



**Annual Campus Security
&
Fire Safety Report**

2014



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Non-Discrimination Statement

Towson University’s policies, programs, and activities comply with federal and state laws and University System of Maryland policies prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability, sexual orientation, and gender identity or expression and veteran status.

1.00 INTRODUCTION

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

Copies of this report may be obtained from the Towson University Office of Public Safety, 8000 York Rd. Towson Md. 21252 or by visiting the Office of Public Safety Web page located at:

www.towson.edu/adminfinance/publicsafety

Public Safety and Emergency Preparedness Videos

The university produced a Campus Safety video as part of fulfilling the university president’s 2010 initiatives. The video provides an overview about the police department and information on crime prevention tips, personal safety information, escort service, blue light phones, residence hall security, fire safety and health services. All members of the campus community are invited and encouraged to view the video:

<http://www.towson.edu/adminfinance/facilities/police/campussafety/campussafetyvideo.asp>

In 2012, the university also produced an award-winning emergency preparedness video which gives general instructions on what to do for various types of potential emergencies on campus. It can be viewed by following this link:

<http://www.towson.edu/adminfinance/facilities/police/campussafety/emergencyprep.asp>

2.00 TOWSON UNIVERSITY OFFICE OF PUBLIC SAFETY

The Office of Public Safety is the center of all security and policing-related operations at Towson University. The office is comprised of the Office of Emergency Preparedness and the award-winning Police Department, which performs vital safety and crime prevention duties that have helped Towson University achieve the lowest per capita crime rate in the University System of Maryland (USM). Public Safety also oversees the campus’s Access Control unit, which contains the campus lock shop and electronic access section, and Environmental Health and Safety, which works to maintain a safe campus environment by conducting inspections and providing CPR certification training to TU students, faculty and staff.

The mission of the Office of Public Safety is to support the mission of the university by providing a safe and secure campus environment in which to work, study, and visit. The Office of Public Safety will also assist by ensuring the institution is prepared to mitigate, respond to, and recover from those foreseeable risks which pose a threat to the campus.

2.01 TOWSON UNIVERSITY POLICE DEPARTMENT

The Towson University Police Department (TUPD) is part of the University System of Maryland and has the authority and responsibility to enforce, on property, owned, controlled, or operated by the University System of Maryland, all applicable local, state, and federal laws. The Towson University Police Department is comprised of the following:

- Associate Vice President - Office of Public Safety & Chief of Police
- Deputy Chief of Police
- Patrol Bureau
- Operations Support Bureau
- Administrative and Technical Services Bureau



The TUPD was “accredited with excellence” by the Commission on Accreditation for Law Enforcement agencies (CALEA) in November, 2013.

2.02 Police Authority

The Towson University Police Department was empowered as a law enforcement agency in 1976 with the responsibility of providing a full range of police and security services to the university community. The agency’s 41 sworn police officers are vested with full police authority under the provisions of the **Education Article § 13-601 Annotated Code of Maryland**. They are all police academy graduates and are fully certified by the Maryland Police Training Commission in all areas of law enforcement responsibility. Their responsibilities involve enforcing State and local laws, campus regulations, and providing protection and service to the university community. The agency also investigates most criminal incidents that occur on university property. TUPD’s primary law enforcement authority extends throughout all property owned by the university and on the roadways within or immediately adjacent to the campus. A memorandum of understanding has been established with the Baltimore County Police Department. See **2.11**.

The university encourages any member of the university community who is the victim of a crime on campus, or who witnesses a crime on campus, to promptly call the University Police at **410-704-4444** or by using a **“BLUE LIGHT” campus emergency telephone**. Telephone numbers for additional services and individuals may be found under **“Police, University”** in the campus telephone directory. The university’s policies encourage accurate and prompt reporting of all crimes to the TUPD or local law enforcement when the victim of a crime elects to report the incident or is unable (physically or mentally) to make such a report. Besides being fully prepared to respond to any emergency and to investigate criminal offenses, the TUPD emphasizes a philosophy of **quality service** to all members of the university community. The agency has adopted the philosophy of community policing in an effort to improve the overall quality of campus life.

The department, in conjunction with Events & Conference Services, maintains lost and found items to assist the campus community in the recovery of lost property. Police personnel in conjunction with Parking & Transportation Services personnel, also provide assistance to persons with vehicles disabled on campus or when keys are locked inside a vehicle.

Our officers use special purpose vehicles, such as specially equipped bicycles and a golf cart, in addition to our fleet of marked and unmarked police vehicles during routine and directed patrol activities, selective enforcement, and special events.



2.03 Mission Statement

The mission of the University Police, Towson University is to provide a safe and supportive environment for the university community through professional law enforcement, prevention of crime, intervention with offenders, problem solving, and community participation. **Integrity, fairness, and service** will guide our every action as we fulfill our commitment to the university and each other.

2.04 Associate Vice President of the Office of Public Safety and Chief of Police

The Associate Vice President for the Office of Public Safety & Chief of Police is the chief executive officer of the Towson University Police Department and reports directly to the Vice President for Administration and Finance. The Chief, as the agency's chief executive officer, is responsible for the overall management and administration of the agency, including operational efficiency, budgeting, planning, responding to the needs and inquiries of the public, and maintaining interactions with county, state, and federal agencies.

2.05 Deputy Chief of Police

The Deputy Chief of Police is responsible for the day to day operations of the police department and serves as the acting chief in the absence of the Chief of Police. The Deputy Chief of Police also commands the Administrative and Technical Services Bureau.

2.06 Patrol Bureau

The Patrol Bureau consists of, but is not limited to, the units, personnel, and functions of:

- Patrol Bureau Commander;
- Administrative Assistant (shared);
- Patrol Squads;
- Operations Squad;
- Special Events; and
- Security Escort Services.

The department is complimented with support staff *police aides* who assist with calls for service that do not require fully sworn officers. The Patrol Bureau Commander is an administrative ranked officer who reports to the Deputy Chief of Police and has responsibilities that include, but are not limited to, all matters pertaining to the efficient and effective administration and command of the Patrol Bureau.

2.07 Operations Support Bureau

The Operations Support Bureau consists of, but is not limited to, the units, personnel and functions of:

- Operations Support Bureau Commander;
- Administrative Assistant (shared);
- Communications Unit;
- Information Support Services (Central Records); and
- Community Outreach.

The Operations Support Bureau Commander is an administrative ranked officer who reports to the Deputy Chief of Police and has responsibilities that include, but are not limited to; ensuring the day-to-day operational efficiency of personnel and functions assigned to the Operations Support Bureau, including the management of contract security services operations.

Police Communications Operators staff the agency's communications section 24 hours 365 days a year.

2.08 Administrative and Technical Services Bureau

The Administrative and Technical Services Bureau consists of, but is not limited to, the units, personnel, and functions of the:

- Administrative and Technical Services Bureau Commander;
- Administrative Assistant;
- Police Planner;
- Professional Standards Sergeant;
- Logistics Officer.

The Administrative and Technical Services Bureau Commander currently serves as the Deputy Chief and reports to the Associate Vice President of the Office of Public Safety & Chief of Police. In addition to the duties as Deputy Chief of Police, this person also has responsibilities that include, but are not limited to:

- Serving as the agency's Internal Affairs Commander;
- Serving as the agency's primary public information officer;
- Serving as the chair of the Awards Committee;
- Administering the agency's information technology development programs;
- Coordinating agency budget and fiscal affairs;
- Coordinating agency human resources functions;
- Managing agency facilities;
- Managing the agency's fleet activities; and
- All other matters pertaining to the command of the Administrative and Technical Support Bureau and the efficient and effective administration thereof.

2.09 Contract Security Services

Towson University has retained the services of a private security company to provide skilled security services on campus. Security officers are responsible for providing highly visible security patrols focused around residence halls during certain days of the week. They also screen access to student residences halls daily from 11 pm to 6:30 am. The Department of Housing and Residence Life employs students to conduct access screening activities when contracted security guards are not on-duty. It is policy that all contract security personnel promptly report all criminal or non-criminal incidents to the TUPD.

2.10 Uniformed Secondary Employment

Towson University Police has established a program contracting for police officers from other jurisdictions to supplement the current established staff during times when additional staffing for events or emergency circumstances are required in order to carry out the operations.

2.11 Allied Police Support

A memorandum of understanding for the coordination of law enforcement responsibilities between the Towson University Police and the Baltimore County Police has been in effect since June 2000. This document clarifies and affixes police responses to emergencies, investigation of certain crimes and jurisdictional boundaries. The TUPD also uses resources and assistance from allied agencies, such as the Maryland State Police and Baltimore County Police, when more sophisticated investigative resources are required.

3.00 ENVIRONMENTAL HEALTH AND SAFETY

Environmental Health and Safety (EHS) is an organizational component that reports to the Office of Public Safety (OPS) and the Associate Vice President for the Office of Public Safety & Chief of Police. EHS monitors the university to minimize risks in campus health and safety. Whether addressing indoor air quality or waste management, EHS provides centralized, state-of-the-art education, inspections and hazard management that increase compliance with federal, state and local standards. In doing so, our department helps to maintain a safe and secure environment for the campus community to learn, work and live. Major activities of EHS involve, but are not limited to:

- [CPR/AED Information and Training](#)
- [Chemical Safety](#)
- [Hazard Communication Program](#)
- [Employee Safety Program](#)
- [Fire Safety](#) (See also **15.00 ANNUAL FIRE SAFETY REPORT.**)

4.00 EMERGENCY PREPAREDNESS

A police corporal is assigned to EHS to staff the Office of Emergency Preparedness and coordinates the university's emergency preparedness plans and operations. The safety of the Towson University community during an emergency is predicated on detailed planning as well as building awareness about how the plans will be implemented. Students, faculty, staff and visitors will be better prepared in an emergency if they know how the university will respond, where they can find information, and what they should do.

An Emergency Operations Plan has been approved by the Office of the President. An emergency preparedness website has been established to be an essential tool for sharing plans and providing relevant information in case an emergency arises at Towson University or in the surrounding area. The website is:

<http://www.towson.edu/main/abouttu/emergencypreparedness/index.asp>

4.01 Emergency Resource Guide

This guide provides recommended procedures for responding to certain emergencies. Many of these procedures are adapted from the Towson University Crisis Management Plan. This guide should be easily accessible in offices and other workspaces and used as a ready reference to supplement good judgment and common sense. It can be found at:

<http://www.towson.edu/adminfinance/publicsafety/documents/ergfinal7-2012.pdf>

5.00 ACCESS CONTROL

The OPS Access Control unit is responsible for securing the admission to and use of campus buildings through electronic security systems, such as video surveillance and access control systems. We maintain the database that dictates campus-wide access controls and serve as consultants on security and access on all new construction projects. In our role of overseeing the lock shop, we also manage the proper distribution of keys and key access on campus.

The Lock Shop provides the following services:

- Repairing and replacing doors, door closers, and door hardware
- Repairing automatic opening doors, e.g., ADA door operators
- Repairing electronic security access devices such as card readers
- Rekeying locks
- Cutting and issuing keys
- Purchasing and replacing interior signage



People who need new keys should ask their departmental key coordinator to complete an access request, have it approved by the department head, and faxed to 410-704-3060 or sent by campus mail to the OPS central key coordinator. Departmental key coordinators will be notified when keys are ready for pickup.

