES REPORTING TABLE

Offense**	Year	Geographic Location			Total
		On-Campus Property	Non-Campus Property	Public Property	
Dating Violence	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Domestic Violence	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Stalking	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0

\*\*None of the offenses listed were motivated by bias or hate.

## ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE

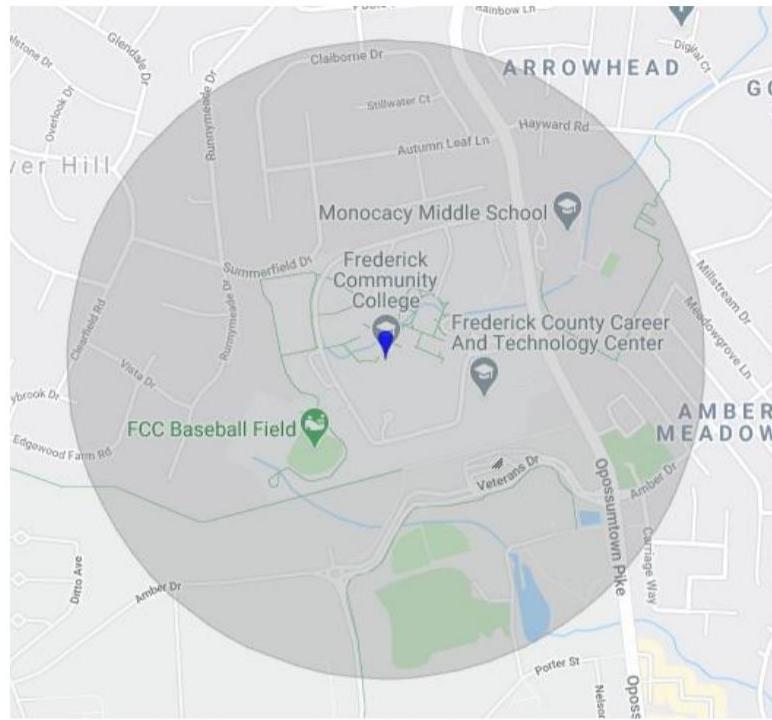
Offense**	Year	Geographic Location			Total
		On-Campus Property	Non-Campus Property	Public Property	
Arrests					
Weapons Possession, Carrying, Etc.	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Drug-Related Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Liquor Law Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Disciplinary Referrals					
Weapons Possession, Carrying, Etc.	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Drug-Related Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Liquor Law Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0

\*\*None of the offenses listed were motivated by bias or hate.

## Frederick Police Department Statistics Maps\*\*

Location: 7932 Opossumtown Pk

### FCC Stats 01/01/21 – 12/31/21



The data listed below occurred within the .5 mile radius of the requested address.

#### **Offenses:**

Murder/Manslaughter	0
Sex Offense (Forcible)	2
Sex Offense (Non-Forcible)	0
Robbery	0
Aggravated Assault	1
Burglary	0
Motor Vehicle Theft	1
Arson	0
Stalking	0

#### **Arrests:**

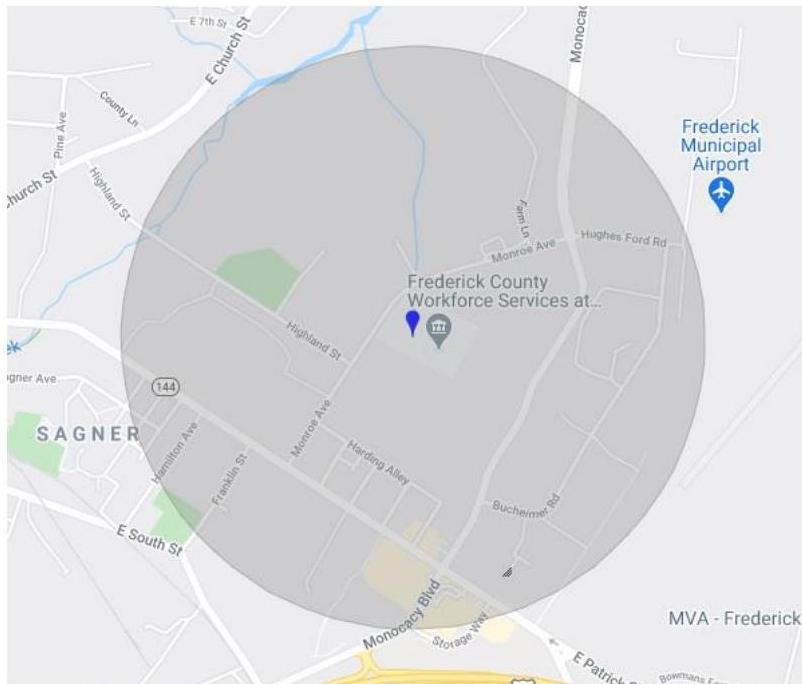
Liquor Law Violations	2	(DUI/DWI)
Drug Abuse Violations	0	
Weapon Violations	0	

#### **Other:**

Domestic Violence	6
Hate Crimes	0

\*\*The statistics and map were provided by the FPD and gathered from the CAD/RMS system – no crimes occurred on or adjacent to the College. The shaded gray circle represents a .5-mile radius from the College; the listed incidents occurred within the .5-mile radius, not at any College location.

Location: 200 Monroe Ave



**Offenses:**

Murder/Manslaughter	0
Sex Offense (Forcible)	0
Sex Offense (Non-Forcible)	0
Robbery	0
Aggravated Assault	1
Burglary	2
Motor Vehicle Theft	1
Arson	0
Stalking	0

**Arrests:**

Liquor Law Violations	4	(DUI/DWI)
Drug Abuse Violations	3	
Weapons Violations	0	

**Other:**

Domestic Violence	4
Hate Crimes	0

\*\*The statistics and map were provided by the FPD and gathered from the CAD/RMS system – no crimes occurred on or adjacent to the College. The shaded gray circle represents a .5-mile radius from the College; the listed incidents occurred within the .5-mile radius, not at any College location.

<b>Summary of Fires</b>									
Campus	2019			2020			2021		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Main Campus	0	0	0	0	0	0	0	0	0
Monroe Center	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

\*\*There is no on-campus housing (or residential facilities) at either main campus or the Monroe Center.

## Contact Information

The College Public Safety office is in the Student Center (H-116), and may be contacted at 301.846.2453 or x2453 from any campus phone.

### Report prepared by:

Robin Shusko, Director of College Public Safety  
 Office A204E  
 301.624.2858  
[rshusko@frederick.edu](mailto:rshusko@frederick.edu)

Clery Contact/Campus Security Authority  
 Robin Shusko, Director of College Public Safety 301.624.2858  
[rshusko@frederick.edu](mailto:rshusko@frederick.edu)

Campus Public Safety  
 301.846.2453

# Appendix 1 – FCC College Evacuation Map