- [Access Control Policy](#)
- [Access Request Form FY 2012](#)
- [Key Liability Form](#)

The central key coordinator is responsible for ensuring proper key policies and records are maintained by all departments on campus. The key coordinator trains departmental key coordinators, conducts audits, assists with problems that arise and performs other duties as required.

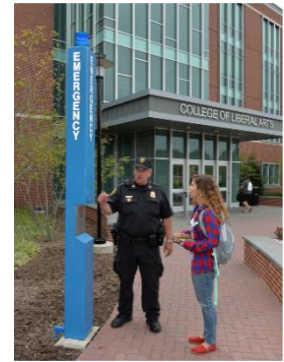
6.00 REPORTING CRIMINAL ACTIVITY

The Towson University Police Department has primary jurisdiction and responsibility for investigating crimes and providing police services to the Towson University community. Police services are available 24 hours a day, every day of the year. The police department headquarters is located on campus on Towsontown Boulevard between Osler Drive and University Avenue. In keeping with federal guidelines, it is the policy of Towson University that all crimes specified by the Federal Student Right-to-Know, Crime Awareness and Campus Security Act now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” (Clery Act) as amended by the Higher Education Opportunity Act of 2008 reported to any campus security authority must be relayed to the University Police. Professional and pastoral counselors are exempt from this requirement when they are acting in their official capacities.

The agency works cooperatively with both the Baltimore County Police Department and the Maryland State Police in matters of mutual concern. Refer to section **2.10**. A written cooperative agreement has been established between the university police and local law enforcement.

6.01 Emergencies

Anyone who is the victim or witness of a crime or emergency on campus should **immediately** call the University Police **at extension 4-4444 or (410-704-4444)** or by pushing the red emergency button on any blue light or yellow emergency phone. Also, fire and medical emergencies should be reported by calling **911** from any telephone, including cellular. The TUPD has staff on duty and available to assist 24 hours a day, every day of the year.



6.02 Procedures

A uniformed police officer is dispatched to conduct an initial investigation, gather information and seek physical evidence whenever a crime is reported. The investigating officer attempts to determine the basic facts by questioning all persons involved in the incident as well as any witnesses. Basic and necessary questions, including home address, telephone number, and date of birth, are asked. Please bear in mind that the police officer, by asking detailed questions, is attempting to solve the crime and apprehend any one responsible for the crime. The crime scene (area where the incident occurred) must not be disturbed in order to preserve physical evidence such as fingerprints. Each member of the university community is asked to be observant and to pay attention to descriptions of persons, including clothing worn, and vehicles, including license plate numbers. Any suspicious person observed in or around your residence facility, classroom, office or work area should be reported to University Police **immediately at extension 4-4444 or 410-704-4444**.



If additional information is needed after the initial inquiry, a patrol officer or an officer from the TUPD Operations Squad will be assigned to conduct a follow-up investigation. Towson University is committed to doing everything possible to assist crime victims and witnesses. When you report a crime to the University Police, or are interviewed as a witness, the investigating officer will provide you with a Victim and

Witness Assistance Guide. This brochure contains important information to aid in coping with your experience. Information and assistance to victims and witnesses, including referrals to routine and emergency counseling resources, and legal, medical, and social service referrals are available from the University Police Department 24 hours each day. Additional services, such as case status information, court liaison, and crime prevention information are available by contacting the Operations Squad or Community Outreach through TUPD Communications at 410-704-2505.

6.03 Limited Voluntary/Confidential Reporting

The TUPD encourages anyone who is a crime victim or witness to promptly report the incident to the police when the victim of such crime elects or is unable to make such a report. Because police reports are public records under state law, the TUPD cannot hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities, as described in section **6.04**

Professional and pastoral counselors are exempt from certain reporting requirements when they are acting within the scope of their professions. The university encourages counselors and clergy; if and when they deem it appropriate, to tell the people they counsel about how to report crimes on a voluntary, confidential basis to any Campus Security Authority (CSA).

6.04 Campus Security Authorities

The Clery Act mandates that institutions disclose statistics for crimes reported to local police agencies and crimes reported to Campus Security Authorities (CSAs). The intent of including non-law enforcement personnel as CSA's is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

A Campus Security Authority is:

- A campus law enforcement unit;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus security department, such as an individual who is responsible for monitoring entrance into school property, such as an access monitor;
- An individual or organization specified in a school's campus security statement as the individual or organization to which students and employees should report criminal offenses; and
- An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Although we encourage the reporting of campus criminal activity directly to the TUPD, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. CSAs should immediately report any reportable incident to the university police by downloading and completing a "[Clery Incident Report](#)" form. CSA reports must provide sufficient details to allow proper classification and reporting of the offense to the Department of Education. Send completed reports to the TUPD by email, fax, or campus mail. The university police also send annual letters to CSAs to solicit any reportable crimes. The university's list of CSAs is updated annually.

CSAs – Organizations & Titles

- | | |
|---|--|
| <ul style="list-style-type: none">• University Police• Title IX Coordinator• Housing & Residence Life<ul style="list-style-type: none">○ Director & Assistant Directors○ Residence Life Coordinators○ Resident Assistants○ Community Center Workers• Student Affairs• Vice President & Associate Vice Presidents• Diversity Resources<ul style="list-style-type: none">○ Office of Diversity & Equal Opportunity – Special Assistant to the President for Diversity & Equal Opportunity○ Fair Practices Officer○ African American Cultural Center – Director○ Jewish Cultural Center – Director• Campus Ministry Center (except when acting as a pastoral counselor)<ul style="list-style-type: none">○ Religious Staff Coordinating Council○ Interfaith Campus Ministers Association• Commuter Student Organization• Child Care Center – Director | <ul style="list-style-type: none">• Disability Support Services – Director• Office of Student Conduct & Civility Education<ul style="list-style-type: none">○ Director○ Associate & Assistant Directors• Campus Recreational Services<ul style="list-style-type: none">○ Director & Associate Director• Student Activities<ul style="list-style-type: none">○ Director & Assistant Director• Fraternity & Sorority Life<ul style="list-style-type: none">○ Director & Coordinator• Women's Resource Center – Director• Athletics<ul style="list-style-type: none">○ Director of Athletics○ Sport Administrators○ Head & Assistant Coaches○ Certified Athletic Trainers• International Student and Scholar Office<ul style="list-style-type: none">○ Director & Associate Director• Study Abroad Office<ul style="list-style-type: none">○ Director & Associate Director• Contract Security Professionals (see section 2.08) |
|---|--|

6.05 Staff and Faculty Disciplinary Referrals

Regardless of criminal prosecution decisions, all criminal cases involving students are referred by the TUPD to the university's Office of Student Conduct and Civility Education. When there is evidence that a student has committed a crime on campus, disciplinary actions at the university may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped. See also the [Towson University Code of Student Conduct](#).

6.06 Annual Clery Notice Distribution

The Towson University “Clery Notice” is distributed by email every October to all current students and employees. The “Clery Notice” is also available through various web sites and printed in several campus publications to ensure wide dissemination and satisfy federal law mandates.

This table summarizes various “Clery Notice” compliance mechanisms.

Distribution Method	Current Students	Prospective Students	Current Employees	Prospective Employees
TU Web Site – Home Page	X	X	X	X
TU Admissions Web Site	X	X		
TU Brochure – Transferring to TU	X	X		
TU Student Catalogue	X			
TU Office of Public Safety Web Site	X	X	X	X
TUPD Web Site	X	X	X	X
TUPD – Hard Copy	X	X	X	X
Environmental Health & Safety Web Site	X	X	X	X
Office of Human Resources Web Site	X	X	X	X
OHR Employment Application			X	X
OHR New Employee Packet				X
Daily Digest – Annual Announcement	X		X	
Annual (Oct.) All-Campus Email	X		X	
Events & Conference Guest Guide	X		X	

6.07 Police Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by the TUPD and is available for public inspection between the hours of 8 AM and 4 PM, Monday through Friday, excluding holidays when the university is closed. The Crime Log may also be viewed on the TUPD web site by clicking on the link for [Crime Log](#).

The police department may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

The police department’s crime log covers at least the most recent 60-day period, and it is open for public inspection during normal business hours. Printed crime log information dating back more than 60 days will be made available for inspection within two business days of a request.

7.00 CRIME PREVENTION

The TUPD has worked with other university departments to develop a very active and comprehensive program with the objective of preventing crime to the fullest extent possible through awareness and participation of the university community. While the Towson University Police Department may offer advice and assistance regarding campus safety, all persons have certain responsibilities for their own safety.

The dedicated men and women of the TUPD are committed to the principles of community policing. As proof of this commitment to campus safety, the agency has received the Governor's Crime Prevention Award for Excellence for 30 consecutive years.

Towson University's Police Department uses community policing and problem solving techniques in its day to day duties. The Building Assignment Program assigns a Towson University Police Officer to each building on campus. The assigned officer is required to regularly interact with the building's primary stakeholders and to organize the resources of the university to meet the policing and public safety needs of those who utilize the building. Officers must review all incident reports for their assigned building to remain aware of crime or quality of life issues, and security conditions or concerns. Officers must be aware of internal and external facility issues and may make suggestions for security enhancements to the building coordinator. Each officer is required to submit a monthly building report to the patrol commander detailing their contacts and observations. A building report is required for each of the 57 buildings every month. These reports are summarized in a monthly consolidated report that is subsequently distributed to all police sergeants and commanders.

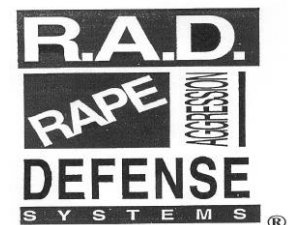
Crime prevention and awareness programs are delivered during freshman orientation programs. The university community is also regularly informed of crime trends, safety, and special programs through the agency's web site, pamphlets, flyers, the Crime Log, news articles and the Police Blotter in *The Towerlight*. Crime Alerts (Timely Warnings) are also made through the university's electronic mail system as described in section **8.00**.

The Community Outreach officer provides and coordinates informational seminars on request from any university department, student organization, or residence hall. Officers may be requested to speak on a variety of topics such as rape, sex assault, theft, and robbery prevention, drug and alcohol awareness, safety concerns and advice about personal defense.

University police officers also routinely participate in classroom discussions on these and other crime prevention subjects when invited by the faculty. An officer regularly attends Student Government Association meetings to answer any questions and provide information relative to crimes and crime trends on campus.

Operation Identification allows any member of the university community to have personal property engraved with a driver's license or other identifying number to facilitate the recovery of property that is lost or stolen. Any academic or administrative department may also request that a security survey be conducted by the Community Outreach officer to identify areas of potential risk and to offer recommendations to enhance security.

The TUPD has partnered with other departments on campus to offer the Rape Aggression Defense (R.A.D.) program. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. It teaches realistic self-defense tactics and techniques for women. R.A.D. is not a martial arts program.

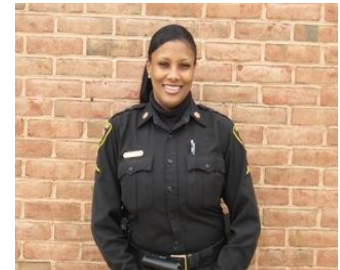


Anyone wishing to request crime prevention service, or wanting more related information should contact Community Outreach through TUPD Communications at 410-704-2505.

Officers also distribute “Gotcha!” crime prevention notices when offices and residence hall rooms are found open and property is left unattended.

7.01 Campus Safety Education

The TUPD Community Outreach officer works closely with various campus departments to provide security and safety programs, presentations and workshops throughout the year. Numerous brochures and pamphlets relating to crime prevention and personal safety are made available. What follows are examples of our community outreach programs for crime prevention and safety education.



- **Police & Community Relations Council:** This advisory group is composed of faculty, staff, and students who meet periodically throughout the year with most meetings occurring during the fall and spring semesters. Representatives can present matters related to safety, security, and policing that may be of concern to the community. In turn, university police representatives, can explain what the agency is doing to assure safety on campus. Council members are expected to take this information back to their departments and residence halls and, when necessary, to communicate with the President’s Advisory Council.
- **Community Meetings:** Agency liaisons periodically meet with formal community organizations to exchange information and ideas related to policing, security, and other related community concerns.
- **Presentations:** Various groups are addressed with crime prevention information adapted to fit the audience. These programs include, but are not limited to:
 - **TU Cares and Parent Resource Fair:** Crime prevention information and safety tips to new incoming students and their parents;
 - **International Student Orientation:** Crime prevention information, safety information, and information on American policing philosophies and operations is presented to new international students;
 - **TU4U:** Crime prevention and safety tip information is presented to prospective students and their parents;
 - **Open House:** Crime prevention and safety tip information is presented to student, staff, and faculty attendees of the university’s open house programs;
 - **Resident Assistant Training:** Resident Assistants for Housing and Residence Life (HRL) are trained in certain aspects of drug identification and recognition;
 - **Athletic Teams:** Information is provided in conjunction with the Athletic Department to athletes about alcohol and drug abuse, sexual assault, and gambling;
 - **Daycare Center:** Safety presentations and literature are provided to the staff and children at the university’s on-campus daycare center;
 - **Peer Educator Training:** Information is provided in conjunction with the Counseling Center to peer counselors about alcohol and drug abuse and sexual assault;
 - **Mascot Basketball Game:** The agency provides McGruff the Crime Dog at an annual mascot basketball game in order to distribute crime prevention literature to spectators and age appropriate literature, workbooks, and coloring books to young children in the audience.
 - **Education materials to promote the awareness of rape, acquaintance rape, and domestic violence, dating violence, sexual assault, and stalking** provided at all tabling events throughout the year.
- **Alcohol Awareness:** Alcohol awareness programs include, but are not limited to:
 - **Safe Summer Send-Off:** In conjunction with the university’s Health Center, students and staff are given the opportunity to wear “Fatal Vision” goggles to simulate some effects of alcohol consumption;

- **National Collegiate Alcohol Awareness Week:** A mock vehicle rescue and DWI arrest are staged to demonstrate the effects of driving while intoxicated. The activity is held in conjunction with the university's Counseling Center and the Baltimore County Fire Department;
- **Rape Aggression Defense (RAD):** This nationally known and respected program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. is taught to female students, faculty, and staff in a cooperative arrangement with the Student Government Association;
- **Operation ID:** Engravers are made available at most outreach events and may be loaned to community members. TUPD encourages the public to engrave valuables in an effort to prevent theft and assist in recovering stolen property;
- **Crime Prevention through Environmental Design (CPTED) and Security Surveys:** Agency employees evaluate security related matters and make suggestions for improvements in physical security systems. This includes night walks to evaluate lighting and foliage, reviewing construction and renovation plans, and conducting related surveys of various academic, administrative, and support facilities on campus;
- **GOTCHA Program:** Printed notices are left in areas and offices that are discovered to be inappropriately unsecured or unlocked;
- **TUPD Web Page:** The agency's website is regularly updated with crime prevention tips, crime statistics, crime alerts, and the agency's newsletter;
- **[TUPD Facebook Account;](#)**
- **[TUPD YouTube Account;](#)**
- **Emergency Telephones:** Anyone on campus may use the direct-connect, emergency "blue light" telephones that are strategically placed throughout campus to report emergencies or request police services.
- **T3:** Towson University's daily email digest, **Towson Tigers Today**. Safety messages are regularly sent and Police/Community Outreach events promoted through this all-campus email digest.

Brochures, pamphlets and handouts distributed each year to students, staff and faculty.

- New Employee Orientations
- TUPD Crime Prevention Brochure
- Outsmarting Crime - A personal guide to safer living
- Street Sense - It's Common Sense
- TUPD Workplace Safety
- Take Crime Prevention to Work
- Flyer concerning the Rape, Aggression, Defense (RAD) Program on campus
- Towson University Emergency Resources Guide
- TU4U, Open Houses, and Student Orientations
- Towson University Policies and Procedures Guide - current year's issue
- Fire Safety on Campus
- Fairy Tale Brochure – Myths about seat belt use
- 08 - If you Blow It, You Blew It
- Sexual Assault - Anyone can be a victim
- STAR Center (Sexual Trauma Treatment Advocacy and Recovery Center) Safety Tips; concerning reducing the risk of becoming a victim of sexual assault
- TUPD general information flyer – Phone numbers, website, Clery Information.
- Resources for Survivors of Sexual Misconduct

- Pedestrian Safety – Violation warning cards for pedestrians and drivers who violate pedestrian safety laws.
- Pedestrian Safety Statistics Card – Provides information on pedestrian related accidents involving injury or fatality in the Towson area and on campus. Provides safety tips for pedestrians and motorists.

7.02 Campus Residence Halls

All campus residence halls are locked 24 hours a day and require key or card to access exterior doors, elevators and individual rooms. Contract security officers are stationed in occupied residence halls between 11PM and 6:30 AM to ensure that only those persons with *bona fide* business to conduct are allowed to enter those facilities. Housing and Residence Life staff the desks with student workers at all other times. Residence hall exit doors are alarmed to sound locally and notify the TUPD if they are propped open.

Campus residents are reminded that crime can happen anywhere, at any time to anyone. Towson University is not a sanctuary or a crime free zone. Residents must take personnel safety issues very seriously. Crime prevention is everyone’s responsibility. Residents should be especially mindful of these crime prevention practices:

- Keep room and apartment doors locked at all times. **Never** prop open the exterior doors, and doors to your room.
- Secure all valuables out of sight.
- Do not leave personal property unattended.
- Report all suspicious activity or persons immediately to the Towson University Police Department.
- Never walk alone at night and always stay in well-lit areas.

Emergency telephones have been installed at locations throughout the campus, including each level of TU’s four parking garages. Everyone should be alert for any suspicious activity or other emergency and use the **blue light or yellow phone** for immediate contact with the University Police.

7.03 Escort Services



The agency provides security escort services as an integral part of personal security and protection services to university students, staff, faculty, and visitors. Security escorts may be arranged by calling 410-704-SAFE (7233). Safewalk, ride-van, and individual escort services are available.

Safewalk uses police aides to escort people walking across campus alone between dusk and midnight. Escorts dressed in blue uniforms and equipped with radios will meet individuals at any central campus location and walk them to a chosen campus destination or shuttle stop if shuttles are running. For a schedule of all shuttle and transportation services go to:

http://www.towson.edu/adminfinance/auxservices/parking/shuttle/documents/2014_Shuttle_Schedules.pdf



8.00 CRIME ALERTS / TIMELY WARNINGS

In order to safeguard the campus community, to increase crime awareness and to meet our timely warning commitments, (subject to the availability of accurate information) campus Crime Alerts / Timely Warnings will be distributed in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. The circumstances of any particular situation coupled with the police department's evaluation of the situation and threat potential will determine the need and manner for issuing a Crime Alert / Timely Warning.

Crime Alerts / Timely Warnings will generally be issued whenever a violent or major crime is reported on or nearby campus and the TUPD believes the incident places the campus community at risk. The alert process will minimally involve a combination of all-campus e-mail postings and posting on the TUPD web site. Physical postings of bulletins in designated campus residential areas may be an option depending upon the circumstance.

TUPD's Police Communications Operators (PCOs) are authorized by written TUPD directives and alert matrix to send Crime Alerts / Timely Warnings based on the nature of the incidents and as directed by the on-duty patrol supervisor, an on-duty commander, or the on-call commander.

Available information that will be in alerts / warnings includes, but is not limited to:

- Description of the incident, such as the type of crime, date, time, and location;
- A physical description of the offender when text alerts are sent immediately following an incident and a suspect may still be in the area;
- Safety notice, when practical, specific to the incident.
- The names of victims will be withheld from the timely warnings.

9.00 DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING AND HARASSMENT PREVENTION

Towson University [06-01.70 Policy on Dating Violence, Domestic Violence and Stalking](#) and the USM [VI-1.60 Policy on Sexual Misconduct](#) were adopted in 2014 as part of the TU & USM commitment to provide a working and learning environment free from sexual misconduct, including sexual and gender-based harassment, sexual violence and assault, dating violence, domestic violence, sexual exploitation and sexual intimidation, stalking, and hate violence.

Towson University prohibits and does not tolerate sexual misconduct, harassment, or acts of violence.

These university departments contribute greatly toward these efforts.

- Office of Student Conduct and Civility Education (410-704-2057)
- University Fair Practices Officer (410-704-2361)
- Assistant to the president for diversity and equal opportunity (410-704-2360)
- Counseling Center (410-704-2512)
- Women's Center (410-704-2666)
- Towson University Police Department (410-704-4444)

From:	Police Communications
Sent:	Tuesday, March 04, 2014 1:03 PM
To:	All Faculty and Staff All Students
Subject:	CRIME ALERT - OFF CAMPUS BURGLARIES

CRIME ALERT: Off Campus – Residential Burglaries March 4, 2014

Towson University Police Department 410-704-4444

Incident Summaries:

On March 4, 2014 the Towson University Police Department was made aware of two **Off-Campus Burglaries** that occurred in the Cardiff Hall Apartments, 9000 blk. York Road by the Baltimore County Police Department.

The first occurred on March 1, 2014 at 1:48 AM. The resident entered the apartment while the suspect was exiting the rear window. Entrance was gain by breaking out the rear window.

The second incident occurred on March 1, 2014 between 7:30 AM and 11:30 PM. The suspect in this burglary used a rock to break the side window and gain entry. Taken was jewelry and furniture.

Anyone who witnessed the crime or has information about it is asked to contact the Baltimore County Police Department 410-887-2361

Crime Alerts are posted to notify Towson University community members of situations that could affect their safety, with the hope that the community members will take the necessary precautions to prevent themselves from becoming victims of crime. Personal safety practices and knowledge are your best defense against crime.

This alert has been approved by Director of Public Safety Bernard Gerst and is intended to promote campus security and comply with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1990.

For more information on campus crime and safety, please visit our Web site at <http://www.towson.edu/police>
The University Police encourage all members of the Towson University community to stay informed of important campus news by signing up for emergency text alerts. Go to the University Police home page and select Emergency Text Alerts to sign up.

It is important that students, faculty and staff understand these terms as defined in Towson University policies:

- **Consent:** Consent is active. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, or coercion. In order to give effective consent, one must not be mentally or physical incapacitated (e.g., by alcohol or drugs, unconsciousness, mental disability).
- **Domestic Violence:** Federal law definition: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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. There is no Maryland law definition of domestic violence (it is not distinguished from general crimes of violence, such as assault).
- **Dating Violence:** Federal law definition: The term “dating violence” means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of the relationship; (iii) the frequency of interaction between the persons involved in the relationship. There is no Maryland law definition of dating violence (it is not distinguished from general crimes of violence, such as assault).
- **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 as provided in policy **06-01.20-Prohibiting Sexual Harassment**.
- **Sexual Assault I and II:** The actions constituting sexual assault are set forth in Title 3, Subtitle 3 of the Criminal Law Article of the Annotated Code of Maryland and include, but are not limited to the following acts committed by an acquaintance or stranger (“Actor”): Rape forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening; touching of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them); or, forcing an unwilling person to touch another's intimate parts. To constitute sexual assault these acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the Actor was aware or should have been aware.
- **Sexual Exploitation:** Occurs when one person takes non-consensual or abusive advantage of the other for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.
- **Sexual Harassment:** Generally, sexual harassment includes any non-consensual sexual contact, sexual exploitation, or requests for sexual favors that affect educational or employment decisions. Sexual harassment is especially injurious in relationships characterized by inequality of power, where one party has authority over the other. Such relationships can be immediate or based upon future expectations, e.g. the need for future evaluations and references. Visual displays of degrading sexual images, sexually suggestive conduct or offensive remarks of a sexual nature may also constitute Sexual Harassment.

Unwelcome sexual advances, unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature, whether between people of same or different genders and sexual orientation, constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment by the university or an individual's participation in a university-sponsored program or activity; or
 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive working environment; or
 4. Such conduct by an employee, a student, or by a third party is sufficiently severe, persistent or pervasive to:
 - a. Deny or limit an individual's ability to participate in or benefit from an educational program or activity;
 - b. Create a hostile or abusive educational environment;
 - c. Have the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive work environment at the University
- **Stalking:** Federal law definition: The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Maryland law definition: Stalking means a malicious course of conduct that includes approaching or pursuing another where the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear: (1) (i) of serious bodily injury; (ii) of an assault in any degree; (iii) of rape or sexual offense as defined by Sections 3-303 through 3-308 of the Criminal Law Article of the Maryland Code or attempted rape or sexual offense in any degree; (iv) of false imprisonment; or (v) of death; or (2) that a third person likely will suffer any of the acts listed in item (1) above.

Code of Student Conduct definition: To follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.

- **Bystander Intervention:** Defined as help provided to a person in need by a bystander. Bystander intervention involves exercising safe and positive options to prevent harm or intervene when another person is at risk of being victimized. See **Section 9.02** below for information on how to be an active bystander.

9.01 Programs to Promote Awareness of and to Prevent Rape, Acquaintance Rape, Domestic Violence, Dating Violence, Sexual Assault, and Stalking.

The university offers a variety of education and prevention programs throughout the year which are aimed at preventing domestic violence, dating violence, sexual misconduct, stalking, harassment, and hate violence. A central repository for all campus educational programs relating to sexual assault, domestic violence, dating violence and stalking has been established in the office of the assistant to the president for diversity and equal opportunity. All faculty, staff or student groups providing or sponsoring such programs are responsible for forwarding program information to the assistant to the president for diversity and equal opportunity in a timely fashion.

TU uses comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end domestic violence, dating violence, sexual misconduct, harassment, and hate/bias related behaviors. Our education and prevention programs are culturally relevant and inclusive of our diverse community. Our programs are regularly assessed for their relevance and value in addressing the needs of the university community.

Primary Prevention Programs

Primary Prevention Programs are programming initiatives informed by research or assessed for value, effectiveness, or outcomes and are intended to stop crimes before they occur.

- **The Sexual Misconduct Continuum**: All incoming freshman, transfer, international, and graduate students receive The Sexual Misconduct Continuum training program. The program, adapted to each group, delivers information on risk reduction, sexual assault, harassment, dating violence, and stalking through a multi-media and interactive presentation. The program defines consent, bystander intervention, and retaliation in detail and informs students of the consequences of inappropriate behavior. Students are also informed of the resources that are available to them should they or a friend ever be victimized.
- **New Employee Orientation**: New employee orientations are conducted weekly by Office of Human Resources (OHR).
- **Office of Student Conduct and Civility Education (OSCCE)**: Specific process for sexual misconduct adjudication outlined through the OSCCE, including victim appeal process.
- **Sexual Assault Response Team**: A detective assigned to the Operations Squad, meets every two months with the Sexual Assault Response Team (SART). SART is a multidisciplinary interagency team of individuals working collaboratively to provide services for the community by offering specialized sexual assault intervention services. Teams are specialized to fit the needs of each community and generally have goals of increasing reporting and conviction for sexual assaults and countering the experience of sexual trauma with a sensitive and competent response. Typically, teams consist of key responders such as advocates, law enforcement officers, forensic examiners (e.g.; SANE/SAFE/FNE), crime lab personnel, and prosecutors.
- **Training for Faculty and Staff**: Online sexual misconduct training for all faculty and staff.
- **Combating Underage Drinking Coalition**: TU Counseling Center and TUPD partner with the Baltimore County Department of Health and many other organizations as members of the Combating Underage Drinking Coalition. This effort focuses on affecting policies and practices associated with underage drinking.
- **SHAPE Committee**: The TU Sexual Harassment Assault Prevention and Education (SHAPE) Committee is a multi-disciplinary group of campus organizations, including Residence Life, Counseling Services, Campus Activities, Women's Studies and the Police Department. The committee makes policy recommendations and collaborates to develop sexual assault prevention material and awareness education programs.

Awareness Programs

Awareness Programs are community-wide or audience-specific programming intended to increase audience knowledge and share information and resources to prevent violence and promote safety.

- **New Student Orientation**: During Student Orientation sessions, students are provided with an overview of the TUPD and many of the safety related services and programs we provide. The university works collaboratively to ensure that messages delivered at orientation are reinforced with all students, faculty and staff throughout the year. Some of the ongoing efforts to maintain safety awareness include:
- **Victim/Witness Pamphlets**: Printed victim/witness resource material distributed by TUPD and OSCCE to all complainants.

- **Rape Aggression and Defense (RAD) Program:** As previously detailed in this report, this program is offered twice a year.
- **Take Back the Night:** This event promotes the fight against sexual abuse and assault. Activities included survivors sharing their stories, a candlelight vigil, guest speakers, live acoustic performances, and a march around the Towson University campus. “Take Back the Night” is also held in recognition of April as “Sexual Assault Awareness Month,” is sponsored by Counseling Services, and supported by TUPD.
- **Safe Summer Send Off:** Prior to the end of Spring Semester TUPD participated in Safe Summer Send Off, providing literature and education on personal safety, alcohol awareness, and traffic safety to students as they embarked on their summer break. Similar activities are sponsored before spring break and the winter holiday break.
- **It’s On Us:** In November, 2014 Towson’s Student Government Association (SGA) implemented a campus-wide “It’s On Towson” campaign as part of the nationwide It’s On Us initiative toward preventing sexual assault and promoting bystander intervention. SGA produced a 90 second public service announcement which has been displayed on video screens across campus and during home football games.

9.02 How to be an Active Bystander

Bystanders play a critical role in preventing sexual assault and relationship violence. They are people who observe violence or witness conditions that perpetuate violence. They are not directly involved, but have the choice to intervene, speak up, or do something about it. At TU, we want to promote a culture of community accountability where bystanders are actively engaged in preventing violence without causing further harm. Here are some ways to be an active bystander. Remember, if you or someone else is in immediate danger, dial 911.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this report for support in health, counseling, or with legal assistance.

9.03 Risk Reduction

Risk Reduction is defined as the application of protective measures to reduce the risk of victimization. With no intent to blame the victim and recognizing that only rapists are responsible for rape, here are some strategies to reduce one’s risk of sexual assault or harassment.

- **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Try to **avoid isolated areas.**
- **Walk with a purpose.** Even if you don’t know where you’re going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be. If you feel unsafe, go with your gut and leave immediately.
- **Some things you can try to get out of an uncomfortable situation:**
 - Be true to yourself – don’t feel obligated to do anything you don’t want to do.
 - Have a code word with your friends or family so that you can communicate your discomfort without the person you are with knowing. Friends or family can then come to get you or make up an excuse for you to leave with them.

- Lie. Make up a reason to leave.
- **Make sure your cell phone is with you**, that it is charged, and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to social gatherings, **go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. **If a friend seems out of it**, very intoxicated or is acting out of character, get him or her to a safe place immediately.
- **Don't leave your drink unattended** while dancing, talking, using the restroom. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it. Watch it being poured and carry it yourself. At parties, don't drink from punch bowls or other large, shared open containers.
- **If you suspect that you or a friend has been drugged**, call 911 immediately.

Please call the TUPD at 410-704-2505 for more information about campus safety, university security policies, or crime prevention services. Members of the university community can take positive measures to prevent crime by being aware that crime does occur on and near campus.

9.04 Reporting Procedures:

People who believe they have been the victim of a sex offense, domestic violence, dating violence, sexual assault, or stalking should immediately report the incident to the TUPD by calling 4-4444 or 410-704-4444. The university has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include informing individuals about their right to file criminal charges as well as availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. There are also remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available, regardless of whether or not the victim chooses to report the crime to campus police or local law enforcement. We also strongly suggest that you:

- Get to a safe place;
- Call the police immediately;
- Regardless of whether you intend to prosecute, you are encouraged to obtain a medical evidentiary examination (SAFE Examination). In addition to medical assistance, important evidence can be collected that could aid in a future criminal prosecution. You always have the right to change your mind and not to pursue a criminal complaint.
- If safe to do so, take precautions so as not to destroy or tamper with any evidence that may be used in a criminal prosecution or administrative action. Evidence may include text, e-mail or voicemail messages, social networking postings, photographs, or written documents such as cards, notes, and letters.
- If you are not sure what to do, you can call the Rape Crisis Hotline at 410-828-6390 or The Maryland Coalition Against Sexual Assault at 1-800-938-RAPE (7273). The advocate will provide you with options and you will not have to give your name;
- Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing and objects at the scene of the crime; and
- If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.

- Victims have the option of reporting these incidents to Campus Security Authorities (CSA's) if they do not wish to report to the police.
- If the offense occurred off campus, TUPD or CSA's can assist victims in notifying local law enforcement authorities if the victim so chooses.
- Victims do have the option of declining to notify such authorities.
- TUPD or local law enforcement authorities can assist the victim by providing written information concerning the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

9.05 Lead Title IX Coordinator:

Towson University's lead Title IX Coordinator is Ms. Debbie Seeberger. She may be contacted by phone at: 410-704-2360 or via email at: dseeberger@towson.edu.

Towson University employees who suspect or know of an incident of sexual misconduct, are required to offer resources to the student. They must also report the incident to the Title IX Coordinator or Deputy Title IX Coordinators. The university's procedures aim to provide prompt, fair and impartial investigation by specially trained professionals committed to protecting the community from further harm. For more information on the role of the Title IX Coordinator or on reporting incidents of sexual misconduct, refer to:

<http://www.towson.edu/studentaffairs/judicialaffairs/sexualmisconduct/>

9.06 Physical Evidence

The timely preservation of physical evidence is essential to the successful prosecution of domestic violence, dating violence, sexual assault, or stalking cases. Considering the time sensitive nature regarding the preservation and collection of such evidence, it is essential that the police department be contacted as soon as possible.

- If safe to do so, take precautions so as not to destroy or tamper with any evidence that may be used in a criminal prosecution or administrative action. Evidence may include text, e-mail or voicemail messages, social networking postings, photographs, or written documents such as cards, notes, and letters.
- If you are not sure what to do, you can call the Rape Crisis Hotline at 410-828-6390 or The Maryland Coalition Against Sexual Assault at 1-800-938-RAPE (7273). The advocate will provide you with options and you will not have to give your name.
- Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing and objects at the scene of the crime.

Due to the sophisticated investigative resources required to properly investigate certain sex crimes, the TUPD has entered into an agreement with the Baltimore County Police Department to take primary investigative responsibility for investigating first and second degree rapes and first and second degree sex offenses. The TUPD will also assign an officer to facilitate internal university incident management and internal judicial affairs processes.

Maryland police departments offer reported victims of rape and sexual assault the opportunity to have SAFE exams (Sexual Assault Forensic Examination) regardless if victims want to initiate or cooperate with an investigation into the incident. GBMC (Greater Baltimore Medical Center) is the local health care facility that performs SAFE exams. Victims have SAFE exam options that are:

- SAFE exam with immediate police involvement;
- Medical examination only by an emergency department physician; and
- SAFE exam with a deferred reporting option (DRO) that will be explained by a Forensic Nurse Examiner.

Victims of **Domestic/Dating Violence** should take steps to preserve any possible evidence that may aid in any administrative action and/or criminal prosecution that may result.

- Examples of evidence may include text, e-mail or voicemail messages, social networking postings, photographs, or written documents such as cards, notes, or letters.
- Depending on the situation, clothing worn by the victim and/or suspect may also be needed as evidence and therefore should be preserved in its original state.
- Do not disturb the scene of any domestic/dating violence incident as police may want to photograph the scene upon their arrival. They will also want to photograph any injuries that are immediately apparent or that may appear days later.
- If any weapon was used or any object was used as a weapon, leave it in its original position and do not touch it until police arrive.

9.07 Disciplinary Process - Domestic Violence, Dating Violence, Stalking, Sexual Assault

Definitions:

Proceeding: Means all activities related to a non-criminal resolution of an institutional disciplinary complaint. Including but not limited to, fact-finding investigations, formal or informal meetings, and hearings.

Result: Means any initial, interim, or final decision by any official or entity authorized to resolve disciplinary matters within the institution. The Result may include sanctions imposed by the institution. The Result must also include the rationale for the result and sanctions.

Institutional disciplinary proceedings will provide a prompt, fair, and impartial investigation and resolution in cases of alleged domestic violence, dating violence, sexual assault, or stalking. The proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or accused.

The university's disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and both the accuser and the accused shall be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;

The accused and the victim can appeal the results of the institutional disciplinary proceeding; of any change to the results that occurs prior to the time that such results become final; and when such results become final, as per the process outlined in the Code of Student Conduct.

Possible sanctions for rape, acquaintance rape, domestic violence, dating violence, other forcible or non-forcible sex offenses, or stalking following an on-campus disciplinary proceeding include censure, social probation, termination of residence contract, or suspension or expulsion from the university. For more information, see The Towson University Student Code of Conduct:

<http://www.towson.edu/studentaffairs/policies/conduct.asp>

The institution will protect the confidentiality of victims, including publicly-available recordkeeping without the inclusion of identifying information about the victim, to the extent permissible by law. The university does not publish the names of crime victims nor address-identifiable information regarding victims in the TUPD Daily Crime Log or online. Existing counseling, health, mental health, victim advocacy, legal assistance, and other services are available for victims both on-campus and in the community.

Counselors with Towson University are not considered Campus Security Authorities, when acting in their professional counseling roles and therefore, are not required to report statistics concerning incidents of sexual assault. Contact the Counseling Center (410-704-2512) for more information. Please also refer to the Towson University and University System of Maryland policies that are located at:

<http://www.usmd.edu/regents/bylaws/SectionVI/VI130.html>

and

[https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.30 Sexual Assault Policy and Procedures.pdf](https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.30%20Sexual%20Assault%20Policy%20and%20Procedures.pdf)

A student or employee who reports to an institution of higher education that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, will be provided with a written explanation of the student or employee's rights and options, as described above.

An institution, agent of an institution, or an officer, or its employees may not retaliate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this section.

Compliance with Department of Education 34 CFR 668.46 does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

9.08 Protective Orders

Victims may also seek a peace order from the District Court in accordance with the provisions of Title 3, Subtitle 15 of the Courts and Judicial Proceedings Article of the Maryland Code, or a protective order or temporary protective order in accordance with Title 4, Subtitle 5 of the Family Law Article of the Maryland Code. District Court locations for incidents occurring in Baltimore County:

District Court of Maryland - Towson
120 E. Chesapeake Avenue
Towson, MD 21286-5307
410-512-2030 Phone
410-512-2033 Fax

District Court of Maryland - Essex
8914 Kelso Drive
Essex, MD 21221-3135
410-512-2328 Phone
410-512-2330 Fax

District Court of Maryland - Catonsville
900 Walker Avenue
Catonsville, MD 21228-5380
410-512-2533 Phone
410-512-2535 Fax
Hours of Operation: 24 hours - 7 days a week

Any victim who obtains a peace order, protective order, temporary protective order, or similar order issued by a civil or criminal court should notify the University Police Department and provide a copy of the order so the Police Department may take steps to enforce the order on campus. Victims may also contact the Office of Student Conduct and Civility Education at (410) 704-2057 to discuss options about no contact orders facilitated through Towson University.

Reports of all domestic violence, dating violence, sexual assault and stalking made to TUPD will automatically be referred to the Title IX Coordinator for investigation regardless of the complainant's decision to pursue or decline to file criminal charges.

10.00 REGISTERED SEX OFFENDER INFORMATION

Various statutes, including the federal Campus Sex Crimes Prevention Act, requires higher education institutions issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders can be found. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in the state at which the person is employed, carries on a vocation, volunteers their services, or is a student. Maryland sexual offender registration information, including registrants employed or enrolled at Maryland higher education institutions can be found at:

<http://www.dpscs.state.md.us/sorSearch/>

11.00 SUBSTANCE ABUSE

Towson University's complete policy on substance abuse for Faculty, Staff, and Students can be found at:

[https://inside.towson.edu/generalcampus/tupolicies/documents/07-01.10 Policy on Substance Abuse for Faculty, Staff, and Students.pdf](https://inside.towson.edu/generalcampus/tupolicies/documents/07-01.10%20Policy%20on%20Substance%20Abuse%20for%20Faculty,%20Staff,%20and%20Students.pdf)

11.01 Alcohol Policies

Any person using alcoholic beverages while on the campus of Towson University shall be responsible to all civil and university authorities for compliance with state and county laws and the University Alcohol Policy. It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess, or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol. It is also illegal in Baltimore County to possess alcohol in an open container in any public area that has not been specifically designated as a location in which alcohol may be consumed.

11.02 Drug Policies

The use, possession, and/or sale of illegal drugs are violations of Towson University's Code of Conduct, the faculty contract, and the terms of employment of administrative, classified and contingent staff. Faculty, students and employees who use, possess or sell illegal drugs are subject to criminal or civil prosecution as applicable and administrative disciplinary actions that may include mandatory counseling, suspension or dismissal.

11.03 Enforcement

The possession, sale or furnishing of alcohol and illicit drugs on the University campus is governed by the Towson University Policy on Substance Abuse for Faculty, Staff, and Students, the University Code of Conduct and state and federal laws. These laws are strictly enforced by the Towson University Police Department. Violators are subject to University disciplinary action, criminal or civil prosecution as applicable, fines and/or imprisonment.

11.04 Education

Numerous drug and alcohol abuse prevention programs are presented each year through a cooperative effort of many university departments. Alcohol counseling and drug rehabilitation programs and referrals are available at the University Counseling Center. See also:

<http://wwwnew.towson.edu/counseling>

11.05 Alcohol Education

Towson University has implemented a comprehensive prevention program to help our students make the safest, healthiest decisions possible. The university has adopted Alcohol Edu for College, a Web-based alcohol prevention program being used at more than 350 colleges and universities around the country. The program uses the latest prevention techniques and science-based research to educate students about the impact of alcohol on the mind and body whether or not the student drinks alcohol.

Every incoming first-year Towson University student will be asked to take Alcohol Edu for College and pass the course's final exam by a certain date and preferably before arriving on campus. Because it is available online, students need only a computer with Internet access and audio capabilities to take the course.

While Towson University is committed to making a difference with our students, we also understand that parents are the first line of defense against alcohol misuse and abuse. Additionally the university also makes the course available for parents to review to help them when having a discussion with their son or daughter about alcohol. We are confident that Alcohol Edu for College will help ensure our students' success at Towson University and in the future. More information on this program can be found at:

<http://www.outsidetheclassroom.com/solutions/higher-education/alcholedu-for-college.aspx>

12.00 CAMPUS FACILITIES ACCESS AND SECURITY

12.01 Access to Campus Facilities

Academic buildings are generally open from 7 AM to 10:30 PM, Monday through Friday. Certain academic buildings are also open for weekend classes and special activities.

All campus facilities and grounds are maintained to enhance security. An annual lighting survey is conducted by members of Facilities Management, various student organizations, and the University Police to identify poorly lit areas and enhance security. Police officers on patrol who observe malfunctioning lights submit work orders so repairs can be made in a timely manner. The university initiated a new, ongoing series of high level, interdisciplinary building walk-throughs during 2014. These walk-throughs help assess security and safety concerns and make recommendations for improvement.



Some offices on campus are equipped with panic alarms as an additional measure of security.

12.02 Residence Life

The university is the size of a small city with approximately 5,000 on-campus residents. Residential facilities range from apartments to low-rise and high rise residence hall style units. TUPD and Housing and Residence Life employees work closely to create safe and comfortable living and learning environments. Security in residential areas is supplemented by contract security guards.

Theft is the most common crime problem in residential areas. Residents should take reasonable and prudent precautions to safeguard their persons and property, be watchful and cautious for suspicious persons and circumstances, and be aware of their surroundings and the presence of people they do not know. Residents should keep their bedroom and apartment doors locked to reduce the opportunity for being victimized. Students, faculty and staff may register personal property online with the Towson University Police Department. Items such as computers, cell phones, laptops, iPads, bikes, and other valuables can be registered. To access the Personal Property Registration database go to:

<http://www.towson.edu/adminfinance/facilities/police/crimeprevention/personalpropertyregistration.asp>

12.03 Solicitors

Door-to-door solicitation is prohibited at Towson University. Residents are encouraged to report the presence of solicitors to residential life personnel and the TUPD.

12.04 Shuttle Bus Services

Towson University runs shuttle routes both on-campus and off-campus to serve campus visitors and the general campus community. Community members should plan to park their vehicle in a designated lot and use the shuttle to access other locations on campus. People with disabilities that prevent them from using regular shuttle buses contact the para-transit service. Follow these links for more shuttle and transportation information:

- [NextBus](#)
- [On-Campus Shuttle Bus Service](#)
- [Off-Campus Shuttle Bus Service](#)
- [Para-Transit](#)
- [Shuttle Map & Schedule](#)

12.05 Parking Facilities

There are 23 parking lots and four parking garages on campus. Parked cars can present opportunities for certain criminal activities, but drivers can do several things to significantly reduce the likelihood that their property will be victimized. Never leave a vehicle running, unlocked, keys in the ignition, or windows rolled down. Keep all valuables out of sight. Use security devices such as car alarms, steering wheel locks and devices such as fuel or electric cut-off switches. Drivers should have their vehicle keys in their hands when approaching their vehicles and look inside the vehicle before getting in. They should be aware of the locations of blue light and yellow emergency telephones in parking lots and structures. Each phone is directly connected to the university police.

12.06 Fire Safety

The fire safety program is administered by Environmental Health & Safety (EHS) staff, who are deputized State Fire Marshals. This program ensures that campus fire safety policies/procedures (evacuation plans, fire permits, fire prevention, impairment policy, fire watch procedures, decorations policy, etc.) and building's life safety systems (fire alarms/strobes/pull stations, extinguishers, suppression equipment, etc.) are maintained in compliance with all applicable state fire codes and university safety policies. This entails reviewing building renovation or new construction plans for compliance with fire codes and local ordinances; inspecting all campus facilities including fire extinguishers, fire pumps, standpipes, fire alarm and sprinkler systems; investigating fires and fire alarms; conducting fire exit drills every semester in all campus facilities; providing educational programs on fire safety, reporting evacuation and fire safety inspection results to Residence Life staff;



distributing written fire safety literature to the campus community; installing evacuation procedures on all dormitory room doors; issuing hot works and fire permits; coordinating all fire work displays with the State Fire Marshal (SFM) and the Baltimore County Fire Department (BCFD), and identifying evacuation procedures for individuals with disabilities.

◀All Towson University residence facilities are equipped with sprinkler systems.▶

12.07 Video Monitoring

The university has an extensive and growing, state of the art video monitoring and recording system that is used to deter and investigate crimes and other campus public safety and security related incidents. While it is impossible and impractical to continually monitor each camera, our Police Communications Operators (PCOs) conduct “video patrols” of campus areas covered by the system when feasible. Police officers can also access the system from laptop computers mounted in police vehicles.

13.00 MISSING STUDENT NOTIFICATION POLICY

This section applies to students residing in any university or privatized/affiliated housing (collectively “housing”).

- Students, employees, or other individuals should report that a student has been missing for 24 hours to the Towson University Police, or to the appropriate Residence Life staff member such as a Residence Life Coordinator or Resident Assistant. Any official missing student report will be referred to the Towson University Police.
- Each student in housing may identify a contact person to be notified within 24 hours of the determination by Towson University Police that the student is missing. Students may identify the contact person on the Housing and Residence Life student information card that is completed upon moving into their building.
- Contact information will be kept and maintained confidentially. It will be accessible only to authorized campus personnel, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
- The university must notify a custodial parent or guardian, in addition to any contact person designated by the student, within 24 hours of the TUPD determining that a student under the age of 18 is missing. The university will notify the appropriate local law enforcement agency within 24 hours after determining that a student is missing regardless if a contact person has been named.
- All students should share their finalized schedules with family, friends, and/or roommates as part of their personal safety plans.

14.00 EMERGENCY RESPONSE AND EVACUATION PROCEDURES

As a basic principle of emergency response on campus, all calls for ambulance and fire emergency response will be made first to 911, and immediately thereafter to the Towson University Police Department at 410-704-4444. It is essential that the TUPD be contacted in addition to 911 so that university police officers are able to direct emergency responders to the location of the emergency. For emergencies other than fire and ambulance, contact the TUPD at 410-704-4444.

14.01 Emergency Operations Plan

Towson University’s Emergency Operations Plan (EOP) governs the campus response to fires, explosions, floods, toxic material releases, civil disturbances, and other emergencies that occur on Towson University’s campus. The plan also provides details about evacuation and emergency sheltering procedures. The plan is made available to the university’s President’s Council, the Emergency Preparedness Task Force, and all individuals involved in emergency response at the university. An abbreviated manager’s version of the EOP is also provided to all deans, directors and department heads.

14.02 Emergency Resource Guide

Towson University's Emergency Resources Guide is a quick-reference flip-chart that includes instructions and contact information for responding to a variety of emergencies. Much of the information in the guide is adapted from university's EOP. The guide recommends procedures related to bomb threats, medical emergencies, suspicious letters and packages, fire and weather emergencies, elevator failures, evacuation procedures, general and hazardous material release, earthquakes, sheltering in place, and active shooter scenarios. **The guide is posted in all residence halls and academic buildings**, and distributed both to all campus departments and individually to all faculty and staff at new employee orientation. Copies should be kept easily accessible in offices and other workplaces so they can be easily referenced to supplement good judgment and common sense.

Printed copies of the Emergency Resources Guide can be obtained by contacting the [Office of Public Safety](#). An electronic version can be found at:

<http://www.towson.edu/adminfinance/publicsafety/documents/ergfinal7-2012.pdf>

14.03 Evacuation Procedures

Evacuation emergencies include fires; hazmat and explosions when evacuations are directed by emergency personnel; natural gas leaks; unplanned utility outages; bomb threats and other situations when emergency personnel direct buildings to be evacuated. Evacuations can range from a single building to a portion of campus or the entire campus. In the event of an area-wide or campus-wide evacuation, the university police department will coordinate with local government authorities to ensure that evacuation directions do not conflict with those of the surrounding jurisdiction. In the event of a fire or other evacuation emergency on campus, all persons in affected areas must evacuate immediately. Notification of a fire or other evacuation emergency is provided by a building fire alarm signal that may be a strobe/horn or internal voice emergency communication system depending on the building. Initial emergency notifications may also be followed by e-mail, text message, voice communication (external emergency speaker system), message board announcement, NetNotify (computer screen announcement) and/or phone communication such as voice mail if appropriate. Fire evacuation procedures are also posted in all campus residence hall rooms and are available on the web.

14.04 Emergency Notification Methods

Unless issuing a notification would put the community at greater risk or compromise efforts to contain the emergency, Towson University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus.

Emergencies and dangerous situations will be confirmed consistent with established university policy and TUPD directives before emergency notifications are made. TUPD's Police Communications Operators (PCOs) will inform the on-duty TUPD patrol supervisor about emergency situations that have been confirmed by TUPD or other responding personnel. PCOs are authorized by written TUPD directives and matrix to activate appropriate notification systems based on the nature of the emergency. The notification system also includes several pre-scripted messages that address foreseeable campus emergencies. Original messages can be inserted into notification systems when appropriate pre-worded messages do not exist. Original content messages may be authorized and developed by the TUPD on-duty patrol supervisor, an on-duty commander, or the on-call commander. TUPD patrol supervisors are also authorized to add to or modify notifications based on the immediate circumstances of the event.

The campus Media Relations Manager is notified in certain emergencies to inform the larger community by the electronic media and to update the university's web site with content specific to the emergency.

What follows is a description of various emergency notification systems and processes that are in place.

- **Emergency Text Messaging System:** Towson University has a state-of-the-art emergency notification system for its community that is capable of sending messages instantly and simultaneously to all registered text-message capable cell phones, smart phones and other personal communication devices. Users may register two e-mail addresses and two devices on their personal accounts. Wireless service agreements may authorize users being charged nominal fees for receiving the text messages. Follow these links for text alert instructions:
 - [Instructions for Registering](#)
 - [Register for Alerts](#)
 - [Instructions for Sending Alerts to a Second Phone](#)
 - [Instructions for Unsubscribing to Text Alerts](#)
- **External Siren and Speaker System:** The campus is equipped with six external sirens / speakers that can be used to alert the campus community of an existing or pending crisis. In addition to the siren alert, the system is equipped with several pre-recorded messages tailored to specific types of emergencies. The system also allows for live real-time announcements via the public address capability.
- **Internal Emergency Signal and Public Address System:** All residence hall facilities, new facilities and the majority of academic and administrative buildings are equipped with an enhanced fire alarm system which allows for pre-recorded and live messages to be broadcast over the internal speakers in addition to the traditional audible fire alarm tone. The system will be installed in additional campus buildings in the coming years as funding is available.
- **Desktop Messaging System:** The TUPD has the ability to display messages on the screens of most university-owned computers. The message appears in front of other open windows on all OTS-managed university computers.
- **All-Campus E-Mail Message:** An all-campus e-mail will provide information regarding present or imminent threats or dangers and inform the campus of appropriate steps to take to maintain safety.
- **Campus Telephone Notification System:** Callers who dial 410-704-NEWS and our main campus telephone number (410-704-2000) will be alerted to events by a voicemail message.
- **Web Site and Media Alerts:** A message will appear on the Towson University homepage, and emergency webpage as well as television, radio and print media will be alerted if appropriate.
- **Police Announcements:** If necessary, police announcements could be made via in-car public address systems as the police patrol campus in vehicles.
- **Residence Hall Announcements:** All of the residence halls are equipped with a public address system that enables building-wide and room-specific communications.
- **Voice Over Internet Phone (VOIP) System:** Campus VOIP phones are equipped with a speaker which when activated, can broadcast emergency messages over all phones in select buildings or all buildings on campus.
- **Digital Signage:** Many building lobbies and common areas are equipped with large screen monitors where emergency messages may be displayed. Use of Digital Sign messaging is incorporated into the university's notification matrix.

14.05 Training and Testing

TU conducts emergency policy and procedure training and testing through:

- Fire drills
- Testing of the internal and external voice communication systems
- Table top/emergency exercises

- The publication of information pertaining to emergency procedures in the Daily Digest and other campus publications
- The campus safety video and emergency preparedness videos that are linked the Office of Public Safety’s web site: <http://www.towson.edu/adminfinance/publicsafety>
- Annual fire safety training for Housing & Residence Life Staff
- Mandatory State Fire Marshall crowd management training for campus event managers

Documentation for these tests is maintained Department of Environmental Health and Safety (EHS) and is available for review upon request. Documentation includes a description of the activity, date and time accomplished, and names of attendees (as applicable).

Emergency tests and drills are conducted at least each semester and sometimes more frequently in accordance with applicable codes. Policies and procedures are reviewed and updated annually.

Police Communications Operators are required to regularly demonstrate their proficiency on activating the emergency notification systems.

15.00 ANNUAL FIRE SAFETY REPORT

The information compiled in this section includes safety practices, standards, and all fire-related on-campus statistics required by the Higher Education Opportunities Act of 2008.

15.01 Fire Log

The university’s fire log lists the dates, times, general locations, and nature of all fires that occurred in on-campus student housing facilities.

Towson University’s fire log for at least the most recent 60 day period is open to public inspection during normal business hours at the Environmental Health and Safety office that is located at the Public Safety Building, 290 West Towsontown Boulevard, Towson, Maryland 21252. Any portion of the log that is older than 60 days and that is not immediately available will be made available not later than two business days of a request for public inspection. Fire logs are kept for three years following the publication of the last annual report to which it applies.

Direct all questions about the fire log to the Department of Environmental Health and Safety at (410) 704-2949 or safety@towson.edu. The fire log can be read at this link:

<http://www.towson.edu/adminfinance/facilities/ehs/FIRELOG.htm>.

Towson University Fire Log							
Year	# of Fires	Building	Date & Time	Cause	Injuries	Deaths	Value of Property Damage
2012	1	William Paca House	11/16/12 @ 11:01 PM	Food Left On Stove	0	0	\$0
2013	1	Residence Tower	06/14/13 @ 3:30 PM	AC Unit Malfunction	0	0	\$2,000.00
2014	1	Glen Tower B	08/31/14 @ 5:15 PM	AC Unit Malfunction	0	0	\$800

15.02 On-Campus Student Housing Fire Safety Systems

Each on-campus student housing facility is inspected at least semi-annually and has:

- Complete automatic sprinkler system
- Fully addressable fire alarm system monitored by the Towson University Police Department (TUPD)
- Smoke alarm in each sleeping area.
- Fire rated egress corridors and stairwells
- Speaker in each room that is connected to the Mass Emergency Voice Communication System which will receive emergency messages.

15.03 Fire Drills

Fire drills are conducted and evaluated each semester in each on-campus residence hall by EHS employees who are also Special Assistant State Fire Marshalls.

15.04 Hazardous Practices Prohibited

These activities are prohibited in on-campus residence halls:

- Smoking. Towson is a smoke-free campus.
- Using lighted candles or other open flames devices.
- Cooking in unapproved areas, such as bedrooms, or using toaster ovens or other appliances that have open heating elements. The only approved microwave ovens are the ones issued by Housing and Residence Life (HRL).
- Space heaters, except as approved by EHS on a case by case basis.
- Misusing extension cords.
- Tampering with or blocking fire protection equipment.
- Possessing fireworks.
- Touchier halogen lamps or halogen bulbs.

15.05 Student Housing Evacuation Procedures

Residential facilities must be evacuated any time the fire alarm sounds.

- Residents should:
 - Dress for the weather and put on shoes.
 - Use the nearest exit or another exit if the nearest is blocked by smoke or fire. Go back to your room if all exits are blocked. Do not use the elevators.
 - Feel the door knob and upper door with the back of your hand before opening any door. Do not open the door if it is hot or even warm to the touch. Brace yourself against the door and open it slightly if the door knob or door are cool to the touch. You should close the door and stay in your room if fire, heat or smoke is present on the other side of the door.
 - Keep low to the floor where the air is fresher if you encounter smoke in a room or corridor. Try to wet a cloth and hold it to your mouth and nose to filter some of the smoke.
 - Close doors behind you as you leave if possible.
 - Exit the building and go to the exterior assembly area. You will be guided to an indoor assembly area if there is inclement weather or if the evacuation may last more than 30 minutes.
 - If you cannot leave a room and it is possible, attempt to open windows from the top and bottom to let heat out and fresh air in. Hang a bed sheet or piece of clothing out of the window to attract attention. Wave a flashlight at night. Dial 911 to report your location.
- Follow all staff and emergency personnel's instructions.
- EHS asks that you assist residents with disabilities to evacuate and to ensure that they are aware of the alarm if these actions do not place you in personal danger.

- If you spot smoke or fire, pull the alarm, evacuate the building and from a safe location outside of the building, **dial 911**. At the emergency blue-light and yellow phones located around campus, press the emergency button to be connected to the University Police who can contact 911 for you, or dial 911 on the key pad to be connected directly to the 911 Center. Give the dispatcher all of the requested information.
- All fires, even if extinguished, must be reported to the TUPD at X4-4444.
- All fire alarms, even if suspected of being false or accidental, must be reported to 911.

Residents with *temporary or permanent mobility disabilities* are responsible for informing Housing and Residence Life staff of this fact. Your name, room number, and nature of disability will be placed on a list that will be given to the fire department in an emergency. Follow the previously described procedures for students who cannot leave their rooms. Residents and staff may help you to evacuate only if this does not place them in danger.

15.06 Fire Safety Education Policies & Training Programs for Students & Employees

Environmental Health and Safety provides these policies and training programs:

Policies:

- Employee Safety Programs-Fire Safety Procedures & Office Fire Prevention
- Fire Emergency Policy
- Fire Watch Policy & Procedures
- Residence Hall Emergency Evacuation Procedures
- Decorations Policy
- Non-Residential Building Fire Evacuation Procedures
- Impairment Policy for Fire Protection Systems
- Housing and Resident Life Policies and Procedures
- Smoking Policy

Training Programs:

- Resident Assistant/Resident Staff Fire Safety Training
- State Fire Marshall Crowd Control Certification Training Video
- Semi-Annual Fire Drills
- RA Floor Fire Safety Training
- Campus Safety Video

Other Fire Safety Resources:

- National Safety Council's Dorm Safety 101
- U Fire on Campus Brochure
- "In Case Of Fire" Evacuation Procedures (posted on all bedroom doors)
- EHS website: <http://www.towson.edu/adminfinance/facilities/ehs/FireSafety1.asp>

15.07 Fire Reporting

University policies require that all fires must be reported immediately to the Baltimore County 911 Center and the TUPD. Call 911 from any on-campus, off-campus, or cell phone. Press the emergency button on any emergency blue-light or yellow phones located around campus to be connected directly to the TUPD who will connect you with 911. You can also use the emergency phone key pad to call 911 directly. Call 410-704-4444 to be connected to the TUPD from any off-campus or non-campus phone. The on-campus phone extension for TUPD is 4-4444.

15.08 Future Fire Safety Improvements

The university has been using a systematic process of annually planning and budgeting for fire protection system upgrades for over 30 years. EHS regularly evaluates the fire protection systems in residential facilities. Upgrades occur through replacements or during building renovations. Campus alarm systems were recently upgraded to include the ability to play automated variable message announcements. Ongoing improvement plans include:

- Placing fire stop material in all places where walls have been penetrated by pipes, wiring, etc.
- Place electronic door holders on all fire doors to prevent fire doors from being blocked open.

16.00 ILLEGAL WEAPONS

Towson University's weapons policy, **06-01.11 – Weapons Prohibited**, prohibits the possession or control of any weapon on university property. Follow this link to the university's policy:

<https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11%20Weapons%20Prohibited.pdf>

17.00 CRIME STATISTICS

The TUPD reports crime statistics to State and Federal authorities. *Clery Act* statistics are submitted to the US Department of Education. Uniform Crime Report (UCR) crime statistics are reported through the Maryland State Police, Criminal Justice Information System (CJIS) to the Federal Bureau of Investigation (FBI).

There are significant similarities and differences in the two crime reporting systems. Crime definitions are the same between the UCR and Clery Act systems. However, the Clery Act requires that certain student disciplinary referrals and incident data from Campus Security Authorities is reported.

On occasion, TUPD will receive a complaint that is determined through investigation to be false or baseless. In other words, no crime occurred. The TUPD utilizes UCR's definition of UNFOUNDED when determining that a reported crime did not occur and therefore, should not be counted in our reported crime statistics. If investigation reveals that no crime occurred nor was attempted, the incident will be categorized as UNFOUNDED. An example of an "unfounded" incident, would be:

An hour after visiting the bookstore in the University Union, a student discovers that his wallet is missing and he reports to TUPD that his wallet was stolen. The wallet is later recovered in the University Union's lost and found department with all contents inside. The police conclude that the student had dropped his wallet.

This report contains *Clery Act* crime statistics for 2012, 2013, and 2014. These statistics have been compiled from data collected by the Towson University Police Department, the Baltimore County Police Department, and TU Campus Security Authorities.

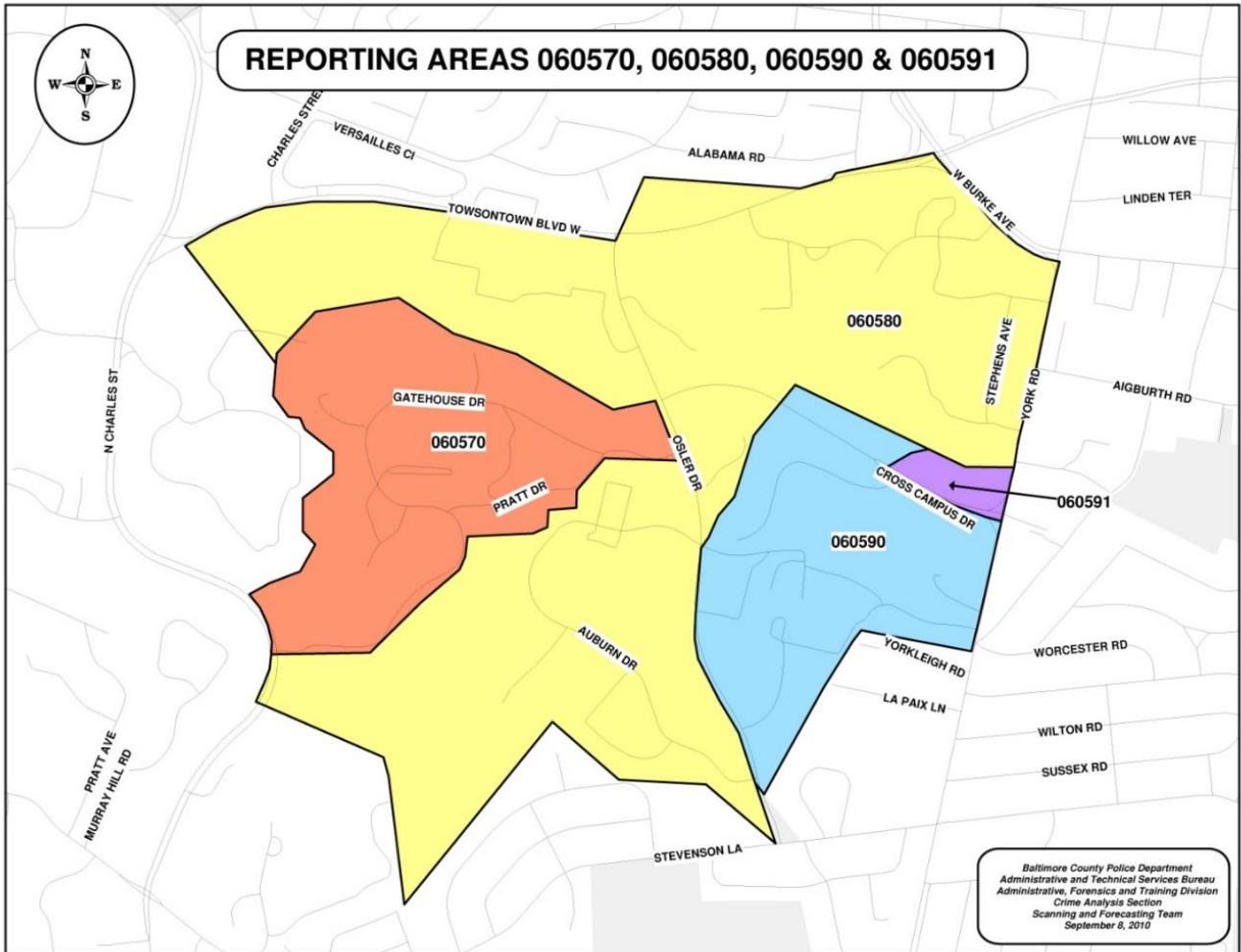
17.01 Reporting Locations

The Clery Act requires that statistics be reported according to where reportable incidents occurred. These locations are:

- **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, including residence halls; and any building or property that is within or reasonably contiguous to campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes such as a food or other retail vendor.

- **Dormitories or other residential facilities** for students on campus are a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus.
- **Non-Campus 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 an 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. Towson University has non-campus property located in the 1 Olympic Place building in downtown Towson.
- **Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or *immediately adjacent* to and accessible from the campus. Towson University is located within the Sixth Precinct of the Baltimore County Police Department (<http://www.baltimorecountymd.gov/Agencies/police/>). TUPD reports public property crimes reported in Baltimore County Police reporting areas: 060570, 060580, 060590, and 060591. Only those crimes reported in these areas that meet the Clery Act definition of *public property* are included in the yearly Clery Report. Public property roadways include:
 - Towsontown Blvd. from Burke Avenue to Charles Street
 - Burke Avenue from York Rd. to Towsontown Blvd.
 - York Road from Burke Avenue to 7720 York Road.
 - Cross Campus Drive
 - Osler Drive

This map shows the involved Baltimore County Police reporting areas.



17.02 Crime Statistics – 3 Year Comparison

Clery Act Reportable Crimes & Incidents		On-Campus			Student Residences ⁽¹⁾			Noncampus Property			Public Property		
		2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder & Non-Negligent Manslaughter	Act. ⁽²⁾	0	0	0	0	0	0	0	0	0	0	0	0
	Unf. ⁽³⁾			0			0			0			0
Negligent Manslaughter	Act.	0	0	0	0	0	0	0	0	0	0	0	0
	Unf.			0			0			0			0
Rape & Forced Fondling	Act.	2	5	5	1	5	4	0	0	0	0	0	0
	Unf.			3			3			0			0
Incest & Statutory Rape	Act.	0	0	0	0	0	0	0	0	0	0	0	0
	Unf.			0			0			0			0
Robbery	Act.	0	0	0	0	0	0	0	0	0	0	2	0
	Unf.			1			0			0			0
Aggravated Assault	Act.	4	0	5	2	0	1	0	0	0	0	0	3
	Unf.			0			0			0			0
Burglary	Act.	9	6	5	0	5	2	0	0	5	0	0	0
	Unf.			1			0			0			0
Motor Vehicle Theft	Act.	2	1	1	0	0	0	0	0	0	0	0	0
	Unf.			0			0			0			0
Arson	Act.	0	0	0	0	0	0	0	0	0	0	0	0
	Unf.			0			0			0			0
Domestic Violence ⁽⁴⁾	Act.		0	1		0	0		0	0		0	0
	Unf.			0			0			0			0
Dating Violence ⁽⁴⁾	Act.		4	3		4	3		0	0		0	0
	Unf.			0			0			0			0
Stalking ⁽⁴⁾⁽⁵⁾	Act.		1	6		1	4		0	0		0	0
	Unf.			0			0			0			0
Illegal Weapons	Arrest	0	1	0	0	1	0	0	0	0	0	0	0
	Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	Arrest	52	33	52	37	27	40	0	0	0	6	6	2
	Disciplinary Referrals	37	19	41	27	19	40	0	0	0	0	3	0
Liquor Law	Arrest	20	37	29	12	18	19	0	0	0	1	0	2
	Disciplinary Referrals	320	319	288	319	315	289	0	0	0	0	0	0

⁽¹⁾ Student Residence is a sub-set of On-Campus & is already included in On Campus totals.

⁽²⁾ Act. = Actual, confirmed crime.

⁽³⁾ Unf. = Unfounded crime. No crime was committed. Not reportable until 2014.

⁽⁴⁾ These incidents were not reportable until 2013.

⁽⁵⁾ Stalking as defined by current Clery reporting guidelines is significantly different from Maryland criminal statutes. Refer to page 18 of this document to read Clery and Maryland definitions of **stalking**.

18.00 HATE/BIAS CRIMES & INCIDENTS

The maintenance of a welcoming campus climate is essential to the university's ability to enroll, hire, and retain highly qualified students, faculty and staff. Therefore, the university takes an active role in promoting peace and harmony among diverse groups living, working, and studying within our campus community and to the extent possible, protecting students, faculty, staff, and visitors against incidents or criminal acts that would constitute hate/bias incidents or crimes.

Reporting, investigating, and responding to hate/bias incidents and crimes is a crucial component in the development of a more tolerant society and a hate free campus environment. Those who believe they have witnessed or been the target or victim of a hate crime or a hate bias motivated incident are encouraged to report the matter to the:

University Police	410-704-4444 (emergency)
	410-704-2134 (non-emergency)
Center for Student Diversity	410-704-2051
Office of Diversity and Equal Opportunity	410-704-2360
Office of Fair Practices	410-704-2361

The university will respond to and investigate all reported hate/bias incidents or crimes, as described in these related university procedures:

- [Hate/Bias Response Team](#)
- [Hate/Bias Reporting Form](#)
- [Towson University Procedures for Responding to Hate/Bias Incidents or Crimes \(PDF\)](#)

18.01 Clery Act Reporting Hate Violence

Towson University complies with the Clery Act's requirements to report by geographic location and by category of prejudice, any of the hate violence statistics for specified crimes (Murder, Manslaughter, Sex offenses, Robbery, Aggravated Assault, Simple Assault, Burglary, Motor Vehicle Theft, Arson), and any other crime involving bodily injury reported to the local police agencies or to the campus security authority, that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- **Race:** A performed negative attitude toward a group of persons who possess common physical characteristics, such as skin color, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, such as Asians, blacks, whites, or
- **Gender:** A performed negative opinion or attitude toward a group of persons because those persons are male or female, or
- **Religion:** A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, such as Catholics, Jews, Protestants, atheists, or
- **Sexual Orientation:** A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g. gays, lesbians, heterosexuals, or
- **Gender Identity:** A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals; or

- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **Disability:** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury advanced age, or illness.

Amendments to the Clery Act that became effective in 2009 require the reporting of hate crimes involving:

- **Larceny (Theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **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.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Vandalism (Destruction of Property):** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

18.02 Hate Crime Statistics – 3 Year Comparison

Clery Act Reportable Hate Crimes	On Campus			Student Residences ⁽¹⁾			Noncampus Property			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape & Forced Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest & Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	1RA	2 RA 1 SO	0	0	2 RA 1 SO	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	2 RA 1 SO	1 SO	0	2 RA	0	0	0	0	0	0	0	0

(1) Student Residences is a sub-set of On Campus and is already included in On Campus totals.

Hate / Bias Codes: RA = Race; RE = Religion; NO = National Origin; SO = Sexual Orientation; G = Gender; E = Ethnicity; GI = Gender Identity

19.00 THE UNIVERSITIES AT SHADY GROVE

The Universities at Shady Grove (USG) is a regional center located in Rockville, Maryland, that supports programs from nine different institutions, including Towson University, within the University System of Maryland. Students attend classes at USG but are still considered students of their “home campus.” In addition, employees at USG can be affiliated with any of the nine institutions.

Please access the link <http://www.shadygrove.umd.edu/annual-security-report> for the USG *Annual Security Report* that is compiled and distributed annually in compliance with the *Clery Act*. This publication contains crime statistics and statements of security policy. Annually, prior to October 1st, current students and employees are sent an email message providing them with a link to this brochure and notification that the current edition of the *Safety & Security* publication has been posted on the Universities at Shady Grove website. Printed copies may be obtained from the 24 hour security desk located in the Camille Kendall Academic Center on the Shady Grove campus.

Crime statistics for USG are reported, in their entirety, by each of the nine institutions that conduct classes at USG.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (the *Clery Act*) mandates the manner and format in which statistics are to be collected and published. Statistical updates, if any, will be posted online (<http://www.shadygrove.umd.edu/about/public-safety/>).

19.02 Clery Act Statistics – The University at Shady Grove

Clery Act Reportable Crimes & Incidents		On Campus			Non campus Property			Public Property ¹		
		2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder & Non-Negligent Manslaughter		0	0	0	0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0	0	0	0
Rape & Forced Fondling		0	0	0	0	0	0	0	0	0
Incest & Statutory Rape		0	0	0	0	0	0	0	0	0
Robbery		0	0	0	0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0	0	0	0
Burglary		2	2	0	0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0
Hate Crimes ²		0	0	0	0	0	0	0	0	0
Domestic Violence ^{3,4}			0	0		0	0		0	0
Dating Violence ^{3,4}			0	0		0	0		0	0
Stalking ^{3,4}			0	0		0	0		0	0
Illegal Weapons	Arrests	0	0	0	0	0	0	0	0	0
	Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Drug Law	Arrests	1	0	0	0	0	0	0	1	0
	Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Liquor Law	Arrests	0	0	0	0	0	0	0	0	0
	Disciplinary Referrals	0	0	0	0	0	0	0	0	0

1. Any statistics listed in “Public Property” category include incidents that took place off campus, on public property immediately adjacent to and accessible from the Campus, but not on the property of USG.
2. Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or received Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D). Any numbers in small print parentheses would indicate how many of the total number of reported incidents were motivated by each type of bias. Statistics for the chart category, “Hate Crime involving bodily Injury” do not include other hate crimes that might be included in other categories.
3. This crime was not reportable until 2013.
4. The Montgomery County Police Department does not classify crimes into this category, but other crimes that could possibly have elements of this category were reviewed with MCPD before being included or excluded.
5. Individuals not arrested but referred for possible campus disciplinary action, such as first offenders who were required to attend educational programs.

20.00 UNIVERSITY SYSTEM OF MARYLAND AT HAGERSTOWN

The University System of Maryland at Hagerstown (USMH) is a regional center located in Hagerstown, Maryland that supports 20 programs from six institutions, including Towson University, within the University System of Maryland. Students attend classes at USG but are still considered students of their “home campus.” In addition, employees at USMH can be affiliated with any of the nine institutions.

Please access the link http://hagerstown.usmd.edu/pdfs/Jeanne_Clery_Disclosure_13.pdf for the USMH *Clery Act* disclosure.